

Conflicts of Interest Policy

Policy Number:

Commitment to Te Tiriti o Waitangi.

IHNZ recognises Te Tiriti o Waitangi as Aotearoa New Zealand's founding document. IHNZ is committed to upholding the mana of Te Tiriti o Waitangi and the principles of Partnership, Protection and Participation.

Values.

At IHNZ, we uphold a commitment to respect, fairness, and the well-being of all participants. Our values include:

Respect and Fairness:

Every participant, volunteer, and supporter are expected to treat others with respect and adhere to our policies and rules. Decisions related to roles, coaching, fundraising, and team selections must be fair, reasonable, and transparent.

Child Welfare:

The safety and welfare of children and young people are central to all activities. We strive to create an environment where their well-being is prioritized in every aspect of play, recreation, and sport.

Community and Volunteerism:

Our organization relies heavily on the dedication of volunteers—parents, caregivers, whānau, and community members. Their passion for inline hockey and care for others are integral to our operations and success.

Conflict of Interest.

Aotearoa New Zealand is a small country, and it is not unusual for people of valuable knowledge and skills to have wide relationships including social, business and whānau within the sport and the wider community.

Sometimes those relationships and influence may overlap and cause other people to question the person's ability to be impartial in their decisions. In these situations, it is not unusual for conflicts of interest or perceptions of a conflict to arise.

The existence of a family/ whānau or other close relationship or business, social or community connection does not automatically mean there is a problem. The question to be asked is did or could that person use their position to gain an unfair benefit or advantage, or could other people call their ability to be impartial and fair into question. If so, the situation needs to be managed to avoid that risk.

What is a conflict of interest?

A conflict of interest arises when an individual's personal or financial interests may influence their ability to make impartial decisions or perform their duties. This includes any situation where a person has a vested interest in the outcome of a decision and holds the authority to impact that decision.

Types of Conflict:

- **Actual Conflict:** An existing conflict where personal interests clearly impact decision-making.
- **Potential Conflict:** A situation that may evolve into an actual conflict in the future.
- **Perceived Conflict:** A situation where others might reasonably perceive a conflict, even if none exists.

Disclosure and Management:

- **Disclosure:** All individuals must promptly disclose any actual or potential conflicts of interest. Disclosure is a proactive measure to identify and address any risks associated with the conflict. It does not imply wrongdoing or an admission of guilt.
- **Management:** Once disclosed, conflicts of interest must be managed to prevent undue influence on decisions. This includes implementing appropriate measures to mitigate risks and maintain transparency.

Examples of Conflicts:

- A coach selecting a relative for a team rather than a more qualified candidate.
- A coach or official making decisions based on personal disputes or family relationships.
- A committee member with financial interests in a business seeking to work with IHNZ or its affiliates.

Relationships and Conflicts:

Personal or whakapapa relationships do not automatically constitute a conflict of interest. Such relationships should not disqualify individuals from roles or decision-making responsibilities, provided that any potential conflicts are disclosed and managed appropriately.

Purpose.

The purpose of this policy is to provide guidance on how to identify, disclose and manage potential or actual conflicts of interest. It aims to:

- support people to identify potential, actual and perceived conflicts of interest on their own
- give clear guidance for identifying, recording and managing with conflicts
- make sure the approach taken to manage conflicts is fair, transparent and consistent including enabling culturally appropriate responses and processes.

Identify Conflicts.

It is sensible for IHNZ to think about what conflicts of interest may exist and whether they can be managed when recruiting for roles at IHNZ.

When someone takes on a role for IHNZ they must ask themselves “do I have a conflict of interest?” There are two things to think about:

- Do I have any personal interests relevant to the job?
- Am I able to influence decisions?

Raising a possible conflict of interest gives everyone involved in the process the chance to deal with information in a fair, open and respectful way and protects the integrity and mana of the people involved and decisions made.

Disclosure and record: Interests Form.

At the time a person is appointed to a role they will complete an Interests Form, noting potential or actual conflicts of interest. A potential conflict of interest is where there is no actual conflict yet, but there could be a conflict in the future.

People are only required to disclose conflicts of interests relevant to the role they are doing for IHNZ. Over time things can change and conflicts can change. When the person in the role, IHNZ, or someone else becomes aware of a change, the new conflict must be disclosed and an Interests Form completed or updated.

If in doubt about whether something might be a conflict of interest, it is best to disclose it, just in case. The Interests Form asks the person to describe the impact or potential impact of their continuing in the role. It will not always be easy to complete this question.

The General Manager will offer as much help as possible and sit down with the person to work through the issues.

The information in the Interests Form will be kept confidential and only disclosed to the

General Manager. The Interests Form can only be referred to in relation to the role it was completed for and is not relevant to any other role the person may perform for IHNZ.

The Interests Form will be held by the General Manager. When the person is no longer in the role, the Interests Form will be held for 1 year then destroyed.

Manage Conflicts.

When a conflict of interest is disclosed IHNZ must decide whether the interest would cause the person to act in a way that may not be in the best interests of the participants, inline hockey, and/ or IHNZ. If an actual conflict is identified there are a few ways IHNZ can manage the conflict, including:

- replacing the person
- ensuring they are not involved in the final decision, if it is possible while still performing their role.

When a potential conflict is recorded, the person and IHNZ should together work out and put in place protections for the person and IHNZ. For example, if a member of the person's close whānau subsequently qualifies for consideration for a team, the person will withdraw from discussions while the whānau is considered.

A perceived conflict can be raised by the person, IHNZ, or any outside person. Using the previous example, if a participant being considered for the team is aware a close family member of a selector is also being considered, they may believe a conflict exists. It would be sensible to be upfront and inform the IHNZ prior to the trials that if a selector has a personal relationship with a participant, that selector will be absent during consideration of that participant and will only know the outcome of the participant's trial once the team has been finalised. Or, an independent person may be involved in decisions.

The key requirement is that all conflicts whether actual, potential or perceived are managed upfront, with openness and respect for all people in the process and the integrity of the decisions made. This protects everyone involved in the decision and IHNZ.

Complaints about a Conflict of Interest.

If someone makes a complaint about a conflict of interest, or the steps taken to manage a conflict, the process set out in the complaints procedure will apply. People are entitled to raise concerns or complaints and to have those addressed promptly and fairly. No one should be punished or victimised for raising a concern or a complaint in good faith.

Sponsorship.

When dealing with conflicts of interest involving sponsorship or fundraising IHNZ policies apply and assist in understanding whether a conflict exists. For example, the policy may restrict organisers of fundraising activities from participating as a contestant in the same draw they

organised to win prizes or cash and may include immediate family/ whānau of the organiser.

Common sense will be needed: family, whānau and friends often buy raffle tickets. As long as the raffle is drawn in a fair way by someone not having a ticket in the raffle, that will not be an issue.

IHNZ Board	
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