**CONFLICT OF INTEREST POLICY  
United States Precision Rifle Association**

USPRA Conflict of Interest Policy v1 5 Oct 2023

**Foreword**

The decision-making process in sports can be difficult and can lead to disputes. Conflicts of interest  
are frequent in the world of sport because the decision makers are often parents, coaches, sponsors,  
friends or even the athletes themselves. One must recognize that conflicts of interest are often not  
usually the result of bad faith on the part of the person involved but are created by the specific circumstances of each case. Volunteers with the best intentions often wear several hats, and this  
reality enhances the risk for them to be in a situation of conflict of interest.

A conflict of interest can be real, perceived or potential:

**A. Real conflict of interest**A situation where a person has a significant interest that will influence their judgement  
and decision making.  
*Example: A father sitting on an appeal committee that is reviewing a decision concerning  
his child.*

**B. Potential conflict of interest**A situation where a conflict of interest is predictable but not yet real. It will depend on a  
future event that may occur.  
*Example: A coach is a member of a selection committee for a team for which his/her  
athlete may try out. At the onset, there is no conflict, but one will arise if the athlete tries  
out for the team.*

**C. Perceived conflict of interest**A situation where a reasonable third person, once aware of the facts, could be concerned  
about the existence of a conflict of interest.  
*Example: The contract to supply the club’s uniform was awarded to the daughter of the  
chairperson of the board. There is a perception from a member that favoritism occurred.  
This perception will be mitigated quickly when the member will learn that the board  
considered bids from several potential suppliers, in the absence of the chairperson who  
had voluntarily removed herself from the decision-making process after declaring the  
conflict and awarded the contract to the lowest bidder.*  
  
**Identifying Potential Conflicts**Many disputes can arise simply because the person affected by the decision perceives an injustice  
resulting from the appearance of a conflict of interest. The best way to avoid that is to know how to  
recognize and disclose conflicts of interests when they occur.  
Some situations are more serious than others and therefore not all conflicts of interest require the  
same vigilance.  
**Definitions**

1.1. The following terms have these meanings in this Policy:  
1.1.1.“*Conflict of Interest*” – Any situation in which a Representative’s decision-making,  
which should always be in the best interests of USPRA, is influenced or could be  
influenced by personal, family, financial, business, sponsor, or other private interests  
1.1.2.“*Representatives”* – Individuals appointed by, or engaged in activities on behalf of,  
USPRA including: staff members, contract personnel, volunteers, managers,  
administrators, committee members, selectors, ordinary members, and Directors and  
Officers of USPRA.

2. **Background**

2.1. Individuals who act on behalf of an organization have a duty first to the organization and second to any personal stake they have in the operations of the organization. In non-profit organizations, Directors are required, by law, to act as a trustee (in good faith, or in trust).

2.2. Directors, and other stakeholders, must therefore not put themselves in positions were making a decision on behalf of the organization is connected to their own personal interests. That would be a conflict-of-interest situation.

3. **Purpose and Application**3.1. USPRA strives to reduce and eliminate all instances of conflict of interest at USPRA – by being aware, prudent, and forthcoming about the potential conflicts of interest. This Policy describes how Representatives will conduct themselves in matters relating to conflict of interest and clarifies how Representatives shall make decisions in situations where conflict of interest may exist.  
3.2. This Policy applies to all Representatives.

4. **Obligations**4.1. Any real or perceived conflict of interest, whether;  
4.1.1.an interest that an individual may have in a matter because of the reasonable likelihood or expectation of financial gain or loss for that individual, or another person with whom that individual is associated, or  
4.1.2.an interest that an individual may have in a matter which may involve family relationships, friendships, volunteer positions or other interests that do not involve the potential for financial gain or loss,  
4.1.3.between a Representative’s personal and/or business interests and the interests of USPRA, the conflict shall always be resolved in favor of USPRA.  
4.2. Representatives will **NOT**:  
4.2.1.Engage in any business or transaction, or have a financial or other personal interest, that is incompatible with their official duties with USPRA, unless such business, transaction, or other interest is properly disclosed to USPRA and approved by USPRA.  
4.2.2.Knowingly place themselves in a position where they are under obligation to any person who might benefit from special consideration or who might seek preferential treatment  
4.2.3.In the performance of their official duties, give preferential treatment to family members, friends, colleagues, or organizations in which their family members, friends, or colleagues have an interest, financial or otherwise.  
4.2.4.Derive personal benefit from information that they have acquired during the course of fulfilling their duties with USPRA, if such information is confidential or not generally available to the public.  
4.2.5.Engage in any outside work, activity, or business or professional undertaking that conflicts or appears to conflict with their official duties as a representative of USPRA, or in which they have an advantage or appear to have an advantage on the basis of their association with USPRA.  
4.2.6.Without the permission of USPRA, use USPRA’s property, equipment, supplies, or services for activities not associated with the performance of their official duties with USPRA.  
4.2.7.Place themselves in positions where they could, by virtue of being a USPRA Representative, influence decisions from which they could derive any direct or indirect benefit.  
4.2.8.Accept any gift or favor that could be construed as being given in anticipation of, or in  
recognition for, any special consideration granted by virtue of being a USPRA  
Representative.

5. **Disclosure of Conflict of Interest**5.1. Representatives must disclose real or perceived conflicts of interest to the applicable USPRA committee/council immediately upon becoming aware that a conflict of interest may exist.

6. **Minimizing Conflicts of Interest in Decision-Making**6.1. Decisions or transactions that involve a conflict of interest that has been proactively disclosed by a USPRA Representative will be considered and decided with the following additional provisions:  
6.1.1. The Representative may continue to participate in discussion on the matter and vote on the decision.  
6.1.2. The Representative participates in discussion on the matter but abstains from voting on the decision.  
6.1.3. The Representative refrains from participation in discussion or voting on the matter.  
6.1.4. In all cases, the disclosure is noted.  
6.2. For potential conflicts of interest involving appointees, USPRA’s Executive Committee will determine whether there is there a conflict and, if one exists, the appointee will resolve the conflict by ceasing the activity giving rise to the conflict.  
6.3. USPRA will not restrict appointees from accepting other contracts or volunteer appointments provided these activities do not diminish their ability to perform the work agreed to perform with USPRA or give rise to a conflict of interest.  
  
7. **Conflict of Interest Complaints**7.1. Any person who believes that a Representative may be in a conflict-of-interest situation should report the matter, in writing (or verbally if during a meeting of any committee), to USPRA’s Executive Committee who will decide appropriate measures to remove the conflict of interest. The Executive Committee may apply the following actions singly or in combination for real or perceived conflicts of interest:  
7.1.1. Removal or temporary suspension of certain responsibilities or decision-making authority.  
7.1.2. Removal or temporary suspension from a designated position.  
7.1.3. Removal or temporary suspension from certain events and/or activities.  
7.1.4. Other actions as may be considered appropriate for the real or perceived conflict of interest.  
7.2. Any person who believes that a Representative has made a decision that was influenced by real or perceived conflict of interest may submit a complaint, in writing, to USPRA, to be addressed under USPRA’s *Discipline and Appeal Policy*.  
7.3. Failure to comply with an action as determined by the Executive Committee will result in automatic  
suspension from USPRA until the matter is resolved.  
7.4. The Executive Committee may determine that an alleged real or perceived conflict of interest is of  
such seriousness as to warrant suspension of designated activities pending a meeting and a  
decision of the Executive Committee.  
8. **Enforcement**8.1. Failure to adhere to this Policy may permit discipline in accordance with USPRA’s *Discipline and Appeal Policy*.  
9. **Review and Amendments**9.1. Review and amendments shall take place bi-annually, in consultation with staff, the Executive Committee and subject-matter experts.  
  
**Appendix A - Conflict of Interest Declaration Form**I have read USPRA’s *Conflict of Interest Policy*, I agree to be bound by the obligations contained  
therein, and I commit to avoid any real or perceived conflict of interest. I also commit to disclosing  
the existence of any real or perceived conflict of interest to the Board, as soon as it is known to me.  
I declare the following interests which may represent a potential conflict of interest:

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Name Signature Date