

VQ Conflict of Interest Policy

Policy:	Conflict of Interest Policy
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Approved by:	VQ Board Members
Dates:	Board Endorsed Date: 07 October 2025 Commencement Date: 08 October 2025 Next Review Date: October 2027

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1.0 Introduction

The purpose of this policy is to protect the integrity, transparency, and decision-making of Volleyball Queensland (VQ) by establishing clear procedures for identifying, declaring, and managing conflicts of interest, whether perceived or actual.

This Conflict of Interest Policy and Procedure sets out a clear and transparent process for addressing conflicts under:

- VQ's Code of Conduct
- VQ's Constitution
- Volleyball Australia's National Integrity Framework (NIF)
- Relevant legislation and standards

This policy replaces all other Conflict of Interest policies (if any and whether written or not).

2.0 Scope

This policy applies to all VQ employees, committee members, contractors, volunteers, referees, coaches, officials, and any person acting on behalf of VQ. It includes situations involving selection processes, disciplinary or judiciary matters, procurement of goods and services, sponsorship arrangements, and governance decision-making.

3.0 Policy

All duties at VQ must be carried out in the best interests of the organisation, with decisions made for VQ's purposes rather than personal gain. Conflicts of interest must be disclosed in a timely manner and managed transparently, with records kept to show how they were addressed. Individuals with a conflict must not influence the decision-making process, and meeting minutes must clearly document the steps taken.

This approach ensures that VQ's practices remain fair, accountable, and consistent with governance principles.

4.0 Responsibilities

All VQ Representatives must disclose conflicts as soon as they arise. The Chief Executive Officer (CEO) is responsible for ensuring conflicts are managed and maintains the Register of Interests.

The Board of Management is responsible for approving policies and ensuring related-party transactions are reviewed and recorded.

5.0 Definitions

Conflict of Interest: A situation where personal, professional, or financial interests (including those of family/associates) could improperly influence, or be perceived to influence, duties to VQ.

Actual Conflict: Where a direct conflict exists.

Potential Conflict: A situation that may develop into a conflict in the future.

Perceived conflict: Could appear to exist to a reasonable person to influence decision-making.

Related party transaction: Dealings with a person/entity connected to a Representative (e.g., family business, board colleague's company)

6.0 Management of Conflicts

6.1 Sports Context

Conflicts of interest can arise in sport-specific contexts that require careful management:

- **Selection Panels:** Individuals involved in athlete, team, or staff selection must declare any relationships or interests (such as family ties, coaching relationships, or business connections) that could influence, or be perceived to influence, decisions. Where a conflict exists, the individual must recuse themselves from consideration of the relevant candidate.
- **Judiciary and Complaints Handling:** Members of judiciary or complaints committees must not participate in matters where they have a personal connection, prior involvement, or any interest that could compromise impartiality. Replacement members may be appointed to maintain fairness and confidence in the process.
- **Procurement and Contracting:** Staff, volunteers, or committee members with a connection to a supplier or contractor must declare the interest and remove themselves from all aspects of the procurement process. To ensure integrity, at least two competitive quotes must be obtained, and the conflicted individual must not take part in any part of the evaluation or decision-making process.

6.2 Conflict Management Process

The process to managing conflicts include:

1. **Declaration:** The Relevant Person must clearly state the nature of the conflict and immediately advise of a conflict, whether perceived, potential or actual. (Appendix 1 has example of declaration).
2. **Recording:** The conflict must be recorded in the appropriate Register.
3. **Decision to be made:** The CEO will determine the appropriate management of conflict, including, but not limited to:
 - a. Decision that the conflict is minor.
 - b. Restricting access to certain information to the Relevant Person who raised the conflict.
 - c. Request the individual opt out of the process, including decision making or participating in conversations.
4. **Documentation and Recording:** The action must be recorded and documented appropriately.

6.3 Disclosing Interests

You are required to disclose any circumstances where your personal, financial, or family interests could conflict, or be perceived to conflict with your professional responsibilities at VQ. This includes both actual and perceived conflicts.

Examples include, but are not limited to:

- Coaching a team in which a family member is a player.
- Hiring, contracting, or awarding business to a relative, friend, or associate.
- Maintaining close social relationships with participants that could influence decision-making.
- Providing personal support to a participant outside the scope of your role (e.g., babysitting, financial assistance, or accommodation).
- Officiating a match involving a team coached by a close friend.
- Accepting a gift from a volunteer or athlete that exceeds the acceptable threshold under clause 7.0.

7.0 Gifts and Benefits

VQ recognises that the exchange of gifts, benefits, or hospitality can sometimes occur in the course of sport, community, and business relationships. To safeguard integrity and avoid any perception of undue influence, all gifts or benefits valued above \$50 must be declared in writing to their Manager within five (5) business days of receipt.

If you are unsure, always declare the item and seek guidance from your Manager.

Modest and token hospitality, such as light refreshments at meetings or low-value acknowledgements, may be accepted if they are reasonable, proportionate, and serve a legitimate business purpose. However, gifts or benefits that could reasonably be seen to create a real, potential, or perceived conflict of interest must be declined or, if already received, surrendered to VQ.

All declared gifts will be recorded in the Gifts register which is subject to periodic review by the Board to ensure transparency and accountability.

8.0 Non-Compliance

Failure to disclose or manage a conflict of interest may result in disciplinary action, which could include removal from a position, termination of employment, or other action in line with VQ's Code of Conduct.

9.0 Review of Policy

This policy will be reviewed every two years, or earlier following legislative or governance changes, operational changes within VQ.

Reviews will be undertaken in consultation with staff, volunteers, and the Board. Conflict of Interest awareness and obligations will be included in all staff inductions. Training will be provided periodically to ensure ongoing compliance.

10.0 Related Documentation

VQ Code of Conduct
VQ Constitution
VQ Disciplinary Policy
Volleyball Australia's National Integrity Framework (NIF)



11.0 Appendix 1: Conflict of Interest Declaration

This form is to be completed by all, employees, committee members, contractors, volunteers, coaches, referees, and officials of Volleyball Queensland (VQ). The purpose is to declare any actual, potential, or perceived conflicts of interest that may affect impartial decision-making in VQ activities.

Personal Details:

Full Name:	
Position/Role	
Date:	

Declaration

Please declare any actual, potential, or perceived conflicts of interest. This may include personal, professional, financial, or family interests that could influence, or be seen to influence, your role or decisions at VQ.

Do you have any employment, contractual, consultancy arrangements with organisations connected to VQ?

☐ Yes

☐ No

If yes, please specify details below, otherwise write N/A.

Do you have any memberships, directorships, or committee roles in other organisations?

☐ Yes

☐ No

If yes, please provide information below, otherwise please write N/A:



Do you have any financial interests including any shareholdings, partnerships, sponsorships, or supplier connections or relationships?

☐ Yes

☐ No

If yes, please provide details on the relationship below, otherwise please write N/A.

Do you have family, close personal relationships, or friends working as VQ staff, volunteers, members, athletes or suppliers?

☐ Yes

☐ No

If yes, please specify their name, your relationship, and their role at VQ, otherwise write N/A:

Do you have any other interests or relationships that may be relevant to your declaration:

☐ Yes

☐ No

If yes, please specify, otherwise write N/A.
