APPENDIX U

CONFLICT OF INTEREST POLICY

Amendments to this Appendix U are the responsibility of the Board of Directors.

INTRODUCTION

Those who choose to serve USA Artistic Swimming, Inc. ("USAAS") are held to a high standard of conduct. They must do so without personal gain in order to avoid any institutional loss or embarrassment and to behave in such a way that the organization's trust and public confidence are enhanced. It is important to properly disclose and react to any conflict of interest, actual or perceived.

While no set guidelines can guarantee acceptable behavior, the principles that guide behavior in this area are disclosure, and non-participation in the decision-making process where personal, family or professional gain is a possibility. Any individual accepting the honor of serving USAAS must also accept the burdens of public disclosure and public scrutiny.

In our complex society the intermix of volunteer work, business interests, governmental activity, and family relationships often creates potentially conflicting interests. For purposes of the USAAS disclosure process, “family” includes spouse, child, stepchild, parent, sibling, domestic partner, parent of spouse/domestic partner, and sibling or child of domestic partner. Although not all conflicts of interest can be anticipated or identified herein, examples of conflicts of interest include, but are not limited to:

- Making decisions that could place personal, family, financial or professional interests ahead of those of USAAS.
- Making decisions that could place the interests of your club or team, your club or team’s athletes or your business ahead of those of USAAS.
- Using, or allowing others to use, USAAS properties, services, opportunities, authority and influence for private benefit.
- Failing to exhibit honesty, loyalty, candor and professional competence in relationships with USAAS directors, employees, members, and contractors.

ARTICLE 1

1.01 Procedures:

The following procedures govern USAAS Conflict of Interest Policy:

A. All directors, employees, committee members, and contractors of USAAS must complete and file with the USAAS Executive Director the Conflict of Interest Disclosure Form (Attachment A) on an annual basis. In the event of a material change in circumstances, an amended form must be completed and filed.

B. Any director, employee, committee member or contractor of USAAS that believes he or she has a conflict of interest, actual or perceived, must disclose that conflict to the relevant USAAS committee, team or group of members. Disclosure should take place using the Conflict of Interest Disclosure Form, if possible, or orally, if necessary.
C. Should any director, employee, committee member or contractor of USAAS become aware of a potential or actual conflict of interest involving a fellow USAAS director, employee, committee member or contractor that has not been disclosed, after asking the fellow member to disclose the conflict, the conflict of interest should be disclosed to the relevant USAAS committee, team or group of members, using the Conflict of Interest Disclosure Form, if possible, or orally, if necessary.

D. After the oral disclosure of any conflict of interest, a Conflict of Interest Disclosure Form should be completed and filed with the USAAS Executive Director as soon as possible thereafter.

E. The USAAS Executive Director shall compile all Conflict of Interest Disclosure Forms annually, and as new Forms are submitted, and provide those Forms to the relevant USAAS committee, team or group of members, including the Board of Directors.

F. The relevant USAAS committee, team or group of members may determine whether the individual with the conflict needs to refrain from participation or decision-making, or what action is necessary to respond to the conflict of interest.

G. Should the USAAS committee, team or group of members be unable to decide on the proper response to the conflict of interest, or should the individual with the conflict of interest disagree with the response, the conflict of interest should be referred to the USAAS Executive Director, President or Board of Directors, in accordance with USAAS Code, Article 5, Section 5.04 E., to be reviewed by the USAAS Ethics Committee. The USAAS Ethics Committee, after full consideration, will advise the USAAS Executive Director, President or Board of Directors as to the proper response to the conflict of interest. The Board of Directors will then make the final, binding determination as to the proper response to the conflict of interest.
I certify that I have read and understand the Conflict of Interest Policy and that the following information is true and complete to the best of my knowledge. I agree that if there is a material change in any statement or information provided below, I will immediately notify the USAAS Executive Director, President or Board of Directors, and complete an amended Conflict of Interest Disclosure Form. I further agree that I will adhere to any instruction from the Board of Directors as to the appropriate response to any conflict.

______________________________________
Name (please print)

______________________________________
Position at USAAS

The following are my personal, family, financial, professional, club, team or business interests that could conflict with the interests of USAAS, as defined by the Conflict of Interest Policy:

________________________________________________________________________________
________________________________________________________________________________
________________________________________________________________________________
________________________________________________________________________________

______________________________________
Signature / Date