



WILLISTON FIGURE SKATING CLUB (WFSC)

CONFLICT OF INTEREST POLICY

Policy Number: WFSC-GOV-012

Effective Date: 6/12/2026

Adoption Date: 6/12/2026

Approved By: Board of Directors

Version: 1.0

1. Purpose

This policy establishes standards for identifying, disclosing, evaluating, and managing conflicts of interest within the Williston Figure Skating Club (WFSC).

2. Persons Subject to This Policy

This Policy applies to all:

- Directors
- Officers
- Committee Chairs
- Committee Members exercising decision-making authority
- Key Employees
- Individuals designated by the Board as having substantial influence over Club affairs

3. Policy Statement

All Covered Persons shall act in the best interests of WFSC and avoid situations where personal interests may conflict with Club interests.

4. Definitions

4.1 Interested Person

An Interested Person is any individual covered by this Policy who has a direct or indirect financial, personal, familial, professional, or business interest in a matter under consideration by the Club.

4.2 Financial Interest

A person has a financial interest if the person, directly or indirectly, through business, investment, employment, compensation arrangement, ownership interest, family relationship, or other arrangement:

- (a) possesses an ownership or investment interest in an entity conducting business with the Club;
- (b) receives compensation from the Club;
- (c) receives compensation from an entity doing business with the Club;
- (d) expects to receive compensation or other financial benefit arising from a proposed transaction; or
- (e) has a family member who may receive a financial benefit from a proposed transaction.

4.3 Family Member

For purposes of this Policy, a Family Member includes a spouse, domestic partner, parent, child, sibling, grandparent, grandchild, parent-in-law, child-in-law, or any person residing in the same household.

5. Disclosure Requirements

Actual, potential, and perceived conflicts must be disclosed before Board or committee consideration of a matter.

5.1 Duty to Disclose.

Any Interested Person shall disclose the existence and nature of any actual, potential, or perceived conflict of interest prior to Board or committee consideration of the matter whenever reasonably possible.

5.2 Continuing Obligation

The obligation to disclose is ongoing and applies whenever new circumstances arise that may create a conflict of interest.

5.3 Determination of Conflict

Following disclosure, the Interested Person may provide factual information requested by the Board or committee but shall not participate in the determination of whether a conflict exists.

The remaining disinterested members shall determine whether a conflict exists.

5.4 Documentation

The disclosure and determination shall be recorded in the minutes of the meeting.

5.5 Parent and Member Relationships

Because WFSC is a membership-based figure skating organization, directors, officers, and committee members will often have children participating in Club programs and may have routine interactions with coaches, instructors, and other skating families.

The existence of a skater's membership in the Club, participation in Club programs, or the payment of ordinary dues, fees, assessments, ice fees, or program fees shall not, by itself, constitute a conflict of interest.

However, a conflict of interest may arise when a matter under consideration would provide a unique financial benefit, competitive advantage, scholarship award, disciplinary outcome, contract opportunity, or other special benefit to a specific skater, coach, family member, or related party. In such circumstances, the Interested Person shall disclose the relationship and comply with the requirements of this Policy.

7. Recusal Procedures

7.1 Recusal

When a conflict of interest exists, the Interested Person shall:

- (a) disclose the conflict;
- (b) refrain from participating in deliberations;
- (c) refrain from attempting to influence the decision;
- (d) abstain from voting on the matter.

7.2 Independent Review

The Board may seek competing bids, independent information, legal advice, financial review, or committee recommendations before approving a transaction involving a conflict of interest.

7.3 Approval Standard

A transaction involving a conflict of interest may be approved only if the disinterested directors determine in good faith that:

- (a) the transaction is fair and reasonable;
- (b) the transaction is in the best interests of the Club; and
- (c) a more advantageous arrangement is not reasonably available under the circumstances.

8. Violations

8.1 Failure to Disclose

If the Board has reasonable cause to believe that a person has failed to disclose a conflict of interest, the Board shall inform the individual of the basis for that belief and provide an opportunity to explain.

8.2 Corrective Action

If the Board determines that a violation has occurred, the Board may take appropriate corrective action, including censure, removal from committee assignments, removal from officer positions, or other remedies permitted by the Bylaws and applicable law.

9. Recordkeeping

Disclosures, recusals, alternatives considered, and final decisions shall be recorded in meeting minutes.

10. Annual Disclosure Requirement

All covered persons must complete an Annual Conflict of Interest Disclosure Statement each year.

11. Adoption

Approved by majority vote of the WFSC Board of Directors on: 6/12/2026

12. Policy Revision History

Version 1.0 | 6/12/2026 | Initial Adoption | Board of Directors

WILLISTON FIGURE SKATING CLUB (WFSC)
ANNUAL CONFLICT OF INTEREST DISCLOSURE
STATEMENT

Fiscal Year: _____

Name: _____

Position(s) Held:

- Director Officer Committee Chair Committee Member
 Key Employee Other: _____

PART I. FINANCIAL INTERESTS

Do you or a family member have a financial interest in any entity that currently does business with WFSC or may seek to do business with WFSC?

- No Yes

If yes, explain:

PART II. COMPENSATION RELATIONSHIPS

Do you or a family member receive compensation from or expect to receive compensation from WFSC during the upcoming fiscal year? ?

- No Yes

If yes, explain:

PART III. COACHING, CONTRACTOR, OR VENDOR RELATIONSHIPS

Do you or a Family Member have any relationship with a coach, contractor, sponsor, vendor, instructor, consultant, arena service provider, or other individual or entity that could create an actual, potential, or perceived conflict of interest?

No Yes

If yes, explain:

PART IV. OTHER POTENTIAL CONFLICTS

Are there any other circumstances, affiliations, relationships, or interests that could reasonably be viewed as creating a conflict of interest with your duties to WFSC?

No Yes

If yes, explain:

ACKNOWLEDGMENT

I acknowledge that:

1. I have received and reviewed the WFSC Conflict of Interest Policy.
2. I understand my obligation to disclose actual, potential, and perceived conflicts of interest.
3. I agree to comply with all disclosure and recusal requirements of the Policy.
4. I agree to promptly notify the Board if any information contained in this disclosure changes during the fiscal year.

I certify that the information contained in this Disclosure Statement is complete and accurate to the best of my knowledge.

Signature: _____

Printed Name: _____

Date: _____