

DIVING PLONGEON CANADA
CONFLICT OF INTEREST POLICY
(November 2011)



Purpose of the Policy

Pursuant to DPC's Policy Relating to Member Conduct, Participants will not knowingly place themselves in a situation that could give rise to a conflict between their personal interests and the interests of DPC. In such circumstances, Participants must adhere to the provisions of this Policy.

This Policy cannot contemplate all situations in which conflicts of interest may arise. Participants are to use their best judgment to ensure that they deal with actual and potential conflicts of interest appropriately. It is equally important to monitor perceptions of conflicts of interest which could damage DPC's reputation. Further guidance may be requested from the President, Chief Operating Officer or Chief Technical Officer if necessary.

Failure to comply with this Policy will be dealt with as an infraction under the Policy Relating to Member Conduct.

Definitions

- (a) **"Board"** means the Board of Directors of DPC and **"Director"** means a member of the Board;
- (b) **"DPC"** means Canadian Amateur Diving Association, Inc., operating as Diving Plongeon Canada;
- (c) **"Conflict of Interest"** means a situation where a Participant, or an entity with which he or she is affiliated, has a real or perceived competing interest with DPC's activities. This competing interest may result in the Participant, or the entity with which the Participant is affiliated, being in a position to benefit from the situation or in DPC not being able to achieve a result which would be in the best interest of DPC
- (d) **"Member"** means any member of DPC, including any person whose registration for membership has been received by DPC within the previous two calendar years and includes an athlete, coach, official, associate member/volunteer.
- (e) **"Officer"** means the Chief Operating Officer and the Chief Technical Officer of DPC and such other individuals as may from time to time hold and exercise equivalent authority and responsibility;
- (f) **"Participant"** means a Member as well as a DPC director, officer, team manager, team medical personnel, staff, contractor and any other individual who participates in DPC programs, activities and events, including a parent of any athlete.

Procedures

Participant Conflicts of Interest

Participants shall disclose any conflict of interest or potential conflict of interest relating to any matter arising at a meeting of the Members of DPC or otherwise in their relationship with DPC. Disclosure shall be made to either the President or Chief Operating Officer (“**COO**”) of DPC or, in the absence of such individual, to such other accessible person as may hold authority in the applicable situation with disclosure to be made to the President or COO as soon as possible thereafter. Participants are entitled to contribute to discussion on the applicable matter but will absent themselves from decision-making on such matter.

Directors and Officers Conflicts of Interest

Directors and officers of DPC must avoid any conflict of interest in exercising their fiduciary responsibility to the organization. Immediately upon becoming aware of a conflict of interest or a potential conflict of interest, the director or officer shall follow the procedures set out below:

1. The director or officer will advise the President and Chief Operating Officer (“COO”) in writing (email is acceptable) of the circumstances giving rise to the conflict or potential conflict of interest and mitigating actions, if any. The President will respond in writing (email is acceptable) to the director or officer regarding the conflict or potential conflict of interest and any additional mitigating actions that are required.
2. If the director or officer becomes aware that there is a conflict or potential conflict of interest at a Board or committee meeting, he or she will promptly disclose the fact of the conflict and all relevant circumstances and mitigating actions at the meeting. The President will make a determination regarding the disclosure and any additional mitigating actions. This determination may be deferred until after the meeting if necessary and shall be promptly communicated to the director or officer. The disclosure and determination will be entered into the minutes of the applicable meeting.
3. If considered necessary and desirable, the President, or the Committee chair in the case of committee meetings, may determine that a director or officer with a conflict of interest shall not attend any part of a Board or committee meeting during which the matter giving rise to the conflict or potential conflict of interest is discussed.
4. A director or officer must not vote on any resolution relating to matters in which that director or officer has a conflict or potential conflict of interest.
5. The President may make a determination not to provide certain information to any particular director or officer on the basis that he or she may have an interest in the matter to which the information pertains.

6. If a director or officer becomes aware of an actual or potential conflict of interest between another director or officer and DPC he/she has the responsibility to discuss the matter with the President of DPC.