



ALBERTA SKI JUMPING
& NORDIC COMBINED

Alberta Ski Jumping and Nordic Combined

Conflict of Interest Policy

The aim of this policy is to provide a standard of behavior for dealing with Conflict of Interest situations.

This policy shall apply to athletes, coaches, High Performance Directors, officials, volunteers, directors, officers, administrators and members of Alberta Ski Jumping and Nordic Combined (ASJNC) while engaged in the activities of the organization, hereinafter referred to as an “ASJNC Representative”.

1. DEFINITIONS

a) Conflict of Interest:

A Conflict of Interest is any situation in which an individual or organization representing ASJNC in any capacity is influenced or could be influenced in a decision or conduct by personal, family, financial, business or other interests which over ride ASJNC best interests.

b) Family Member:

A Family Member shall be defined to include spouse, sibling, parent, child and grandchild.

2. DEEMED CONFLICT OF INTEREST

The following circumstances shall be deemed to create a Conflict of Interest and must be disclosed and/or avoided:

- a) Engaged in any outside business or transaction or have a financial or other personal interest which is incompatible with the discharge of ASJNC duties or obligations such as any undertaking:
 - i) that conflicts or appears to conflict with duties as a Board, Committee Member, Contractor or representative of ASJNC;
 - ii) in which there is or appears to be an advantage derived from association with ASJNC;
 - iii) in a professional capacity that will or might appear to influence or affect the carrying out of their duties as a ASJNC Board, Committee Member, Contractor or representative of ASJNC;
 - iv) that has a direct or indirect impact on a Family Member;
 - v) engaged in some capacity or having a material financial interest in a business or enterprise that competes with ASJNC;
 - vi) engaged in decisions regarding training, travel and competitions or discipline regarding ASJNC athletes, and who has a Family Member who is an active athlete of ASJNC;



- vii) knowingly place oneself in a position where one is under obligation to any person who might benefit from special consideration or favour or who might seek, in any way, preferential treatment;
- viii) benefit from the use of information acquired during the course of official duties, which is generally not available to the public;
- ix) use ASJNC property, equipment, supplies, or services of consequence for activities not associated with the discharge of official duties;
- x) placing oneself in a position where one could derive any direct or indirect benefit or interest from any contracts, the decisions with respect to which, one could influence; or
- xi) accept any gift, gratuity or entertainment that could reasonably be construed as being given in anticipation or recognition or of special consideration by ASJNC. This does not preclude the acceptance of items of nominal or insignificant value or entertainment of nominal or insignificant value which are not related to any particular transaction or activity of ASJNC.

3. Appearance of Conflict:

Other situations may create the *appearance of a conflict*, or present a *duality of interests* in connection with a person who has influence over the activities or finances of ASJNC. All such circumstances should be disclosed to the Board or staff, as appropriate, and a decision made as to what course of action the organization or individuals should take so that the best interests of the ASJNC are not compromised by the personal interests of stakeholders in the nonprofit.

4. Procedures for the Disclosure of a Conflict of Interest.

- a) For those who are nominated for election, they will disclose to the electorate prior to the election their potential conflict of interest.
- b) Prior to board or committee action on an item that could involve a Conflict of Interest, an ASJNC Representative having a Conflict of Interest and who is in attendance at the meeting shall disclose all facts material to the Conflict of Interest. Such disclosure shall be reflected in the Minutes of the meeting. If Board members are aware that staff or other volunteers have a Conflict of Interest, relevant facts should be disclosed by the Board member or by the interested person him/herself if invited to the Board meeting as a guest for purposes of disclosure.
- c) An ASJNC Representative who plans not to attend a meeting at which he or she has reason to believe that the Board or Committee will act on a matter in which the person has a Conflict of Interest shall disclose to the Chair of the meeting all facts material to the Conflict of Interest. The chair shall report the disclosure at the meeting and the disclosure shall be reflected in the Minutes of the meeting.
- d) An ASJNC Representative who has a Conflict of Interest shall not participate in or be permitted to hear the Board's or Committee's discussion of the matter except to disclose



- material facts and to respond to questions. Such person shall not attempt to exert his or her personal influence with respect to the matter, either at or outside the meeting.
- e) An ASJNC Representative who has a Conflict of Interest with respect to a Contract or Transaction that will be voted on at a meeting shall not be counted in determining the presence of a quorum for purposes of the vote.
 - f) An ASJNC Representative having a Conflict of Interest may not vote on the Contract, Action or Transaction and shall not be present in the meeting room when the vote is taken, unless the vote is by secret ballot. Such person's ineligibility to vote shall be reflected in the Minutes of the meeting. For purposes of this paragraph, a member of the Board of Directors of ASJNC has a Conflict of Interest when he or she stands for election as an officer or for re-election as a member of the Board of Directors.
 - g) An ASJNC Representative who is not a member of the Board of Directors of ASJNC but who has a Conflict of Interest with respect to a Contract, Action or Transaction shall disclose to their supervisor, or the Chair, or the Chair's designee, any Conflict of Interest. Such disclosure shall be made as soon as the Conflict of Interest is known to the ASJNC Representative. The ASJNC Representative shall refrain from any action that may affect ASJNC's participation in such Contract, Action or Transaction.
 - h) In the event it is not entirely clear that a Conflict of Interest exists, the ASJNC Representative with the potential conflict shall disclose the circumstances to his or her supervisor or the Chair or the Chair's designee, who shall determine whether full Board discussion is warranted or whether there exists a Conflict of Interest that is subject to this policy.

5. Confidentiality.

Each ASJNC Representative shall exercise care not to disclose confidential information acquired in connection with disclosures of Conflicts of Interest or potential conflicts, which might be adverse to the interests of ASJNC. Furthermore, ASJNC Representatives shall not disclose or use information relating to the business of ASJNC for their personal profit or advantage or the personal profit or advantage of Family Members.

6. Failure to Disclose a Conflict of Interest

- a) Where an ASJNC Representative has failed to disclose a Conflict of Interest the Chair of ASJNC will take the following actions:
 - i) Request that the ASJNC Representative's actions be justified in writing;
 - ii) Discuss the circumstances at the next Board meeting (or if circumstances necessitate convene a Board meeting by conference call or email).

Based on the decision of the Board, the ASJNC Representative may be requested to cease those actions that brought about the conflict of interest or withdraw from those ASJNC activities that cause a conflict of interest. Should the ASJNC Representative continue those actions or activities that have been deemed to be in conflict with the interests of ASJNC, the ASJNC Representative will be removed from his or her position (if applicable).



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- b) Documentation relating to Conflict of Interest situations shall be recorded in the Minutes of the Board of Directors and all Committees of ASJNC.
- c) In situations where an inflexible application of a policy would produce an excessive result, it is expected the policy will be tempered by appropriate discretion of the Board.
- d) When the Board of Directors determines that exploitation of a Conflict of Interest has occurred, the Board of Directors will make it public.
- e) If the ASJNC Representative is removed from his/her position and the ASJNC Representative wishes to appeal the decision, a written request for appeal stating grounds, must be submitted in accordance with the Appeal Policy.

7. Policy Review

- a) The ASJNC Board shall review this policy on an annual basis.



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Basic Conflict of Interest Disclosure Form

Date: _____

Name: _____

Position (employee/volunteer/trustee): _____

Please describe below any relationships, transactions, positions you hold (volunteer or otherwise), or circumstances that you believe could contribute to a conflict of interest between ASJNC and your personal interests, financial or otherwise:

_____ I have no conflict of interest to report

_____ I have the following conflict of interest to report

1. _____

2. _____

3. _____

I hereby certify that the information set forth above is true and complete to the best of my knowledge. I have reviewed, and agree to abide by, the Policy of Conflict of Interest of ASJNC.

Signature: _____

Date: _____