



## **FIELD HOCKEY NOVA SCOTIA CONFLICT OF INTEREST POLICY**

**January 1998**

### **PREAMBLE**

1. FIELD HOCKEY NOVA SCOTIA ("FHNS") is committed to providing a sport environment which is characterized by honesty, fairness, mutual respect, and open, clear communication.
2. FHNS believes that these values and ideals should guide all our communications and actions, and that such conduct is in the best interests of all who participate in the sport of field hockey.
3. Membership in FHNS brings with it many benefits and privileges. At the same time, members are expected to fulfill certain responsibilities and obligations, including but not limited to, complying with the bylaws, policies, rules and regulations of FHNS.
4. This Conflict of Interest Policy identifies the standard of behavior which is expected of all FHNS members. Members who fail to meet this standard will be subject to the disciplinary sanctions identified within this policy.

### **APPLICATION**

5. This policy applies to all members of FHNS, and members include athletes, coaches, officials, volunteers, directors, officers and administrators.
6. Conflict of interest matters arising within the business, activities or events of clubs, provincial associations or affiliates of FHNS shall be dealt with using the conflict of interest policies and mechanisms of such organizations.

### **CODE OF CONDUCT**

7. Coaches, athletes, officials and administrators share responsibility for the orderly conduct of field hockey matches:
  - a) they shall at all times acknowledge the authority of appointed technical officials for a match and treat their roles and decisions with respect;
  - b) they shall at all times exercise self-control and show proper respect for peers, opponents and spectators.
8. Coaches, athletes, officials and administrators share responsibility for understanding and complying with the regulations under which matches are conducted:
  - a) they shall at all times observe the relevant local, provincial, national and international regulations which govern the sport of field hockey.
9. Coaches, athletes, officials, directors, administrators and volunteers shall conduct themselves at all times in a manner consistent with the ideals and values of FHNS:

- a) their behavior shall at all times be respectful, professional, responsible and sportsmanlike;
- b) they shall treat others with respect and shall not speak disparagingly of any other athlete, coach, official, director, administrator, volunteer, program or association.

## **CONFLICT OF INTEREST POLICY**

10. A conflict of interest will be deemed to exist:

- a) When designated representatives place themselves or can be perceived to have placed themselves in a position where they are under any obligation to any person or organization, which might benefit from improper consideration or favour;
- b) When designated representatives seek or are perceived to seek, gain, receive, or benefit financially from preferential treatment in the discharge of their duties and responsibilities to FHC. Such situations include, but are not limited to, the following:
  - i. participating as a director or officer of a firm which is a supplier of materials or services to FHC;
  - ii. entering into an agreement or contract for the sale or manufacturing of hockey supplies and/or services with any agency which could be construed as an endorsement of or promotion by FHC;
  - iii. having personal financial dealings with an individual or corporation whose business with FHC involves the designated representative's sphere of responsibilities;
  - iv. making an investment in any situation in anticipation of FHC taking a material interest therein or which results from knowledge of facts not generally available to the public or in anticipation of actions which may be taken by FHC in such a situation;
  - v. participating as a head of delegation, team support personnel, i.e., manager, medical, etc., if a member of the individual's family is selected for the team, camp, etc.;
  - vi. participating in the selection process of any FHC team if a member of the individual's family is a potential candidate for selection;
  - vii. advocating or expressing an opinion, either verbally or in writing, which is contrary to the stated policies, decisions or positions of FHC;
  - viii. behaving in such a manner as to embarrass FHC or bring the name of FHC into disrepute.
- a) If gifts or favours of any kind are exchanged between a designated representative and any individual or corporation whose relationship with FHC involves the designated representative's sphere of responsibilities.
- b) If designated representatives find themselves in a position of having to determine the allocation of funds to specific projects with which they or a family member could be perceived to be deriving benefit.
- c) If a designated representative finds himself/herself in a position of evaluating and subsequently, voting upon, a sponsorship proposal from a company or corporation for whom the designated representative works or from whom that designated representative receives benefits (e.g., sponsorship).

### **NOTE:**

This policy is not intended to prohibit the acceptance or giving of common courtesies associated with accepted business practices, including accepting or giving gifts of nominal value which could not be construed as a bribe or other improper payment.

Cash payments in any amount must not be accepted or given as a gift or favour under any circumstances.

This policy is not intended to prohibit the payment of honoraria by FHC to individuals who are entitled, by virtue of services performed or rendered, to receive such honoraria.

## DISCLOSURE

11. Prior to the appointment, election, recognition or employment of any individual or association as defined under "Application", said individual or association shall be provided with the Conflict of Interest Policy and will be expected to declare that he/she or it have no business, commercial, financial, professional, property or similar interest(s) which in his/her or its opinion might be construed as being in actual or potential conflict with the duties and responsibilities or the position offered.
12. If, prior to appointment, election, recognition or employment, any individual or association discloses interest(s) which may be or may be perceived to be in conflict with the interests of FHC, the individual or association agrees that an understanding on his/her or its part will be required to correct if found in actual or potential conflict with the duties and responsibilities of the position offered.

## ADMINISTRATIVE PROCEDURES

13. If designated representatives are faced with a situation involving an existing or potential conflict of interest, or are in any doubt about the application of these policies, the circumstances must be reported immediately as follows:

<u>For</u>	<u>Contact</u>
Athletes	Athletes' Rep/VP High Performance
Committee members	President/Senior Manager
Staff (full&part-time)	President
Board members	President
President	Executive
Contract/Honoraria personnel	Appropriate VP/Senior Manager

14. In the case of reported situations of conflict of interest, the contact must make a determination if in fact a conflict of interest does exist. If it is deemed that there is in fact a conflict of interest and/or perceived conflict of interest, a report in writing must be sent to the Executive.
15. Where a FHC designated representative has failed to disclose a conflict of interest and/or perceived conflict of interest, the President will take the following actions:
  - a) request that the designated representative's actions be justified in writing and;
  - b) discuss the circumstances at the next Executive meeting (or if circumstances necessitate an immediate decision, convene an Executive meeting by conference call) and;
  - c) based on the decision by the Executive, the designated representative will be requested to cease those actions which have brought about the conflict of interest, by the appropriate contact informing the designated representative of the Executive's decision and requesting that all conflict of interest actions cease;
  - d) should the designated representative continue those actions or activities which have been deemed to be in conflict with the interests of FHC, the designated individual will be removed from his or her position or, in the case of an association, all benefits will be withdrawn.
16. In all cases of conflict of interest or perceived conflict of interest, the Board of Directors must be advised of the outcome.

## APPEAL PROCESS

17. If the designated representative is removed from his/her position or, in the case of an association, benefits withdrawn, and the designated representative wishes to appeal the decision, a written request for Appeal stating grounds, must be submitted in accordance with the FHC Appeal Policy.

# **FIELD HOCKEY NOVA SCOTIA**

**Confidential**

## Declaration - Conflict of Interest

1. I have read the "Field Hockey Nova Scotia Conflict of Interest Policy", and hereby declare that I have no business, commercial, financial, professional, property or similar interest(s) which in my opinion might be construed as being in actual or potential conflict with the duties and responsibilities of the position offered.

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Date

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**Signature**

OR

2. I have read the "Field Hockey Nova Scotia Conflict of Interest Policy", and hereby disclose that following interest(s) which I fully understand will require an undertaking on my part to correct if found to be in actual or potential conflict with the duties and responsibilities of the position offered.

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Date

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**Signature**