

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 United States Synchronized Swimming, Inc. (“USSS”) 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 USSS 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 USSS 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 USSS.
- 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 USSS.
- Using, or allowing others to use, USSS properties, services, opportunities, authority and influence for private benefit.
- Failing to exhibit honesty, loyalty, candor and professional competence in relationships with USSS directors, employees, members, and contractors.

ARTICLE 1

1.01 Procedures:

The following procedures govern USSS Conflict of Interest Policy:

- A. All directors, employees, committee members, and contractors of USSS must complete and file with the USSS 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 USSS that believes he or she has a conflict of interest, actual or perceived, must disclose that conflict to the relevant USSS 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 USSS become aware of a potential or actual conflict of interest involving a fellow USSS 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 USSS 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 USSS Executive Director as soon as possible thereafter.
- E. The USSS Executive Director shall compile all Conflict of Interest Disclosure Forms annually, and as new Forms are submitted, and provide those Forms to the relevant USSS committee, team or group of members, including the Board of Directors.
- F. The relevant USSS 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 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 USSS Ethics Committee. The USSS Ethics Committee, after full consideration, will advise the USSS 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.

ATTACHMENT A
UNITED STATES SYNCHRONIZED SWIMMING, INC
CONFLICT OF INTEREST
DISCLOSURE FORM

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 Executive Director 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 USSS

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

Signature / Date