



**Cole Harbour Bel Ayr Minor Hockey Association
Conflict of Interest Policy**

Definition:

- 1) A conflict of interest refers to situations in which personal, occupational or financial considerations may affect, or appear to affect, objectivity, judgement or ability to act in the best interests or complete the fiduciary responsibilities of volunteers to the CHBAMHA.
- 2) A conflict of interest may be real, potential or perceived in nature.
- 3) A real conflict of interest arises where a member has a private or personal interest, for example, a close family connection or financial interest.
- 4) A perceived or apparent conflict of interest may exist when a reasonable, well-informed person has a reasonable belief that a member has a conflict of interest, even if there is no real conflict.
- 5) **“Private or personal interest” refers to an individual’s self-interest (i.e. to achieve financial profit or avoid loss, or to gain another special advantage or avoid a disadvantage); the interests of the individual’s immediate family or business partners; or the interests of another organisation in which the individual holds a position (voluntary or paid).**
- 6) Full disclosure, in itself, does not remove a conflict of interest.

“Association” means the Cole Harbour Bel Ayr Minor Hockey Association

“Executive” and “Member” have a specific meaning as defined by the Association’s by-laws.

Scope: This policy applies to members of the Executive and all members of the Cole Harbour Bel Ayr Minor Hockey Association. Some conflict of interest measures may apply only to the Executive.

Objective: The CHBAMHA must meet high ethical standards in order to merit the trust of its members.

The integrity of the CHBAMHA depends on ethical behaviour throughout the Association, and fair, well-informed decision-making. The ability to make decisions is sometimes affected by other interests (personal or professional) of individuals in the organisation. Such conflict of interest situations are a regular part of organisational and personal life and

cannot simply be eliminated. The objective of this policy is to permit the CHBAMHA to manage conflict of interest situations successfully and to resolve them fairly.

Responsibilities:

Members of the CHBAMHA and the Executive are responsible for managing conflict of interest situations in order to ensure that behaviour and decision-making throughout CHBAMHA are not influenced by conflicting interests.

Prevention:

The CHBAMHA supports a culture in which the Executive and members freely take responsibility for both “self-declaring” possible conflicts of interest.

The Executive and members have the responsibility to implement appropriate practical preventive measures, such as:

- Providing education about what to do when gifts and hospitality are offered;
- Reminding members at the start of each season of the Conflict of Interest Policy;
- Ensuring that people are clearly told when information must be protected from improper use (e.g., Association or team contact lists, medical information; personal information, etc.); and
- Declining involvement in an action (such as supporting a questionable outside activity).

Specific situations:

Gifts and Hospitality – Members of the Executive shall not directly or indirectly offer or accept cash payments, gifts, gratuities, privileges or other personal rewards, which are intended to influence the activities or affairs of the CHBAMHA and/or team budgets. This does not apply in respect of payments made to the Referee in Chief or Ice Scheduler where such payments are approved by the CHBAMHA Executive. Other acceptable Payments include, but are not limited to, honorariums, reimbursement of costs incurred to undertake the volunteer position, and payment for services rendered to the CHBAMHA.

Financial Gain - Members of the Association shall not directly or indirectly gain financially from their involvement with the Association. This means that, for example, a volunteer cannot use the mailing list for their team or the Association to market their services. This does not apply to team fundraising activities that are endorsed by the Association (e.g., Jersey sponsors, sponsor banners).

Exclusions – Despite the conflict of interest policy, the Executive may set aside the application of the policy, at the discretion of the Executive, where such application creates an unintended result that is not in the best interests of the CHBAMHA. Any exclusions shall be properly voted on, documented and time-limited (e.g., specific to one season) or may require a change or update to the policy.

What documentation needs to be kept?

Document what has been done. Executive minutes, correspondence to interested parties, or other documentation will provide a record of steps taken.

When should a Conflict of Interest be declared?

The Executive must disclose possible conflict situations to the Risk Manager in confidence. Subsequent material changes must be disclosed when they first emerge. Volunteers must inform any Executive member of possible conflict situations. The Executive member shall discuss the conflict with the Risk Manager to ensure consistent application of the policy.

What happens after a Conflict of Interest is declared?

After discussion with the Risk Manager, the Executive member to whom the disclosure was made will indicate to each individual whether any further action is necessary to manage the possible conflicts of interest disclosed. Actions might include the following, depending on the severity of the conflict:

- a. Declaring the conflict to all concerned before discussion or decision-making;
- b. Withdrawing from final decision-making only;
- c. Withdrawing from all aspects of discussion and decision-making; or
- d) discussing the Conflict of Interest with a Conflict of Interest Committee Chaired by the Risk Manager with the President, and Vice-President as members and, by consensus, make a conflict of interest management recommendation.

The Risk Manager is the authority on dealing with conflicts of interest which are discovered “after the fact”. The course of action for “after the fact” conflict of interest will be determined on a case by case basis, and reviewed in conjunction with the CHBAMHA Code of Conduct, the Universal Code of Conduct to Prevent and Address Maltreatment in Sport (UCCMS), Hockey Nova Scotia policies and Regulations and Hockey Canada policies and regulations. “After the fact” conflict of interest situations may be referred to the Discipline Committee as required.

Any issues involving the President's own affairs will be dealt with by a two-person panel including the Vice President, and Risk Manager of the Executive. If a conflict of interest exists with a member of the two-person panel, an alternate may be named.

Compliance with this policy is not optional.

Should you have any questions about the Discipline Policy please contact the CHBAMHA Risk Manager riskmanagement@chbawings.org.