

## **Conflict of Interest Policy**

Issued by: on Approval of the Board of the KRRRA

Prepared by: Vice Chair  
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### **Introduction**

This policy is designed to inform KRRRA Board members, KRRRA members and KRRRA volunteers on the requirement to identify and avoid real or perceived conflicts of interest when in engaged in activities related to the KRRRA.

The KRRRA is composed of members and volunteers who contribute their time and energy to supporting and fostering running within the Kingston community. These members and volunteers come from a variety of backgrounds and bring unique competencies and experiences that support KRRRA operations. They can be members of the KRRRA Board, they could be Race Directors or they could be volunteers that support the running of the Club activities or events. In some cases, individuals who actively support the KRRRA may have related interests, employment or businesses. This is in itself is not an issue as long all parties recognize the requirement to be transparent and work together to avoid any real or perceived conflicts of interest.

### **What is Conflict of Interest?**

A perceived or real conflict of interest can result when there is a difference between an individual's private interests and their general obligations as a KRRRA official or volunteer such that an independent observer might reasonably question whether the individual's actions or decisions are determined by considerations of personal gain, financial or otherwise.

It is important that a person's position or work on behalf of the KRRRA does not create a real or perceived conflict of interest.

It is important that objectivity be maintained in both appearance and in fact. If in doubt, the individual should err on the side of caution and discuss potential conflict situations with the Chair, Vice Chair or elected board member to seek guidance on the issue. The KRRRA Executive Directors must objectively and transparently gather the information, analyze the facts and then attempt to resolve any perceived or actual conflict of interest that is brought to their attention. In most cases the issues can be attributed to a lack of awareness or communication. Situations that cannot be resolved may require that certain parties will be asked by the KRRRA Executive to step away from their KRRRA duties.

### **Definitions:**

**Affiliate:** an individual who is not a board member or member of the KRRRA, but performs specific tasks at the KRRRA, including: volunteers, 3<sup>rd</sup> party race directors, suppliers, contractors or employees of contractors who may be members of a third-party contract (be it paid or volunteer agreement) or under direct contract to the KRRRA, and individuals working on the

KRRA projects or races, funded directly by the KRRA (such as a KRRA race or performance objective).

**Conflict of Interest:** A divergence between an individual's private interests and their general obligations such that an independent observer might reasonably question whether the individual's actions or decisions are determined by considerations of personal gain, financial or otherwise.

**Extended Family Member:** Includes grandparents, parents-in-law, brothers-in-law, sons-in-law, daughters-in-law, aunts, uncles, nieces, nephews, first cousins, grandchildren, and great (cont'd) grandchildren. Any other relationships that may call into question this definition are to be discussed with the Chair or Vice-chair for clarification

### **Conflicts of Interest Examples**

The rules and examples that follow do not exhaust the possibilities for conflict of interest, but they identify potential situations that may arise.

#### **Financial or Personal Interest.**

Persons should not have an undisclosed financial or personal interest in an external business with which the KRRA deals. Should the KRRA engage in a purchasing agreement with such a business which a member at large and/or board member of the KRRA should have financial or personal interest, the Board shall be notified, and must vote in majority for the purchase arrangement with acknowledgement of the conflict of interest.

Persons (individually, through a partnership, corporation or other business vehicle) shall not conduct business at the KRRA or its events unless prior written approval from the KRRA Chair and Vice-Chair has occurred, or by way of a majority vote of the Board. An example would be a Board majority approved event budget where a supplier is identified that it is known a member of the KRRA has an interest.

Persons must examine their own activities and those of their immediate family to be sure that no such obligation or relationship creates (or appears to create) a conflict of interest. Persons must disclose to the Chair or Vice-chair or the KRRA's primary contact (if not an employee) any kind of known financial or personal obligation/relationship or interest that affects (or may appear to affect) their judgement in the transaction of business with outside businesses/organizations individuals, on behalf of the KRRA.

#### **Use of the KRRA Time and Resources**

Persons must not use the KRRA's time, events, and resources for personal gain, be it direct or indirect.

#### **Gifts and Entertainment**

Persons or their immediate family members shall not use their position/relationship with the KRRA

to solicit any cash, gifts or free services for personal benefit from the KRRR, customer, supplier or contractor.

### **Purchasing and procurement guidelines**

Where possible, the KRRR should purchase goods and service to obtain the best possible value at the lowest price, to show value to the association and its members. In cases where a specific product or its lead time, would result in a higher than best possible (lowest price) value, the budget and alternative pricing and lead time schedule must be communicated to the Board and a majority approval obtained.

In time sensitive scenarios, such as a KRRR race event, the Race Director (RD) or Event Organizer/Manager shall endeavor to obtain the best possible value within industry standard pricing for the region. Should pricing be considered excessive, the RD must obtain approval by 2 of the following for the purchase: Chair, Vice-Chair, or elected board member.

A KRRR RD or Event manager shall not procure prizes, gifts, or give-away items at a cost from a vendor for which a member of the KRRR is an interested party, without Board majority approval or an approved budget for the event which includes the purchase.