

Policy 1 - HBA Conflict of Interest Policy

Oversight: Governance Portfolio

Approved: 15 Aug 2025

Review Date: 2026

1. Purpose

The purpose of this policy is to promote transparency, integrity, and accountability within the Hamilton Basketball Association (HBA) by ensuring that all potential, perceived, or actual conflicts of interest are declared and appropriately managed.

2. Scope

This policy applies to:

- HBA Board Members
- Sub-Committee Members
- Coaches, Officials, and Team Managers
- Volunteers
- Employees and Contractors acting on behalf of HBA

3. Definition

A **conflict of interest** is a situation in which a person's personal, professional, or financial interests may compromise—or appear to compromise—their objectivity and duty to act in the best interests of HBA.

Types of conflicts:

- **Actual** – the conflict is currently affecting decision-making
- **Perceived** – others may reasonably view it as a conflict
- **Potential** – the situation could develop into a conflict

4. Responsibilities

- **All Relevant Individuals:** Must declare any conflict as soon as it arises and complete a Conflict of Interest Declaration (Appendix A).
- **President & General Committee:** Must record, assess, and manage all declared conflicts in accordance with the Management Procedure (Appendix B), and maintain the Conflict of Interest Register.

5. Declaration and Recording

- Verbal declarations are required at the beginning of any meeting and must be noted in the minutes.
- Written declarations must be completed for ongoing or significant conflicts using **Appendix A**.
- All declarations must be entered into the **HBA Conflict of Interest Register**, managed by the Secretary or designated Governance Officer.

6. Breaches

Failure to disclose or appropriately manage a conflict of interest may result in disciplinary action, including suspension or removal from position.

7. Related Documents

- HBA Code of Conduct
- HBA Committee Code of Ethics
- Volunteer Management Policy
- Meeting Minutes Template
- Conflict of Interest Register

8. Policy Oversight

- **Oversight Body:** President & General Committee
- **Review Cycle:** Every 2 years, or earlier if required

Appendix A – Conflict of Interest Declaration Form

Hamilton Basketball Association - Conflict of Interest Declaration Form

Full Name	
Role within HBA	
Date of Declaration	

1. Description of Conflict

2. Area Affected (e.g., Committee Decision, Team Selection)

3. Type of Conflict

Actual Perceived Potential

4. Declaration

I declare that the information provided is accurate and understand that I must take no part in related decision-making unless permitted under HBA's Conflict Management Procedure.

Signature: _____

Date: _____

Received by (President/Secretary): _____

Date Recorded: _____

Appendix B – Management of Conflict of Interest Procedure

Purpose

To provide a clear and fair procedure for managing declared conflicts of interest in line with HBA governance principles.

Step-by-Step Procedure

Step 1: Identify and Declare

- The individual identifies a conflict of interest.
- Declaration is made verbally at a meeting and followed up in writing (Appendix A).

Step 2: Record

- The conflict is recorded in the minutes and entered into the HBA Conflict of Interest Register.

Step 3: Assess

- The President and General Committee review the conflict to assess:
 - The nature and seriousness of the conflict
 - The risk it poses to decision-making
 - The urgency of action required

Step 4: Determine Action

One of the following actions is taken:

- **Low-Risk Conflict**
Action: Individual may stay but must not vote or unduly influence decisions. Transparency noted in minutes.
- **Moderate Conflict**
Action: Individual is excluded from discussion and voting on the matter. An alternate is assigned if necessary.
- **Serious/High-Risk Conflict**
Action: Individual is removed from involvement in the matter entirely. Reassignment or withdrawal from role may be necessary.

Step 5: Monitor and Review

- The conflict is monitored if ongoing.
- Reviews may occur quarterly or during the annual review of the register.

Step 6: Report Breaches

- Suspected breaches of this procedure are to be reported to the President.
- Breaches may trigger an internal investigation and disciplinary action if necessary.