

Upper Canada Swim Club – River Otters (UCRO)

Policy – Conflict of Interest

Approved: July 2, 2024

1. Purpose

- a. This Conflict of Interest policy is designed to help directors, officers, committee members, and both volunteer and paid coaching staff of the Upper Canada Swim Club (the "Club") identify situations that present potential conflicts of interest and to provide the Club with a procedure by which such conflicts can be avoided or managed according to legal and ethical guidelines.

2. Definitions

- a. Conflict of Interest:
 - i. Any circumstance where the personal, professional, financial, or other interests of a board member, committee member, or coaching staff either conflict, or appear to conflict, with the best interests of the Club.
- b. Financial Interest:
 - i. Any substantial monetary interest in transactions, properties, or professional services used or contracted by the Club.
- c. Related Party:
 - i. A family member, close relative, or significant other of a board or committee member, or coaching staff of the Club.

3. Policies and Procedures

- a. Full Disclosure
 - i. All board members, committee members, and coaching staff and club volunteers shall disclose any conflicts of interest, or potential conflicts of interest, that might compromise their impartiality or influence their actions before engaging in Club duties. Disclosure shall be made to the board of directors.
- b. Abstaining from Vote
 - i. Any member of the board, committee, or staff who has a conflict of interest related to a decision at hand must abstain from voting on the matter and may be asked to leave the room during discussions to ensure board discussions and decision-making can take place without any influence or appearance of influence.
- c. Documenting Conflict of Interest
 - i. All conflicts of interest and the actions taken in response to them will be recorded in the minutes of board or committee meetings, ensuring transparency and accountability.

- d. Review of Policies
 - i. The Conflict of Interest policy will be reviewed annually by the board of directors. Members, volunteers, and staff will be asked to review and acknowledge understanding and compliance with the policy.
 - e. Avoidance and Regularity
 - i. Board and committee members, and staff are expected to avoid any action, position, or type of involvement that conflicts or appears to conflict with the interests of the Club, including taking personal advantage of opportunities that belong to the Club.
 - f. Regular and Non-routine Transactions
 - i. Board and committee members, and coaching staff must report any involvement with regular or non-routine transactions that may benefit any family member, friend, or other organizations where they hold a vested interest.
4. Enforcement
- a. Any violations of the Conflict of Interest policy may lead to disciplinary action up to and including termination or removal of membership privileges with the Club for the person who is conflicted.
 - b. Investigation and resolution may be according to UCRO Complaint, Discipline and Appeal policy.
5. Confidentiality
- a. During and after the term of their affiliation with the Club, all parties subject to this policy must maintain confidentiality of the Club's proprietary information except where disclosure is approved or legally mandated.

This policy is intended to supplement but not replace any applicable provincial or federal laws governing conflict of interest applicable to nonprofit organizations operating in Ontario.