Onslow Junior Football Club
Executive Committee Interest Register Policy

Constitution alignment: This policy is a bylaw/policy made under clause 14 of the OJFC Constitution. It is binding on Members. If there is any inconsistency, the Constitution and applicable Capital Football / New Zealand Football regulations and rules prevail.

Status: Current

Version: 1.0

Approved by: Executive Committee

Approval date: 02 / 11 / 2026

Next review date: 2027

Owner: Executive Committee

1. Purpose

The purpose of this policy is to ensure that the Onslow Junior Football Club (the Club) identifies, records, and manages actual, potential, or perceived conflicts of interest involving Executive Committee members.

This policy supports:

- transparent decision-making;
- protection of the Club's integrity and reputation;
- fair procurement and contracting practices; and
- compliance with good governance expectations.

2. Scope

This policy applies to all Executive Committee members and appointed officers with delegated authority.

3. Definitions

3.1 Interest

An interest is anything that could influence, or be perceived to influence, a person's ability to act in the best interests of the Club.

3.2 Conflict of interest

A conflict of interest exists when a person's private, personal, professional, or financial interests could compromise—or appear to compromise—their judgement, decisions, or actions for the Club.

Conflicts may be:

- Actual (currently affecting a decision),
- Potential (could affect a decision in the future), or
- Perceived (a reasonable person might think it could affect the decision, even if it doesn't).

3.3 Types of interests to declare (examples)

- Financial: employment, contracting, shareholdings, sponsorship arrangements, paid coaching/services, gifts/benefits.
- Personal/Family: close relationships with someone who may benefit (partner, parent, child, sibling, close friend).
- Position/Role: holding office in another club/organisation, referee appointments, federation roles.
- Other: loyalties, affiliations, or circumstances likely to impair neutrality.

4. Policy Statement

The Club requires relevant persons to:

- Disclose interests promptly and in good faith;
- Record disclosed interests in an Interest Register maintained by the Club;
- Manage conflicts appropriately (e.g., abstain from discussion/voting or leave the room);
- Update disclosures whenever circumstances change; and
- Ensure conflict management steps are minuted.

5. Principles

The Club will manage interests according to these principles:

- Transparency: disclose early; record consistently.
- Fairness: decisions are made in the Club's best interests.
- Proportionality: management steps match the level of risk.
- Accountability: actions are documented and reviewable.
- Confidentiality: personal details are handled carefully while maintaining proper governance records.

6. Responsibilities

6.1 Executive Committee Members

- Complete an annual declaration and submit it by the required date.
- Declare any relevant interest at the start of meetings or when it arises.
- Cooperate with management steps (recusal, abstention, etc.).

6.2 President

- Ask for conflicts at meeting openings.
- Decide (with the Committee) how the conflict will be managed.
- Ensure the Compliance Officer records disclosures and actions in the minutes.

6.3 Compliance Officer (Register Owner)

- Maintain the Interest Register securely.
- Ensure annual declarations are collected and stored.
- Ensure meeting declarations are added/updated promptly.
- Present the register for review (at least annually, or as requested).

7. Managing Conflicts of Interest

7.1 Management options

Depending on seriousness and risk, the Committee may:

- Note only (low risk; no direct impact on decision).
- Restrict participation (member can provide factual info but not debate).
- Abstain from voting.
- Leave the room for the item (recommended for higher-risk conflicts).
- Exclude from access to relevant documents
- Independent decision-maker (delegate to unaffected members).
- Resignation from role/task (rare; for persistent/unmanageable conflicts).

7.2 Determining the right response

The Committee will consider:

- the value/importance of the decision;
- how direct the benefit could be;
- reputational risk;
- whether the person has unique expertise needed; and
- whether the conflict can be managed fairly and transparently.

7.3 Recording

All conflict declarations and management steps must be recorded in:

- the meeting minutes (who, what item, what action), and
- the Interest Register (updated if needed).

8. Review

This policy will be reviewed every two years or earlier if required.

Annex A – Interest Register Template

The Interest Register records declared interests and how they are managed.

Name	Role	Interest Type	Description of Interest	Organisation / Person	Date Disclosed	Management Action	Status

AGM disclosure

At each AGM, the Executive Committee will provide notice of any disclosures of conflicts of interest made by Officers, including a brief summary of the matters (or types of matters) to which those disclosures relate, as required by the Constitution.