



## **HIGH PERFORMANCE PROGRAM COMMITTEE CONFLICT OF INTEREST MANAGEMENT PLAN**

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### **INTRODUCTION**

The High Performance Program Committee (HPPC) is the working group responsible for the creation of all Freestyle Ontario (FO) athlete selection criteria policy. These selection criteria policies include, but are not limited to:

- FO provincial team athlete selection criteria
- All competition athlete selection criteria
- Athlete funding opportunities, such as the Quest for Gold Ontario Athlete Assistance Program athlete selection criteria

The implementation of FO's selection criteria is the responsibility of the High Performance Selection Committee (HPSC).

The HPPC is also responsible for reviewing and approving the Freestyle Ontario RPA Rankings.

Protecting the integrity of the HPPC and HPSC's processes and decisions is a high priority for Freestyle Ontario. It is also important for Freestyle Ontario to have access to the most educated, experienced, and qualified people during the HPPC and HPSC's proceedings. For these reasons, Freestyle Ontario has developed this Conflict of Interest Management Plan.

### **DEFINITION**

Conflict of Interest: A conflict of interest is when a committee member, or a person who the committee member has a close relationship with, has the potential to benefit from a committee's decision.



## **DECLARATION**

Any HPPC or HPSC member who has an actual or perceived conflict of interest is obligated to declare this to the committee.

Any HPPC or HPSC member is allowed to identify a conflict of interest in another committee member, if the individual has not declared so themselves. Following such a declaration, the committee will determine if the conflict of interest or perceived conflict of interest exists. The individual in question may not be involved in this decision.

## **MANAGEMENT & PROCEEDURE**

If an individual is determined to have a conflict of interest, or a perceived conflict of interest, they are not permitted to make decisions regarding matters that are connected to this real or perceived conflict. However, they are still allowed to make committee proposals prior to the committee's decision making phase, providing there is a valid reason for their involvement in this part of the committee's proceedings.

In order to properly manage conflicts of interest, the HPPC and HPSC must adhere to the following proceedings when making decisions:

1. Proposal Phase: This phase occurs when a new policy or policy change is being proposed, or a matter relevant to the HPPC or HPSC is being brought to the committee's attention.

All committee members may be present and contribute to discussion during this phase.

2. Questioning Period: Following the Proposal Phase is a Questioning Period. During this period committee members may ask questions regarding what was presented in the Proposal Phase.

All committee members may be present and contribute to discussion during this phase.

3. Discussion Phase: Following the Questioning Period, any committee member who has a conflict of interest, whether real or perceived, must remove themselves from the meeting. This allows the remaining committee members to further discuss the topic at hand without the risk of conflicting influences.



4. Decision Phase: The remaining committee members will make a decision regarding the proposal or topic.

Only committee members who do not have a conflict of interest, whether real or perceived, may be present during the Decision Phase.

The Chairperson of the HPPC or HPSC, or their designated proxy, shall ensure this procedure is followed.

The meeting's minutes shall reflect changes in attendance during the committee's proceedings.