



St. Marys Ringette Association Policy

Policy Title: Conflict of Interest
Date revised: March 30 2020
Date reviewed

Conflict of Interest Policy Definitions

The following terms have these meanings in this Policy:

“Conflict of Interest” – Any situation in which a Representative’s decision-making, which should always be in the best interests of St. Marys Ringette Association, is influenced or could be influenced by personal, family, financial, business, or other private interests.

“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.

“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.

“Perceived Conflict of Interest” – A perception by an informed person that a conflict of interest exists or may exist.

“Representatives” – Individuals volunteering, or engaged in activities on behalf of, St. Marys Ringette Association including: coaches, staff members, members, conveners, contract personnel, volunteers, managers, administrators, committee members, and Directors and officers of St. Marys Ringette Association

Background: Individuals who act on behalf of an organization have a duty first to that organization and second to any personal stake they have in the operations of the organization. For example, in not-for-profit organizations, board members are required, by law, to act as a trustee (in good faith, or in trust) of the organization. Board members, and other stakeholders, must not put themselves in positions where making a decision on behalf of the organization is connected to their own personal interests. That would be a conflict of interest situation

Purpose: St. Marys Ringette Association strives to reduce and eliminate nearly all instances of conflict of interest at St. Marys Ringette Association – by being aware, prudent, and forthcoming about the potential conflicts. This Policy describes how Representatives will conduct themselves in matters relating to conflict of interest, and

will clarify how Representatives shall make decisions in situations where conflict of interest may exist.

Application:

This Policy applies to all Representatives. Any real or perceived conflict of interest, whether pecuniary or non-pecuniary, between a Representative's personal interest and the interests of St. Marys Ringette Association, shall always be resolved in favour of St. Marys Ringette Association

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 St. Marys Ringette Association, unless such business, transaction, or other interest is properly disclosed to St. Marys Ringette Association and approved by St. Marys Ringette Association

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

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.

Derive personal benefit from information that they have acquired during the course of fulfilling their official duties with St. Marys Ringette Association, if such information is confidential or not generally available to the public

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 St. Marys Ringette Association, or in which they have an advantage or appear to have an advantage on the basis of their association with St. Marys Ringette Association

Without the permission of St. Marys Ringette Association, use St. Marys Ringette Association property, equipment, supplies, or services for activities not associated with the performance of their official duties with St. Marys Ringette Association

Place themselves in positions where they could, by virtue of being a St. Marys Ringette Association Representative, influence decisions or contracts from which they could derive any 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 St. Marys Ringette Association Representative

Disclosure of Conflict of Interest

On an annual basis, all St. Marys Ringette Association Executive Members and candidates for election to the Executive, Directors, Officers, and Committee Members

will complete a Declaration Form disclosing any real or perceived conflicts that they might have. Declaration Forms shall be retained at the St. Marys Ringette Association.

Representatives shall disclose real or perceived conflicts of interest to St. Marys Ringette Association Executive immediately upon becoming aware that a conflict of interest may exist.

Representatives shall also disclose any and all affiliations with any and all other ringette organizations.

Minimizing Conflicts of Interest in Decision-Making:

Decisions or transactions that involve a conflict of interest that has been proactively disclosed by a St. Marys Ringette Association Representative will be considered and decided with the following additional provisions:

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

The Representative does not participate in discussion on the matter

The Representative abstains from voting on the decision

For board-level decisions, the Representative does not count toward quorum

The decision is confirmed to be in the best interests of St. Marys Ringette Association

Conflict of Interest 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 of the Executive or any St. Marys Ringette Association committee), to St. Marys Ringette Association who will decide appropriate measures to eliminate the conflict. The Executive may apply the following actions singly or in combination for real or perceived conflicts of interest:

Removal or temporary suspension of certain responsibilities or decision-making authority

Removal or temporary suspension from a designated position

Removal or temporary suspension from certain St. Marys Ringette Association teams, events and/or activities

Expulsion from St. Marys Ringette Association

Other actions as may be considered appropriate for the real or perceived conflict of interest

Any person who believes that a Representative has made a decision that was influenced by a real or perceived conflict of interest may submit a complaint, in writing,

to St. Marys Ringette Association to be addressed under St. Marys Ringette Association's Discipline and Complaints Policy.

Failure to comply with an action as determined by the Executive will result in automatic suspension from St. Marys Ringette Association until compliance occurs.

The Executive 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 Executive.

Enforcement

Failure to adhere to this Policy may permit discipline in accordance with St. Marys Ringette Association's Discipline and Complaints Policy.



St. Marys Ringette Association Conflict of Interest Declaration Form

Note: A potential or actual conflict of interest exists when commitments and obligations are likely to be compromised by an individual's other material interests, or relationships (especially economic), particularly if those interests or commitments are not disclosed.

Please disclose any personal, business, or volunteer affiliations that may give rise to a real or apparent conflict of interest. Date:

Name:

Position:

Please describe below all relationships, transactions, positions you hold (volunteer or otherwise), or circumstances that you believe could contribute to a conflict of interest or a perceived conflict of interest. You should include personal relationships with ringette players (SMRA or other) and SMRA Representatives, other nonprofit and for-profit boards you (and your spouse) sit on, any for-profit businesses for which you or an immediate family member are an officer or director, or a majority shareholder, and the name of your employer and any businesses you or a family member own.

_____ I have no conflict of interest to report.

_____ I have the following conflict of interest to report (please specify other nonprofit and for-profit boards you (and your spouse) sit on, any for-profit businesses for which you or an immediate family member are an officer or director, or a majority shareholder, and the name of your employer and any businesses you or a family member own:

I hereby certify that the information set forth above is true and complete to the best of my knowledge. If conflicts of interest arise during board decisions, this conflict will be shared and I will be excused from the vote.

Signature: _____ Date: _____