



Winnipeg Phoenix Football Club

POLICIES AND PROCEDURES

CONFLICT OF INTEREST & NON-ARM'S-LENGTH RELATIONSHIPS POLICY

POLICY STATEMENT

1. Purpose

The purpose of this policy is to ensure that all decisions made by Winnipeg Phoenix FC ("the Club") are fair, transparent, and made in the best interest of the Club. This policy sets out clear expectations regarding conflicts of interest and non-arm's-length relationships.

2. Definitions

Conflict of Interest:

A conflict of interest exists when a Board member's personal, family, or financial relationships could influence—or appear to influence—their ability to make impartial decisions.

Non-Arm's-Length Relationship:

A relationship between individuals who are related by blood, marriage, partnership, or who have a close personal or financial connection that may affect independent judgment.

Related Party:

Any individual who is related to a Board member or has a close personal connection, including those serving as Club coaches, volunteers, or staff.

3. Disclosure Requirements

3.1 Annual Disclosure

All Board members must complete a yearly conflict of interest declaration, identifying any family or personal relationships with other Board members, coaches, volunteers, or staff.

3.2 Ongoing Disclosure

If a new conflict or non-arm's-length situation arises during the year, the Board member must disclose it to the Board Chair as soon as possible.

3.3 Commitment to Independent Judgment

Board members with non-arm's-length relationships agree to act independently, avoid collusion, and make decisions solely in the best interest of the Club.

4. Recusal and Decision-Making

4.1 When Recusal Is Required

A Board member must remove themselves from any discussion or decision involving:

- A family member, close personal connection, or related party.
- Hiring, evaluation, discipline, or dismissal of a coach or volunteer to whom they are related.
- Any situation where their impartiality could reasonably be questioned.

4.2 Recusal Procedure

Board members must:

- Declare the conflict at the start of the meeting;
- Ensure the declaration is noted in the minutes;



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- Leave the discussion (in person or virtually) until the matter is concluded.

4.3 Failure to Recuse

Failure to declare or recuse may lead to disciplinary action or removal from the Board in accordance with the Club's by-laws.

5. Board–Coach/Staff Relationships

5.1 Mandatory Reporting

Board members must disclose if they are related to or closely connected with any coach, volunteer, or staff member.

5.2 Safeguards Against Favoritism

No Board member may influence decisions involving a coach or volunteer to whom they are related. This includes hiring, role assignment, discipline, and dismissal.

5.3 Disciplinary or Performance Matters

When a related coach/volunteer is under review, the non-conflicted Board members must handle the matter independently.

6. Documentation

Meeting minutes must record:

- The disclosure of any conflict of interest.
- Which Board members recused themselves.
- Confirmation that the decision was made without the involvement of the conflicted member.

7. Annual Review of Policy

This policy will be reviewed every year to ensure it aligns with the Club's values and operational needs.

Board Member Acknowledgment

All Board members must sign an annual acknowledgment confirming they understand this policy, have disclosed all relevant conflicts, and agree to follow all recusal requirements.

APPROVED BY:

PHOENIX SOCCER Inc Board

DATE OF APPROVAL

JANUARY 7TH, 2026