



## Conflict of Interest Policy

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### Intent

Red Circle Hockey Club (RCHC) maintains a high level of integrity and professionalism in all of its business dealings. RCHC continually strives to protect our operations from actual or potential conflicts of interest to ensure we maintain a fair, equitable and transparent sporting environment for our members. The purpose of this policy is to outline how RCHC identifies, reviews and resolves actual or potential conflicts of interest that may arise during the course of the operation of the club.

### Scope

This policy applies to all board members of RCHC.

### Definitions

- Conflict of Interest – is any situation that could influence an individual's decision making by impairing his or her ability to act in the best interests of RCHC or represent RCHC fairly, impartially and without bias.
- Family Members – For the purposes of this policy, RCHC defines family members as the immediate family members of a board member, including the board member's spouse and children.

### Policy/Procedure

#### Disclosing Conflicts of Interest

Each incoming board member must read and agree to RCHC's *Conflict of Interest Policy* and declare they have no conflicts of interest with RCHC prior to commencing their role as a member of RCHC's board of directors. It is the personal responsibility of each board member to avoid any case of conflict of interest.

When a board member believes they may have a conflict of interest with RCHC they must immediately report the situation to the Risk Management Chair for relief. In such circumstances, the board member should be excused from portions of board meetings where the issue is being discussed. This will ensure the board can discuss the matter without any real or perceived interference from the board member in question.



## Identifying Conflicts of Interest

A conflict of interest will be deemed to exist:

- When board members place themselves or can be perceived to have placed themselves in a position where they are under an obligation to any person or organization, which might benefit from improper consideration or favour.
- If gifts or favours of any kind are exchanged between a board member and any individual or corporation whose relationship with RCHC involves the board member's sphere of responsibilities.
  - This policy is not intended to prohibit the acceptance or giving of common courtesies associated with accepted business practices, including accepting or giving gifts of nominal value (\$25.00 maximum) which could not be construed as a bribe or other improper payment.
- If board members find themselves in a position of having to determine the allocation of funds to specific projects with which they or a family member could be perceived to be deriving benefit.
- When board members seek, gain, receive or benefit (or are perceived to do so) financially from preferential treatment in the discharge of their duties and responsibilities to RCHC. Such situations include, but are not limited to the following:
  - Participating as a director or officer of a firm which is a supplier of materials or services to RCHC;
  - Having personal financial dealings with an individual or corporation whose business with RCHC involves the designated representative's sphere of responsibilities;
  - Accepting or distributing cash payments for any materials, services, fees etc.
- When participating in the selection process of any RCHC team where a family member is a potential candidate for selection, unless their participation has been approved by Hockey Operations.
- When reviewing and determining the suspension or discipline of a family member.

*Please note – this policy is not intended to prohibit the payment of fees for services by RCHC board members to individuals who are entitled, by virtue of services performed or rendered, to receive such fees.*

## Reporting and Resolving Conflicts of Interest

If a board member becomes aware of a real or potential conflict of interest regarding another board member they should immediately report the situation to the Risk Management Chair or President (unless the report is in regards to the Risk Management Chair/President – in which case the report should be made to the other party). The Risk Management Chair/President will review the situation with the Risk Management Committee and determine whether or not an actual or potential conflict of interest exists and any steps that need to be taken to resolve the situation.

Where a potential conflict of interest is established, the board member in question will be asked to cease those actions which have brought about the conflict of interest. Where an actual conflict of interest has been established, steps must be taken to immediately resolve and mediate the situation. The results of the Risk Management Committee/President's decision must be communicated to the



board member in writing and will be distributed to the board of directors for review at the next board meeting.

Where it is established that:

- An actual conflict of interest has occurred; or
- A potential conflict of interest has occurred and the board member continues to engage in those actions which have been deemed to be a potential conflict of interest with RCHC,

The board member in question will be suspended from their role as a board member at RCHC until the matter can be reviewed by the board of directors at the next board meeting. The board of directors will review the situation and make a determination on the suitability of the individuals' continued role as a board member. The results of this determination will be provided to the suspended board member in writing.