



# Conflicts of Interest Policy

## Commitment to Te Tiriti o Waitangi

Ice Speed Skating New Zealand recognises Te Tiriti Waitangi as Aotearoa New Zealand's founding document.

Ice Speed Skating New Zealand is committed to upholding the mana of Te Tiriti o Waitangi and the principles of partnership, protection and participation.

## Values

Everyone involved in play, active recreation, and sport joins with good intentions, and we are all expected to do our best to treat each other with respect and comply with our policies and rules.

Children and young people must be cared for, treated with respect and their welfare placed at the centre of everything we do in play, active recreation, and sport.

Ice Speed Skating New Zealand relies on volunteers, whether they are parents, caregivers, whānau, supporters, or interested members of our community. These people become involved because of their whānau and the passion they share for the sport and care for the people involved.

When people are doing the many activities required to support Ice Speed Skating New Zealand, such as selecting people for roles, coaching, raising money and picking teams, their decisions must be, and be seen to be, fair and reasonable.

## 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?

If a person has an interest in the outcome of a decision and has some influence or ability to affect the decision, a conflict of interest may exist. Their interest could be financial or personal.

A conflict of interest may be an actual conflict, a potential conflict, or a perceived conflict. In all cases the conflict must be stated up front (disclosed) and managed.

A conflict of interest is not automatic evidence of any wrongdoing. Disclosing a conflict of interest is not an admission of guilt. It simply flags a situation that may need steps to manage any risks.

A conflict can arise out of relationships. For example, a coach selects her nephew for a team when other people believe the nephew was not the best choice. Or a coach does not select a great skater because their families are involved in a dispute. Or someone on a committee has shares in a business that wants to do some paid work for the Ice Speed Skating New Zealand.

Relationships such as whakapapa relationships do not automatically mean there is a conflict of interest and should not stop a person from taking on a role or making decisions in their role.

Being upfront about a possible or actual conflict of interest allows for the people involved to manage the conflict of interest and the perceptions of everyone involved, as well as protecting the integrity and mana of the people involved and of the decisions made.

This policy is focused on transparency, dignity, and maximising the potential of all people in the sport of ice speed skating in New Zealand.

## 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

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

When someone takes on a role for Ice Speed Skating New Zealand, 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 (appended), 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 Ice Speed Skating New Zealand.

Over time things can change and conflicts can change. When the person in the role, Ice Speed Skating New Zealand, 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 Board will offer as much help as possible to work through the issues.

The information in the Interests Form will be kept confidential and only disclosed to Board. 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 Ice Speed Skating New Zealand.

The Interests Form will be held securely by the General Secretary. When the person is no longer in the role, the Interests Form will be held for two further years then destroyed.

## Manage

When a conflict of interest is disclosed Ice Speed Skating New Zealand will decide whether the interest would cause the person to act in a way that may not be in the best interests of the activity, the sport, and/or Ice Speed Skating New Zealand.

If an actual conflict is identified there are a number of ways Ice Speed Skating New Zealand can manage the conflict. These include:

- replace the person
- ensure 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 Ice Speed Skating New Zealand should together work out

and put in place protections for the person and Ice Speed Skating New Zealand. For example, if a member of the person's close whānau subsequently qualifies for consideration for a selection, the person will withdraw from discussions and not be part of the decision-making process while the issue is considered.

A perceived conflict can be raised by the person, Ice Speed Skating New Zealand, or any outside person. To take the previous example, if a skater being considered for the selection 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 to Ice Speed Skating New Zealand prior to selection and for the selector that has a personal relationship with one of the skaters to be absent during consideration of that skater and to only know the outcome of the skater's trial once the team has been finalised. An alternative would be for an independent person to 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 Ice Speed Skating New Zealand.

## Complaints policy and procedure

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.



# Interests Form

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Name:

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Role:

Date:

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Description of interest:

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Possible impact:

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Action (if any) taken:

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Date:

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Description of interest:

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Possible impact:

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Action (if any) taken:

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Date:

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Description of interest:

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Possible impact:

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Action (if any) taken:

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Date:

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