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Approved By:	STRA Executive
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Reviewed By:	Deana Buller - President Steve Bengler - Vice President Laura Bailey - Treasurer Stephanie Bengler - Secretary Justine Wright - Registrar
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ST. THOMAS RINGETTE ASSOCIATION CONFLICT OF INTEREST POLICY

1. Definitions

1.1. 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 the St. Thomas Ringette Association, is influenced or could be influenced by personal, family, financial, business, or other private interests

“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

“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

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

“Representatives” – Individuals employed by, or engaged in activities on behalf of, the St. Thomas Ringette Association including: coaches, staff members, convenors, contract personnel, volunteers, managers, administrators, committee members, and Directors and Officers of the St. Thomas Ringette Association



2. Background

- 2.1. 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.

3. Purpose

- 3.1. St. Thomas Ringette Association strives to reduce and eliminate nearly all instances of conflict of interest at St. Thomas Ringette Association – by being aware, prudent, and forthcoming about the potential conflicts.
- 3.2. This Policy describes how Representatives will conduct themselves in matters relating to conflict of interest and clarifies how Representatives shall make decisions in situations where conflict of interest may exist.

4. Application of this Policy

- 4.1. This Policy applies to all Representatives

5. Obligations

- 5.1. Any real or perceived conflict of interest, whether pecuniary or non-pecuniary, between a Representative's personal interest and the interests of the St. Thomas Ringette Association, shall always be resolved in favour of the St. Thomas Ringette Association.
- 5.2. 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 the St. Thomas Ringette Association, unless such business, transaction, or other interest is properly disclosed to the St. Thomas Ringette Association and approved by the St. Thomas Ringette Association;
 - 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 the St. Thomas Ringette Association, 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 the St. Thomas Ringette Association, or in which they have an advantage or appear have an advantage on the basis of their association with Ringette Ontario;
- f) Without the permission of the St. Thomas Ringette Association, use the St. Thomas Ringette Association's property, equipment, supplies, or services for activities not associated with the performance of their official duties with St. Thomas Ringette Association;
- g) Place themselves in positions where they could, by virtue of being a Representative of the St. Thomas Ringette Association, 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 the St. Thomas Ringette Association.

6. Disclosure of Conflict of Interest

- 6.1. Representatives shall disclose real or perceived conflicts of interest to the St. Thomas Ringette Association's Board immediately upon becoming aware that a conflict of interest may exist.
- 6.2. 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.

7. Minimizing Conflicts of Interest in Decision-Making

- 7.1. Decisions or transactions that involve a conflict of interest that has been proactively disclosed by a Representative of the St. Thomas Ringette



Association 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 does not participate in discussion on the matter;
 - c) The Representative abstains from voting on the decision;
 - d) For Board-level decisions, the Representative does not count toward quorum;
 - e) The decision is confirmed to be in the best interests of the St. Thomas Ringette Association.
- 7.2. For potential conflicts of interest involving individuals engaged in association business, the St. Thomas Ringette Association's Directors will determine whether there is a conflict and, if one exists, the individual will resolve the conflict by ceasing the activity giving rise to the conflict. The St. Thomas Ringette Association will not restrict employees from accepting other employment contracts or volunteer appointments provided these activities do not diminish the employee's ability to perform the work described in the employee's job agreement with the St. Thomas Ringette Association or give rise to a conflict of interest.

8. Conflict of Interest Complaints

- 8.1. 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 or any committee), to the St. Thomas Ringette Association's Board who will decide appropriate measures to eliminate the conflict. 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 the St. Thomas Ringette Association;
 - e) Other actions as may be considered appropriate for the real or perceived conflict of interest;