



Section:	HR
Reviewed	Jan 2025

SKSC CONFLICT OF INTEREST POLICY

Purpose & Core Principle

- Surrey Knights Swim Club (SKSC) is committed to transparency, integrity, and fairness. Individuals acting on behalf of SKSC have a legal and ethical duty to place the best interests of the club above personal, financial, or private interests.

The Golden Rule: Whenever a personal interest conflicts with your duties to SKSC, the interests of SKSC should always come first. As an SKSC representative, you must step back from any situation involving a potential or perceived conflict of interest.

Who This Policy Covers:

- This policy applies to **all SKSC Representatives**, including:
 - *Board Members & Officers*
 - *Coaches & Technical Staff*
 - *Administrative Staff & Employees*
 - *Parent Volunteers, Team Managers, Officials, & Committee Members*

What is a Conflict of Interest?

A conflict occurs when private interests influence—or could reasonably be perceived to influence—your official decision-making or responsibilities at SKSC.

- **Financial (Pecuniary):** Situations where you, a family member, or a business associate could gain or lose money (e.g., awarding a club vendor contract to your own company).
- **Non-Financial (Non-Pecuniary):** Situations involving personal relationships or outside roles where no money changes hands (e.g., evaluating your own child for group movement, award selection, or roster spots).

Key Rules of Conduct:

- All Representatives **must NOT**:
 - Use SKSC property, pool time, equipment, or confidential roster data for personal gain or unauthorized outside activities.
 - Accept gifts, favors, or hospitality that could be perceived as an attempt to influence club decisions.
 - Provide preferential treatment to family members, friends, or associated businesses in squad placement, hiring, or purchasing.



- Engage in outside work or sports roles that conflict with or compromise their official responsibilities to SKSC.

How to Disclose & Handle a Conflict:

Step 1: Annual Disclosure Statement

- All Directors, Officers, employees, coaches, and key committee volunteers must review this policy annually and submit a written statement confirming any existing or potential conflicts (or confirming they have none).

Step 2: Immediate Event-Based Reporting

- If a conflict arises during the season, you must report it immediately:
 - **Coaches, Managers & Volunteers:** Report in writing to the **Head Coach or President**
 - **Employees & Staff:** Report to the **Head Coach / President** .
 - **Board Members & Senior Staff:** Report directly to the **Board of Directors as whole**.

Step 3: Recusal in Meetings & Decision-Making

- When a matter involving a disclosed conflict comes up for a vote or discussion:
 - The individual must state the conflict so it can be recorded in the official minutes.
 - The individual must **leave the room** during all discussions.
 - The individual must **abstain from voting** (and will not count toward quorum).

Policy Enforcement:

- Failure to declare a conflict or comply with Board directions may result in temporary suspension, removal from position/deck duties, or further action under the *SKSC Discipline and Complaints Policy*.

Policy Acknowledgment:

- By serving as an SKSC Director, Officer, Coach, Staff Member, Team Manager, Official, or Volunteer, you acknowledge and understand that it is your responsibility to be informed, and agree to abide by the following standards within this policy