



Historical Armored Combat Sports Association HACSA

HACSA CONFLICT OF INTEREST POLICY

Purpose

The purpose of this policy is to outline the general policy of Historical Armored Combat Sports Association (hereinafter referred to as “HACSA”) related to Conflict of Interest.

Scope and Application

This policy applies to all members, where the term “Member” refers to all categories of members within HACSA, as well as to all individuals engaged in activities with or employed by HACSA, including but not limited to: athletes, coaches, marshals, volunteers, directors, officers, team captains, vice captains, medical and paramedical personnel, administrators and society employees (including contract service personnel or honorarium based personnel).

Policy

A conflict of interest will be deemed to exist:

1. 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 favor.
2. When designated representatives, directors, members, or society participants seek or are perceived to seek, gain, receive, or benefit financially from preferential treatment in the discharge of their duties and responsibilities to HACSA. 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 HACSA.
 - Entering into an agreement or contract for the sale or manufacturing of sporting supplies and/or services with any agency which could be construed as an endorsement of or promotion by HACSA.
 - Having personal financial dealings with an individual or corporation whose business with HACSA involves the designated representative’s sphere of responsibilities (e.g. financial dealings with a HACSA treasurer).



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- Using or promoting HACSA resources, teams, members, or products/services for personal or financial gain, which includes the reselling of products or services to HACSA teams or members that have not met with the Board of Director approval.
- Making an investment in any situation in anticipation of HACSA taking a material interest therein or which results from knowledge of facts not generally available to the public.

Or participating:

- As a head of delegation, committee, team support personnel, (i.e., captain, director, medical, etc.), if a member of the individual's family is selected for the team, camp, etc.
 - As head of a committee which oversees the selection of a team, position, vendor, director, or business that promotes any kind of personal gain or personal business
 - In the selection process of any HACSA or Canadian team, member, vendor, supplier, director, or captain 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 HACSA or contravenes the HACSA code of conduct or bylaws.
 - As a figurehead to promote, decide, or select any specific individual over another without due cause.
 - Nepotism, discrimination, inequity, one sidedness, or preferential treatment of one society member versus another based on family ties, favoritism or other unequal selection or treatment
 - Utilizing HACSA teams, members or resources to promote personal business or personal gain
 - Behaving in such a manner as to embarrass HACSA, Canada, the sport of Armored Combat, or bring the name of HACSA into disrepute.
3. If gifts or favors of any kind are exchanged between a designated representative and any individual or corporation whose relationship with HACSA involves the designated representative's sphere of responsibilities.



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4. 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.
5. 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).
6. 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.

Disclosure

Prior to the appointment confirmation, 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.

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 HACSA, the individual or association agrees that an understanding on his/her or its part will be required to be understood by all parties if found in actual or potential conflict with the duties and responsibilities of the position offered.

Administrative Procedures

1. It is the personal responsibility of each person to avoid any case of conflict of interest. Every opportunity should be provided to ensure there is opportunity to do so, such as a standing agenda item at the beginning of each Board of Directors meeting prior to the meeting agenda acceptance.
2. Faced with a situation of an actual or potential conflict of interest, the person concerned must disclose the actual or potential conflict of interest to the Board, the working group concerned or, if a staff member, to a Board Director or the President.
3. Pending determination of the question, the person concerned must refrain from expressing any opinion, participating in any discussion or from voting



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on any subject until the question is finally determined as provided in the following sub-paragraphs.

4. 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 to any director of HACSA.
5. In the case of reported situations of conflict of interest, the contact or Board of Directors must decide 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 Board.
6. Where a HACSA designated representative has failed to disclose a conflict of interest and/or perceived conflict of interest, the President will take the following actions:
 - (i) Request that the designated representative's actions be justified in writing and,
 - (ii) be prepared to discuss or have the Complainant discuss the circumstances at the next Board meeting (or if circumstances necessitate an immediate decision, convene a Board meeting by conference call) and,
 - (iii) based on the decision by the Board, 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.
 - (iv) Should the designated representative continue those actions or activities which have been deemed to be in conflict with the interests of HACSA, the designated individual will be removed or temporarily relieved from his or her position until an investigation has taken place or the Board decides based on resolution that the Complainant can return to his or her duties.

In all cases of conflict of interest or perceived conflict of interest, the Board of Directors must be advised of the outcome.

Confidentiality

1. All discussions regarding conflicts of interest at meetings of the Board and in working groups are confidential. Members of the Board and members of working groups/committees must not disclose any discussions that take



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place at meetings to any third parties, the general public or to other members of the Society unless permission is granted by the Board of Directors.

2. The official record of all discussions at meetings of the Board and the working groups are the minutes of those meetings.
3. All official announcements, statements, and correspondence (in all forms) on behalf of the Historical Armored Combat Sports Association may only be made by the President, the Secretary or any other person authorized by them to do so.

Appeal Process

If the designated representative is removed from his/her position and the designated representative wishes to appeal the decision, a written request for appeal stating grounds, must be submitted to the HACSA President or HACSA Board of Directors.

Last reviewed and revised: October 15, 2020



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HISTORICAL ARMORED COMBAT SPORTS ASSOCIATION

Declaration - Conflict of Interest

I have read the “Historical Armored Combat Sports Association Conflict of Interest Policy”, and hereby declare that I have no business, commercial, financial, professional, property or similar interest(s) which in my opinion might be construed as being in actual or potential conflict with the duties and responsibilities of the position offered. I also agree to be bound by the decision of the board of directors under this Policy and agree to follow all HACSA applicable bylaws, conflict of interest statutes and policies which may affect my membership status should any part of this document be found to apply.

Signature: _____

Date Signed: _____