

# Conflict of Interest Policy

## “Organization”

For the purposes of this policy, “Organization” refers to CLMSA.

The policy applies to all people who perform work on behalf of CLMSA, including Directors, officers, coaches, team managers, employees, volunteers, committee members, and contractors (collectively referred to in this policy as “Representatives.”)

## 1. Definitions

1. **Conflict of Interest** – Any situation in which a Representative’s decision-making, which should always be in the best interests of the Organization, is influenced or could be influenced by personal, family, financial, business, or other private interests.
2. **Non-Pecuniary Interest** – An interest that an individual may have in a matter that involves family relationships, friendships, volunteer positions, or other interests that do not involve the potential for financial gain or loss.
3. **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 the individual is associated.
4. **Representatives** – Individuals employed by, or engaged in activities on behalf of, the Organization, including coaches, staff members, convenors, contract personnel, volunteers, managers, administrators, committee members, and Directors and Officers of the Organization.

## 2. Background

Individuals who act on behalf of CLMSA owe a primary duty to the Organization. Any personal stake that a Representative has in CLMSA’s operations must come second. Representatives must not put themselves in positions where making a decision on behalf of the Organization is connected to their own personal interests; such situations represent a conflict of interest.

## 3. Purpose and Scope

The purpose of this policy is to reduce and eliminate, wherever possible, conflicts of interest within CLMSA. The policy describes how Representatives will conduct themselves in matters relating to conflicts of interest and explains how decisions will be made in situations where a conflict of interest may exist.

This policy applies to all Representatives of CLMSA.

## 4. Obligations

1. Prioritizing CLMSA's interests – Any real or perceived conflict of interest, whether pecuniary or non-pecuniary, between a Representative's personal interest and the interests of the Organization shall always be resolved in favour of CLMSA.
2. Prohibited conduct – Representatives will not:
  - Engage in any business or transaction, or have a financial or other personal interest, that is incompatible with their official duties with CLMSA unless the interest is properly disclosed and approved by the Organization.
  - Knowingly place themselves in a position where they are under an obligation to any person who might benefit from special consideration or who might seek preferential treatment.
  - Give preferential treatment in the performance of their official duties to family members, friends, colleagues, or organizations in which those individuals have an interest, financial or otherwise.
  - Derive personal benefit from confidential information gained during the course of fulfilling their duties with the Organization.
  - Engage in outside work, business, or professional activities that conflict or appear to conflict with their duties as a Representative of CLMSA or in which they have an advantage due to their association with CLMSA.
  - Use CLMSA's property, equipment, supplies, or services for non-organizational activities without permission.
  - Place themselves in positions where they could influence decisions or contracts from which they could derive a direct or indirect benefit.
  - Accept any gift or favour that could be construed as being given in anticipation of, or in recognition for, any special consideration granted by virtue of being a Representative.

## 5. Disclosure of Conflict of Interest

1. Annual declarations – On an annual basis, CLMSA Directors, candidates for election to the Board, officers, employees, and committee members will complete a Conflict of Interest Declaration Form disclosing any real or perceived conflicts that they might have. The declaration forms shall be retained by the Organization.
2. Immediate disclosure – Immediately upon becoming aware of a potential conflict of interest, all Representatives must disclose the conflict as follows:
  - Directors, officers, committee members, candidates for election to the Board, and the senior staff person (if one is employed) must disclose real and perceived conflicts of interest to the Board.

- Employees must disclose real and perceived conflicts of interest to the senior staff person or, if there is no senior staff position, to the Board.
  - Coaches, volunteers, managers, and other Representatives must disclose real and perceived conflicts of interest to their immediate supervisor (e.g., team manager, staff person, or another volunteer, as applicable).
3. **Affiliations** – Representatives shall also disclose any affiliations with other organizations involved in the same sport, including any role as athlete, coach, manager, official, employee, volunteer, or director.

## 6. Minimizing Conflicts of Interest in Decision-Making

When a conflict of interest has been proactively disclosed, decisions or transactions involving that conflict will be considered and decided under the following provisions:

1. **Full disclosure** – The nature and extent of the Representative's interest must be fully disclosed to the body considering the decision, and the disclosure must be recorded.
2. **No participation in discussion or vote** – The Representative will not participate in discussion on the matter and will abstain from voting. If the decision is being made at the board level, the Representative does not count towards the quorum.
3. **Best interests of CLMSA** – The decision must be confirmed to be in the best interests of the Organization.
4. **Employees** – For potential conflicts of interest involving employees, the Board will determine whether a conflict exists and, if one is found, the employee will resolve the conflict by ceasing the activity giving rise to the conflict. CLMSA will not restrict employees from accepting other employment or volunteer roles, provided these activities do not diminish the employee's ability to perform their duties with CLMSA or give rise to a conflict of interest.

## 7. Conflict of Interest Complaints and Enforcement

1. **Reporting complaints** – Any person who believes that a Representative may be in a conflict of interest situation should report the matter in writing (or verbally if during a meeting) to the Board. The Board will decide appropriate measures to eliminate the conflict. Possible actions include: removal or temporary suspension of responsibilities, removal from a position, suspension from certain teams/events, expulsion from CLMSA, or other actions considered appropriate.
2. **Influenced decisions** – Any person who believes that a Representative has made a decision influenced by a real or perceived conflict of interest may submit a complaint, in writing, to CLMSA to be addressed under the Discipline and Complaints Policy.

3. Non-compliance – Failure to comply with an action determined by the Board will result in automatic suspension from CLMSA until compliance occurs. The Board may also determine that a conflict of interest is serious enough to warrant suspension of activities pending a meeting and Board decision.
4. Disciplinary action – Failure to adhere to this policy may permit discipline under CLMSA's Discipline and Complaints Policy.

#### 8. Policy Review and Approval

This policy will be reviewed every two years or sooner if required by changes in legislation or organizational practice. Amendments must be approved by the CLMSA Board of Directors.

CLMSA Approved Date: Sept 4, 2025

President's Signature:  Date: 4 Sept 2025

# Conflict of Interest Declaration Form

Every Director, officer, employee, and committee member of CLMSA must complete this form for every term and whenever a potential conflict arises. Completed forms should be submitted to the Board of Directors and kept on file by CLMSA.

I have read the CLMSA Conflict of Interest Policy and agree to be bound by the obligations contained therein. I commit to avoiding 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 as soon as it is known to me.

1. Details of interests which may represent a potential conflict of interest:

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

2. Name (please print): \_\_\_\_\_

3. Signature: \_\_\_\_\_

4. Date: \_\_\_\_\_

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Approved by the CLMSA Board of Directors: \_\_\_\_\_

Date: \_\_\_\_\_