



# Conflict of Interest Policy

Board Members of the Surrey United Soccer Club (“Club”) are bound to act honestly, in good faith and in the best interest of the Club, its members and community. This Policy (“Policy”) outlines the parameter under which conflicts of interest are determined and disclosed.

Potential, perceived, and actual conflicts of interest and the appearance of conflicts of interest are to be avoided wherever possible to ensure the values of the Club are consistently upheld. Each of the Club’s Board Members are required to acknowledge having read both the BC Soccer Association (“BCSA”) and Canada Soccer Association (“CSA”) Conflict of Interest Policies and to sign the Conflicts of Interest Disclosure Statement attached as Appendix A hereto upon election to their position.

Operations staff, staff coaches, and operations volunteers are required to declare any conflicts of interest in their Independent Contractor Agreement or upon retention as a volunteer in a club operations role through the use of Appendix A of this Policy.

A conflict of interest arises when a Club Board Member, operations volunteer or staff member has personal interest which interferes (or may be perceived as interfering) with the duties and best interests of the Club directly or indirectly.

Requirements under the *Societies Act* include the requirement for the Club’s Board Members to, at a minimum:

- Identify conflict (perceived, potential, or actual)
- Disclose existence of any perceived, potential, or actual conflict to the Board of Directors

- Do not vote on a decision where a conflict has been identified

Board Members, operations and coaching staff are responsible for informing the Risk Manager if any circumstances change with respect to perceived, potential or actual conflicts, and to amend their Conflict of Interest Disclosure Statement (Appendix A) to reflect such change. The Club will retain signed copies of all Conflict of Interest Disclosure Statement on file. Failure to identify and communicate any perceived, potential, or actual conflict of interest may result in removal from the held position at the discretion of the Board as outlined in the Club’s Bylaws.

All disclosures of any perceived, potential, or actual conflict of interest shall require a vote by the Board of Directors as to whether or not:

- A conflict of interest exists
- Whether the perceived, potential, or actual conflict of interest is acceptable
- If the perceived, potential, or actual conflict of interest is acceptable, what the best action is to mitigate the conflict in the most appropriate manner and in accordance with guidance provided by the BCSA and CSA, as appropriate

# **Appendix A**

## **Conflict of Interest Disclosure Statement**

As a:

*Please identify your role (select only ONE) below:*

	Board Member
	Staff Coach
	Operations Contractor
	Operations Volunteer
	Other: (please specify)

of Surrey United Soccer Club (“Club”), I must declare any matter or relationship that is or may be reasonably perceived to be a conflict of interest with my responsibilities in my role, as indicated above, with the Club.

In addition, I understand that I must also indicate in writing all affiliations with other organizations which do business with the Club, for example, sales to or purchases from the Club of goods and/or services, particularly if these affiliations could provide a personal or perceived benefit to myself or those associated with me.

### **CONFLICT IDENTIFICATION**

**Name of affiliated organization(s) and/or nature of the conflict of interest or potential conflict of interest:**

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### **REPORTING & DOCUMENTING CONFLICTS**

Should a new matter or relationship arise during the term of an Officer, Director, Operations or Coaching Staff, during the retention period that individual is required to immediately file notice of the new matter, relationship or change in status by completing and submitting a new Conflict of Interest Disclosure Statement and a verbal declaration at the next Board/Committee meeting, as applicable.

**DECLARATION**

*Please complete the following statement below.*

I, \_\_\_\_\_ , confirm that as of \_\_\_\_\_ the information provided  
(print name) (date)

on this Conflict of Interest Disclosure is true and agree that it is valid until my term of office or Independent Contractor agreement has expired, or until my duties are complete, unless otherwise amended.

**Signature:** \_\_\_\_\_

**SURREY UNITED SOCCER CLUB OFFICE USE ONLY**

**Received by:**

\_\_\_\_\_

**Date Received:**

\_\_\_\_\_

**Position:**

\_\_\_\_\_

**Signature:**

\_\_\_\_\_

**Date:**

\_\_\_\_\_