



Lloydminster Riptides Swim Club Coaching Staff Hiring and Conflict of Interest Management Policy

Effective Date: May 2025

Purpose

To establish a fair, transparent, and consistent approach to hiring coaching staff that ensures high-quality, developmentally appropriate instruction for athletes while avoiding real or perceived conflicts of interest.

Scope

This policy applies to all coaching hires, including assistant coaches, part-time staff, and volunteer coaches.

Hiring Policy

a. Head Coach Responsibility

The Head Coach is responsible for identifying coaching needs and recommending candidates. This includes:

- Defining roles and qualifications for each coaching position.
- Leading initial screening and interviews.
- Ensuring candidates align with club values and athlete development goals.

b. Board Approval

All coaching hires that have a potential conflict of interest must also be approved by the Board of Directors after review of:

- The candidate's qualifications (coach level of certification and experience).
- A signed declaration of any potential conflicts of interest (see Appendix).

c. Equity and Transparency

All hiring decisions will follow fair hiring practices, ensuring equity, non-discrimination, and transparency in the process.

Conflict of Interest Policy

a. Definition

A conflict of interest occurs when a coach's personal, professional, or financial interests could compromise—or appear to compromise—their objectivity or duty to the club or its athletes.

b. Disclosure

All coaching candidates and current staff must disclose any relationships (familial, romantic, business, etc.) with athletes, other coaches, or board members.

c. Mitigation and Oversight

If a conflict exists:

- The Board, in consultation with the Head Coach, will assess the impact and determine appropriate mitigation strategies (e.g., supervision plans, role adjustments).
- Any unresolved or high-risk conflicts may disqualify a candidate or require changes to existing roles.

d. Ongoing Monitoring

Coaches and board members must update the club of any new potential conflicts as they arise. Annual reviews of roles and relationships will be conducted.

e. Parent Coaches

The club recognizes the value that parent coaches can bring, but also acknowledges the potential for conflicts of interest when a coach is directly responsible for their own child.

To manage this:

- **Eligibility:** Parent coaches may only coach their child if they hold the necessary coaching certification level (e.g., NCCP) and coaching experience appropriate for the athlete's age and stage of development.
- **Approval:** Due to the nature of the potential conflict of interest, the Head Coach and the Board must assess and confirm that the parent coach is qualified and suited to the group before assigning them to a role involving their child.
- **Oversight:** In cases where a parent is coaching their own child, additional oversight will be implemented (e.g., regular feedback sessions with the Head Coach or another neutral coach).
- **Review:** These coaching assignments will be reviewed annually by the Head Coach and the Board to ensure athlete development, fairness, and professionalism are maintained.

Alignment with Club Values

All coaching hires must demonstrate:

- Commitment to athlete-centered coaching and long-term development.
- Ability to foster a safe, inclusive, and respectful environment.
- Alignment with Riptides Swim Club's mission, values, and competition goals.

Appeals and Complaints

Any disputes related to hiring or conflict of interest decisions may be brought to the Board for review. An impartial review process will be followed, and decisions will be communicated transparently



Appendix: Conflict of Interest Declaration Form

Name: _____

Role/Position: _____

Date: _____

Purpose

This form ensures transparency and integrity by identifying potential conflicts of interest that may influence decisions or actions within Riptides Swim Club.

Disclosure of Potential Conflicts

Please check all that apply and provide details:

☒ I have a personal relationship (e.g., family, romantic, close friendship) with a coach, athlete, board member, or staff.

Details: _____

☒ I have a financial interest or business relationship related to the club (e.g., ownership in a swimwear company, paid consulting, etc.).

Details: _____

☒ I am a parent/guardian of a swimmer in the club.

Name(s) of swimmer(s): _____

☒ I currently coach my own child or a relative.

Certification Level: _____

Years of Coaching Experience: _____

Athlete's Group: _____

☒ Other (please specify): _____

Declaration

I declare that the above information is accurate to the best of my knowledge. I understand that I must update this form if any changes occur. I also agree to comply with any mitigation measures put in place by the Riptides Swim Club Board or Head Coach to manage any identified conflicts.

Signature: _____

Date: _____