

# FIELD HOCKEY ALBERTA

## CONFLICT OF INTEREST POLICY

### **Preamble and Purpose**

1. The purpose of this policy is to outline the general policy of Field Hockey Alberta (“FHA”) related to Conflict of Interest.

### **Scope and Application**

2. This policy applies to members, where the term “Member” refers to all categories of members within FHA, as well as to all individuals engaged in activities with or employed by FHA, including but not limited to: athletes, coaches, officials, volunteers, directors, officers, team managers, team captains, medical and paramedical personnel, administrators and employees (including contract service personnel, honorarium based personnel).

### **Policy**

A conflict of interest will be deemed to exist:

3. When designated representatives place themselves or can be perceived to have placed themselves in a position where they are under any obligation to any person or organization, which might benefit from improper consideration or favour.

4. When designated representatives seek or are perceived to seek, gain, receive, or benefit financially from preferential treatment in the discharge of their duties and responsibilities to FHA. Such situations include, but are not limited to, the following:

(i) participating as a director or officer of a firm which is a supplier of materials or services to FHA;

(ii) entering into an agreement or contract for the sale or manufacturing of hockey supplies and/or services with any agency which could be construed as an endorsement of or promotion by FHA;

(iii) having personal financial dealings with an individual or corporation whose business with FHA involves the designated representative's sphere of responsibilities;

(iv) making an investment in any situation in anticipation of FHA taking a material interest therein or which results from knowledge of facts not generally available to the public or in anticipation of actions which may be taken by FHA in such a situation;

(v) advocating or expressing an opinion, either verbally or in writing, which is contrary to the stated policies, decisions or positions of FHA;

(vi) behaving in such a manner as to embarrass FHA or bring the name of FHA into disrepute.

5. If gifts or favours of any kind are exchanged between a designated representative and any individual or corporation whose relationship with FHA involves the designated representative's sphere of responsibilities.

6. If designated representatives find themselves in a position of having to determine the allocation of funds to specific projects with which they or a family member could be perceived to be deriving benefit.

7. If a designated representative finds himself/herself in a position of evaluating and subsequently, voting upon, a sponsorship proposal from a company or corporation for whom the designated representative works or from whom that designated representative receives benefits (e.g., sponsorship).

8. This policy is not intended to prohibit the acceptance or giving of common courtesies associated with accepted business practices, including accepting or giving gifts of nominal value which could not be construed as a bribe or other improper payment.

9. Cash payments in any amount must not be accepted or given as a gift or favour under any circumstances.

10. This policy is not intended to prohibit the payment of fee for service by FHA to individuals who are entitled, by virtue of services performed or rendered, to receive such fees.

#### **Disclosure**

11. Prior to the appointment confirmation, election, recognition or employment of any individual or association as defined under "Application", said individual or association shall be provided with the Conflict of Interest Policy and will be expected to declare that he/she or it has no business, commercial, financial, professional, property or similar interest(s) which in his/her or its opinion might be construed as being in actual or potential conflict with the duties and responsibilities of the position offered.

12. If, prior to appointment, election, recognition or employment, any individual or association discloses interest(s) which may be or may be perceived to be in conflict with the interests of FHA, the individual or association agrees that an understanding on his/her or its part will be required to correct if found in actual or potential conflict with the duties and responsibilities of the position offered.

#### **Administrative Procedures**

13. It is the personal responsibility of each person to avoid any case of conflict of interest. Every opportunity will be provided to ensure there is opportunity to do so, such as a standing agenda item at the beginning of each Board of Directors meeting prior to the meeting agenda acceptance.

14. Faced with a situation of an actual or potential conflict of interest, the person concerned must disclose the actual or potential conflict of interest to the Board, the working group concerned or, if a staff member, to the Board Director.

15. Pending determination of the question, the person concerned must refrain from expressing any opinion, participating in any discussion or from voting on any subject until the question is finally determined as provided in the following sub-paragraphs.

16. If designated representatives are faced with a situation involving an existing or potential conflict of interest, or are in any doubt about the application of these policies, the circumstances must be reported immediately as follows:

Executive Director  
Operations Committee  
Board

17. In the case of reported situations of conflict of interest, the contact must make a determination if in fact a conflict of interest does exist. If it is deemed that there is in fact a conflict of interest and/or perceived conflict of interest, a report in writing must be sent to the Board.

18. Where an FHA designated representative has failed to disclose a conflict of interest and/or perceived conflict of interest, the President will take the following actions:

(i) request that the designated representative's actions be justified in writing and;

(ii) discuss the circumstances at the next Board meeting (or if circumstances necessitate an immediate decision, convene an Board meeting by conference call) and;

(iii) based on the decision by the Board, the designated representative will be requested to cease those actions which have brought about the conflict of interest, by the appropriate contact informing the designated representative of the Board's decision and requesting that all conflict of interest actions cease;

(iv) should the designated representative continue those actions or activities which have been deemed to be in conflict with the interests of FHA, the designated individual will be removed from his or her position or, in the case of an association, all benefits will be withdrawn.

19. In all cases of conflict of interest or perceived conflict of interest, the Board of Directors must be advised of the outcome.

**Confidentiality**

20. All discussions at meetings of the Board and in working groups are confidential. Members of the Board and members of working groups/committees must not disclose any discussions that take place at meetings to any third parties.

21. The official record of all discussions at meetings of the Board and the working groups are the minutes of those meetings.

22. The Chairs of the working groups are responsible to and report to the Board on all deliberations and discussions that take place at meetings of their respective groups.

23. All official announcements, statements and correspondence (in all forms) on behalf of Field Hockey Alberta may only be made by the President, the Secretary or any other person authorized by them to do so.

#### **Appeal Process**

24. If the designated representative is removed from his/her position or, in the case of an association, benefits withdrawn, and the designated representative wishes to appeal the decision, a written request for Appeal stating grounds, must be submitted in accordance with the FHA Appeal Policy.

#### **Approval**

25. This policy was approved by FHA Board of Directors on January 30<sup>th</sup>, 2013. It will be reviewed on an annual basis and may be amended, deleted or replaced by a resolution of the Board.

Last reviewed and revised: January 30<sup>th</sup>, 2013

**FIELD HOCKEY ALBERTA**

*CONFIDENTIAL*

Declaration - Conflict of Interest

I have read the "Field Hockey Alberta Conflict of Interest Policy", and hereby declare that I have no business, commercial, financial, professional, property or similar interest(s) which in my opinion might be construed as being in actual or potential conflict with the duties and responsibilities of the position offered. I also agree to be bound by the decision of the person or body authorized to make decisions under this Policy.

\_\_\_\_\_  
Date Signature

**OR**

I have read the "Field Hockey Alberta Conflict of Interest Policy", and hereby disclose the following interest(s), which I fully understand will require an undertaking on my part to correct if found to be in actual or potential conflict with the duties and responsibilities of the position offered.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Date Signature