

Devoy Squash & Fitness Centre

Tauranga Squash Rackets Club Inc.

Officer Declaration & Governance Agreement

(Incorporated Societies Act 2022 Compliance)

This Officer Declaration & Governance Agreement outlines the responsibilities, governance obligations, and behavioural expectations of Officers and Committee Members of Tauranga Squash Rackets Club Incorporated (“the Club”).

The Committee of Devoy Squash & Fitness is responsible for the governance, strategic direction, financial oversight, and long-term sustainability of the Club. Committee Members are expected to act honestly, responsibly, and in the best interests of the Club and its members at all times.

This agreement incorporates the governance obligations contained within the Incorporated Societies Act 2022, the Club Constitution, and the operational expectations of Devoy Squash & Fitness.

Officer Details

Full Name: _____

Position Held: _____

Address: _____

Phone: _____

Email: _____

Date Appointed: _____

1. Officer Consent

I consent to act as an Officer and/or Committee Member of Tauranga Squash Rackets Club Inc. pursuant to the Incorporated Societies Act 2022.

I acknowledge that I have read and understood:

The Club Constitution

My governance obligations as an Officer

The Incorporated Societies Act 2022

This Officer Declaration & Governance Agreement

I agree to comply with all applicable obligations and responsibilities.

Signed: _____

Date: _____

2. Non-Disqualification Declaration

I declare that I am not disqualified from being an Officer under Section 47 of the Incorporated Societies Act 2022.

I confirm that I:

am not an undischarged bankrupt

am not prohibited from being a director, promoter, or officer of an incorporated or unincorporated body

have not been convicted of any offence involving dishonesty within the last 7 years

have not been convicted of offences under the Incorporated Societies Act 2022

am not subject to a property order under the Protection of Personal and Property Rights Act 1988

am capable of carrying out the duties and responsibilities of an Officer

Signed: _____

Date: _____

3. Governance Duties & Responsibilities

I acknowledge and accept the following governance duties and responsibilities as a Committee Member of Devoy Squash & Fitness.

Governance Duties

I agree to:

Act in good faith and in the best interests of Devoy Squash & Fitness at all times

Comply with the Incorporated Societies Act 2022 and the Club Constitution

Exercise powers and make decisions for proper purposes only

Act honestly, transparently, and responsibly in all governance matters

Exercise reasonable care, diligence, and skill when carrying out committee duties

Participate constructively in committee discussions and decision-making

Support and uphold collective committee decisions once made

Maintain confidentiality regarding sensitive Club matters

Avoid conduct that may bring the Club into disrepute

Financial Responsibilities

I acknowledge the responsibility to:

Ensure the Club operates in a financially responsible manner

Avoid reckless or imprudent financial decisions

Support the Club in meeting its financial obligations as they fall due

Assist with protecting and responsibly managing Club assets
Review and monitor financial reports and budgets where required
Support completion of annual financial statements and statutory filings
Support initiatives contributing to the long-term financial sustainability of the Club

Conflict of Interest Obligations

I agree to:

Declare any actual, potential, or perceived conflicts of interest
Avoid participating in decisions where a conflict exists unless authorised under the Constitution
Act fairly and independently in the interests of the Club as a whole
Ensure declared conflicts are appropriately recorded in meeting minutes or registers

Meetings & Participation

I acknowledge the expectation to:

Attend committee meetings regularly and punctually
Read meeting agendas and supporting documents prior to meetings
Contribute positively and respectfully to discussions
Assist with implementing committee decisions and action items
Communicate openly and professionally with fellow committee members

Club Culture & Conduct

I agree to:

Promote a safe, respectful, welcoming, and inclusive club environment
Support the values and reputation of Devoy Squash & Fitness
Behave professionally and respectfully toward members, staff, sponsors, volunteers, and visitors
Support the Club's health & safety and host responsibility obligations
Lead by example within the Club and the wider community

Strategic & Operational Support

I acknowledge the importance of:

Supporting the long-term strategic direction of the Club
Assisting with tournaments, events, sponsorship, fundraising, and club development initiatives
Promoting the Club positively through networking and community engagement
Encouraging membership growth and member retention
Supporting initiatives that strengthen participation in squash, fitness, and related activities

General Expectations

I acknowledge that:

The Committee acts collectively for the benefit of the Club and its members
Individual committee members do not have authority to act on behalf of the Club unless authorised
Governance responsibilities require integrity, accountability, and professionalism
Committee service is an important contribution to the ongoing success and sustainability of
Devoy Squash & Fitness

Signed: _____

Date: _____

4. Conflict of Interest Declaration

Current Interests / Conflicts to Declare

I acknowledge my obligation to disclose any actual, potential, or perceived conflicts of interest relating to the Society.

I agree to:

disclose conflicts as soon as practicable
ensure conflicts are recorded in the Society's Interests Register
abstain from discussion or voting where required
act in the best interests of the Society at all times

Examples :

supplying products/services to the club
sponsorship relationships
family members employed by the club
coaching contracts
construction or project relationships
funding application involvement
tournament prize or selection decisions

Conflicts of Interest

No conflicts/interests to declare at this time.

Signed: _____

Date: _____

5. Code of Conduct Acknowledgement

I agree to:

Act respectfully, ethically, and professionally

Treat all members fairly and appropriately

Maintain confidentiality where required

Support the best interests of the Club

Avoid behaviour that may damage the reputation of the Club

Follow Club policies and lawful Committee decisions

Use appropriate standards of conduct both in person and online/social media

I understand breaches of this Code may result in disciplinary action in accordance with the Constitution and Club policies.

Signed: _____

Date: _____

6. Confidentiality Agreement

I acknowledge that during my role I may receive confidential information relating to:

members

staff

finances

sponsorships

contracts

disciplinary matters

strategic planning

employment matters

I agree:

not to disclose confidential information outside authorised Club processes

not to use confidential information for personal benefit

to return or destroy confidential information upon ceasing my role if requested

Signed: _____

Date: _____

7. Health & Safety Acknowledgement

I acknowledge the Club's commitment to maintaining a safe environment for:

members
visitors
staff
contractors
volunteers
tournament participants

I agree to:

support safe operating practices
report hazards, incidents, or risks where identified
comply with applicable health & safety procedures

Signed: _____

Date: _____

8. Privacy Acknowledgement

I acknowledge that the Club holds personal information relating to members, staff, and visitors.

I agree:

to comply with the Privacy Act 2020
not to misuse personal information
to access information only where required for Club purposes
not to distribute member information without authorisation

Signed: _____

Date: _____

Officer Confirmation

I confirm that the information provided in this declaration is true and correct to the best of my knowledge

Signed: _____

Name: _____

Date: _____

Club Record

Received by: _____

Position: _____

Date Received: _____

Stored In:

- Officer Register
- Interests Register
- Governance Records Folder