

ACA Conflict of Interest policy

1. PREAMBLE

1.1: This Conflict of Interest Policy identifies the standard of behaviour that is expected of all Alberta Cricket Association (ACA) members. Members who fail to meet this standard will be subject to the disciplinary sanctions identified within this policy.

1.2: Membership in ACA brings with it many benefits and privileges. At the same time, members are expected to fulfill certain responsibilities and obligations, including but not limited to, complying with the bylaws, policies, rules and regulations of ACA.

1.3: This policy applies to the Board of Directors, head of committees, coaches, athletes, officials, administrators, volunteers, directors, officers, agents, partners, associates, trustees, personal representatives, receivers, guardians, custodians, conservators or other legal representatives.

1.4: The following terms have these meanings in this policy: Cricket Alberta—Means “Alberta Cricket Association”.

2. APPLICATION

2.1: This policy applies to all members of Cricket Alberta and members include athletes, coaches, officials, volunteers, directors, officers, employees and administrators.

2.1: Conflict of interest matters arising within the business, activities or events of clubs, provincial associations or affiliates of ACA shall be dealt with using the conflict of interest policies and mechanisms of such organizations.

2.3: In this policy, conflict of interest broadly refers to any situation in which a Director is influenced in an organizational decision or action by personal, financial, business or other concerns unrelated to ACA's best interest. This policy also deals with situations wherein it could be perceived that a Director is in a conflict situation as described below.

3. CODE OF CONDUCT

3.1: Directors shall conduct themselves at all times in a manner consistent with the ideals, administration and values of Cricket Alberta:

their behaviour shall at all times be respectful, professional, responsible and sportsmanlike; they shall treat others with respect and shall not speak disparagingly of any other athlete, coach, official, director, administrator, volunteer, program or association.

4. CONFLICT OF INTEREST POLICY

4.1: A conflict of interest will be deemed to exist:

- When designated representatives place themselves or can be perceived to have placed themselves in a position where they are under any obligation to any person or organization, which might benefit from improper consideration or favour;
- When designated representatives seek or are perceived to seek, gain, receive, or benefit financially from preferential treatment in the discharge of their duties and responsibilities to Alberta Cricket Association. Such situations include, but are not limited to, the following:
 - participating as a director or officer of a firm which is a supplier of materials or services to Cricket Alberta;
 - entering into an agreement or contract for the sale or manufacturing of cricket supplies and/or services with any agency which could be construed as an endorsement of or promotion by Cricket Alberta;
 - having personal financial dealings with an individual or corporation whose business with Cricket Alberta involves the designated representative's sphere of responsibilities;
 - making an investment in any situation in anticipation of Cricket Alberta taking a material interest therein or which results from knowledge of facts not generally available to the public or in anticipation of actions which may be taken by Cricket Alberta in such a situation;
 - Participating as a head of delegation, team support personnel, i.e., manager, medical, etc., if a member of the individual's family is selected for the team, camp, etc.;
 - Participating in the selection process of any Cricket Alberta team if a member of the individual's family is a potential candidate for selection;
 - Advocating or expressing an opinion, either verbally or in writing, which is contrary to the stated policies, decisions or positions of Cricket Alberta;
 - Behaving in such a manner as to embarrass Cricket Alberta or bring the name of Cricket Alberta into disrepute;
 - Place themselves or their relatives in a position where they may profit, gain or in any way benefit from special favor or special consideration by virtue of employment with the organization;
 - Place themselves in a position where they are under obligation to any person or organization who might benefit from special favor, consideration or preferential treatment on their part;
 - Accord any preferential treatment to relatives or friends in the performance of official duties, or to organizations in which friends or relatives have an interest, financial or otherwise;
 - Place themselves in a position where they could derive any direct or indirect benefit or interest from any contracts or services about which the employee can influence decisions;
 - Benefit in any way from the use of information acquired during the course of official duties and which is not generally available to the public;
 - Use property, equipment, supplies, services or any material of consequence for activities of a personal nature not associated with the discharge of official duties;

- Accept gifts, hospitality or entertainment that could reasonably be construed as being given for favor, special consideration or anticipation or recognition of special consideration.
- If gifts or favours of any kind are exchanged between a designated representative and any individual or corporation whose relationship with Cricket Alberta involves the designated representative's sphere of responsibilities.
- If designated representatives find themselves in a position of having to determine the allocation of funds to specific projects with which they or a family member could be perceived to be deriving benefit.
- If a designated representative finds himself/herself in a position of evaluating and subsequently, voting upon, a sponsorship proposal from a company or corporation for whom the designated representative works or from whom that designated representative receives benefits (e.g., sponsorship).

4.2: This policy is not intended to prohibit the acceptance or giving of common courtesies associated with accepted business practices, including accepting or giving gifts of nominal value which could not be construed as a bribe or other improper payment.

4.3: Cash payments in any amount must not be accepted or given as a gift or favour under any circumstances.

4.4: This policy is not intended to prohibit the payment of honoraria by Cricket Alberta to individuals who are entitled, by virtue of services performed or rendered, to receive such honoraria.

5. DISCLOSURE

5.1: Prior to the appointment, election, recognition or employment of any individual or association as defined under "Application", said individual or association shall be provided with the Conflict of Interest Policy and will be expected to declare that he/she or it have no business, commercial, financial, professional, property or similar interest(s) which in his/her or its opinion might be construed as being in actual or potential conflict with the duties and responsibilities or the position offered.

5.2: If, prior to appointment, election, recognition or employment, any individual or association discloses interest(s) which may be or may be perceived to be in conflict with the interests of Cricket Alberta, the individual or association agrees that an understanding on his/her or its part will be required to correct if found in actual or potential conflict with the duties and responsibilities of the position offered.

6. ADMINISTRATIVE PROCEDURES

6.1: If designated representatives are faced with a situation involving an existing or potential conflict of interest, or are in any doubt about the application of these policies, the circumstances must be reported immediately as follows:

FOR	CONTACT
Athletes	President
Committee members	President
Staff (full & part-time)	President
Board members	President
President	Executive
Contract/Honoraria personnel	President/Executive

6.2: In the case of reported situations of conflict of interest, the contact must make a determination if in fact a conflict of interest does exist. If it is deemed that there is in fact a conflict of interest and/or perceived conflict of interest, a report in writing must be sent to the officers of Cricket Alberta.

6.3: Where a Cricket Alberta designated representative has failed to disclose a conflict of interest and/or perceived conflict of interest, the President will take the following actions:

- request that the designated representative's actions be justified in writing and;
- discuss the circumstances at the next board of directors meeting (or if circumstances necessitate an immediate decision, convene a Board meeting by conference call) and;
- based on the decision by the board of directors, the designated representative will be requested to cease those actions which have brought about the conflict of interest, by the appropriate contact informing the designated representative of the Board's decision and requesting that all conflict of interest actions cease;
- Should the designated representative continue those actions or activities which have been deemed to be in conflict with the interests of Cricket Alberta, the designated individual will be removed from his or her position or, in the case of an association, all benefits will be withdrawn.
- 6.4: In all cases of conflict of interest or perceived conflict of interest, the Board of Directors must be advised of the outcome.

7. APPEAL PROCESS

7.1: If the designated representative is removed from his/her position or, in the case of an association, benefits withdrawn, and the designated representative wishes to appeal the decision, a written request for Appeal stating grounds, must be submitted in accordance with the Cricket Alberta Appeal Policy.