



Conflict of Interest Policy

1. OVERVIEW AND APPLICATION

- a. This Conflicts of Interest Policy (the “Policy”) is approved by the Archery Australia Limited (the “Organisation”) board and is in force from the date of approval and applies to but is not limited to the list of roles “Appointees” listed below.
 - i. The Organisations Directors
 - ii. The Organisations Board Committee Members
 - iii. The Organisations Officers and employees
 - iv. Any person appointed by The Organisation to an official position, including but not limited to:
 1. Organisation appointed Coaches
 2. Organisation appointed Selectors
 3. Organisation appointed Managers or athlete support personnel
 4. Organisation appointed Officials and Delegates
- b. A conflict of interest occurs when a person’s personal interests’ conflict with their responsibility to act in the best interests of the Organisation. 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.
- c. It also includes a conflict between an Appointee’s duty to the Organisation and another duty that the board member has (for example, to a member organisation). A conflict of interest may be actual, potential or perceived and may be financial or non-financial.
- d. 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 the Organisation.
- e. This Policy provides guidance to appointees to manage conflicts through the following principles:
 - i. Avoid conflicts of interest where possible,
 - ii. Identify and disclose any conflicts of interest,
 - iii. Carefully manage and conflicts of interest, and
 - iv. Follow this policy, respond to or report any breaches.

2. MINIMISING CONFLICTS

- a. Conflicts of interests are common, and they do not need to present a problem to the Organisation if they are openly and effectively managed.
- b. The Organisation actively seeks to minimise or avoid conflicts when engaging Appointees but accepts that in the context of the Organisations operations, the majority of people seeking to become involved in roles, whether paid or volunteer, do so due to a connection or history to the sport.

3. DUTY TO DISCLOSE

- a. Appointees have a duty to disclose conflicts of interest to the relevant person or body within the Organisation.
- b. Directors of the Organisation should disclose conflicts of interest to the Chair of the Board and the Chief Executive Officer of the Organisation.
- c. Employees, Coaches, Selectors, Delegates, Officials and other Appointees should disclose conflicts of interest to:
 - i. If applicable, the Chair of the relevant panel or committee or commission; and
 - ii. The Chief Executive Officer of the Organisation or General Manager responsible for the relevant area of work.

4. MANAGING CONFLICTS

- a. In determining how the conflict is to be managed the Organisation should consider:
 - i. whether the conflict needs to be avoided or simply documented
 - ii. whether the conflict will realistically impair the disclosing person's capacity to
 - i. impartially participate in decision-making
 - ii. alternative options to avoid the conflict
 - iii. the Organisations objects and resources, and
 - iv. the possibility of creating an appearance of improper conduct that might impair confidence in, or the reputation of, the Organisation
- b. Where existing conflicts are disclosed and planning enables, measures are to be put in place and communicated to relevant stakeholders, to ensure the conflict is removed from any decision making process. Examples of this include:
 - i. Board Directors abstaining from voting on any matter in which they have a perceived or real conflict;
 - ii. National Selection Policies, which contain mechanisms to remove any conflicted selector from the selection process;
 - iii. National Tribunal Members complete a disclosure of interest and are not appointed to any hearing where there is a conflict with any party to the matter.
- c. Where the conflict could not reasonably have been known prior to the decision making process, the conflicted Appointee has a duty to disclose the conflict to all parties to the decision making process.
- d. Failure to disclose is a breach of this Policy and the Organisations Code of Conduct and will be investigated and managed accordingly.
- e. In extreme cases where it is deemed that the conflict cannot be effectively managed the conflicted party may need to be removed from any discussion or decision making related to the topic of the conflict.



5. CONFLICTS OF INTEREST REGISTER

- a. The Organisation will maintain a register of conflicts of interests disclosed under this policy.
- b. The Organisation’s Members and Appointees may make a written application to the CEO to inspect the register of conflicts of interest. The CEO may refuse the application in circumstances where they reasonably consider the application to be frivolous or vexatious.

6. CONSIDERATIONS WHEN DECIDING WHAT ACTION TO TAKE

In deciding what approach to take, the organisation will consider, having regard to the nature and materiality of the conflict of interest:

- I. Whether the conflict needs to be avoided, documented, or taken note of
- II. Whether the conflict will realistically (from a pragmatic perspective) impair the disclosing director’s capacity to impartially participate in decision-making
- III. Alternative options to avoid the conflict (if available)
- IV. Archery Australia’s mission, objects, and resources; and
- V. The possibility of creating an appearance of improper conduct that might impair confidence in, or the reputation of, Archery Australia.

The approval of any action requires the agreement of at least a majority of the board (excluding any conflicted Director/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 (if necessary).

REVIEW HISTORY OF ARCHERY AUSTRALIA LIMITED CONFLICTS OF INTEREST POLICY

Version	Date reviewed	Date endorsed	Content reviewed/purpose
One	07 March 2025	27 March 2025	Incorporating all AA staff, board and volunteer coaches and officials
Two			
Three			
Four			
Five			
Six			

