



ROWING BRITISH COLUMBIA

CONFLICT OF INTEREST POLICY

Policy Title	Conflict of Interest Policy
Effective Date	October 21, 2014
Date Last Reviewed	March 2024
Scheduled Review Date	March 2027
Replaces and/or Amends	
Approved By and Date	Rowing BC Board of Directors, March 27, 2024
Appendices to the Policy	None

Definitions

1. The following terms have these meanings in this Policy:

- a) "Conflict of Interest" means any situation in which a Representative's decision-making is influenced or could be influenced by personal, family, financial, business, or other private interests. For the purposes of this policy, a conflict of interest may be real or perceived.
- b) "Pecuniary Interest" means 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.
- c) "Non-Pecuniary Interest" means 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.
- d) "Representatives" means individuals employed by, or engaged in activities on behalf of, Rowing British Columbia ("Rowing BC") including coaches, employees, contract personnel, umpires, officials, volunteers, committee members, and board members of Rowing BC.

Background

2. Individuals who act on behalf of an organization have a duty first to that organization and second to any personal stake they have in the operations of the organization. Board members, and other stakeholders, must not put themselves in positions where making a decision on behalf of the organization is connected to their own personal interests.

Purpose

3. Rowing BC strives to reduce and eliminate instances of Conflict of Interest at Rowing BC by being aware, prudent, and forthcoming about the potential conflicts. This Policy describes how Representatives will conduct themselves in matters relating to Conflict of Interest, and will clarify how Representatives shall make decisions in situations where Conflict of Interest may exist.
4. This Policy applies to all Representatives.

Obligations

5. Any real or perceived Conflict of Interest, whether a Pecuniary Interest or a Non-Pecuniary Interest, between a Representative's personal interest and the interests of Rowing BC, shall always be resolved in favour of Rowing BC.
6. Representatives 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 Rowing BC, unless such business, transaction, or other interest is properly disclosed to Rowing BC per sections 7 and 8 of this Policy and approved in writing by Rowing BC;
 - 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 preferential treatment;
 - c) in the performance of their official duties, give preferential treatment to family members, friends, colleagues, or 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 Rowing BC, if such information is confidential or not generally available to the public;
 - e) engage in any work, activity, or business or professional undertaking that conflicts or appears to conflict with their official duties as a Representative, or in which they have an advantage or appear to have an advantage on the basis of their association with Rowing BC;
 - f) without the permission of Rowing BC, use Rowing BC property, equipment, supplies, or services for activities not associated with the performance of their official duties with Rowing BC;

- g) place themselves in positions where they could, by virtue of being a Representative, influence decisions or contracts from which they could derive any direct or indirect benefit; or
- 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.

Disclosure of Conflict of Interest

- 7. The following Representatives will, on an annual basis, complete a declaration form disclosing, to the best of their knowledge, any real or perceived conflicts that they might have: board members; candidates for election to the Rowing BC board of directors; employees; and committee members. These Representatives will also disclose any and all affiliations with any and all other rowing organizations. An affiliation includes, but is not limited to, the following roles: rower, coach, manager, official, employee, volunteer, and board member.
- 8. Representatives shall disclose real or perceived Conflicts of Interest to the Rowing BC Board of Directors immediately upon becoming aware that a Conflict of Interest may exist.

Minimizing Conflicts of Interest in Decision-Making

- 9. Decisions or transactions that involve a Conflict of Interest that has been proactively disclosed by a Rowing BC Representative are subject to the following provisions:
 - a) the nature and extent of the Representative's interest must be fully disclosed to the body that is considering or making the decision, and this disclosure is recorded or noted;
 - b) the Representative does not participate in discussion on the matter;
 - c) the Representative abstains from voting on the decision;
 - d) for Board-level decisions, the Representative does not count toward quorum; and
 - e) the decision-making body is satisfied that the decision is in the best interests of Rowing BC.

Conflict of Interest Complaints

10. Any person who believes that a Representative may be in a Conflict of Interest situation should report the matter, in writing to the Rowing BC Executive Director and/or Rowing BC President of the Board of Directors at the following:

Rowing BC Executive Director
exdirector@rowingbc.ca
100-4636 Elk Lake Drive, Victoria, BC, V8Z 5M1

Rowing BC President
president@rowingbc.ca
100-4636 Elk Lake Drive, Victoria, BC, V8Z 5M1

Upon finding a real or perceived conflict of interest, the Rowing BC Executive Director and/or Rowing BC President of the Board of Directors may apply the following, singly or in combination:

- a) removal or temporary suspension of certain responsibilities or decision-making authority;
 - b) removal or temporary suspension from a designated position;
 - c) removal or temporary suspension from certain Rowing BC teams, events and/or activities;
 - d) expulsion from Rowing BC; or
 - e) other actions as may be considered appropriate for the real or perceived conflict of interest.
11. Failure to comply with an action as determined by the Rowing BC Executive Director and/or Rowing BC President of the Board of Directors will result in automatic suspension from Rowing BC.