



Policy	CGHA-007
Effective Date	July 12, 2022
Board Approval	July 14, 2022
Review	Annually

Conflict of Interest Policy

Purpose

The purpose of this policy is to protect the Clarington Girls Hockey Association's interests by (a) preventing personal interests of the Board of Directors, also known as Executive Members/Council and Board Members, and Independent Contractors from interfering with their duties to the organization, and (b) avoiding any unethical financial, professional, or other gain or advantage on the part of such individuals.

Conflict of Interest Defined

When a person's interests – family, friendships, financial, or social factors – influence his or her judgment, decisions, or actions, this is referred to as a Conflict of Interest.

Generally, there are three types of Conflicts of Interest.

- *Actual Conflict of Interest*; you are in a conundrum. You are split between two social values: your board's obligation to be objective and your moral responsibility to your family/player.
- *A potential Conflict of Interest*; is not currently present but may become so in the future.
- *Perceived Conflict of Interest*; there may be no actual or potential conflict in these situations, but someone may believe (reasonably, of course) that there is, and we must do everything we can to limit or eliminate that perception.

Persons Concerned

This statement applies to Board Members/Directors/Executive Council members who influence the governance and actions of the Clarington Girls Hockey Association. This includes anyone who makes financial decisions, coaching, or team selection or has proprietary information regarding the Association.

Procedures

Duty to Disclose

Each Board of Director and any other Interested Person is under an obligation to disclose the existence, potential, or preserved existence of a Conflict of Interest as it arises.

Investigating Conflicts

When a potential Conflict of Interest is disclosed, the Governing Board will then provide the individual with an opportunity to disclose all material facts. The Board will collect all pertinent

information and question the involved parties. If it turns out that a conflict does not exist, the inquiry will be documented but no further action will be taken.

Addressing a Conflict of Interest

If the Board of Directors determines that a Conflict of Interest exists, they will take the appropriate actions to address the conflict. This may include (but not be limited to): (a) prohibiting any Interested Parties from voting or being present in the discussion on any matter related to said Conflict of Interest or (b) terminating engagement (for example; coaching) with Clarington Girls Hockey Association.

If the Conflict of Interest in question involves a member of the Board, that individual will be excused from deliberations.

Disciplinary Action

All conflicts of interest will be reviewed on a case-by-case basis. The Discipline and Ethics Committee has full discretion to deem what disciplinary action is appropriate and necessary for disclosed conflicts of interest.

If the governing officers have a reasonable belief that a member has failed to disclose an existing or potential Conflict of Interest, they must notify the individual and give the individual an opportunity to explain the alleged failure to disclose the Conflict of Interest.

After hearing the individual's response and investigating further as warranted by the circumstances, the governing officers may take appropriate disciplinary action, including removal from the position with the Association.

Notice of Annual Statements

Every Board of Director and any other Interested Person must sign a Conflict of Interest Disclosure Statement upon said individual's term of office, or other relationship with Clarington Girls Hockey Association and must do so annually. Failure to sign does not nullify the policy.

Acknowledgment

By signing, the individual named below understands what constitutes a Conflict of Interest and understands the procedure for addressing them with the Clarington Girls Hockey Association including their duty to disclose any known or potential conflicts of interest.

The signee agrees to abide by the procedures set forth by this policy for the duration of their relationship with the Clarington Girls Hockey Association.

Name (printed): _____ Date: __/__/20__

Signature: _____