

Gloucester and Area Adult Ringette League (GAARA)

OPERATIONAL PROCEDURES

Board Conflict of Interest Policy

1.0 Definitions

1.1 The following terms have these meanings in this Policy:

- a) "Conflict of Interest" – Any situation in which a Representative's decision-making, which should always be in the best interests of GAARA, is influenced or could be influenced by personal, family, financial, business, or other private interests
- b) "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
- c) "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
- d) "Representatives" – Individuals employed by, or engaged in activities on behalf of, GAARA including Directors, Board Observers, and Committee members of GAARA

2.0 Purpose

- 2.1 Individuals who act on behalf of GAARA have a duty first to that organization and second to any personal stake they have in the operations of GAARA
- 2.2 This Policy describes how Representatives will conduct themselves in matters relating to conflict of interest and clarifies how a Representative shall make decisions in situations where conflict of interest may exist.
- 2.3 This Policy applies to all Representatives.

3.0 Obligations

- 3.1 Any real or perceived conflict of interest, whether pecuniary or non-pecuniary, between a Representative's personal interest and the interests of GAARA, shall always be resolved in favour of GAARA.
- 3.2 Representatives will not:
 - a) Engage in any business or transaction, or have a financial or other personal interest, that is incompatible with their official duties with GAARA, unless such business, transaction, or other interest is properly disclosed to GAARA and approved by GAARA
 - 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 preferential treatment

- c) In the performance of their official duties, give preferential treatment to family members, friends, colleagues, or organizations in which their family members, friends, or colleagues have an interest, financial or otherwise
- d) Derive personal benefit from information that they have acquired during the course of fulfilling their official duties with GAARA, if such information is confidential or 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 GAARA, or in which they have an advantage or appear to have an advantage on the basis of their association with GAARA
- f) Without the permission of GAARA, use GAARA's property, equipment, supplies, or services for activities not associated with the performance of their official duties with GAARA
- g) Place themselves in positions where they could, by virtue of being a Representative of GAARA, influence decisions or contracts from which they could derive any direct or indirect benefit
- h) 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 of GAARA

4.0 Disclosure of Conflict of Interest

- 4.1 On an annual basis, all GAARA'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.
- 4.2 Declaration Forms shall be retained by GAARA.
- 4.3 Representatives shall disclose real or perceived conflicts of interest to the Board immediately upon becoming aware that a conflict of interest may exist.
- 4.4 Representatives shall also disclose any and all affiliations with any and all other organizations involved with the same sport. These affiliations include any of the following roles: athlete, coach, manager, official, employee, volunteer, or Director.

5.0 Minimizing Conflicts of Interest in Decision-Making

- 5.1 Decisions or transactions that involve a conflict of interest that has been proactively disclosed by a Representative of GAARA will be considered and decided with the following additional provisions:
 - a) The nature and extent of the Representative'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 Representative abstains from voting on the decision
 - c) Depending on the nature of the decision up for discussion/vote, the Representative shall not participate in the discussion and does not count toward quorum

6.0 Conflict of Interest Complaints

- 6.1 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 of the Board, Membership, or committee), to GAARA's Board who will decide appropriate measures to eliminate the conflict.
- 6.2 The Board may apply the following actions singly or in combination for real or perceived conflicts of interest:
 - a) Removal or temporary suspension of certain responsibilities or decision-making authority
 - b) Removal or temporary suspension from a designated position
 - c) Removal or temporary suspension from certain teams, events, and/or activities
 - d) Expulsion from GAARA
 - e) Other actions as may be considered appropriate for the real or perceived conflict of interest
- 6.3 Any person who believes that a Representative has made a decision that was influenced by real or perceived conflict of interest may submit a complaint, in writing, to GAARA to be addressed under GAARA's Operational Procedures
- 6.4 Failure to comply with an action as determined by the Board will result in automatic suspension from GAARA until compliance occurs.
- 6.5 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.

7.0 Enforcement

- 7.1 Failure to adhere to this Policy may permit discipline in accordance with GAARA's Operational Procedures.

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Conflict of Interest Declaration Form

I have read GAARA’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 President and Board, as soon as it is known to me.

I declare the following interests which may represent a potential conflict of interest

List any executive or voting positions you hold on a local, regional or provincial association:

List any teams (include NRL, Team Ontario, National Teams) on which you are listed on the TRF as a bench staff or player:

List any teams on which a member of your immediate family is a member of the bench staff or a player (include NRL, Team Ontario, National Teams):

List any business or organization of which you are an employee or in which you have an ownership interest that provides goods or services to GAARA.

Name:

Position:

Date:

Signature: _____