

Bradford Soccer Club

Home of the Eagles

Club Policies and Procedures:

Policy: Conflict of Interest



Policy Statement:	Employees, Volunteers and Board of Directors of the Bradford Soccer Club (BSC) are expected to conduct themselves with personal integrity, ethics, honesty and diligence in performing their duties for the organization. Employees, Volunteers and Board of Directors are required to support and advance the interests of the BSC and avoid placing themselves in situations where their personal interests actually or potentially conflict with the interests of the Club.
Purpose and Application:	This policy applies to all BSC employees, volunteers and Board of Directors. The standards outlined in this policy are particularly relevant to employees, volunteers and Board of Directors who are in a position to make or influence decisions of the organization.
Definitions:	<p>A conflict of interest refers to a situation in which private interests or personal considerations may affect an employee, volunteers and Board of Directors judgement in acting in the best interest of the BSC. It includes using an employee's, volunteers and Board of Directors position and confidential information for private gain or advancement or the expectation of private gain or advancement. A conflict may occur when an interest benefits any member of the Employees' or Board of Director's family, friends or business associates.</p> <p>Receiving Fees or Gifts: Employees, volunteers and Board of Directors may not accept gifts, money, discounts or favours including a benefit to family members, friends or business associates while doing work for the BSC. The exceptions to this are promotional gifts or those of nominal value (example: room fee paid by the team, thank-you gifts).</p>
Responsibilities:	<p>Requirement to Report Conflict of Interest: If employees, volunteers and Board of Directors or their family members, friends or business associates have a personal or financial interest that might present a conflict or bias in connection with their duties as Club employees, volunteers and Board of Directors, they must report this conflict to the General Manager in writing.</p>

	<p>Should the conflict of interest be in relation to a particular issue or matter of discussion, the representative shall declare the conflict of interest, and refrain from voting on the issue in question, absent themselves from the meeting at any time the is discussion of the matter giving rise to the conflict and refrain from lobbying or participating in the decision making process.</p> <p>For Board-level decisions, the Representative does not count toward quorum subject to the BSC Constitution.</p>
<p>Standard Procedures:</p>	<p>Reporting a Conflict of Interest: All employees, volunteers and Board of Directors will complete the <i>Conflict of interest Statement</i> annually and shall disclose conflicts of interest to the BSC immediately upon becoming aware of a conflict of interest exists.</p> <p>When employees, volunteers and Board of Directors report a conflict of interest, to the General Manager in writing (gm@bradfordsoccer.com), the General Manager will forward it to the Board of Directors and the matter is discussed at the next Board Meeting.</p> <p>The Board of Directors will determine whether or not a conflict of interest exists, provided that the alleged representative has been given notice of and the opportunity to submit evidence regarding the reported conflict of interest.</p> <p>The Board of Directors will determine whether a conflict of interest exists and if so what appropriate actions will be imposed. Actions could include but not limited to:</p> <ul style="list-style-type: none"> • Removal or temporary suspension of certain responsibilities or decision making authority or from a designated position, or certain teams, events or activities. • Expulsion from the BSC • Implement further discipline in accordance with the BSC's policies relating to discipline and/or complaints • Other actions as may be considered appropriate for the conflict of interest. <p>Failure to Comply With the Policy: Employees, volunteers and Board of Directors who fail to comply with this policy are subject to disciplinary action up to and including dismissal.</p> <p>The BSC may determine that a conflict of interest is of such seriousness as to warrant suspension of designated activities pending a meeting and a decision of the Board of Directors.</p>

	<p>Implementation: Ensure policy available to all employees, volunteers and Board of Directors and review with parties through training sessions, information sessions, and Board of Director meetings and posted on the BSC website.</p> <p><i>Conflict of interest Statement</i> to be signed each year by Employees, Volunteers and Board of Directors.</p>
Endorsed by:	Ontario Soccer
Approved by:	Bradford Soccer Club, Board of Directors
Date Approved:	Board Meeting, Date: December 2015
Date Reviewed:	March 2018