

## **Conflict of Interest Policy**

### **I. Introduction**

As an affiliate of Massachusetts Youth Soccer Association, (Member) is charged with conducting its affairs consistent with the highest ethical principles and the public trust that has been placed in it as a not for profit corporation having as its purpose the advancement of amateur athletic competition. To insure that the business of the (Member) is conducted ethically, in good faith, and with honesty and fairness, the (member) adopts this policy as setting forth minimal standards of conduct and ethics.

### **II. Definitions**

1. (Member) means (name of organization)
2. "Person" means the directors, officers, employees, agents, committee members, and volunteers of the Member.
3. "Conflict of interest" means (1) any relationship in which a person receives compensation from any individual, group or entity that does business with or has an interest in the policies, decisions, or operations of the Member that could influence or be perceived to influence the person's objectivity in any decision-making process involving the policies, decisions or operations of the Member; and/or (2) any relationship in which a person whose interest in the policies, decisions, or operations of the Member are influenced by personal priorities that may be inconsistent with the policies, decisions, or operations of the Member or by their interest in the policies, decisions, or operations of another entity. "Conflict of Interest", and the appearance of conflicts of interest. The appearance of a conflict of interest exists if a person not associated with the Member aware of the facts might reasonably entertain a doubt that the person would be impartial.
4. "Compensation" means any form of remuneration other than reimbursement for expenses actually incurred.

### **III. Guidelines and Requirements**

All Persons shall be expected to observe the guidelines and requirements referred to in this Policy. While it is impossible to list in this Policy every circumstance which may suggest a conflict of interest, the following criteria should serve as guidelines when deciding whether a particular situation may give rise to conflict. Persons should avoid any actions which might result in or create the appearance of:

- Using the association with the club for private gain, either Monetary or other
- Giving personal agendas priority over the good of the Member
- Granting by the Member of unwarranted preferential treatment to any person or organization
- Misusing the Member's confidential information for financial or other personal gain
- Losing the Member's independence or impartiality
- Adversely affecting public confidence in the integrity or the reputation of the Member
- Endangering life, health or safety

Any deviation from these guidelines described in this Policy must be reported to the Member's Board of Directors. Any exceptions to these guidelines must be approved by the Member's Board of Directors before consummating any part of any affected transaction.

#### **A. Conflicts of Interest**

1. Every Person with a conflict of interest must, before any participation in any matter concerning the policies, decisions, or operations of the Member that involve the conflict of interest, do each of the following
  - (A) Fully disclose all material facts relating to the conflict of interest;
  - (B) Excuse themselves from any formal or informal discussions relating to the conflict of interest
  - (C) Not participate or be present during deliberations or discussions relating to any matter involving the conflict of interest; and
  - (D) Abstain from voting or seeking to influence the vote on any matter relating to the conflict of interest
  
2. Any decision in which one or more persons has a conflict of interest is void unless each of the following exists:
  - (A) Each Person with a conflict of interest relating to the decision fully complied with the requirements of Paragraph 1 above;
  - (B) A majority of disinterested persons entitled to vote approve the decisions in which any person has or had a conflict of interest; and
  - (C) The identity of those voting to approve a decision in which any person has a conflict of interest is set forth in the minutes of the meetings in which the vote was taken or otherwise disclosed in writing within seven days of the decision being made.

Anything which could constitute a conflict of interest (or the appearance or perception of a conflict of interest) or unethical conduct on the part of a Person is also a conflict of interest if knowingly engaged in by such Person through a third party such as a spouse, a family member or other person or organizations with whom such Person is closely identified or in which such Person has any direct or indirect legal or equitable ownership or financial interest or position( including without limitation as a director, officer, shareholder, partner, employee, agent, beneficiary, trustee, investor, or lender).

#### **IV. Disclosure**

It is the responsibility of each Person, upon knowledge of any violation of the guidelines stated above or of any situation which could potentially be in violation of the guidelines, to report all relevant facts on the subject to the Board of Directors.

Any disclosure or notice required by this Policy shall be made by giving written notice to the President of the board of Directors.