



Beaumont Soccer Association

B004 – Conflict of Interest Policy

Adoption Date: April 7, 2024

Revision No: 1

Policy Type				
Administrative	Board	Financial	HR	Technical

1. Definitions

- 1.1. **“Board Member”** anyone who can influence the governance and actions of BSA. This includes anyone who makes financial decisions or have proprietary information regarding BSA.
- 1.2. **“Conflict of Interest”** can be either direct or indirect and can be brought to the BSA Board attention by a third party, anonymously or by the Board Member themselves. Not all Conflict of Interests may be obvious and require conversations to find out more information.

2. Purpose

- 2.1. The purpose of this policy is to protect the interests of BSA by:
 - 2.1.1. Preventing the personal interest of the Board from interfering with their duties to the organization.
 - 2.1.2. Avoiding any unethical financial, professional or political gain on the part of such individuals.

3. Policy

- 3.1. Each Board Member is under an obligation to disclose the existence of potential existence of a Conflict of Interest as it arises.
- 3.2. When a potential Conflict of Interest is disclosed, the Executive Board will then provide the individual with an opportunity to disclose all material facts. The board will collect all pertinent information and question the involved parties. If it turns out that a conflict does not exist, the inquiry will be documented but no further action will be taken.
- 3.3. If the Executive Board determines that a conflict of interest exists, they will inform the rest of the Board at a Board Meeting and will take the appropriate actions to address the conflict. This may include:
 - 3.3.1. Prohibiting any interested parties from voting on any matter related to said conflict of interest.
 - 3.3.2. Terminating employment with BSA.

- 3.4. Affected parties both within and outside of BSA will be notified. If the Conflict of Interest in question involves a Member of the Board, that individual will be excused from deliberations.
- 3.5. All conflicts of interest will be reviewed on a case-by-case basis. The Board has full discretion to deem what disciplinary action is appropriate and if even necessary for disclosed conflicts of interest.

4. Change Control

Change Description	Approved on Date
New Policy	April 7, 2024