

Conflict of Interest Policy



Approved by the Board of Directors

Calgary Patriots Swim Club

Last Updated: May 12, 2026

Reviewed For: 2026–2027 Season

Board Approved: May 12, 2026

Reviewed By: R. Thompson, S. Bolitho, N. Hoffman

Next Review Date: Annually, or as required due to updates to Swim Alberta policies

1. Purpose

The purpose of this policy is to uphold the integrity, transparency, and trust of the Calgary Patriots Swim Club (“the Club”) by ensuring that decisions are made in the best interests of the Club and are free from any real, potential, or perceived conflicts of interest.

2. Application

This policy applies to all individuals representing or acting on behalf of the Club, including but not limited to:

- Board of Directors
- Committee Members
- Employees and Contractors
- Coaches and Team Staff
- Volunteers and Chaperones
- Any other person serving in an official capacity on behalf of the Club

3. Definitions

Conflict of Interest:

A situation where an individual’s personal, professional, or financial interests, or those of a related person or organization, could interfere, or appear to interfere, with their obligation to act in the best interests of the Club.

Conflicts may be:

- Actual: A direct conflict currently exists.
- Potential: A conflict may arise in the future.
- Perceived: A reasonable observer might believe a conflict exists.

Examples include but are not limited to:

- Direct or indirect financial gain from a Club decision, contract, or relationship.
- Favouring family, friends, or associates in hiring, purchasing, or volunteer roles.
- Accepting gifts or benefits that could influence decision-making.
- Using Club property, confidential information, or position for personal advantage.

4. Duty of Loyalty

All individuals must:

- a) Act honestly, in good faith, and in the best interests of the Club;
- b) Place the interests of the Club ahead of personal or external interests;
- c) Disclose conflicts promptly and fully;
- d) Refrain from participating in discussions or decisions where a conflict exists; and
- e) Maintain confidentiality of Club matters at all times.

5. Duty to Disclose

Individuals are obligated to disclose any situation that may give rise to a conflict of interest.

Disclosure shall be made:

- In writing to the President (or, involving the President, to the VP Swimming); and
- Verbally and on record at the beginning of any meeting where the conflict may arise.

Failure to disclose may result in disciplinary action, including removal from position or termination of role.

6. Procedures for Managing Conflicts

When a conflict is declared:

1. The individual shall state the nature and extent of the conflict to the Board or relevant Committee.
2. The Board will determine whether a conflict exists and the appropriate steps to manage it.
3. The individual shall recuse themselves from all related discussions, deliberations, and voting.
4. The declaration and resulting actions shall be recorded in the official meeting minutes.
5. If necessary, the Board may seek independent advice or require further disclosure.

If a conflict involves a Board Member, the remaining Directors shall determine the resolution by majority vote.

7. Gifts, Benefits, and Hospitality

Individuals shall not accept any gift, favour, or benefit that could reasonably be perceived to influence judgment or create an obligation.

- Nominal tokens of appreciation (e.g., under \$100) may be accepted if disclosed to the President.
- Any other value or benefit beyond nominal value must be refused or immediately reported.

8. Confidentiality

All information obtained in the course of Club duties is confidential and shall not be used for personal benefit or disclosed without authorization. Individuals must comply with the [Swim Alberta Confidentiality Policy](#) at all times.

9. Compliance and Enforcement

Breaches of this policy will be reviewed by the Board of Directors and may result in:

- Verbal or written warning
- Removal from board member, committee or volunteer role
- Suspension or termination of employment or membership
- Reporting to Swim Alberta or other authorities, as applicable

10. Related Policies and Documents

This policy should be read in conjunction with:

- [Calgary Patriots Swim Club Bylaws](#)
- [Calgary Patriots Swim Club Director's Agreement](#)
- [Swim Alberta Code of Conduct and Ethics Policy](#)
- [Swim Alberta Confidentiality Policy](#)

11. Review and Approval

This policy shall be reviewed every year or as required by relevant legislation.