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1. Introduction

1.1 This policy will apply to all activities and operations of Archery Victoria to assist Archery Victoria Board Members to effectively identify, disclose and manage any actual, potential or perceived conflict of interests in order to protect the integrity of Archery Victoria and to manage risk associated with that conflict of interests.

1.2 This policy will provide a framework for:

- all Board Members of Archery Victoria in declaring a conflict of interests; and
- the Archery Victoria Board when determining how to deal with situations of conflict of interests.

1.3 Conflict of interests commonly arise, and do not present a problem to Archery Victoria if they are openly and effectively managed. It is the policy of Archery Victoria as well as a responsibility of the board, that ethical, legal, financial or other conflict of interests be avoided and that any conflicts (where they do arise) do not conflict with the obligations of Archery Victoria.

1.4 This Policy, and associated documents enter into force and applies as of 30 November 2025. It will be reviewed on or before 30 November 2027. Unless required by changes to legislation, changes to the Rules Archery Victoria or Archery Australia policies, or as determined necessary by the Archery Victoria Board.

1.5 Copies of all documents can be obtained from the Archery Victoria website. Additional information is available from the Secretary, Archery Victoria.

2. Policy Intent

2.1 This Policy and its procedures are designed to ensure that the Conflict of Interests Policy will manage conflict of interests by requiring Board Members to:

- Avoid conflict of interests where possible
- Identify and disclose any conflict of interests
- Carefully manage any conflict of interests; and
- Follow this policy and respond to any breaches.

3. Definitions

3.1 Conflict of Interests means a conflict occurs when a person's personal interests conflict with their responsibility to act in the best interests of Archery Victoria. Personal interests include direct interests as well as those of family, friends, or other organisations a person may be involved with or have an interest in. It also includes a conflict between a Board Member's duty to Archery Victoria and another duty that the member has (for example, to another organisation). A conflict of interests may be actual, potential or perceived and may be financial or non- financial.

These situations present the risk that a person will make a decision based on, or affected by, these influences, rather than in the best interests of Archery Victoria and must be managed accordingly.

4. Policy Application

4.1 This policy applies to Board Members where a member's external interest or activity influences or appears to influence the ability of the person to exercise their responsibilities objectively.

4.2 Archery Victoria places great importance on making clear any existing or potential conflict of interests. All such conflict of interests shall be declared by the member concerned and documented.

5. Responsibilities

5.1 The Board is responsible for:

- Establishing a system for identifying, disclosing and managing conflict of interests across Archery Victoria;
- Monitoring compliance with this policy, and
- Reviewing this policy on a regular basis, to ensure that the policy is operating effectively.

5.2 A Board Member who believes another member has an undeclared conflict of interests should specify in writing the basis of this potential conflict.

5.3 Archery Victoria shall ensure that its Board Members are aware of their responsibilities under the Conflict of Interests Policy

6. Conflict of Interests

6.1 A conflict of interests arises where a direct or indirect private interest or activity conflicts with, or might be perceived to conflict with a person's duties and responsibilities to the position they hold. This can arise from:

- Receiving a pecuniary or financial interest;
- Personal or business relationships or activities;
- Being a member, official or representative of an outside organisation;
- Making public comment related to the sport of Archery;
- Accepting gifts or other benefits - Anything offered to a Board as a result of their official duties, which provides a personal advantage, is considered a gift or an item of personal benefit. These benefits should be disclosed and approved by the Board prior to acceptance; and
- Behaviours, actions or activities that:
 - Conflict with the effective and impartial performance of duties;
 - Provide an unfair advantage or inequitable treatment to a Member, Club, supplier or potential supplier; and
 - Involve the use of position, information or property of the Archery Victoria for personal gain.

6.2 Identification and Disclosure of Conflict of Interests

6.2.1 Once an actual, potential or perceived conflict of interests is identified, it must be entered into Archery Victoria Register of Interests, as well as being raised with the Board. Where all of the other Board members share a conflict, the Board should ensure that proper disclosure occurs.

6.2.2 The Register of Interests must be maintained by the Secretary Archery Victoria, and record information related to a conflict of interests (including the nature and extent of the conflict of interests and any steps taken to address it).

6.3 Confidentiality of Disclosures

Only the Secretary, Archery Victoria shall have access to all information disclosed on conflict of interests, unless the matter requires a decision of the entire Board.

7. Action Required for Management of Conflicts of Interest

7.1 Conflict of Interests of Board Members:

- Once the conflict of interest has been appropriately disclosed, the Board (excluding the Board Member disclosing and any other conflicted Board Member) must decide whether or not those conflicted Board Members should:
 - Vote on the matter (this is a minimum),
 - Participate in any debate, or
 - Be present in the room during the debate and the voting.

7.2 In exceptional circumstances, such as where a conflict is very significant or likely to prevent a Board Member from regularly participating in discussions, it may be worth the Board considering whether it is appropriate for the person conflicted to resign from the Board.

7.3 Considerations for Deciding Any Action:

7.3.1 In deciding what approach to take, the Board will consider whether:

- the conflict needs to be avoided or simply documented
- the conflict will realistically impair the disclosing person's capacity to impartiality in decision-making
- there are alternative options to avoid the conflict; and
- there is a possibility of creating an appearance of improper conduct that might impair confidence in, or the reputation of the Archery Victoria Board.

7.3.2 The approval of any action requires the agreement of at least a majority of the Board (excluding any conflicted Board Member/s) who are present and voting at the meeting. The action and result of the voting will be recorded in the minutes of the meeting and in the Register of Interests.

8. Compliance with this Policy

8.1 If the Board has a reason to believe that a person subject to the policy has failed to comply with it, it will investigate the circumstances. If it is found that this person has failed to disclose a conflict of interests, the Board may take action against them.

8.2 This may include seeking to terminate their relationship with Archery Victoria. If a person suspects that a Board member has failed to disclose a conflict of interest, they must discuss it with the person in question, notify the Board, and or the person responsible for maintaining the Register of Interests.

8.3 Any breach of strategic significance or any material risk associated with this policy will be reported to the Board in a timely manner.

9. Exclusion from Decisions

9.1 Generally, Board members who have a conflict of interests in the subject matter of a decision should not be part of the deliberation and voting process of the decision. The people concerned should absent themselves from that part of the meeting where the subject matter is discussed.

9.2 Members with a conflict of interests shall not participate in any discussion about the issue or attempt to influence the discussion or vote on the subject.

9.3 The assessment of a conflict of interests will always be determined by the particular circumstances. If there is any uncertainty as to whether a conflict exists or not, then it is recommended that the nature of the potential conflict be disclosed and that those potentially conflicted should absent themselves from that portion of the meeting.

9.4 Should the President have a conflict of interests then they should appoint the Vice President to chair that portion of the meeting.

9.5 In all cases where a Board member excuses themselves from the meeting due to a Conflict of Interests this shall be noted in the minutes of the meeting, along with the results of the deliberation and decision.