



# Oshawa Minor Lacrosse Association

## Conflict of Interest Policy



All of us are very passionate about our involvement with the sport of lacrosse. At the Oshawa Minor Lacrosse Association, we recognize the importance of protecting the integrity of the game while preserving the rights of our staff and board members to participate as members of the lacrosse community. This policy is intended to enhance membership confidence in the operations of the Oshawa Minor Lacrosse Association's staff and Board of Directors. The membership must trust that everyone in the association benefits from the expertise of individuals with a multiplicity of interests; provided those interests do not conflict with the association or impair the trust, support and respect necessary for the association to operate.

Conflict of interest may include (but is not limited to):

- Any situation where an individual, or the organization he/she represents or has an interest in, has a direct or indirect competing interest with the Oshawa Minor Lacrosse Association's activities. The competing interest may result in the individual being in a position to benefit from the situation, or in the Association not being able to achieve the result that is in the best interest of its membership.
- Any situation where a staff member or volunteer's private affairs or financial interests are in conflict with their duties, responsibilities and/or obligations, which result in a reasonable perception that a conflict exists
- Any situation which could impair a staff member or volunteer's ability to act in the best interest of the Association and its membership.
- Any situation where the actions of a staff member or a volunteer would compromise the trust that the membership places in the Association.

The standard expectation of behavior at the Oshawa Minor Lacrosse Association is that all staff, volunteers, and board members scrupulously avoid conflicts of interest between the interests of the OMLA on one hand, and personal, professional, and business interests on the other. This includes avoiding potential and actual conflicts of interest, as well as the perception of conflicts of interest wherever possible.

**1. Conflict of interest agreement.** Before or upon assuming any official duties, all staff members and Board of Directors will sign a documentation certifying that they have read and agree to abide by these the standard of expectation. Any representative of the Oshawa Minor Lacrosse Association has a responsibility to review their conflict of interest obligations annually. Any conflict of interest will always be resolved in favour of the Oshawa Minor Lacrosse Association.

**2. Be truthful.** All staff members and volunteers have an obligation to promptly disclose, in writing, any business, commercial, financial, familial or personal interest where such interest may be constructed as being in real, potential or apparent conflict of interest with their responsibilities.

**3. Be upfront.** All staff and volunteers must avoid the appearance of favouritism in all of their dealings on behalf of the association, which includes declining gifts, financial remuneration or inappropriate relationships with those who do business or seek to do business with the association. If a situation arises where a conflict of interest may



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exist, the “interested” member should re-declare their potential conflict of interest to the group in the interest of full disclosure.

4. **Use your voice.** Minutes of all Board meetings will reflect when a Board Member discloses that he/she has a conflict of interest, and how that conflict of interest was managed, including (but not limited to) any of the following options:

- a. Discussion on the matter without the “interested” member in the room
- b. Discussion on the matter but the “interested” member abstained
- c. Vote was taken without the “interested” member in the room
- d. Vote was taken, but the “interested” member abstained
- e. Refrain from lobbying or participating in the decision-making process

5. **Talk to the boss.** The OMLA President is responsible for determining any potential or actual conflicts of interest, and shall present their recommendation on potential or actual conflicts of interest to the Board of Directors.

6. **The Mays and May Nots.** No staff member or volunteer will vote on or participate in any discussion about a situation which that person has a personal interest in. In the performance of duties, staff members and volunteers must not:

- a. Place themselves in a position of obligation to persons who may benefit from special consideration
- b. Have any monetary interest that would conflict with duties or responsibilities expected by the Association
- c. Disclose, discuss, use, take advantage of or benefit from the use of information that is not generally available to the public
- d. Assist private groups or persons in their dealings with the Association where preferential treatment may result
- e. Directly or indirectly use, or allow the use of, property or information of the association for anything other than officially recognized responsibilities.
- f. Hold a position or serve with a competing and/or unaffiliated organization that may compete with the Oshawa Minor Lacrosse Association.

7. **Follow the procedure.** Staff members and volunteers will complete the Conflict of Interest Disclosure Form annually and/or upon the discovery of a real or potential conflict of interest. Upon receipt of a concern regarding a conflict of interest, the OMLA President will determine whether or not a conflict of interest exists in consultation with both the complainant and the “interested” member. The OMLA President may determine any of the following actions (in isolation or in combination) to be appropriate:

- a. Removal or temporary suspension of certain responsibilities or decision making authority
- b. Removal or temporary suspension from a designated position or activity
- c. Expulsion from the association
- d. Further discipline in accordance with the OMLA Discipline Committee
- e. Any other actions that are deemed appropriate

8. **Consider the consequences.** Oshawa Minor Lacrosse Association staff and volunteers are required to consult with the OMLA President whenever they have any question as to whether a particular circumstance may place them in a conflict of interest. Persons who fail to comply with these standards acknowledge that their behaviour may result in harm against the integrity of the association. Conflict of interest situations are investigated by the Oshawa Minor Lacrosse Association’s discipline committee and subject to the authority accorded to the committee, including cause for removal from the board.



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I understand that the purposes of this policy are to protect the integrity of the OMLA decision-making process, to enable our constituencies to have confidence in our integrity, and to protect the integrity and reputations of volunteers, staff, and board members. Upon or before election, hiring, or appointment, I will make a full, written disclosure of interests, relationships, and holdings that could potentially result in a conflict of interest. This written disclosure will be kept on confidential file and I will update it as appropriate.

In the course of meetings or activities, I will disclose any interests in a transaction or decision where I (including my business, for-profit or non-profit affiliations), my family, and/or my significant other, employer, or close associates will receive a benefit or gain. After disclosure, I understand that I will be asked to leave the room for the discussion and will not be permitted to vote on the question.

I understand that this policy is meant to supplement good judgment, and I will respect its spirit as well as its wording.

Signed:

Date:

Disclosure of interests, relationships, holdings, etc. that may possibly cause a conflict of interest situation: