

Central Virginia United

Conflict of Interest Policy



I. Purpose

The purpose of this Conflict of Interest Policy is to protect the integrity of Central Virginia United Soccer Club (CVU)'s decision-making process, to ensure the club operates in the best interest of its mission, and to comply with applicable laws and regulations. This policy is designed to help identify situations that could give rise to conflicts of interest and provide guidance on how to handle them.

II. Definition of Conflict of Interest

A conflict of interest arises when an individual's personal, professional, or financial interests may interfere with their ability to act in the best interest of CVU. This includes situations where a person's private interests, or those of their family members or close associates, may influence or appear to influence their judgment in carrying out duties for the club.

III. Covered Individuals

This policy applies to all members of the board of directors, officers, employees, and volunteers of CVU. These individuals are required to disclose any situation where they may have a potential or actual conflict of interest.

IV. Examples of Conflicts of Interest

Examples of conflicts of interest include, but are not limited to:

1. **Financial Interest:** An individual stands to gain financially from a decision or transaction made by CVU.
2. **Family and Personal Relationships:** A decision that could favor a family member or close associate of the individual involved.
3. **Business Transactions:** The club enters into a contract or transaction with a company in which a board member, officer, employee, or volunteer has a financial interest.
4. **Dual Roles:** A board member also serves on the board of a competing organization, or holds a position that could impact decisions at CVU.

V. Disclosure Requirements

1. **Initial Disclosure:** All covered individuals must complete an initial disclosure form that outlines any potential conflicts of interest at the time they begin their service.
2. **Ongoing Disclosure:** Covered individuals must disclose any new conflicts of interest as they arise. This must be done promptly after any change in their circumstances that may lead to a conflict of interest.
3. **Annual Disclosure:** Each covered individual must complete an annual disclosure form to affirm or update their conflict of interest status.

VI. Procedures for Addressing Conflicts

1. **Review of Disclosure:** Upon disclosure of a potential conflict of interest, the board chair, or a designated committee, will review the situation to assess whether a conflict exists.
2. **Recusal:** If a conflict is determined to exist, the individual with the conflict must recuse themselves from discussions and decisions related to the matter in question. This may involve stepping down from the decision-making process for a particular vote or issue.
3. **Board Decision:** If a situation arises where a conflict is not resolved through recusal, the remaining board members will decide whether the individual should continue to participate in the matter.
4. **Documentation:** All disclosures and actions taken to address conflicts of interest must be documented in the minutes of the board or committee meeting.

VII. Consequences of Non-Disclosure or Violations

Failure to disclose a conflict of interest, or violations of this policy, may result in disciplinary action, up to and including removal from the board or termination of employment or volunteer status, as appropriate.

VIII. Protection Against Retaliation

CVU will not tolerate retaliation against any individual who in good faith discloses a potential or actual conflict of interest. The club encourages transparency and accountability in its operations.

IX. Acknowledgment

Each covered individual must sign an acknowledgment that they have read, understood, and agree to comply with this Conflict of Interest Policy.

Signatures

Date: _____

Signature of Individual: _____

Printed Name: _____

Position/Title: _____

Central Virginia United

Conflict of Interest Disclosure Form

Date: _____

Name of Covered Individual: _____
(Please print your name)

Position/Role: _____

I. Initial Disclosure of Conflicts of Interest

Please disclose any potential or actual conflicts of interest that may exist at the time you begin your service with CVU. This includes personal, professional, or financial interests that could influence or appear to influence your ability to make decisions in the best interest of CVU. If you have no conflicts to report, please indicate "None" in the space below.

1. Do you have any financial interests in any business that may be involved with CVU?

☐ Yes ☐ No

If yes, please describe:

2. Do you or any immediate family members (spouse, children, etc.) have any business or personal relationships that could influence your decision-making on behalf of CVU?

☐ Yes ☐ No

If yes, please describe:

3. Are you involved in any business transactions or contracts with CVU or its partners?

☐ Yes ☐ No

If yes, please describe:

4. Do you hold a position with any other organization that competes with CVU or might influence your decisions in your role with CVU?

☐ Yes ☐ No

If yes, please describe:

5. Any other potential conflicts of interest you wish to disclose?

☐ Yes ☐ No

If yes, please describe:

II. Ongoing Disclosure of Conflicts of Interest

If your circumstances change and a new conflict of interest arises during your time with CVU, you are required to promptly disclose it. Please provide an update of any new conflicts here, if applicable.

Describe any new potential or actual conflicts of interest that have arisen since your last disclosure:

III. Annual Disclosure Acknowledgment

I, the undersigned, affirm that the information provided above is accurate and complete to the best of my knowledge. I also understand that I am required to update this disclosure form promptly if any new conflicts of interest arise during my service with CVU.

Signature: _____

Date: _____

This form will be kept on file with CVU's records and reviewed as part of the annual disclosure process.