



Surrey United Soccer Club

Box 34212, 17790-#10 Hwy., Surrey, B.C. V3S 1C7

Conflict of Interest Policy

Board Members, Executive Committee Members and staff of the Surrey United Soccer Club (“Club”) are bound to act honestly, in good faith and in the best interest of the Club, its members and community. Potential, perceived and actual conflicts of interest and the appearance of conflicts of interest are to be avoided wherever possible to ensure the values of the Club are consistently upheld. Each of the Club’s Board Members, Executive Committee Members and staff are required to acknowledge having read both the BC Soccer Association (“BCSA”) and Canada Soccer Association (“CSA”) Conflict of Interest Policies and to sign the Conflict of Interest Disclosure Statement attached as Appendix A hereto upon election to their position or retention as a Club staff member.

A conflict of interest arises when a Club Board Member, Executive Committee Member or staff member has personal interest which interferes (or may be perceived as interfering) with the duties and best interests of the Club directly or indirectly.

Requirements of sections 27 and 28 of the *Societies Act* include the requirement for the Club’s Board Members, Executive Committee Members and staff to, at a minimum:

- Identify conflict (perceived, potential or actual)
- Disclose existence of any perceived, potential or actual conflict to the Board of Directors
- Do not vote on a decision where a conflict has been identified

Board Members, Executive Committee Members and staff are responsible for informing the Secretary if any circumstances change with respect to perceived, potential or actual conflicts, and to amend their Conflict of Interest Statement (Appendix A) to reflect such change. The Club will retain signed copies of all Conflict of Interest Statements at all times. Failure to identify and communicate any perceived, potential or actual conflict of interest may result in removal from the held position at the discretion of the Board as outlined in the Club’s Bylaws.

All disclosures of any perceived, potential or actual conflict of interest shall require a vote by the Board of Directors or Executive Committee Members as may be delegated as to whether or not:

- A conflict of interest exists
- Whether the perceived, potential or actual conflict of interest is acceptable
- If the perceived, potential or actual conflict of interest is acceptable, what the best action is to mitigate the conflict in the most appropriate manner and in accordance with guidance provided by the BCSA and CSA, as appropriate



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Appendix A

Conflict of Interest Disclosure Statement

As a:

Please identify your role (select only ONE) below:

- Board Member
 Staff Member
 Executive Committee Member
 Other: _____

(please specify)

of Surrey United Soccer Club ("Club"), I must declare any matter or relationship that is or may be reasonably perceived to be a conflict of interest with my responsibilities in my role, as indicated above, with the Club.

In addition, I understand that I must also indicate in writing all affiliations with other organizations which do business with the Club, for example, sales to or purchases from the Club of goods and/or services, particularly if these affiliations could provide a personal or perceived benefit to myself or those associated with me.

CONFLICT IDENTIFICATION

Name of affiliated organization(s) and/or nature of the conflict of interest or potential conflict of interest:

REPORTING & DOCUMENTING CONFLICTS

In the case of members of the Board Members, Executive Committee Members and staff, disclosure shall be recorded on this Disclosure Statement and summarized in the Minutes of the Board of Directors Annual General Meeting. All conflicts that are reported and recorded will be communicated to the Board of Directors through the publication of these Minutes. Disclosures by Others (as specified), shall be recorded on this Disclosure Statement and provided to the Club for their records.

Should a new matter or relationship arise during the term of a Director or Executive Committee Member, during the retention period of a staff member or while carrying out the duties of Others (as specified), and/or if their service to the Club changes, that individual is required to immediately file notice of the new matter, relationship or change in status by completing and submitting a new Conflict of Interest Disclosure Statement and a verbal declaration at the next Board/Committee meeting, as applicable.



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DECLARATION

Please complete the following statement below.

I, _____, confirm that as of _____ the information provided
(print name) (date)

on this Conflict of Interest Disclosure is true and agree that it is valid until my term of office or employment has expired, or until my duties as Other (as specified) are complete, unless otherwise amended.

Signature: _____

SURREY UNITED SOCCER CLUB OFFICE USE ONLY

Received by: _____

Date Received: _____

Position: _____

Signature: _____

Date: _____