



ALBERTA FEDERATION OF SHOOTING SPORTS CONFLICT OF INTEREST POLICY

2026

CONFLICT OF INTEREST POLICY

1.0 Terms of Reference

1.1 Alberta Federation of Shooting Sports is dedicated to the conduct of good business and to the absence of all conflicts of interest or appearances of conflicts of interest without disclosure. AFSS policy prohibits:

- a) Acting on Behalf of AFSS or dealing with AFSS in any matter where he or she is in a conflict of interest or appears to be in a conflict of interest
- b) Using one's position, office or affiliation with AFSS to pursue or advance personal interests
- c) Using one's position, office or affiliation with AFSS to pursue or advance the interests of a close friend, family member, business associate, corporation or partnership where one holds significant interest or a person to whom an obligation is owed
- d) Personally benefiting from any business activity involving AFSS
- e) Benefiting a close friend, family member, business associate, corporation or partnership where one holds significant interest or a person to whom an obligation is owed.
- f) Indirectly benefiting from any business activity involving AFSS.

A conflict of interest does not imply wrong-doing of any kind. Everyone of course has interests outside of AFSS and, upon occasion, those interests may conflict. It is failure NOT to report a conflict of interest or potential conflict of interest that is wrong.

1.2 All athletes, coaches, team managers, officials, AFSS Board members, committee members, staff and volunteers must immediately disclose a conflict of interest to the Board of Directors meeting. If an individual is not aware of the conflict until after a matter is concluded, he or she must still make the disclosure as soon as possible.

1.3 Upon full disclosure of possible conflicts of interest or the potential appearance of conflict of interest, the Board may, in its discretion, authorize an individual to carry out AFSS business or represent AFSS in unique situations. Responsibility for such transactions or representation rests solely with the Board.

2.0 Definitions

2.1 Conflict of Interest

A “conflict of interest” is any situation where one’s personal interests or the interests of a close friend, family member, business associate, corporation or partnership in which one holds significant interest, or a person to whom one owes an obligation could influence his or her decisions or could impair his or her ability to a) Act in the best interests of AFSS, or
b) Represent AFSS fairly, impartially, without bias and with dignity.

It is important to note that a conflict of interest exists if a decision could be influenced – it is not necessary that influence actually takes place.

2.2 “Appearance” of Conflict of Interest

The appearance of conflict of interest occurs when a reasonably well informed person could have a reasonable perception that someone is making decisions on behalf of AFSS that promote his or her interests or the interests of anyone identified in point “c” of 1.1

2.3 Indirect Benefit

An indirect benefit is

- a) A benefit derived by a close friend, family member, business associate, or a corporation or partnership in which you hold a significant interest, or a person to whom an obligation is owed, or
- b) A benefit which advances or protects one’s interests, although it may not be measurable in money.

3.0 Resolving Conflicts of Interest

3.1 Declaring a Conflict of Interest

As stated above, being in a conflict of interest does **not** imply wrong-doing. Most conflicts of interest are resolved with the mere declaration and acceptance of the Board’s decision on how to move forward appropriately. If someone is in doubt about whether a conflict of interest exists, he or she must request the advice of the Board or the Membership Support Officer, who will be pleased to research the matter on any member’s behalf.

3.2 Board Action

Anyone found to be in a conflict of interest will merely be precluded from making decisions or taking part in AFSS transactions directly related to the issue. Once the conflict of interest has passed, that person will resume his or her normal duties and/or decision making responsibilities.

Anyone found to be in a conflict of interest will be excused from that portion of a Board meeting where the matter giving rise to the conflict of interest is being discussed. That person shall also refrain from discussion of the matter elsewhere.

Where a Board member is found to be in a conflict of interest, he or she shall be excused from that part of the Board meeting where the matter giving rise to the conflict of interest is being discussed. The Board member shall refrain from voting on the matter giving rise to the conflict of interest, but may return to the meeting when the subject has been dealt with by the Board and may vote on all other issues to be addressed by the Board.