



POLICY NO. 12	POLICY TITLE: Skill Assessment and Player Movement
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Policy 12- Conflict of Interest Policy

Purpose

This policy ensures that all HCSA members act in the best interest of the organization. It sets out how we deal with any situations where a conflict of interest could happen among our members, volunteers, or anyone else involved with HCSA.

Scope and Application

This policy applies to all HCSA volunteers, participants and board members.

Conflict of Interest

A conflict of interest happens when someone's personal interests — like finances, relationships, or other commitments could impact someone's ability to make a decision for HCSA. This can include someone gaining personally from a decision made through their role with HCSA. Anyone involved with HCSA is expected to inform the board if you're in a situation where a conflict of interest might exist.

How Conflicts Are Handled

Once a potential conflict is reported, the Board will review the situation, determine whether a conflict exists, and decide on the appropriate course of action.

If a potential conflict is identified, the Board will determine appropriate steps to manage it. These may include:

- **Recusal:** The individual involved may be asked to step aside from discussions or decisions related to the conflict.
- **Neutral Oversight:** The Board may appoint an impartial person or subcommittee to review the matter or provide oversight to ensure fairness and objectivity

- Transparency: All disclosures, discussions, and decisions about the conflict will be documented and shared with the necessary parties to maintain accountability and trust

Annual Declarations

Every year, HCSA board members and others in key positions will need to submit a written declaration listing any situations that could lead to a conflict of interest. These statements will be reviewed and kept on file.

Following the Rules

Failure to disclose or properly manage a conflict of interest may result in disciplinary action, including removal from a Board or volunteer position, termination of involvement, or other actions as determined by the HCSA board

Approved by Board, Nov 12, 2025