



The Canadian Academy of Futbol (CAF)

'An Organization Dedicated to Player Development'

CAF CONFLICT OF INTEREST POLICY

Policy 1.0 - GENERAL

1.1 The Canadian Academy of Futbol (CAF) is committed to providing an environment in which all Officials of CAF act honestly, in good faith and in the best interests of the game of soccer in the Province of Ontario. The activities of the governing organization and those of its Officials, shall be conducted in a manner of high ethical standards of business.

1.2 Each CAF Official is under an obligation to avoid a conflict of interest, whenever reasonably possible. However, conflicts of interest may arise. In such situations, the Official is required:

- A) to declare the conflict of interest, and refrain from voting, if applicable, on the issue in question
- B) to absent himself or herself from the meeting at any time there is discussion of the matter giving rise to the conflict
- C) to refrain from lobbying or participating in the decision making process.

1.3 Each CAF Official is also required to declare a conflict even when the conflict for the Official arises after the contract or arrangement is made with the other company, firm or organization in which the Official acquires an interest or significant involvement. In this situation, if involving a CAF Director, the Director is to declare his or her conflict at the first meeting of the Directors held after the Director becomes interested in the other company, firm, or organization. For all other CAF Officials, the Official is to declare his or her conflict to CAF's President immediately.

1.4 There are basically two situations giving rise to a conflict of interest. One is that of "**financial interest**" and the other is an "**obligation of loyalty**". The circumstance giving rise to a conflict of interest need not be those of the individual Official but may be the interest of a person having close family ties to the Official, or a friend, business associate, or colleague of the Official.



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Policy 2.0 - STANDARDS OF CONDUCT

2.1 In order to provide some guidance regarding the application of this Conflict of Interest Policy, certain standards of conduct are set forth below which are not intended to be exhaustive of all possible situations that may arise, but are intended to assist Officials in the avoidance of and in dealing with conflict of interest situations.

2.2 Consistent with such standards of conduct, conflicts of interest and the appearance of conflicts of interest are to be avoided where possible and acted upon openly and appropriately when encountered.

2.3 A CAF Official shall not derive a personal profit from the activities of CAF and CAF shall avoid, wherever reasonably practicable, contracts or arrangements with individuals or organizations that would result in personal profit to persons having close family ties, or those who are friends, business associates or colleagues of the Official.

2.4 A CAF Official shall not exploit his or her position within CAF to lever for themselves a personal profit, advantage, or position of prestige.

2.5 A CAF Official shall not accept any gift in cash or in kind from persons doing or seeking to do business with CAF, except as may be of a personal nature and nominal value.

2.6 Information of a confidential nature gained by a CAF Official from his or her involvement with CAF shall be kept confidential and used only for the proper purposes of the governing organization.

2.7 A CAF Official shall not allow his or her loyalty to CAF to be compromised by his or her relationship to, or involvement in, another organization. However, the appointment of a CAF Official to another organization is not, in itself, considered a conflict of interest. It is recognized that an individual may be involved with more than one soccer organization subject to the published rules of each organization. The fact that an Official owes a duty of loyalty to two or more organizations cannot in itself be considered a conflict of interest provided that the Official, when considering a matter pertaining to one organization, keeps an open mind and is left free to exercise, and does exercise, his or her judgement, take a position, or cast a vote, that he or she believes to be in the best interests of that organization.



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2.8 In the event a CAF Official has a conflict of interest in relation to a particular issue or matter of discussion, the individual shall:

- A) declare the conflict of interest, and refrain from voting, if applicable, on the issue in question
- B) absent himself or herself from a meeting at any time there is discussion of the matter giving rise to the conflict
- C) refrain from lobbying or participating in the decision making process. It does not matter whether the topic which involves the individual in a conflict situation was formally on the agenda or came up unexpectedly. As soon as the meeting considers a matter or begins to discuss an issue which puts an individual in a circumstance of conflict of interest, he or she must interrupt and say, *"I am declaring my conflict as (here insert your conflicting position or interest) and I am leaving the meeting while this subject is under discussion" or words to that effect.* The Secretary of the meeting, if a CAF Board Meeting, shall then record this in the Minutes as follows: *"Ms. A. having disclosed her conflict as a Director of XYZ Organization (or whatever) was absent from the meeting during discussion of (describe topic)."* A topic which involves a conflict for an Official may come up in several meetings and at each meeting, the Official shall declare the conflict and absent himself or herself from the meeting during discussion of that topic.

2.9 In the case of CAF Board of Directors, if no quorum exists for the purpose of voting on a matter only because a Director is not permitted to be present at the meeting by reason of a conflict of interest, the remaining Directors shall be deemed to constitute a quorum for the purposes of dealing with the matter.

Policy 3.0 – COMPLIANCE

3.1 On election, re-election or appointment to a position as a CAF Official, the individual must sign and submit to CAF a statement acknowledging that he/she has read, understood and agreed to act in accordance with this Conflict of Interest Policy (See Appendix A). Such a statement must also disclose:

- A) any other soccer activity or position; and
- B) any personal, professional, business activity or position that may at that time, or could in the future, be construed as a potential conflict of interest. Such a statement must be updated as circumstances require.



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3.2 The "**Conflict of Interest Statement**" shall be provided to CAF's Board of Directors.

3.3 A decision may be rescinded for a violation of this "**Conflict of Interest Policy**".

3.4 Failure by an individual to act in accordance with this "**Conflict of Interest Policy**" could be considered as sufficient grounds for removal of an individual from his or her position as an Official.



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APPENDIX A: CONFIDENTIALITY & CONFLICT DECLARATION

Official's Name:
Potential conflicts of interest: <i>Please list any and all organizations you have an interest in as a volunteer, member, employee, shareholder, owner, etc., that has any relation to the soccer industry.</i>
Soccer Clubs/Academies:
Soccer Organizations/Associations:
Soccer related businesses: <i>(including but not limited to: facilities, camps, academies, retail stores, equipment manufacturing, etc.)</i>

I hereby state that I have listed any and all potential conflicts as requested above. I have read and understand the CAF Conflict of Interest Policy and agree to always act in accordance with it. Furthermore, I understand that the matters discussed and the materials distributed by the Canadian Academy of Futbol at executive meetings/any meetings or any CAF documents are strictly confidential and should not be divulged or distributed to any person not directly related to the management of any Organization or Club that I am associated. Anyone receiving this information that is part of management or member of the organization or Club shall be instructed by this member to destroy the information as soon is received.

_____ **Signature** _____ **Date**