



# Archery Canada

## Conflict of Interest Policy

Approved by the Board of Directors

### 1) Introduction

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- 1.1. No Director, officer or employee of Archery Canada shall have any position with, or substantial interest in, any other business enterprise operated for profit, the existence of which would conflict or might reasonably be supposed to conflict with the performance of his/her Archery Canada duties, or which might tend to affect his/her independence of judgement with respect to transactions between the Archery Canada and such business enterprise, without full and complete disclosure thereof to the Board of Directors.
- 1.2. No Director, officer or employee of the Archery Canada shall use his/her position to influence Archery Canada team selection or judging decisions where personal interests are involved.

### 2) Conflict Of Interest - Defined

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Conflict of interest is broadly defined as:

- 2.1. Any situation in which a director, officer or employee of the Archery Canada may be influenced in any decision of the Archery Canada by personal, financial, or business interests in the transaction, or in any organisation involved in the transaction, or holds a position as trustee, director, officer, or employee in any such organisation.
- 2.2. Any situation in which a director, officer or employee of the Archery Canada may be influenced in any decision of the Archery Canada by personal interests toward any team selection, rule interpretation or judging matter.
- 2.3. Where a member of the immediate family of a director, officer or employee has interest in the proposed transaction in the form of a significant personal financial business interest in a decision of the Archery Canada or in any organisation involved in the transaction, or holds a position as director, officer or employee in any such organisation.
- 2.4. Where a member of the immediate family of a director, officer or employee maybe influenced by a decision on a rule or judging matter or on the selection to a Archery Canada team or event

- 2.5. In any other circumstance where the director, or any other Archery Canada director, believes that a real or perceived conflict may be present

### 3) Conflict Of Interest - Declaration

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- 3.1. Archery Canada directors, officers, and employees must submit annually to the Board of Directors declarations dealing with conflict of interest and, if not previously disclosed, will make a disclosure of particular transactions or their interest in an Archery Canada decision regarding team selection or rules before any relevant board or committee action.
- 3.2. All conflict of interest situations involving a transaction in excess of \$1000.00 must be approved by a 2/3 majority of the Board of Directors. Conflict situations below this dollar value must be approved by three (3) disinterested members of the Board of Directors.

### 4) Conflict Of Interest - Reporting

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- 4.1. Officers, directors, employees and committee members will review the policy and their conflict of interest situation annually. The Executive Director will publish a reminder during the first week of January and send the guidelines electronically each year as a reminder. Then anyone who may perceive that they are or may be in a conflict situation would fill out a 'Notice of Possible Conflict' form (or a letter to that effect) available on the Archery Canada website and forward it to the National Office ATT: The President, or directly to the President. The president will then assess the situation and decide if further action is required. If the perceived conflict of interest should involve the President, the report should be directed to one of the Vice-Presidents. The President/Vice-President will then assess the situation and decide if further action is required.
- 4.2. At anytime if a member perceives a conflict of another Archery Canada member (Board/committee/athlete/ judge or ordinary member), s/he should bring it to the attention of the President, who will assess that situation and decide whether to proceed further or not. The President may decide to ask the accused or any other Archery Canada member for a 'Notice of Possible Conflict Form' at anytime.

### 5) Conflict Of Interest - Disciplinary Action

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- 5.1. If it is determined that a director, officer or employee has violated the Archery Canada Conflict of Interest Policy, the circumstances of such violation will be reviewed by disinterested members of the Board of Directors. If decided upon

unanimously by all the disinterested members of the Board of Directors, the director, officer or employee who has violated the policy will be asked to resign.

## 6) Jurisdiction

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This policy shall be governed and construed in accordance with the laws of the Province of Ontario.

## 7) Review and Approval

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- 7.1 The Archery Canada Board of Directors and Executive Director shall review this policy every four (4) years on the Summer Olympic/Paralympic Games cycle.

Approved: June 16th, 2020

Review: 2024

Revision Approved: TBD

## 8) Additional Relevant Policies:

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- Archery Canada Code of Conduct Policy
- Archery Canada Appeal Policy
- Archery Canada Alternative Dispute Resolution Policy
- Archery Canada Athlete Agreement
- Archery Canada Complaint and Disciplinary Policy
- Archery Canada Equity and Inclusion Policy
- Archery Canada Harassment and Abuse Policy
- Archery Canada Social Media Policy
- Archery Canada Privacy Policy