

## CONFLICT OF INTEREST POLICY

### **Introduction:**

In the course of business, situations may arise in which a Illowa Youth Soccer Decision maker has a conflict of interest, or in which the process of making a decision may create an appearance of a conflict of interest.

All Officers, board members, and staff have an obligation to:

1. Avoid conflicts of interest, or the appearance of conflicts, between their personal interests and those of Illowa Youth Soccer in dealing with outside entities or individuals.
2. Refrain from participation in any decision on matters that involve a real conflict of interest or the appearance of a conflict.

### What Constitutes a Conflict of Interest?

A conflict of interest arises when a staff, Board member, or Officer involved in making a decision is in a position to benefit, directly or indirectly, from his/her dealings with the Illowa Youth Soccer or person conducting business with Illowa Youth Soccer.

Examples of conflicts of interest include, but are not limited to, situations in which a board member or employee of Illowa Youth Soccer.

- Negotiates or approves a contract, purchase, or lease on behalf of Illowa Youth Soccer and has a direct or indirect interest in or receives personal benefit from receiving the goods or services;
- Negotiates or approves a contract, sale, or lease on behalf of Illowa Youth Soccer and has a direct or indirect interest in or receives personal benefit from receiving the goods or services;
- An employee approves the employment of, on behalf of Illowa Youth Soccer a person who is an immediate family member;
- Sells products or services offered by Illowa Youth Soccer in competition with Illowa Youth Soccer without disclosure;
- Uses Illowa Youth Soccer facilities, other assets, employees, or other resources for personal gain.

Direct interests are considered reportable as a possible conflict under this policy if the interest exceeds one-percent of the ownership or profits interests in a business or partnership. Indirect interests include those interests held by spouses, children, brothers, sisters, and spouses of children, brothers, and sisters.

## **Disclosure Requirements**

The first step in addressing conflicts of interest is disclosure. An employee or board member who believes that he/she may be perceived as having a conflict of interest in a discussion or decision must disclose that conflict to the group making the decision. Most concerns about conflicts of interest may be resolved and appropriately addressed through prompt and complete disclosure.

In furtherance of that objective, Illowa Youth Soccer has adopted the following requirements:

1. On an annual basis, all trustees and the members of senior management, and employees with purchasing and/or hiring responsibilities or authority shall make a written disclosure to the President of all reportable conflicts;
2. Prior to the preparation of the disclosure statements, the President shall distribute to the persons identified in the preceding step a list of all vendors whom Illowa Youth Soccer has transacted business at any time during the preceding year, along with a copy of the disclosure statement;
3. The President shall review all forms completed by contracted employees and trustees and determine appropriate resolution in accordance with the next section of this policy.

## **Resolution of Conflicts of Interest**

All real or apparent conflicts of interest shall be disclosed to the Executive Committee of the Board of Illowa Youth Soccer.

The Executive Committee shall be responsible for making all decisions concerning resolutions of conflicts involving the President and other members of senior management, and the Board.

The President shall be responsible for making all decisions concerning resolutions of conflicts involving employees below the senior management level.

## **Violations of this Policy**

Given the importance of resolving conflicts of interest, violations of this policy, including failure to disclose conflicts of interest, may result in termination of the President, member of senior management, or employee.