



MSC 003: Policy – Conflict of Interest

Purpose:

This Policy has been developed to address the need for Moore Skating Club (MSC) to avoid conflicts of interest at all levels of operation, including in the actions of the organization, in decisions of committees and the Board, and in the work of professional staff.

Scope:

This Policy applies to:

- every member of the MSC Board of Directors
- every member of any committee
- all individuals acting on behalf of MSC in any capacity

This Policy applies regardless of whether the individual is an employee, contractor, official, coach, athlete, volunteer, or vendor.

Obligations of Directors and Committee Members:

Understanding conflict of interest requires an understanding of the general duties of directors and committee members.

Directors are fiduciaries and owe a duty of good faith, skill, and care. Generally, directors must at all times:

- i. act honestly and in good faith in the best interests of the organization;
- ii. exercise their powers properly and their discretion reasonably;
- iii. exercise their powers and discretion for the purpose for which they are conferred;
- iv. avoid conflicts of interest.

While committee members are not always fiduciaries, MSC requires that committee members also, at all times:

- i. act honestly and in good faith in the best interests of the organization;
- ii. exercise their powers properly and their discretion reasonably;
- iii. exercise their powers and discretion for the purpose for which they are conferred;
- iv. avoid conflicts of interest.

Conflicts of interest arise naturally in organizational settings. The existence of a conflict is not, in itself, improper or indicative of wrongdoing. However, conflicts must always be properly disclosed and managed.

Types of Conflict of Interest:

A conflict of interest may be:

1. Actual (Legal) Conflict of Interest

Occurs where an individual has a material interest in a contract, transaction, or decision involving MSC. This may arise directly or indirectly, including through:

- personal financial interest
- employment or consulting relationships



- business ownership or investment
- family or close personal relationships

“Material interest” generally means an interest that could result in any benefit, financial or otherwise, to the individual.

2. Potential Conflict of Interest

Occurs where circumstances may reasonably lead to a conflict in the future or may affect an individual’s ability to exercise objective judgment.

3. Perceived Conflict of Interest

Occurs where a reasonable outside observer could perceive that an individual may not be able to exercise objective judgment, even if no actual conflict exists.

Awareness:

All directors and committee members must remain vigilant in identifying whether:

- a) a legal conflict of interest exists;
- b) a potential conflict of interest exists;
- c) a perceived conflict of interest exists.

Disclosures:

Financial Interests:

Any director or committee member who is employed by, provides services to, or has a financial interest in any business dealing with MSC must disclose this interest in writing to:

- the President (Board members)
- the Committee Chair (committee members)
- the Board (where applicable to the President)

Legal Conflict of Interest:

Where a legal conflict exists, the individual must:

- disclose the conflict as soon as it is known
- complete a Declaration of Conflict of Interest (Appendix A)
- provide sufficient detail to describe the nature and scope of the interest

If full disclosure is not possible due to confidentiality obligations, the individual must still disclose the existence of an unidentified conflict.

Potential or Perceived Conflict:

Where a potential or perceived conflict exists, the individual must disclose sufficient information to allow others to assess the situation.

The Chair may require completion of the Declaration of Conflict of Interest form.



Management of Conflict (Objective Review):

Where a conflict of interest has been declared and confirmed, the individual:

- must not participate in discussion, debate, or voting on the matter
- must not attempt to influence the decision

The Chair, in consultation with the Board or committee, may determine whether the individual:

- must leave the room during discussion and voting, or
- may remain for discussion but not vote

All declarations, absences, and abstentions must be recorded in the minutes.

Resolution of Process:

Where required, conflicts may be reviewed and resolved by the Board or designated authority. Any resulting direction is binding and must be followed.

Breach of Policies:

Failure to comply with this Policy, including failure to disclose or comply with a decision under the Resolution Process, constitutes misconduct and may result in disciplinary action under the MSC Dispute Resolution Policy.

Review of Policy:

This Policy shall be reviewed by the Board of Directors at least every three (3) years, or sooner if required due to changes in legislation, financial conditions, or organizational circumstances.

Policy Approval:

Approved by the Board of Directors of the Moore Figure Skating Club on:

Date: June 15, 2026

A handwritten signature in blue ink, appearing to be 'A. H. H. H.', written over a horizontal line.

President: _____

A handwritten signature in black ink, appearing to be 'A. H. H. H.', written over a horizontal line.

Secretary: _____

Related Documents and Policies:

1. Skate Ontario Conflict of Interest Policy
2. Skate Canada Code of Ethics
3. MSC Dispute Resolution Policy
- 4.



APPENDIX A

FORM – Declaration regarding Conflict of Interest

I have read MSC's Conflict of Interest Policy and I agree to be bound by the obligations contained therein. I commit to avoid any real or perceived conflict of interest to the best of my knowledge and belief and I commit to disclosing the existence of any real or perceived conflict of interest in accordance with the Conflict of Interest Policy as soon as it is known to me.

I declare the following interests which may represent a real, perceived, or potential conflicting interest:

I also pledge to inform MSC in accordance with the Conflict of Interest Policy of any other member of the organization who I feel is in a position of any real, perceived or potential conflict of interest.

Name (Print): _____

Signed: _____

Date: _____