



# FORT SASKATCHEWAN MINOR SPORTS ASSOCIATION

## TITLE: Conflict of Interest Policy

POLICY #: 3046

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| Created: September 21, 2025 | Last updated: September 21, 2025 | Approved: September 21, 2025 |
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| Ver no. | Effective Date | Significant Changes |
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### 1.0 Purpose

The purpose of this policy is to protect the integrity of the Fort Saskatchewan Minor Sports Association's decision-making process, there by ensuring that all decisions are made in the best interest of the Association, its Minor Sport programs, athletes, and members.

### 2.0 Scope

This policy applies to all FSMSA Board members and Minor Sport Minor Sport Committee member.

### 3.0 Terms

**Conflict of Interest** – occurs when a Board member, Minor Sport Committee member, Staff, or volunteer has a potential or perceived personal, professional, financial, or other interest (or those of a family member, business associate or close contact) could improperly influence or appear to influence, their impartiality, judgment or decision making in matters related to the FSMSA.

### 4.0 Policy

- 4.1 Board members and Minor Sport Committee members must put the interests of FSMSA and its Minor Sport programs ahead of personal, professional, or organizational interests.
- 4.2 Any Board member or Minor Sport Committee member who finds themselves in a possible or perceived conflict of interest must declare their conflict before any discussion begins. Once declared, and captured in the minutes, the member must remove themselves from participating in any discussion or decision-making related to the matter. If uncertain whether a conflict exists, the member should disclose the situation to the Board for determination.
- 4.3 Any Board member who knowingly fails to declare a conflict of interest may be subject to discipline as outlined in Disciplinary Policy 4216.