

## **COMMISSION FOR ACCREDITATION OF PARK AND RECREATION AGENCIES**

### *VISITOR AGREEMENT OF POLICY ON CONFLICT OF INTEREST AND CONFIDENTIALITY*

The Commission for Accreditation of Park and Recreation Agencies (CAPRA), an authorized credentialing body established by the National Recreation and Park Association (NRPA), is committed to maintaining the highest level of objectivity and integrity in every aspect of the agency accreditation process. The identification, training, approval, and use of qualified individuals to conduct site visits in accordance with the policies and procedures established by CAPRA is a critically important component of the agency accreditation process. Therefore, the responsibility entrusted to and expectations of approved CAPRA visitors is vital.

#### **Conflict of Interest**

CAPRA is committed to identifying and resolving any potential conflict of interest between participants in the accreditation process, including visitors, representatives from agencies undergoing accreditation, Commissioners, and/or the National Recreation and Park Association (NRPA) as the sponsoring organization. As such, CAPRA requires approved agency accreditation visitors to agree and abide by the following Agreement of Policy on Conflict of Interest. A conflict of interest is defined as any social, professional, or economic relationship with the individuals or the matter at hand that could affect one's judgment and result in an outcome that might not reflect the best interests of CAPRA.

I, the undersigned, hereby understand and agree that due to my relationship with CAPRA and/or NRPA, that I:

1. Shall, in cases of perceived conflict of interest, remove myself from consideration of visits to those agencies that may produce the conflict.
2. Shall not conduct a site visit to an agency within my own state of employment or primary residence, unless otherwise approved by CAPRA.
3. Shall not conduct a site visit to an agency where I was previously employed.
4. Shall, in cases of perceived conflict of interest, remove myself from consideration of visits to agencies where affiliations with peers or others may produce a conflict of interest.
5. Shall comply with the decision of the Accreditation Manager and/or CAPRA to not be permitted to conduct visits to specific agencies in cases where substantive objections may exist.

#### **Confidentiality**

CAPRA is committed to ensuring the information gathered through the accreditation process about a specific agency, including the on site visitation, is treated confidentially. As such, CAPRA requires approved agency accreditation visitors to agree and abide by the following Agreement of Policy on Confidentiality.

I, the undersigned, hereby understand and agree that due to my relationship with CAPRA and/or NRPA, that I:

1. Shall not disclose confidential information related to or verbally discussed during CAPRA accreditation hearings or other verbal or written information identified as confidential.
2. Shall not divulge the specific contents of CAPRA accreditation applications, and related documents or any information about an applicant received verbally or in writing without written authorization from the agency. Any requests for information regarding a specific agency shall be forwarded to the Accreditation Manager and/or the agency in question.
3. Shall not disclose any information related to individual CAPRA accreditation renewal materials, annual reports, challenges, appeals, or other action in connection with individual renewal cases.
4. Shall turn over to the Visitation Team Chair all accreditation materials sent to me for review immediately following the on site visit, including any notes taken during the review. The Visitation Team Chair must keep all review materials until CAPRA has issued its decision regarding an agency's application for accreditation. In cases of adverse action by the Commission (deferral, warning, denial, or withdrawal of accreditation), all review materials must be sent to the Accreditation Manager immediately after CAPRA's judgment. In cases of favorable action by the Commission, all review materials must be destroyed immediately after CAPRA's judgment.

*I certify that I have read the above Visitor Agreement of Policy on Conflict of Interest and Confidentiality of the Commission for Accreditation of Park and Recreation Agencies and that I will comply fully and promptly, to the best of my ability and knowledge, with all of its requirements. I also permit my name, as associated with serving on a visitation team, to be published.*

Name (please print) : \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Agency being reviewed: \_\_\_\_\_

Approved 10/14/08  
Revised 06/25/09