



Manual of Operations

Title: Conflict of Interest	Number: MO-01-04
Source: WGHA Board	
Approved By: WG HA Board	Date Approved: June 2014 Date Last Reviewed: March 2016; February 2024

WGHA strives to reduce and eliminate all instances of conflict of interest within the Association – by being aware, prudent, and forthcoming about the potential conflicts. This policy applies to all members of the Association and describes how Officers, Directors and members of the Association will conduct themselves in matters relating to conflict of interest. The policy also clarifies how the Association will make decisions in situations where conflict of interest may exist.

DEFINITIONS

The following terms have these meanings in this Policy:

- “*Conflict of Interest*” - Any situation in which Representative’s decision-making, which should always be in the best interests of the WGHA, is influenced or could be influenced by personal, family, financial, business, or other private interests
- “*Pecuniary Interest*” - An interest that an individual may have in a matter because of the reasonable likelihood or expectation of financial gain or loss for that individual, or another person with whom that individual is associated
- “*Non-Pecuniary Interest*” - An interest that an individual may have in a matter which may involve family relationships, friendships, volunteer positions or other interests that do not involve the potential for financial gain or loss
- “*Representatives*” - Individuals employed by, or engaged in activities on behalf of, the WGHA including: coaches, staff members, convenors, contract personnel, volunteers, managers, administrators, committee members, and Directors and Officers of the WGHA.



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OBLIGATIONS

Any real or perceived conflict of interest, whether pecuniary or non-pecuniary, between a Representative's personal interest and the interests of the WGHA, shall always be resolved in favour of the WGHA.

Representatives will not:

- Engage in any business or transaction, or have a financial or other personal interest, that is incompatible with their official duties with the WGHA, unless such business, transaction, or other interest is properly disclosed to the WGHA and approved by the WGHA
- Knowingly place themselves in a position where they are under obligation to any person who might benefit from special consideration or who might seek preferential treatment
- In the performance of their official duties, give preferential treatment to family members, friends, colleagues, or WGHAs in which their family members, friends, or colleagues have an interest, financial or otherwise
- Derive personal benefit from information that they have acquired during the course of fulfilling their official duties with the WGHA, if such information is confidential or not generally available to the public
- Engage in any outside work, activity, or business or professional undertaking that conflicts or appears to conflict with their official duties as a representative of the WGHA, or in which they have an advantage or appear to have an advantage on the basis of their association with the WGHA



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- Without the permission of the WGHA, use the WGHA’s property, equipment, supplies, or services for activities not associated with the performance of their official duties with the WGHA
- Place themselves in positions where they could, by virtue of being an WGHA Representative, influence decisions or contracts from which they could derive any direct or indirect benefit
- Accept any gift or favour that could be construed as being given in anticipation of, or in recognition for, any special consideration granted by virtue of being an WGHA Representative

DISCLOSURE OF CONFLICT OF INTEREST

On an annual basis, all the WGHA’s Directors and candidates for election to the Board, Officers, Employees, and Committee Members will complete a **Declaration Form** disclosing any real or perceived conflicts that they might have. Declaration Forms shall be retained by the WGHA.

Representatives shall disclose real or perceived conflicts of interest to the WGHA’s Board immediately upon becoming aware that a conflict of interest may exist.

Representatives shall also disclose any and all affiliations with any and all other WGHAs involved with the same sport. These affiliations include any of the following roles: athlete, coach, manager, official, employee, volunteer, or Director.

An Officer, Director, Member will declare that he/she has a conflict of interest wherever they or one of their family members is directly or indirectly involved in a matter before the committee/Board of Directors of which they are a member (e.g., when one of their children is a player involved in the situation under



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consideration). If said Officer, Director or Member does not declare a conflict, another Officer, Director or Member has the discretion to declare said person in conflict with proof and approval of the Board of Directors.

Every Officer, Director or Member who is directly or indirectly interested in an existing contract or proposed contract with the WGHA will declare his/her interest and absence himself/herself from decisions on the contract. A general notice given to the Board or relevant committee will be a sufficient disclosure of interest. If a member has made a declaration of his/her interest in a proposed contract he/she is not accountable to the WGHA, the Board of Directors or to any of its Members for any profit realized from the contract, and the contract is not void able by reason only of his/her holding office or of the fiduciary relationship established thereby.

MINIMIZING CONFLICTS OF INTEREST IN DECISION-MAKING

Decisions or transactions that involve a conflict of interest that has been proactively disclosed by a WGHA Representative will be considered and decided with the following additional provisions:

- The nature and extent of the Representative's interest has been fully disclosed to the body that is considering or making the decision, and this disclosure is recorded or noted
- The Representative may participate in discussion on the matter
- The Representative abstains from voting on the decision
- For Board-level decisions, the Representative does not count toward quorum
- The decision is confirmed to be in the best interests of the WGHA



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For potential conflicts of interest involving employees, the WGHA's Board will determine whether there is there a conflict and, if one exists, the employee will resolve the conflict by ceasing the activity giving rise to the conflict. The WGHA will not restrict employees from accepting other employment contracts or volunteer appointments provided these activities do not diminish the employee's ability to perform the work described in the employee's job agreement with the WGHA or give rise to a conflict of interest.

CONFLICT OF INTEREST COMPLAINTS

Any person who believes that a Representative may be in a conflict of interest situation should report the matter, in writing (or verbally if during a meeting of the Board or any committee), to the WGHA's Board who will decide appropriate measures to eliminate the conflict. The Board may apply the following actions singly or in combination for real or perceived conflicts of interest:

- Removal or temporary suspension of certain responsibilities or decision-making authority
- Removal or temporary suspension from a designated position
- Removal or temporary suspension from certain teams, events and/or activities
- Expulsion from the WGHA
- Other actions as may be considered appropriate for the real or perceived conflict of interest

Any person who believes that a Representative has made a decision that was influenced by real or perceived conflict of interest may submit a complaint, in writing, to the WGHA to be addressed under the WGHA's *Discipline and Complaints Policy*.



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Failure to comply with an action as determined by the Board will result in automatic suspension from the WGHA until compliance occurs.

The Board may determine that an alleged real or perceived conflict of interest is of such seriousness as to warrant suspension of designated activities pending a meeting and a decision of the Board.

ENFORCEMENT

Failure to adhere to this Policy may permit discipline in accordance with the WGHA's *Discipline and Complaints Policy*.