



**Policy #/Name: Conflict of Interest Policy WCF Board Members –  
Championship, Events and External Organisations**

**Date of Board Approval: March 20, 2015**

**Policy Statement**

WCF Board Members are encouraged to continue to be operational volunteers.

As operational volunteers at WCF Championships or Events, they are accountable through the normal management hierarchy to the Secretary General. They are not representing the Board at the operational level. They have no authority as a WCF Board Member in their operational role.

The WCF Board recognises situations arise which may put a Board Member in a conflict of interest. This policy has been created to assist a Board Member in recognizing roles which may put them and the WCF in positions of real, potential or perceived conflict. Some of them are outlined below. When in doubt, identify the conflict to the Secretary General for guidance who may need to raise it to the Board.

1. Member Association: A WCF Board Member shall refrain from assuming any volunteer or paid roles in relation to Member Association as per the current constitution's section 16:

16.2. A Board member shall not serve as a Representative of a Member Association, nor shall they serve on the Board of a Member Association. Where this situation occurs by election to the Board, the elected Board Member must relinquish their Member Association position within 60 days.

16.3. A Board member shall not be employed by a Member Association

Should a WCF Board Member act in any other volunteer roles within a Member Association they shall fully disclose it and the WCF Board (less the conflicted member) shall make a determination if the role is in conflict.

2. Individual National Play downs: A WCF Board Member shall disclose any role in an Individual National Play downs which lead to a World Curling or Olympic/Paralympic event. This includes roles like: Chair, member of the host committee, advisory resource capacity, Umpire, timers, statisticians, on-ice officials, ice technician, coach, manager, paid event staff, and any other position that may be in conflict while they are on the WCF Board.
3. Player/Substitute/5<sup>th</sup> Player: Should a WCF Board Member wish to be a Player/substitute/5th player, they may do so upon approval from the WCF Board. Written

disclosure must be supplied to the Secretary General who will seek approval from the Board. They must seek approval prior to entering the 1<sup>st</sup> level of competition.

They must also remember they are now treated the same by staff/volunteer/consultants as any other player/substitute/5th player and cannot provide any undue influence in any rules, information, etc during or before or after the competition.

4. Other Play Downs: A WCF Board Member, shall disclose to the WCF Board roles in relation to play downs which do not lead to a National event.
5. WCF Championships: A WCF Board Member shall refrain from assuming operational roles (as above) or competing in relation to WCF operated championships which may also lead to the Olympics/Paralympics if they are also representing the WCF at said championships.

If a WCF Board Member is going to assume one of these roles then it must be identified and one role must be surrendered for the duration of the event. This includes surrendering any claim for expenses normally submitted to the WCF for payment for the resigned role.

No WCF Board Member may use their influence to gain any appointment at any WCF Championship nor Member Association Championships nor the Olympics/Paralympics.

6. Should a Board Member also be asked to be on any commissions/committees where they are conflicted in a situation that they are ruling on they must remove themselves from the situation before making their ruling or offering an opinion on the situation.
7. Should a WCF Board Member be asked to sit on any board, commission or committee of a related or associated organisation, they must first ask for and receive the approval of the remainder of the WCF Board (excluding the WCF Board Member seeking approval).

### **Process**

Upon appointment each WCF Director will make a full, written disclosure of interests, such as relationships, and posts held, that could potentially result in a conflict of interest. This written disclosure will be kept on file and will be updated annually or as appropriate. Please see appendix A for the form to be used for this disclosure.

In the course of meetings or activities, Directors will disclose any changes in their roles. Declaration of conflict of interest shall be added to each Board agenda.

In the case of a conflict of interests arising for a Director, the non-conflicted Directors may authorise such conflicts of interest where the following conditions apply:

1. the Director who has declared the conflict of interest withdraws from the part of the meeting at which there is discussion of any arrangement or transaction affecting that other organisation or person;
2. the Director who has the conflict of interest does not vote on any such matter and is not to be counted when considering whether a quorum of Directors is present at the meeting;
3. the other Directors who have no conflict of interest in this matter consider it is in the interests of the WCF to authorise the conflict of interest in the circumstances applying.
4. Any such disclosure and the subsequent actions taken will be noted in the minutes.
5. These shall remain in effect until the conflict no longer exists.

**Potential Breaches/Violations of the Policy**

1. If the board has reasonable cause to believe that a person has failed to disclose actual or possible conflicts of interest, it shall inform the person of the basis for such belief and afford the person an opportunity to explain the alleged failure to disclose.
2. If, after hearing the response of the person and making such further investigation as may be warranted in the circumstances, the board determines that the person has in fact failed to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary and corrective action which may include but not limited to:
  - a. discussions with the person about desired behaviours;
  - b. a verbal or written warning to the person;
  - c. suspension from the role;
  - d. dismissal from the role.