



WCF Board Members' Conflict of Interest Policy – Championship, Events & External Organisations

Policy Statement

WCF Board Members are encouraged to continue to be operational volunteers.

As operational volunteers at WCF Championships or Events, Board Members are accountable, through the normal management hierarchy, to the Secretary General and are not representing the Board. They have no authority, as a WCF Board Member, in their operational role.

It is recognised that situations may arise which could give a Board Member a conflict of interest. This policy has been created to assist Board incumbents to recognise roles which may put them, and the WCF, in positions of real, potential or perceived conflict, some examples of which are outlined below. Where there is doubt, any potential conflict must be raised with the Secretary General in the first instance.

1. Member Association:

A WCF Board Member shall refrain from assuming any volunteer or paid roles in relation to a Member Association as per the current constitution's section 16 which states:

“16.2. A Board member shall not serve as a Representative of a Member Association, nor shall they serve on the Board of a Member Association. Where this situation occurs by election to the Board, the elected Board Member must relinquish their Member Association position within 60 days

16.3. A Board member shall not be employed by a Member Association “

Should a WCF Board Member act in any other volunteer roles within a Member Association, they must fully disclose it and the WCF Board (minus the conflicted member) shall decide if the role is in conflict.

2. National Championships:

A WCF Board Member shall disclose any role in a National Championship which lead to a World Curling or Olympic/Paralympic event. For example, this includes roles such as Chair, member of the host committee, advisory resource capacity, Umpire, timer, statistician, on-

ice official, ice technician, coach, manager, paid event staff, and any other position that may be in conflict while holding a position on the WCF Board.

3. Player/Substitute/5th Player:

Should a WCF Board Member wish to be a Player/substitute/5th player, they may do so with approval from the WCF Board. Written disclosure must be supplied to the Secretary General who will seek approval from the Board. Approval must be sought prior to entering the first competition.

It must also be remembered that they will be treated in the same manner as any other player/substitute/5th player and cannot provide any undue influence in any rules, information etc. during, before or after the competition.

4. Other Play Downs:

A WCF Board Member, shall disclose to the WCF Board roles adopted in relation to play downs which do not lead to a National event.

5. WCF Championships:

A WCF Board Member shall refrain from assuming operational roles (as above) or competing in relation to WCF operated championships which may lead to the Olympics/Paralympics if they are also representing the WCF at said championships.

If a WCF Board Member is going to assume one of these roles, it must be identified, and one role must be surrendered for the duration of the event. This includes surrendering any claim for expenses which would normally be submitted to the WCF for payment for the “resigned” role.

No WCF Board Member may use their influence to gain any appointment at any WCF Championship, Member Association Championships, or the Olympics/Paralympics.

6. WCF Commissions / Working Groups

Should a Board Member be asked to stand on any commissions/working groups where they are conflicted in a situation that they are ruling on, they must remove themselves from the situation before making their ruling or offering an opinion .

7. Related / Associated Organisation’s Commission / Working Group

Should a WCF Board Member be asked to sit on any board, commission or working party of a related or associated organisation, they must first ask for, and receive, the approval of the remainder of the WCF Board.

Process

Upon appointment to the Board, each WCF Director will make a full, written disclosure of interests, such as relationships and posts held, that could potentially result in a conflict of interest. This written disclosure will be kept on file and will be updated annually or as appropriate.

During meetings or activities, Directors will disclose any changes in their roles. Declaration of conflict of interest shall be added to each Board meeting agenda. In the case of a Director having a conflict of interests, the non-conflicted Directors may authorise such conflicts of interest where the following conditions apply:

1. the Director, who has declared the conflict of interest, withdraws from the part of the meeting at which there is discussion of any arrangement or transaction affecting that other organisation or person
2. the Director who has the conflict of interest does not vote on any such matter and is not to be counted when considering whether a quorum of Directors is present at the meeting
3. the other Directors, who have no conflict of interest in this matter, consider it is in the interests of the WCF to authorise the conflict of interest in the circumstances applying
4. Any such disclosure and the subsequent actions taken will be noted in the minutes and will remain in effect until the conflict no longer exists

Potential Breaches/Violations of the Policy

1. If the Board has reasonable cause to believe that a person has failed to disclose actual or possible conflicts of interest, it shall inform the person of the basis for such belief and afford the person an opportunity to explain the alleged failure to disclose.
2. If, after hearing the response of the person, and making a further investigation, the Board determines that the person has in fact failed to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary and corrective action which may include but not limited to:
 - a. discussions with the person about expected behaviours
 - b. a verbal or written warning
 - c. suspension from the role
 - d. dismissal from the role