



CONFLICT OF INTEREST IDENTIFICATION, PREVENTION AND MANAGEMENT FOR OFFICIALS

COMMITTEE: National Officials Committee

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PURPOSE

The purpose of this document is to provide some guidelines in dealing with conflicts of interest for officials at CAS competitions. This document is written in support of the CAS Conflict of Interest Policy <https://artisticswimming.ca/wp-content/uploads/2022/01/CAS-Conflict-of-Interest-Policy-Dec-22-2021.pdf>

PROCESS

The process for dealing with officials with a conflict occurs in three phases as outlined below.

Phase 1: Identify: Identify real, perceived or potential conflicts of interest

Per the CAS Conflict Of Interest Policy, the following categories of people must disclose a Conflict of Interest at the beginning of the competitive season (or when it arises) to the National Officials' Committee (hereafter NOC):

- a. A Family Member of a competitor; **(family member is defined as a parent, step-parent, grandparent, step-grandparent, sibling or step-sibling)**
- b. A current Coach of a competitor;
- c. A Club manager of a competitor;
- d. A Family Member of a Coach of a competitor;
- e. A Family Member of a Club manager of a competitor;
- f. A Board member of a competitive Club of a competitor *(or a board member of a provincial association)*; and
- g. A Family Member of a Board member of a competitive Club of a competitor.

Disclosure is archived through an online form sent to each official at the beginning of the competitive season. Once the conflict of interest is disclosed, the Register of Interest, as shown below, is completed by the Chair of the NOC.

Name	Province	Role of Official	Description / Category of Conflict	Date of Disclosure	Remedial / Risk Reduction Actions	Monitoring of Risk Reduction Actions



Phase 2: Prevent: Prevent or minimize the impact of conflicts of interest by taking steps to reduce the risk. The table below provides **Remedial / Risk Reduction Actions *** for dealing with categories of conflicts of interest for officials with various roles.

Phase 3: Manage: Manage conflicts when they arise with appropriate remedial risk reduction actions and the **Monitoring of Risk Reduction Actions **** to ensure that actual, potential and perceived conflicts have been satisfactorily managed.

Description/ Category of Conflict	Role of Official	Remedial / Risk Reduction Actions *	Monitoring of Risk Reduction Actions **
A Family Member of a competitor	Judge	The judge should refrain from officiating in the events of the affected competitor	Monitor compliance by ensuring that judge is not assigned to affected events
	Referee	The referee should refrain from officiating in the events of the affected competitor	Monitor compliance by ensuring that referee is not assigned to affected events
	Scorer	none	Chief referee signs off on all competition results
A current Coach of a competitor	Judge	The judge should refrain from officiating in the events of the affected competitor	Monitor compliance by ensuring that judge is not assigned to affected events
	Referee	The referee should refrain from officiating in the events of the affected competitor	Monitor compliance by ensuring that referee is not assigned to affected events
	Scorer	none	Chief referee signs off on all competition results
A Club manager of a competitor	Judge	The judge should refrain from officiating in the events of the affected competitor	Monitor compliance by ensuring that judge is not assigned to affected events
	Referee	The referee should refrain from officiating in the events of the affected competitor	Monitor compliance by ensuring that referee is not assigned to affected events
	Scorer	none	Chief referee signs off on all competition results
A Family Member of a Coach of a competitor	Judge	The judge should refrain from officiating in the events of the affected competitor	Monitor compliance by ensuring that judge is not assigned to affected events
	Referee	The referee should refrain from officiating in the events of the affected competitor	Monitor compliance by ensuring that referee is not assigned to affected events
	Scorer	none	Chief referee signs off on all competition results



A Family Member of a Club manager of a competitor	Judge	The judge should refrain from officiating in the events of the affected competitor	Monitor compliance by ensuring that judge is not assigned to affected events
	Referee	The referee should refrain from officiating in the events of the affected competitor	Monitor compliance by ensuring that referee is not assigned to affected events
	Scorer	none	Chief referee signs off on all competition results
A Board member of a competitive Club of a competitor / Board member of a provincial association	Judge	The judge cannot be chief judge of a competition in order to reduce potential conflicts with judge panel assignments. Cannot participate in any selection committees (example: to promote athletes from Qualifier to Championships)	Monitor for bias as part of the evaluation process
	Referee	The referee can only participate as an assistant referee so that any decisions on penalties/disqualifications/fines is the responsibility of the chief referee. Cannot participate in any selection committees (example: to promote athletes from Qualifier to Championships)	Monitor for bias as part of the evaluation process
	Scorer	The scorer can only participate as an assistant scorer so that any decisions on penalties/disqualifications/fines is the responsibility of the chief referee/scorer.	Chief referee signs off on all competition results
A Family Member of a Board member of a competitive Club of a competitor	Judge	The judge cannot be chief judge of a competition in order to reduce potential conflicts with judge panel assignments. Cannot participate in any selection committees (example: to promote athletes from Qualifier to Championships)	Monitor for bias as part of the evaluation process
	Referee	The referee can only participate as an assistant referee so that any decisions on penalties/disqualifications/fines is the responsibility of the chief referee. Cannot participate in any selection committees (example: to promote athletes from Qualifier to Championships)	Monitor for bias as part of the evaluation process
	Scorer	This scorer can only participate as an assistant scorer so that any decisions on penalties/disqualifications/fines is the responsibility of the chief referee/scorer.	Chief referee signs off on all competition results

Based on the remedial and risk reduction actions above, an official should be available for at least 75% of the competition in order to reduce the impact on travel expenses and lodging. Availability of less than 75% would make the official ineligible for the competition * exceptions could apply.

Officials having more than one conflict of interest would be dealt with on a case by case basis. 75% availability would remain a requirement to be eligible for the competition.

Coaches who are not available for 75% or more of the competition but will be at the competition for coaching purposes may be asked to join a judging panel for an event where they do not have a conflict.