

1. Definitions

This document inherits any and all definitions from the Calgary Killarney Artistic Swim Club (“CKASC”) Bylaws.

- **“Conflict of Interest”** – A real or seeming incompatibility between one’s private interests and one’s public or fiduciary duties.
- **“Pecuniary Interest”** - An interest that an individual may have in a matter because of the reasonable likelihood or expectation of financial gain or loss for that individual, or another person with whom that individual is associated.
- **“Non-Pecuniary Interest”** - Family relationships, friendships, volunteer positions in associations or other interests that do not involve the potential for financial gain or loss.
- **“Perceived Conflict of Interest”** – A perception by an informed person that a conflict of interest exists or may exist.

2. Purpose

The purpose of this policy is to describe how CKASC members will conduct themselves in matters relating to real or perceived conflicts of interest, and to clarify how CKASC will make decisions in situations where conflicts of interest may exist.

3. Change History

This document is part of the Calgary Killarney Artistic Swim Club’s policy documents. The change history below is updated to reflect the changes made to the document over time.

Version	Date	Updated By	Description
0.0	May 25, 2019	C Foster	Original updates for name change from Killarney Synchronized Swim Club to Calgary Killarney Artistic Swim Club.
1.0	June 18, 2019	Board	Final review and edits; as approved by CKASC Board of Directors

4. Application of this Policy

This policy applies to all categories of membership within CKASC, including but not limited to all individuals employed (including contract personnel) by or engaged in activities with CKASC, as well as but not limited to, directors, committee members, athletes, coaches, judges, officials, referees, volunteers, officers, managers and administrators (hereinafter “CKASC Representatives”).

5. Obligations

Any real or perceived conflict, whether pecuniary or non-pecuniary, between an individual associated with CKASC and the interests of CKASC, must at all times be resolved in favor of CKASC.

Any Members, parents and guardians of Members, employees, coaches, contractors, Board of Director members or anyone else directly associated with CKASC shall not:

1. Engage in any business or transaction, or have a financial or other personal interest that is incompatible with their official duties with CKASC, unless such business, transaction or other interest is properly disclosed to CKASC and approved by CKASC;
2. Knowingly place themselves 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;
3. 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;
4. Derive personal benefit from information that they have acquired during the course of fulfilling their official duties with CKASC, where such information is confidential or is not generally available to the public;
5. Use CKASC property, equipment, supplies or services for activities not associated with the performance of official duties with CKASC without the permission of CKASC;
6. Place themselves in positions where they could, by virtue of being a CKASC member, influence decisions or contracts from which they could derive any direct or indirect benefit or interest; or
7. Accept any gift or favor that could be construed as being given in anticipation of, or in recognition for, any special consideration granted by virtue of being a CKASC member.

5.1. Disclosure of Conflict of Interest

CKASC member will disclose a conflict of interest to the CKASC Board of Directors immediately upon becoming aware that there exist real or perceived conflicts of interest. Any person who is of the view that a member of CKASC may be in a position of conflict of interest may report this matter in writing to the CKASC Board of Directors.

5.2. Resolving Conflicts in Decision-making

Decisions or transactions that involve a real or perceived conflict of interest that have been disclosed by a CKASC member will be considered and decided upon by the CKASC Board of Directors provided that:

1. The nature and extent of the CKASC member's interest has been fully disclosed to the body that is considering or making the decision, and this disclosure is recorded in the minutes;
2. The CKASC member does not participate in discussion on the matter giving rise to the conflict of interest;
3. The CKASC member abstains from voting on the proposed decision or transaction;
4. The CKASC member is not included in the determination of quorum for the proposed decision or transaction; and
5. The decision or transaction is in the best interests of CKASC.

CKASC will not restrict employees from accepting other employment, contracts or volunteer appointments during the term of their employment with CKASC, provided that the employment, contract or volunteer appointment does not diminish the employee's ability to perform the work contemplated in their employment agreement with CKASC. Any determination as to whether there is a conflict of interest will rest solely with CKASC, and where a conflict of interest is deemed to exist, the employee will resolve the conflict by ceasing the activity giving rise to the conflict.