



Club Conflict of Interest Policy

Date in effect: April 2022

Definitions

1. The following terms have these meanings in this Policy:
 - a. "Conflict of Interest" – Any situation in which a staff, volunteer or board member's decision-making, which should always be in the best interests of the Arctic Edge Skating Club, is influenced or could be influenced by personal, family, financial, business or other private interests.
 - b. "Perceived Conflict of Interest" – A perception by an informed person that a conflict of interest exists or may exist.
 - c. "Representatives" – Individuals employed by, or engaged in activities on behalf of Arctic Edge Skating Club.

Background

2. The standard of behavior at the Arctic Edge Skating Club is that all Representatives scrupulously avoid conflicts of interest between the interests of the Arctic Edge Skating Club on one hand, and personal, professional and business interests on the other. This includes avoiding potential and actual conflicts of interest, as well as perceived conflicts of interest.

Purpose

3. The purpose of this policy is to protect the integrity of the Arctic Edge Skating Club's decision making process, to enable our membership to have confidence in our integrity and to protect the integrity and reputations of volunteers, staff and board members.
4. This Policy applies to all Representatives

Obligations

5. Representatives will not:
 - a. Engage in any business or transaction, or have a financial or other personal interest, that is incompatible with their official duties with the Arctic Edge Skating Club.
 - b. Knowingly place themselves in a position where they are under obligation by any person who might benefit from special consideration or who might seek preferential treatment.

- c. In the performance of their official duties, give preferential treatment to family members, friends, colleagues, or organizations in which their family members, friends or colleagues have an interest, financial or otherwise.
- d. Without permission of the Arctic Edge Skating Club, use Arctic Edge Skating Club property, equipment, supplies or services for activities not associated with their official duties with the Arctic Edge Skating Club.

Disclosure of Conflict of Interest

6. Arctic Edge Skating Club Representatives will:
 - a. Complete a Declaration Form disclosing any real or perceived conflicts of interest that they may have. Declaration Forms shall be retained by the Sport Coordinator of the Arctic Edge Skating Club.
 - b. Have the opportunity to disclose real or perceived conflicts of interest as they become aware of them. This could be mentioned verbally or declared in writing to: Director of Skating, Coaches Representative, Board President or Sports Coordinator. The Declaration Form will also be completed.

Conflict of Interest Complaints

7. Any person who believes that a Representative may be in a conflict of interest situation should report the matter, in writing, to the Arctic Edge Skating Club Board of Directors who will decide appropriate measures to eliminate the conflict. The Board of Directors may apply the following actions singly or in combination for real or perceived conflicts of interest:
 - a. Removal or temporary suspension of certain responsibilities or decision-making authority
 - b. Removal or temporary suspension from a designated position
 - c. Removal or temporary suspension from certain Arctic Edge Skating Club events or activities
 - d. Expulsion from the Arctic Edge Skating Club and/or contract termination with the Arctic Edge Skating Club.
 - e. Other Actions as may be considered appropriate for the real or perceived conflict of interest