



# CONFIDENTIALITY AND CONFLICT OF INTEREST POLICY – DIRECTORS, COMMITTEES AND KEY VOLUNTEERS

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## 1. Scope of Policy

This policy refers to Karate Alberta (“the Association”) elected and appointed Directors, members of committees, provincial team coaches and management, appointed officials and other key volunteer appointees, as these are positions of authority or influence, and have decision-making responsibility in the Association including but not limited to the areas of finance, policies, services, programs, athletes, event calendars, competition rules & regulations, team selection, further appointments, vendors and suppliers.

This policy shall be made available to every elected or appointed person prior to their agreeing to the position, so that they understand the ramifications and effect. The policy will also be posted on the Karate Alberta website.

## 2. Confidentiality

Premature or inappropriate release of Board or Committee discussions or decisions can be harmful to the work of the Association and to any persons mentioned or involved. Review of reports, documents and participation in discussions are all part of the roles affected by this policy.

Unless disclosed in published minutes or documents, or allowed by policy or bylaws, information presented to and discussed by Directors and Committee members, or other appointees at or between meetings in the course of their duties is confidential and should not be divulged to other parties.

1. When any decision is made, the Board or Committee will also decide how and when disclosure of the decision will take place.
2. Even after a decision is made public, the content of the discussions leading up to the decision will be kept confidential.
3. The President is the spokesperson for the Executive Committee.
4. Committee Chairs are the spokespeople for committees, if so delegated by the Executive Committee.
5. If there is any uncertainty about the status of any documents, or other information, the President or Committee Chair will provide clarification in writing.

## 3. Conflict of Interest

### 3.1 Multiple Interests

Many people involved in karate have multiple interests in the sport - as athletes, instructors, coaches, officials, volunteers or parents. Real or perceived conflicts of interest may exist due to the interlocking nature of people’s involvement in the sport. Individuals may be elected, hired or appointed to positions of influence that could affect Karate Alberta decisions partially or solely for the advantage of themselves, their family, friends, club, their business or associates.

The critical importance of volunteers in the organization, and the reality of multiple interests negates our ability to eliminate the existence of conflicts of interest. This policy outlines how to manage conflicts by directing when people will remove themselves from a situation of real or perceived conflict in order that they properly fulfill their elected or appointed responsibilities to the Association and its members.



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### **3.2 Defining Conflict of Interest**

Conflicts of interest arise when the real or perceived interests of interests of Karate Alberta are incompatible, or in competition with another interest or involvement of those elected or appointed to positions of influence and responsibility. Such situations present a risk to both the Association and the person in conflict. Real or perceived conflicts of interest can undermine the reputation of both the individuals and Karate Alberta if members or other parties believe, or if in fact, a Karate Alberta action or decision was unduly influenced.

The conflict may be specifically related in the personal interests of the Director, Committee member or appointee, or due to a relationship that individual has with a club, a family member, an associate, a friend or a business or other person or entity.

Conflicts of interest may come in different forms:

- a. Direct financial gain or benefit
- b. Indirect financial gain
- c. Non-financial or personal interests
- d. Conflict of loyalties

### **3.3 Disclosing Conflicts of Interests**

#### **3.3.1 Annual Disclosure Form**

Directors, Committee members and other identified appointee positions will be required to complete an annual "Conflict of Interest" Disclosure Statement (*Appendix A*), to be declared at the first meeting of the group and kept on file at the Karate Alberta office.

#### **3.3.2 Additional Disclosures**

During the year, additions can be made to an individual's annual Disclosure Statement as may be warranted due to new situations and potential conflicts. Such additions will be communicated to the Executive Committee or Committee members or appointee supervisor and the revised document placed on file at the Karate Alberta office

#### **3.3.3 Declaration at Meetings**

Meeting agendas should contain a standing item near the beginning for the declaration of conflicts of interests that may be relevant to the business to be discussed. Those who are aware of any real or perceived conflict of interest related to the meeting business should make this known.

#### **3.3.4 Procedure Following Disclosure**

- a. If a conflict of interest is declared at a meeting, the person, or persons concerned may NOT take part in discussion relating to relevant topic either formally at a meeting or informally through private contact, unless such participation is approved in advance by a majority vote of the other directors or committee members.
- b. Except where participation has been approved, the individual in conflict shall not be present at that portion of a meeting when matters in which they have an interest are considered.
- c. The person with a declared conflict of interest must not be part of the decision-making process, or any voting, related to the issue concerned.



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### ***3.4 Requests for Proposals or Services***

Karate Alberta may publish Requests for Proposals or Services or seek submissions from qualified contractors, clubs, companies or facilities that can contribute to the work of the Association.

A Director, Committee Member or other appointee involved in any way with a submitted proposal or associated with a firm or club competing for a contract must remove themselves from all discussions, voting or any other involvement in the selection process, and in any monitoring, evaluation or renewal process.

### ***3.5 On-going Conflicts of Interest***

If a situation or topic or multiple situations or topics for which conflicts of interest arise is detrimental to a Director's or Committee member's or appointee's ability to fulfill their role with Karate Alberta, and the individual is challenged to act in the best interests of Karate Alberta, that individual shall resign from their position(s) with Karate Alberta.



**DIRECTOR, COMMITTEE MEMBER AND APPOINTEE  
ANNUAL CONFLICT OF INTEREST DISCLOSURE STATEMENT**

Name (please print): \_\_\_\_\_

Director?  Committee(s): \_\_\_\_\_

Appointed Position(s): \_\_\_\_\_

1. I declare that I have read and understood the Karate Alberta *Confidentiality and Conflict of Interest Policy* and shall remain in full compliance for the duration of the term of office and/or Committee or position appointment.
  
2. I certify that:
  - a) Within the past 12 months, I have not participated, directly or indirectly, in any agreement or other activity with any vendor, supplier or other party doing business with or providing services to Karate Alberta which has resulted or could result in personal benefit to me or my immediate family or business associates; and,
  - b) During the upcoming 12 months of my term of service through election or appointment, I will not enter into any agreement or arrangement or transaction, or attempt to influence, a decision that will serve to benefit myself, family, club, business or associates by financial gain, or advantageous influence, or selection of personnel or reputation.
  
3. Any exceptions to 2. a) or 2. b) above are stated below with a full description of the conflict of interest, whether direct or indirectly, which I have had in the past year or anticipate having in the next 12 months, including any other persons so involved.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*This form will be completed annually within 2 weeks of election or appointment. The President (Executive Committee) or Committee Chair or position supervisor shall retain a copy and present the package of all declared conflicts at the first meeting each year. If necessary, the form can be updated during the year. The Declarations shall remain on file at the Karate Alberta office.*