



Policy Name: Conflict of Interest Policy
Policy Number: NCSA-011-06.17.2024
Policy Approver: NCSA Board of Directors
Approval Date: June 17, 2024

POLICY STATEMENT AND OBJECTIVES

Nose Creek Swim Association (“NCSA” or the “Club”) is committed to ensuring the highest degrees possible of integrity and objectivity in its decision-making process.

NCSA Board of Directors – The President, Vice President, Secretary, Treasurer and other Members as appointed to the Board of NCSA

NCSA Executive Board of Directors - includes the President, Vice President, Secretary and Treasurer

1 OBLIGATIONS

Any real or perceived conflict, whether pecuniary or non-pecuniary, between a NCSA member’s interest and the interests of NCSA, must at all times be resolved in the interests of NCSA.

For the purpose of this part of the Conflict of Interest Policy, “member” includes all individuals employed by, contracted by or engaged in activities with NCSA including, but not limited to, clubs, athletes, coaches, officials, volunteers, managers, administrators, directors and officers of NCSA, and parents/guardians of.

NCSA members will not:

- a) Engage in any business or transaction, or have a financial or other personal interest that is incompatible with their official duties with NCSA, unless such business, transaction or other interest is properly disclosed to NCSA and approved by NCSA.
- b) Knowingly place them in a position where they are under obligation to any person who might benefit from special consideration, or who might seek, in any way, preferential treatment.
- c) In the performance of their official duties, accord preferential treatment to family members, friends or colleagues, or to organizations in which their family members, friends or colleagues have an interest, financial or otherwise.
- d) Derive personal benefit from information that they have acquired during the course of fulfilling their official duties with NCSA, where such information is confidential or is not generally available to the public.

- e) Use NCSA property, equipment, supplies or services for activities not associated with the performance of official duties with NCSA without the permission of NCSA.
- f) Place themselves in positions where they could, by virtue of being a NCSA member, influence decisions or contracts from which they could derive any direct or indirect benefit or interest.
- g) Accept any gift or favour that could be construed as being given in anticipation of, or in recognition for, any special consideration granted by virtue of being an NCSA member.

2 Disclosure of Conflict of Interest

- a) An NCSA member will disclose a conflict of interest or potential conflict of interest to the NCSA Board of Directors immediately upon becoming aware that there exists real or perceived conflicts of interest to be dealt with in accordance with the terms of this policy.
- b) Any person who is of the view that a NCSA member may be in a position of conflict of interest may report this matter in writing to the NCSA Board of Directors to be dealt with in accordance with the terms of this policy.
- c) Where a member is engaged in a decision or transaction that may involve a conflict of interest or perceived conflict of interest with his or her duties as a member, he or she will disclose the conflict of interest or perceived conflict of interest to the NCSA Executive Board of Directors.
- d) Any determination as to whether there is a conflict of interest for the member will rest solely with the Board of Directors.
- e) Where a conflict of interest or perceived conflict of interest has been found to exist, then, at the earliest convenience:
 - i. It will be recorded in a motion to the Board of Directors. The motion will set out, as fully as possible the nature of that member's conflict of interest together with the intention that NCSA will disclose it to the body that is considering or making the decision that is the subject of the conflict of interest.
 - ii. In no case may the member who is subject to the motion and is a member of the Board of Directors vote on it or be considered in determining whether a quorum of the Board of Directors is present, although he or she may be invited to provide information by speaking to the motion.
 - iii. Disclose the conflict of interest of the member to the body that is considering or making the decision.

3 Enforcement

- a) Failure to adhere to this Policy may give rise to discipline in accordance with NCSA's Complaints Procedure & Disciplinary Policy.