


|   |                         |   |
|---|-------------------------|---|
| Title: CMHA Conflict of Interest & Confidentiality Policy |                         |  |
| Approved by CMHA Board of Directors                       |                         |   |
| Written by: <i>Secretary</i>                              | Revision Date: 5/3/2017 |   |

**Policy:**

**MEMBER RESPONSIBILITIES, CONFLICT OF INTEREST, CONFIDENTIALITY**

**SECTION 1**

**GENERAL**

The provisions of this Policy are intended to complement the existing Cambridge Minor Hockey Association Inc.'s Constitution – Appendix Five, and Code of Conduct. The Cambridge Minor Hockey Association shall be herein referred to as the Association.

**SECTION 2**

**DUTIES AND RESPONSIBILITIES OF MEMBERS**

**2.01 Member Responsibilities**

Each Member that volunteers for a role in the Association is responsible to:

- (a) Be informed of the documents under which the CMHA operates, its Constitution, objectives, values, codes of conduct, and policies;
- (b) Exercise respect, care, diligence and skill in dealing with Directors, Officers, Coaches, Referees, Convenors, opposing team coaches, parents, players and all members of the CMHA;
- (c) In the performance of volunteer duties, not be influenced by self-interest, outside pressure, expectation of reward or fear of criticism;
- (d) Act with honesty and integrity with zero tolerance for bullying, threats, and/or violence towards others;
- (e) Comply with all other codes and policies of the Association and its governing bodies.

**2.02 Directors & Executives**

Notwithstanding the responsibilities of Members, a Director or Executive of the CMHA will at all times bear the additional responsibilities to:


- (a) Support the objectives of the Association and follows its Constitution and Polices;
- (b) Bring credibility and goodwill to the Association;
- (c) Demonstrate good faith, prudent judgment, honesty, transparency and openness
- (d) Communicate with fellow Directors and Executives in a respectful and appropriate manner;
- (e) Ensure that the financial affairs of the Association are conducted in a responsible and transparent manner with due regard for fiduciary responsibilities and public trusteeship;
- (f) Exercise vigilance for and declare any apparent or real personal conflict of interest in accordance with the Association's Constitution and policies)
- (g) Maintain confidentiality of Board of Director meetings, and;
- (h) Attend Board meeting, serve on committees of the Board and become an active participant in a board that functions effectively as a whole.

**SECTION 3**

**CONFLICT OF INTEREST GUIDELINES**

**3.01 Integrity**

These Conflict of Interest Guidelines are intended to ensure the highest standards and maintenance of the

|   |                         |   |
|---|-------------------------|---|
| Title: CMHA Conflict of Interest & Confidentiality Policy |                         |  |
| Approved by CMHA Board of Directors                       |                         |   |
| Written by: <i>Secretary</i>                              | Revision Date: 5/3/2017 |   |

integrity. All members that undertake a volunteer role in the Association shall act at all times in the best interests of the CMHA placing the interests of the CMHA and the children ahead of any personal interest or the interest of any other person or entity. It also means performing volunteer duties and transacting the affairs of the CMHA in such a manner that promotes public confidence and trust in the integrity, objectivity and impartiality of minor hockey in Cambridge.

### **3.02 No Pecuniary Benefit**

No volunteer of the Association, shall;

- (a) Directly or indirectly receive any profit from their position. Notwithstanding anything herein contained to the contrary, such volunteers may receive reasonable honorarium for their services and reimbursement for reasonable expenses incurred by them in the performance of their duties as permitted in the Constitution (Section 3) and approved by the Board.
- (b) The pecuniary interests of immediate family members (including the immediate family members of an executive's partner) or close personal or business associates are considered to also be the pecuniary interests of the volunteer.

### **3.03 Definition of Conflict of Interest**

- (a) A conflict of interest refers to situations in which personal, occupational or financial considerations may affect, or appear to affect, objectivity, judgment or ability to act in the best interests or complete the fiduciary responsibilities of volunteers to the CMHA.
- (b) A conflict of interest may be real, potential or perceived in nature.
- (c) A real conflict of interest arises where a member has a private or personal interest, for example, a close family connection or financial interest.
- (d) 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.
- (e) Full disclosure, in itself, does not remove a conflict of interest.


### **3.04 Examples of Conflict of Interest**

- (a) Any circumstance that may result in a personal or financial benefit to a member volunteer or their family, business associate or friend. This includes, but is not limited to, accepting any payment for services rendered to the CMHA or its members or suppliers in relation to the activities of the Association other than payment for services permitted under the policies of the CMHA.
- (b) Being a member of the Board or staff of another entity or organization which might have material interests that conflict with the interests of the Association or its Members; and dealing with matters on one board which might materially affect the other board.
- (c) A Director or Executive (or family member, business partner, or friend) seeking, accepting or receiving any personal benefit from a supplier, vendor or any individual or organization doing or seeking business with the CMHA.

### **3.05 Conflict of Interest Disclosure**

- (a) Members who volunteer must openly disclose a potential, real or perceived conflict of interest as soon as the issue arises and before the Board or its committees deal with the matter at issue.
- (b) If the Member is not certain whether he/she is in a conflict of interest position, they must disclose the facts and the Board will determine by majority vote if a conflict exists.

### **3.06 Gifts and Hospitality**

|   |                         |   |
|---|-------------------------|---|
| Title: CMHA Conflict of Interest & Confidentiality Policy |                         |  |
| Approved by CMHA Board of Directors                       |                         |   |
| Written by: <i>Secretary</i>                              | Revision Date: 5/3/2017 |   |

Volunteers 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 CMHA and/or team budgets.

3.07 The conflict of interest guidelines shall not apply in respect of payments made to members who volunteer for roles with the CMHA where such payments are approved by the CMHA Board of Directors or where such payments are otherwise permitted pursuant to the policies of the CMHA. Payments include, but are not limited to, honorariums, reimbursement of costs incurred to undertake the volunteer position, and payment for services rendered to the CMHA. Payments may be approved by the Board of Directors through the annual budget process and/or at any point in time otherwise required at the discretion of the Board though a majority vote.

3.08 Notwithstanding the conflict of interest guidelines, the Board of Directors may set aside the application of the guidelines, at the discretion of the Board, where such application creates an unintended result in contradiction to the best interests of the CMHA.