



Alberta Target Archers Association

CONFLICT OF INTEREST POLICY

Preamble

The purpose of this policy is to describe how individuals associated with the Alberta Target Archers Association (ATAA) will conduct themselves in matters relating to conflict of interest, and to clarify how the ATAA will make decisions in situations where conflict of interest, whether actual or perceived, may exist.

No director, officer or employee of the ATAA shall have any position with, or substantial interest in, any other business enterprise operated for profit, which could conflict or might reasonably be supposed to conflict with the performance of their duties, or which might tend to affect their independence of judgement with respect to transactions between ATAA and such business enterprise, without complete disclosure thereof to the Executive Board.

No director, officer or employee of the ATAA shall use their position to influence ATAA team selection or judging decisions where personal interests are involved.

1. Conflict of Interest Defined

- 1.1.** Any situation in which a director, officer or employee of the ATAA may be influenced in any decisions of the ATAA by personal, financial, or business interests in the transaction, or in any organization involved in the transaction, or holds a position as director, officer or employee in any such organization.
- 1.2.** Any situation in which a director, officer or employee of the ATAA may be influenced in any decision of the ATAA by personal interests towards any team selection, rule interpretation or judging matter.
- 1.3.** 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 ATAA or in the organization involved in the transaction, or holds a position of director, officer or employee in any such organization.



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- 1.4. 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 an ATAA team or event.
- 1.5. In any other circumstances where any ATAA Director believes that a real or perceived conflict may be present.

2. Conflict of Interest – Declaration

- 2.1. ATAA directors, officers and employees must submit annually to the Executive Board declarations dealing with conflict of interest and, if not previously disclosed, will make a disclosure of particular transactions or their interest in an ATAA decision regarding team selection or rules before any relevant board or committee actions.
- 2.2. All conflict of interest situations involving a transaction in excess of \$1,000 must be approved by a two-thirds (2/3) majority of the Executive Board. Conflict situations below this dollar value must be approved by three (3) disinterested members of the Executive Board.

3. Conflict of Interest – Reporting

- 3.1. Directors, officers, employees and committee members will review the policy and their conflict of interest situations annually. The Board President 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 will provide written notice to the President. On receipt of the declaration of possible conflict of interest, the President will assess the situation and decide if further action is required. If the perceived conflict of interest should involve the President, the written notice would be directed to the Vice-President.
- 3.2. At any time if a member perceives a conflict of interest of another ATAA member (board, committee, athlete, judge or ordinary member) they can bring it to the attention of the President who will assess the situation and decide whether to proceed further or not. The President may decide to ask the accused or any other ATAA member for a notice of possible conflict at anytime.



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4. Conflict of Interest – Disciplinary Action

- 4.1. When a director perceives that he or she has a conflict of interest or a potential conflict of interest the director must:
- disclose the conflict or potential conflict
 - leave the Board meeting while the matter creating the conflict is being dealt with
 - take no part in any discussion or voting with respect to the matter creating the conflict, and
 - not attempt to influence the Board in its dealing with the matter.
- 4.2. If it is determined that a director, officer or employee has violated the ATAA Conflict of Interest Policy, the circumstances of such a violation will be reviewed by the disinterested members of the Executive Board. If decided upon unanimously by all the disinterested members of the Executive Board, the director, officer or employee who has violated the policy will be asked to resign.
- 4.3. The Executive Board will take whatever steps it feels are appropriate under this policy to deal with any situation that fall under this policy.

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