



## WHITECOURT MINOR HOCKEY ASSOCIATION

**Date** April 30<sup>th</sup>, 2020

**Policy** Conflict of Interest Policy

**Purpose** To set direction for executive members and/or volunteers participating in operations and/or administration of Whitecourt Minor Hockey Association

Executive members and/or volunteers must at all times ensure that they are acting in the best interest of the Association, and in accordance with our vision and mission statements. This policy provides guidelines for conduct. Executive Members and/or volunteers will declare an actual or apparent conflict of interest before discussions or decisions about any matters in which they or anyone with whom they have a close personal relationship could directly or indirectly benefit or where such a benefit could be perceived.

For purposes of this policy, the term 'conflict of interest' shall be defined as: a situation in which the concerns or aims of two different parties are incompatible OR a situation in which a person is in a position to derive personal benefit from actions or decisions made in their official capacity.

1. Executive members and/or volunteers are expected to declare a real, potential or perceived conflict of interest. Perceived conflicts of interest are situations in which internal or external stakeholders could interpret actions of the executive members and/or volunteers as being in conflict.
2. Any Executive member and/or volunteer is expected to remove him/herself from a conflict of interest be it real, potential or perceived.
3. It is the responsibility of other executive members and/or volunteers who are aware of a real, potential or perceived conflict of interest on the part of a fellow executive member and/or volunteer to raise the issue for clarification, first direct with the executive member and/or volunteer and, if still unresolved, with the WMHA Board.
4. If there is any question or doubt about the existence of a real or perceived conflict, the Board will determine, by vote, if a conflict exists. The person potentially in conflict shall be absent from the discussion and vote.
5. If an executive member and/or volunteer is not certain he/she is in a conflict of interest position, the matter be brought before the Board for advice or guidance.
6. To avoid potential for conflict of interest, the Board will not permit placement of Executive members and/or volunteers at an arm's length. The purpose of this is to ensure Executive members and/or volunteers act independently without one party influencing the other.

Executive members and/or volunteers must abstain from participation in any discussion of the matter, shall not attempt to personally influence the outcome, shall refrain from voting on the matter and, unless decided by the Board, leave the meeting room for the duration of any such discussion or vote.

Original Policy Date: April 30<sup>th</sup>, 2020

Revision Date: N/A