

Conflict of Interest Policy



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1. Policy Objective

1.1 British Columbia Provincial Football Association (BCPFA) recognizes the importance of fostering integrity, honesty, and transparency throughout the organization. It also recognizes the inevitability of conflict of interest during the normal course of business. The purpose of this Conflict-of-Interest Policy is to support our Code of Conduct by outlining a clear set of standards for processing conflict of interest when it occurs within our organization.

2. Definitions

Conflict of Interest: A situation where a Person who has a duty to act in the best interests of the BCPFA has personal interests that are, or can be seen to be, in conflict with that duty.

Person: A Director, officer, staff member, committee member, coach, manager, referee, volunteer, and/or leader of the provincial organization, a league, or a member Club who makes or influences decisions, rules, or policy under the umbrella of the BCPFA.

Affiliate: A business, investment, family member, club, or organization related to that person.

Financial Conflict: A circumstance where a Person or an Affiliate would financially gain from a relationship with, or decision made by, a Person in BC.

Other Conflict: A circumstance where a Person or an Affiliate would benefit in non-financial ways from a relationship with, or decision made by, a Person in BC.

3. Procedures

3.1 Duty to Disclose

In the case of any conflict of interest, a Person must promptly and fully disclose the existence of Financial Conflict or Other Conflict and be given the opportunity to disclose the nature of the conflict to a supervisor, Board, or committee.

3.2 Recusal of Self

Any Person must recuse himself or herself at any time from involvement in any decision or discussion in which the Person has a real or perceived conflict of interest.

3.3 Determining the Existence of Conflict

Any Person may question her or his own conflict relating to an issue or decision. After full disclosure of all material facts by the Person, and after discussion with the Person, she/he shall leave the Board, committee, or other such constituted meeting while the determination of conflict is discussed and voted on. The supervisor, Board or committee shall determine if a conflict of interest exists.

3.3.1 If No Conflict Exists – If the supervisor, Board, or committee determines there is no conflict of interest, the person may return to their role and participate in any discussions, decisions, or votes relating to the issue where conflict was questioned.

3.3.2 If Conflict Exists – If the supervisor, Board, or committee determines there is a real or perceived conflict of interest, the identified Person will recuse themselves from involvement in any decision or discussion relating to the issue where conflict is recognized.

3.4 Reported Violations of Conflict

A Person will immediately report to their direct supervisor any potential conflicts of interest committed by other Persons. The supervisor, Board, or committee will inform the identified Person of the basis for the perceived conflict and afford them the opportunity to explain their alleged failure to disclose. The supervisor, Board, or committee shall discuss and rule on the alleged conflict without the identified Person present.

3.4.1 If No Conflict Exists – If the supervisor, Board, or committee determines there is no conflict of interest, the Person may return to their role and participate in any discussions, decisions, or votes relating to the issue where conflict was questioned.

3.4.2 If Conflict Exists – If the supervisor, Board, or committee determines there is a real or perceived conflict of interest, the identified Person will be required to recuse themselves from involvement in any future decision or discussion relating to the conflicted issue. Appropriate disciplinary and corrective action may also be applied.

4. Conflict of Interest Record Keeping

4.1 The minutes of all Board, committee, or other such constituted meetings shall contain:

- (a) the name of any Person who self-disclosed or otherwise were found to potentially have a conflict of interest on an issue, the nature of the Financial Conflict and/or other Conflict, any action taken to determine if a conflict existed, and the Board or committee's decision as to whether a conflict existed; and
- (b) the name of anyone who was present for discussions and votes relating to the potential conflict, the content of the discussion, and a record of any votes taken regarding the potential conflict.

5. Supporting Policies

5.1 This policy is supported by the following BCPFA policies:

- (a) BCPFA Bylaws
 - (b) BCPFA Code of Conduct
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