

Declaration of Interests and Vested Interest Policy



Policy status:

Last Updated	Update Description	Author/Modifier
June 2005	Document established	Executive Director
May 2009	Document Updated	Executive Director
November 2011	Document Updated	Executive Director
February 2012	Name Change	Executive Director
June 2015	Document updated and name change to Register of Interest and Vested Interest Policy	CEO

1. BACKGROUND and PURPOSE:

The purpose of this policy is to clarify how Gymnastics Victoria will identify and handle decisions or transactions which give rise to a real or perceived conflict of interest. This policy is subservient to the requirements of the *Associations Incorporation Reform Act 2012*.

2. KEY POLICY PRINCIPLES:

This policy applies to the Gymnastics Victoria Board, Technical Committees, employees and all formal sub committees.

Individuals are responsible to declare actual, potential or perceived conflicts of interest and that these will be recorded in the Minutes of each relevant meeting.

Conflicts of interest may include involvement with a club, ownership of a business operation that services the gymnastics community, decisions that affect family members, or any other type of activity that can be considered a conflict of interest.

All Committee Chairs of any Gymnastics Victoria Committee are required to ask about any conflicts of interest or perceived conflicts of interest at the start of each meeting of those in attendance. Where a person declares an interest this must be minuted, and also the result (ie either non-participation for that item on the agenda or a decision of immateriality).

Conflicts involving directors, officers and other decision makers

Decisions or transactions which involve a real or perceived conflict of interest by a director, committee member or volunteer may be approved by Gymnastics Victoria according to the following circumstances:

1. Material conflicts intrinsic to a decision-making position will require the member to step down from that position: *e.g. A Selector of Victorian Team has a family member applying for selection.*
2. Material conflicts limited to specific instances will require the member to leave the meeting and play no part in any information circulation, discussion, or vote on the issue relating to the conflict. *e.g. Committee member is a manufacturer/retailer of a product type the committee is considering purchasing;*
3. Less serious conflict may allow the member to take part in the discussions but leave the room during voting, and have no vote on the matter. *e.g. TC decisions regarding the movement of a gymnast from one level to another*

Men's Gymnastics

Women's Gymnastics

Rhythmic Gymnastics

Gymnastics For All

Sports Aerobics

Trampoline Sports

Acrobatic Gymnastics

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4. Minor conflicts may allow, after full disclosure, the member to participate fully in the discussions, information and vote. e.g. *A member who is a leotard manufacturer making a decision on a choice of leotard manufacturer where they have not put forward a tender.*

Process:

The decision regarding the application of 1,2,3, or 4 will be made by the remainder of the persons on the relevant Committee.

For matters relating to Technical Committees, employees or other formal Committees can be referred to the Gymnastics Victoria CEO for determination.

If a satisfactory outcome cannot be achieved the matter may be referred to the Board.

Meeting agendas must include an opportunity for individual members to declare any existing or potential conflicts of interests regarding that agenda.

Conflicts involving Employees

Gymnastics Victoria employees seeking engagement in a paid, volunteer or contractor capacity in the gymnastics industry outside of their role with Gymnastics Victoria must seek permission in writing from the GV CEO.

Any gifts from contractors must be declared and approved by the GV CEO.

3. DEFINITIONS:

No definitions

4. COVERAGE:

This policy applies to the Board, Technical Committees, sub committees, selection panels, officers, employees, volunteers and all decision makers within Gymnastics Victoria.

5. APPLICATION and RESPONSIBILITIES:

Board, Technical Committees, Committees and Employees including the GV CEO and Finance and Administration Manager

Men's Gymnastics

Women's Gymnastics

Rhythmic Gymnastics

Gymnastics For All

Sports Aerobics

Trampoline Sports

Acrobatic Gymnastics