

CATEGORY: Risk Management	LAST REVIEW: 2025
POLICY NUMBER: 5.0	DATE APPROVED: May 29, 2025
TITLE: Conflict of Interest	
PURPOSE: To clarify how CCMHA will handle conflicts of interest between individual interests and broader interests of the CCMHA Board	
RELATED GUIDELINES:	

1. INTRODUCTION

CCMHA is committed to providing an environment free from conflicts of interest.

This policy will be enforced on a Zero Tolerance Basis, those found in violation of the policy will be subject to review by the disciplinary committee.

2. APPLICATION

CCMHA is committed to the ethical behaviour of its volunteers and Board. All members of the Board, committees and sub-committees are bound by the Conflict of Interest Policy.

This policy applies to a Director, Officer, committee member, volunteers or any other person in a position to make or influence decisions within CCMHA.

3. RECOGNITION OF CONFLICT

Members of CCMHA, including the Board of Directors, committee or sub-committee members shall not vote on any question:

- Affecting a private company of which they are shareholders;
- Affecting a public company in which they hold more than one percent of the shares;
- Affecting a partnership or firm of which they are members;
- Concerning a contract for the sale of goods, merchandise or services to which they are a party;
- In which they will derive direct or indirect personal benefit beyond that which will accrue to the organization in general; and
- Directly affecting, or in any way relating to, the placement or discipline of any player to whom they are directly related.

Any member excluded by virtue of the above shall declare this before the discussion of the question and shall leave the room and not participate in the debate and vote. That Member will be deemed absent for that specific question.

For the purposes of this policy, a conflict of interest may be deemed, but not limited to exist when:

- A volunteer or member of the Board places themselves in a position which might benefit them, their player or any person directly related to them from improper consideration or favouring.
- Holding any position on a hockey team, league or association and called upon to decide

on an issue that directly or indirectly affects the interest of said team, league or association.

- A volunteer or member of the Board seeks or is perceived to seek, gain, receive or benefit financially from preferential treatment in the duties and responsibilities in CCMHA from situations, but not limited to:
 - Participating as an owner, part owner, director or officer of a firm which is a supplier of materials or services to CCMHA.
 - Entering into a sponsorship agreement or promotional agreement with CCMHA where the participant is an owner, part owner, director or officer of the company.
 - Receiving gifts, monies or favour of any kind in exchange for preferential treatment on the team;
 - Receiving remuneration of any amount for any position, including on or off ice activities.

When a conflict or perceived conflict arises, the person (people) involved shall:

- Immediately advise the President, and the Board of the nature of their conflict on interests; and
- Remove themselves immediately from the meeting or situation.

4. DECLARATION OF CONFLICT

Every Board or Committee member who directly or indirectly has an interest in a proposed or existing contract or decision or other matter relating to CCMHA shall make a full and fair declaration of the nature and extent of the interest at a Board Meeting.

The declaration of a conflict of interest shall be made at the meeting at which the question of entering into the contract or transaction or other matter is first being considered by the Board. If the Board or Committee member is not in attendance on the date of the meeting, the declaration of conflict of interest must be made to the President prior to the meeting if the matter is identified on the agenda or, if the matter is not identified on the agenda, immediately following the meeting or, if the Board or Committee member is not in attendance on the date of that meeting, at the next meeting held after the Board or Committee.

After making such a declaration, the Board or Committee member shall not vote on such a contract or decision or other matter, nor shall he or she be counted in the quorum in respect of such a contract or transaction or other matter.

If a Board or Committee member fails to make a declaration of conflict of interest in a contract, decision or other matter shall account to and reimburse CCMHA for all profits realized, directly or indirectly, from such contract or decision, and may be required to step down from such position.

Any team officials, CCMHA Committee members or members at large who are in, or could be perceived to be in, a conflict of interest on a matter shall declare such conflict when a matter is first being considered and leave the meeting in question and shall not otherwise participate in any decision on the matter.

Examples of conflicts of interest include, but are not limited to:

- Occupation, customer or client relationships

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- Coach selection
- Selection or composition of a team
- Parent/guardian of player or parent/guardian on a team which a player is on

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5. CORRECTIVE ACTION

Those found in violation of the policy will be subject to review by the disciplinary committee. Substantiated complaints under this Conflict of Interest policy may result in corrective action or discipline, up to and including removal from all hockey related activities related to CCMHA.

6. REVIEW

The Policy will be reviewed by Cumberland County Minor Hockey on an annual basis.