

	TITLE	Conflict of Interest - Outside Activity Policy		
	DESCRIPTION	The BSC is committed to ensuring there is transparency and disclosure of any employee or coach which may result in a conflict of interest with their responsibilities for BSC.		
	DATE ISSUED	December 5, 2020	POLICY NUMBER	BSC-011
	DATE EFFECTIVE	December 5, 2020	VERSION NUMBER	2.0

SECTION 1 – DEFINITIONS

	<p>Conflict of Interest – An incompatibility between one’s private interests and one’s duties for BSC as an employee or coach.</p> <p>Perceived Conflict of Interest - A reasonable perception by an informed person that a conflict of interest situation exists.</p> <p>Outside Activity – Any activity which is not part of a BSC activity or program and which is in Conflict of Interest or a Perceived Conflict of Interest.</p>
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SECTION 2 – POLICY

PURPOSE	The Burlington Soccer Club (the “BSC”) is committed to providing all players with a positive, equitable and honest experience in the soccer for life journey. It is recognized that some employees and coaches may engage in Outside Activities. The BSC is committed to ensuring that there is transparency and disclosure of any Outside Activities and to ensuring these activities are not in conflict with services provided by the BSC.
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SECTION 3 – PROCEDURES

DISCLOSURE & ACTIONS	<p>On an annual basis, and as potential Conflicts of Interest arise, all employees and coaches will be required to submit to the Executive Director a Declaration of Outside Activity (Appendix A).</p> <p>On an annual basis, and as potential Conflicts of Interest arise, the Executive Director shall submit to the Governance Committee a Declaration of Outside Activity (Appendix A).</p> <p>If a conflict of interest is determined, it shall always be resolved in favour of the BSC.</p> <p>Unless specifically authorized, in writing, by the Executive Director (or the Governance Committee as the case may be), expectations regarding Outside Activities include:</p> <ol style="list-style-type: none"> 1. Any Outside Activity must not occur or interfere with normal BSC working hours and responsibilities. 2. Outside Activities are not advertised through any BSC forums such as at field locations, office space or social media. 3. When conducting Outside Activity, BSC attire is not to be worn. 4. BSC physical property (for example, balls, cones, nets, pinnies) is not to be used to conduct Outside Activity. 5. Any BSC employee or coach that fulfills the role of head coach, can not offer any outside business services to any player on their roster for the time period in which
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	<p>they are listed as a head coach for that player. Such outside business services include private soccer training.</p> <p>6. Competitive player selection is often completed with multiple technical staff’s assessments and input. Should a technical staff be evaluating a group for competitive selection, any players in which the technical staff is engaged in outside business activity, such as private coaching, must be disclosed prior to engaging in the selection process. The player assessment from the technical staff in a conflict will not provide input in respect of the applicable player in the selection process.</p> <p>7. Any BSC employee or coach engaging in Outside Activity that involves on field coaching of BSC members is responsible for booking their own facilities/fields and provision of their own insurance coverages as they deem appropriate. BSC shall not be responsible for booking facilities/fields or provision of insurance coverages necessary for any Outside Activity.</p> <p>8. Any BSC employee or coach engaging in Outside Activity that involves coaching of non-BSC members must not use their outside programming to recruit, promote or promise players a position on a BSC team. The same written declaration procedure during the competitive selection process would occur as with BSC members.</p> <p>9. Failure to report a conflict of interest in accordance with this policy may result in disciplinary measures up to and including termination of employment or termination of a coaching engagement without further notice or pay in lieu of notice.</p> <p>10. Concerns or complaints regarding Conflict of Interest shall be brought to the Executive Director, who may consult with the Board of Directors as needed.</p>
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ADDITIONAL INFORMATION	
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SUMMARY/ NOTES	
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SECTION 3 – APPROVALS

VERSION NUMBER	EXECUTIVE DIRECTOR APPROVAL		BOARD APPROVAL		PUBLISH DATE
	Initial	Date	Initial	Date	

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