

**BEAUMONT  
RINGETTE  
ASSOCIATION**



**Conflict of Interest Policy**

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## 1) Definitions

The following terms have these meanings in this Policy:

- a. "BRA" – Beaumont Ringette Association
- b. "Conflict of Interest" – A situation where an individual, or the organization they represent, has a real, potential or perceived direct or indirect interest which is incompatible with BRA's interests, resulting in a real or seeming incompatibility between one's private interests and one's fiduciary duties to BRA.
- c. "Individuals" - All persons directly engaged in decision-making within BRA which includes, but is not limited to, employees, directors, officers, committee members, coaches, officials, volunteers, managers and administrators.
- d. "Non-Pecuniary Interest" –An interest that an Individual may have in a matter which may involve family relationships, friendships, volunteer positions or other interests that do not involve the potential for financial gain or loss.
- e. "Pecuniary Interest" - An interest that an Individual may have in a matter because of the reasonable likelihood or expectation of financial gain or loss for that individual, or another person with whom that individual is associated.
- f. "Perceived Conflict of Interest" – A perception by an informed person that a conflict of interest exists or may exist.
- g. "Person" – Any Individual, family member, friend, customer, client, sponsor, colleague, legal person or organization.

## 2) Background

Individuals who act on behalf of a not-for-profit organization, including the BRA, have a duty first to the BRA and second to any personal stake they have in the operations of the organization. Individuals must not put themselves in positions where making a decision on behalf of BRA is connected to their own personal interests. That would be a conflict-of-interest situation.

## 3) Purpose and Application

BRA strives to reduce and eliminate nearly all instances of conflict of interest – by being aware, prudent, and forthcoming about the potential conflicts. The purpose of this Policy is to describe how Individuals will conduct themselves in matters relating to conflicts of interests, and to clarify how BRA will make decisions in situations where conflicts of interest may exist.

This Policy applies to all Individuals as defined in the Definitions section.

## 4) Obligations

Any real or perceived conflict of interest, whether pecuniary or non-pecuniary, between an Individual's personal interest and the interests of BRA, shall always be resolved in favor of BRA.

Individuals will fulfill the requirements of this policy. Individuals **will not**:

- a. Engage in any business or transaction, or have a financial or other personal interest that conflicts with their official duties with BRA, unless such business, transaction, or other interest is properly disclosed to BRA and approved by BRA;
- b. Knowingly place themselves in a position where they are under obligation to any Person who might benefit from special consideration, or who might seek, in any way, preferential treatment;
- c. In the performance of their official duties, accord preferential treatment to any Person;
- d. Derive personal benefit from information that they have acquired during the course of fulfilling their official duties with BRA, where such information is confidential or is not generally available

- to the public;
- e. Engage in any outside work, activity or business or professional undertaking that conflicts or appears to conflict with their official duties as a representative of BRA, or in which they have an advantage or appear to have an advantage on the basis of their association with BRA;
  - f. Use BRA property, equipment, supplies or services for activities not associated with the performance of official duties with BRA without permission;
  - g. Place themselves in positions where they could, by virtue of being a decision maker within BRA, influence decisions or contracts from which they could derive any direct or indirect benefit or interest; or
  - h. Accept any gift or favor that could be construed as being given in anticipation of, or in recognition for, any special consideration granted by virtue of being a decision maker within BRA.

## 5) Disclosure of Conflict of Interest

On an annual basis, all BRA's Directors and candidates for election to the Board, Officers, Employees, and Committee Members will complete a **Declaration Form** disclosing any real or perceived conflicts that they might have. Declaration Forms shall be retained by BRA.

Immediately upon becoming aware that a conflict of interest may exist, all Individuals must disclose any real or perceived conflict of interest as follows:

- a. Directors, Officers, Committee Members, candidates for election to the Board, and the senior staff person must disclose real and perceived conflicts of interest to the Board
- b. Employees must disclose real and perceived conflicts of interest to the senior staff person
- c. Coaches, volunteers, managers, and other Individual must disclose real and perceived conflicts of interest to their immediate supervisor (e.g., team manager, staff person, other volunteer, etc., as applicable)

Representatives shall also disclose all affiliations with any and all other organizations involved with ringette. These affiliations include any of the following roles: athlete, coach, manager, official, employee, volunteer, or Director.

At any time that an Individual becomes aware that there may exist a real or perceived conflict of interest, they will disclose this conflict immediately, as defined herein.

## 6) Minimizing Conflict of Interest in Decision-Making

Decisions or transactions that involve a conflict of interest that has been proactively disclosed by an Individual will be considered and decided with the following additional provisions:

- a. The nature and extent of the Individual's interest has been fully disclosed to the body that is considering or making the decision, and this disclosure is recorded or noted
- b. The Individual does not participate in or present for discussion on the matter
- c. The Individual abstains from voting on the decision
- d. For Board-level decisions, the Individual does not count toward quorum
- e. The decision is confirmed to be in the best interests of BRA

For potential conflicts of interest involving employees, the Board will determine whether there is a conflict and, if one exists, the employee will resolve the conflict by ceasing the activity giving rise to the conflict. BRA will not restrict employees from accepting other employment contracts or volunteer appointments provided these activities do not diminish the employee's ability to perform the work described in the employee's job agreement with BRA or give rise to a conflict of interest.

## 7) Reporting a Conflict of Interest and Resolving

Any person who believes that an Individual may be in an undeclared conflict of interest situation should report the matter, in writing (or verbally if during a meeting of the Board or any committee), to the Board who will decide if a conflict of interest exists and appropriate measures to eliminate the potential or existing conflict, if any.

Upon receipt of a complaint, the Board of Directors will notify the Individual to whom the conflict is alleged and the opportunity to submit evidence and to be heard at such meeting. After hearing the matter, the Board of Directors will determine whether a conflict of interest exists and if so what appropriate actions will be imposed.

Where the Individual accused of being in a conflict of interest acknowledges the facts, the Individual may waive the meeting, in which case the Board of Directors will determine the appropriate actions. If the Individual accused of being in a conflict of interest chooses not to participate in the meeting, the meeting will proceed in any event.

The Board may apply the following actions singly or in combination for real or perceived conflicts of interest, taking into consideration whether the Individual appeared to intentionally or unintentionally fail to declare the conflict:

- a. Declare of the conflict and take appropriate actions to minimize the conflict
- b. Removal or temporary suspension of certain responsibilities or decision-making authority
- c. Removal or temporary suspension from a designated position
- d. Removal or temporary suspension from certain teams, events, and/or activities
- e. Other actions as may be considered appropriate for the real or perceived conflict of interest

Any person who believes that an Individual has made a decision that was influenced by real or perceived conflict of interest may submit a complaint, in writing, to BRA to be addressed under the *Discipline and Complaints Policy*.

Failure to comply with an action as determined by the Board will result in automatic suspension of participation/involvement and/or membership in BRA until compliance occurs.

The Board may determine that an alleged real or perceived conflict of interest is of such seriousness as to warrant suspension of designated activities pending a meeting and a decision of the Board.

## 8) Enforcement

Failure to adhere to this Policy may permit discipline in accordance with the *Discipline and Complaints Policy*.

## 9) Decision and Appeals

Any decision of the Board of Directors in accordance with this Policy may be appealed in accordance with BRA's Appeal Policy.

## **Appendix A – Declaration regarding Conflict of Interest**



Beaumont Ringette Association, Box 10, 4901 – 55 Avenue, Beaumont, Alberta, T4X 1K8

I have read BRA's Conflict of Interest Policy, I agree to be bound by the obligations contained therein, and I commit to avoid any real or perceived conflict of interest. I also commit to disclosing the existence of any real or perceived conflict of interest to the Board of Directors, as soon as it is known to me.

I declare the following interests which may represent a potential conflicting interest:

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I also pledge to inform BRA and the Board of Directors of any other member of BRA who I feel is in a position of any real, perceived or potential conflict of interest.

\_\_\_\_\_  
**Name**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**