

SSYHA Conflict of Interest Policy

It is in the best interest of the Steamboat Springs Youth Hockey Association (SSYHA) to be aware of and properly manage all conflicts of interest. This Conflict of Interest Policy is designed to help board members and staff of SSYHA identify situations that present possible conflicts of interest and to provide SSYHA with a procedure whereby such potential conflicts may be reviewed by an appropriate party when necessary. This policy is intended to supplement but not replace any applicable state and federal laws governing conflict of interest applicable to nonprofit and charitable organizations.

Section 7.01 CONFLICTS OF INTEREST DEFINED.

In this Policy, a person with a conflict of interest is referred to as an “Interested Person.” For purposes of this Policy, the following circumstances shall be deemed to create a Conflict of Interest:

- a. A director, employee, head coach, or board member (or family member of any of the foregoing) is a party to a contract, or involved in a transaction with SSYHA for goods or services.
- b. A director, employee, head coach or board member (or a family member of any of the foregoing) has a material financial interest in a transaction between SSYHA and an entity in which the director, employee, head coach, or board member, or a family member of the foregoing, is a director, officer, agent, partner, associate, employee, trustee, personal representative, receiver, guardian, custodian, or other legal representative.
- c. A director, employee, head coach, or board member (or a family member of the foregoing) is engaged in some capacity or has a material financial interest in a business or enterprise that competes with SSYHA.
- d. A director, employee, head coach or board member (or a family member of any of the foregoing) has an interest in the outcome of a disciplinary matter or investigation with SSYHA. Other situations may create the appearance of a conflict or present a duality of interests in connection with a person who has influence over the activities or finances of SSYHA. All such circumstances should be disclosed to the board or staff, as appropriate, and a decision made as to what course of action the organization or individuals should take so that the best interests of SSYHA are not compromised by the personal interests of stakeholders in the organization. Gifts, Gratuities and Entertainment. Accepting gifts, entertainment or other favors from individuals or entities can also result in a conflict or duality of interest when the party providing the gift/entertainment/favor does so under circumstances where it might be inferred that such action was intended to influence or possibly would influence the interested person in the performance of his or her duties. This does not preclude the acceptance of items of nominal or insignificant value or entertainment of nominal or insignificant value which are not related to any particular transaction or activity of SSYHA.

Section 7.02 DEFINITIONS.

- a. Conflict of Interest is any circumstance described in Part 1 of this Policy.
- b. Interested Person is any person serving as a member of the Board of Directors, staff of SSYHA, head coach, or anyone else who is in a position of control over SSYHA who has a personal interest that is in conflict with the interests of SSYHA.
- c. Family Member is a spouse, parent, child or spouse of a child, brother, sister, or spouse of a brother or sister, of an Interested Person.
- d. Material Financial Interest in an entity is a financial interest of any kind, which, in view of all the

circumstances, is substantial enough that it would, or reasonably could, affect an Interested Person's or Family Member's judgment with respect to transactions to which the entity is a party.

e. Contract or Transaction is any agreement or relationship involving the sale or purchase of goods or services, the providing or receipt of a loan or grant, the establishment of any other type of financial relationship, or the exercise of control over another organization. The making of a gift to SSYHA is not a Contract or Transaction.

Section 7.03 PROCEDURES.

a. Prior to board or committee action on a Contract or Transaction involving a Conflict of Interest, a director or committee member having a Conflict of Interest and who attends the meeting shall disclose all facts material to the Conflict of Interest. Such disclosure shall be reflected in the minutes of the meeting. If board members are aware that staff have a conflict of interest, relevant facts should be disclosed by the board member or by the interested person him/herself if invited to the board meeting as a guest for purposes of disclosure.

b. A director or committee member who plans not to attend a meeting at which he or she has reason to believe that the board or committee will act on a matter in which the person has a Conflict of Interest shall disclose to the Secretary of the board all facts material to the Conflict of Interest. The Secretary of the board shall report the disclosure at the meeting and the disclosure shall be reflected in the minutes of the meeting.

c. A person who has a Conflict of Interest shall not participate in or be permitted to hear the board's or committee's discussion of the matter except to disclose material facts and to respond to questions. Such person shall not attempt to exert his or her personal influence with respect to the matter, either at or outside the meeting.

d. A person who has a Conflict of Interest with respect to a Contract or Transaction that will be voted on at a meeting shall not be counted in determining the presence of a quorum for purposes of the vote.

e. The person having a conflict of interest may not vote on the Contract or Transaction and shall not be present in the meeting room when the vote is taken unless the vote is by secret ballot. Such a person's ineligibility to vote shall be reflected in the minutes of the meeting. For purposes of this paragraph, a member of the Board of Directors of SSYHA has a Conflict of Interest when he or she stands for election as an officer or for re-election as a member of the Board of Directors.

Section 7.04 CONFIDENTIALITY.

Each director, officer and employee shall exercise care not to disclose confidential information acquired in connection with disclosures of conflicts of interest or potential conflicts, which might be adverse to the interests of SSYHA. Furthermore, directors, officers and employees shall not disclose or use information relating to the business of SSYHA for their personal profit or advantage or the personal profit or advantage of their Family Member(s).

Section 7.05 ADMINISTRATION OF POLICY.

Each board member and staff shall be provided with and asked to review a copy of this Policy and to acknowledge in writing that he or she has done so.

a. Annually, each director, officer and employee shall complete a disclosure form identifying any relationships, positions, or circumstances in which he or she is involved that he or she believes could contribute to a Conflict of Interest.

b. This policy shall be reviewed annually by each member of the Board of Directors. Any changes to the policy shall be communicated to all staff.

SSYHA CONFLICT OF INTEREST DISCLOSURE STATEMENT

Appendix A

Please initial in the space at the end of Item A or complete Item B, whichever is appropriate, complete Item C, and sign and date the statement and return it to the President or Secretary of the Board of SSYHA.

A. I am not aware of any relationship, interest, or situation involving my family or myself that might result in or give the appearance of being a conflict of interest between such family member or myself and SSYHA.

_____ Initials

B. The following are relationships, interests, or situations involving myself or a member of my family that might result in or appear to be an actual, apparent, or potential conflict of interest between such family members or myself and SSYHA. _____ Initials

If you initialed on section B, please describe any potential conflicts of interest below:

For-Profit corporate directorships, positions, and employment:

Memberships in the following organizations:

Contracts, business activities, and investments with or in the following organizations:

Other relationships and activities:

My current primary business or occupation:

1. Have you or any member of your family had any business transactions with SSYHA in the past year?

_____ YES _____ NO

If yes, please describe the nature of the transactions:

SSYHA CONFLICT OF INTEREST DISCLOSURE STATEMENT CONT.

2. Have you or any of your family members received any personal benefits from, or as a result of your relationship with, the SSYHA, that in the aggregate could be valued in excess of \$1,500 that was not compensation directly related to your duties to the SSYHA?

____ YES ____ NO

If yes, please describe the benefit:

I have read and understand the SSYHA Conflict of Interest Policy and agree to be bound by it. I will promptly inform the Board President or Secretary of the Board of SSYHA of any material change that develops in the information contained in the foregoing.

Print name: _____

Signature: _____

Date: _____

Title within SSYHA: _____