



AAWA Conflict of Interest Policy

Original Version Approved: 2022 Current Version Approved: Feb 16, 2025 Date of Next Review: Feb, 2027 Policy Type: Governance	Policy # 01-01
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DEFINITIONS

1. The following terms have these meanings in this Policy:
 - a) “Association” – Alberta Amateur Wrestling Association
 - b) “Conflict of Interest” – Any situation in which an Individual’s decision-making, which should always be in the best interests of the Association, is influenced or could be influenced by personal, family, financial, business, or other private interests.
 - c) “Individuals” – All categories of membership defined in the Association’s Bylaws, as well as all individuals engaged in activities with the Association including, but not limited to, athletes, coaches, referees, officials, volunteers, managers, administrators, committee members, and directors and officers of the Association
 - d) “In writing” - A letter or email sent directly to the Association.
 - e) “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.
 - f) “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.

PREFACE

2. A conflict of interest may arise when personal interests, activities or relationships affect an individual’s ability to be impartial and do what is in the best interest of the Association. Directors are required, by law, to act as a trustee (in good faith, or in trust) of the Association. A conflict of interest can be real, potential or perceived. A perceived conflict of interest can be just as harmful as an actual conflict. Individuals must not put themselves in a position where making a decision on behalf of the Association is connected to their own “pecuniary” or “non-pecuniary” interests. Not all conflict-of-interest situations imply wrongdoing. However, when

such situations are identified and effectively managed, the risks of compromising the Association's integrity can be minimized. The best way to avoid reputational problems is to have policies and systems in place that will enable conflicts of interest to be identified, disclosed, and dealt with.

PURPOSE

3. The Association strives to reduce and eliminate nearly all instances of conflict of interest at the Association – by being aware, prudent, and forthcoming about the potential conflicts. This purpose of this policy is to:
 - a. Protect the Association against ethical misconduct and possible criminal activity that can start with a conflict of interest.
 - b. Protect Directors and members of Committees by establishing a process for disclosing conflicts of interest; and
 - c. Eliminate any possibility of favouritism, cronyism, patronage and unfair advantage, or perceptions thereof, in transactions involving the Association.
4. This Policy applies to all Individuals.

OBLIGATIONS

5. Any real or perceived conflict of interest, whether pecuniary or non-pecuniary, between an Individual's personal interest and the interests of the Association, shall always be resolved in favour of the Association.
6. The Association will fulfill the additional requirements of this policy. Individuals will not:
 - a. Engage in any business or transaction, or have a financial or other personal interest that is incompatible with their official duties with the Association, unless such business, transaction or other interest is properly disclosed and approved by the Association, in accordance with this policy
 - b. Knowingly place themselves in a position where they are under obligation to any person who might benefit from special consideration, or who might seek, in any way, preferential treatment.
 - c. In the performance of their official duties, accord preferential treatment to family members, friends, or colleagues, or to organizations in which their family members, friends or colleagues have an interest, financial or otherwise
 - d. Derive personal benefit from information that they have acquired during the course of fulfilling their official duties with the Association, where such information is confidential or is not generally available to the public.
 - e. 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 Association, or in which they have an advantage or appear to have an advantage based on their association with the Association.
 - f. Use the Association's property, equipment, supplies or services for activities not associated with the performance of official duties with the Association,

- g. Place themselves in positions where they could, by virtue of being an Association individual, influence decisions or contracts from which they could derive any direct or indirect benefit or interest.
- h. 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 a Representative of Alberta Amateur Wrestling.

DISCLOSURE OF CONFLICT OF INTEREST

- 7. On an annual basis, all Directors, Officers, Employees and Committee Members will disclose, through the Declaration Form, any real, potential or perceived conflicts that they are aware of as of the date of the statement. Declaration Forms shall be retained by the Association.
- 8. At any time that a Representative of Alberta Amateur Wrestling becomes aware that there may exist a real, potential or perceived conflict of interest, they will disclose this conflict to the Board of Directors immediately.
- 9. Individuals shall also disclose all affiliations with any and all other organizations involved with the same sport. These affiliations include any of the following roles: athlete, coach, manager, official, employee, volunteer, officer or director.

MINIMIZING CONFLICTS OF INTEREST IN DECISION-MAKING

- 10. Decisions or transactions that involve a conflict of interest that has been proactively disclosed by an Individual will be considered and decided with the following additional provisions:
 - a. The nature and extent of the Individual's interest has been fully disclosed to the body that is considering or making the decision, and this disclosure is recorded or noted.
 - b. The Individual does not participate in discussion on the matter.
 - c. The Individual abstains from voting on the decision.
 - d. For board-level decisions, the Individual does not count toward quorum.
 - e. The decision is confirmed to be in the best interests of the Association.

CONFLICTS INVOLVING EMPLOYEES

- 11. For potential conflicts of interest involving employees, the Association'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 subject to the terms and conditions of any employment agreement, the Association will not restrict employees from accepting other employment, contracts or volunteer appointments provided these activities does not diminish the employee's ability to perform the work contemplated in their employment agreement. Any determination as to whether there is a conflict of interest will rest solely with the Association, and where a conflict of interest is deemed to exist, the employee will resolve the conflict by ceasing the activity giving rise to the conflict.

CONFLICT OF INTEREST COMPLAINTS

12. Any person who believes that an Individual 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 Association's Board who will as quickly as possible decide appropriate measures to eliminate the conflict.
13. The Association's Board decision as to whether a conflict of interest exists will be governed by the following procedures:
 - a. Copies of any written documents to be considered by the Board will be provided to the Individual who may be in a conflict-of-interest situation
 - b. The Individual who may be in a conflict-of-interest situation will be provided an opportunity to address the Association's Board orally or if granted such right by the Association's Board, in writing
 - c. The decision will be by a majority vote of the Association's Board.
 - d. If the Individual acknowledges the conflict of interest, the Individual may waive the right to be heard, in which case the Association's Board will determine the appropriate sanction.
 - e. After hearing and/or reviewing the matter, the Association's Board will determine whether a conflict of interest exists and, if so, the sanctions to be imposed.

ENFORCEMENT

14. Failure by any individual to adhere to this policy may give rise to discipline, as outlined in the Associations bylaws and policies.

ALBERTA AMATEUR WRESTLING ASSOCIATION CONFLICT OF INTEREST - DECLARATION FORM

I have read the AAWA's Conflict of Interest Policy, I agree to be bound by the obligations contained therein, and I commit to avoid any real or perceived conflict of interest. I also commit to disclosing the existence of any real or perceived conflict of interest to the Board, as soon as it is known to me.

I declare the following interests which may represent a potential conflicting interest:

I hereby:

- confirm that I have read and agree to abide by the Conflict-of-Interest Policy of the AAWA
- certify that the information set forth above is true and complete to the best of my knowledge;
- commit to inform the AAWA immediately of any change to my declaration above;
- commit to declare, at any relevant times in the exercise of my duties with the AAWA, every situation that may arise which would make it inappropriate for me to continue to act in that capacity due to a Conflict of Interest or Conflict of Duties.

Name

Signature

Date