

Capital District Youth Soccer League CONFLICT OF INTEREST POLICY

I. Who is covered by this policy?

Elected officers, committee member chair people, ODP coaches and employees of the CDYSL, owe a fiduciary duty of care and loyalty to CDYSL. To fulfill those duties conflicts of interest must be avoided so that outside interests do not impair the exercise of judgment in matters relating to CDYSL. This policy covers CDYSL elected officers, committee member chairs, ODP coaches and employees.

II. What is a “Conflict of Interest”?

You have a “conflict of interest” when you, either directly or indirectly, have a professional or financial interest outside CDYSL that might unduly influence how you act on behalf of CDYSL.

III. What To Do If You Have Any Conflict Of Interest?

A. Duty to Disclose

1. Each year, you must disclose on the attached disclosure statement any known potential or actual conflict of interest (i.e., list your team, club, league, business of family Associations, involved with the Capital District Youth Soccer League and any other soccer-related affiliations with-in the CDYSL) that you can think of. You must submit this form to the CDYSL President.
2. In addition, you must fully disclose any other conflicts of interest that arise during the year.
3. Each year, copies of each said personnel, known potential and actual conflicts shall be distributed to the Executive Board Officers, but shall otherwise be treated as confidential.

IV. What Procedures Must Be Followed If Someone Has A Conflict Of Interest?

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- A. If you have a conflict of interest:
1. You must disclose it and all material facts to the President with copies to the Executive Board Members. At that time the matter that gives rise to an actual or potential conflict of interest shall be reviewed by the Executive Board.
 2. After disclosing your conflict of interest and all material facts, you may be required to provide the Board additional information. If the disclosure is made in advance, the agenda should reflect that the Board will discuss the conflict of interest.
 3. The person with the conflict shall leave the board or committee meeting while the Board determines, by majority vote present, how to handle the matter.
 4. The Board or committee shall record in the minutes and shows the disclosure and handling of the conflict.
 5. The person with an actual conflict of interest is prohibited from voting on the matter that gives rise to an actual conflict of interest.
 6. The presiding member of the board shall, if appropriate, appoint a disinterested person or committee to investigate alternatives in order to avoid any actual or perceived conflict of interest.

V. Violations of the Conflict of Interest Policy

- A. If the Board or a committee has reasonable cause to believe that a member has failed to disclose actual or known conflicts of interest, it shall inform the member of the basis for such belief and afford the member an opportunity to respond and/or amend the Disclosure Statement.
- B. Following the response, the Board may take appropriate disciplinary and corrective action up to and including removal, if, in fact, there has been substantial and / or repeated failure to disclose actual conflicts of interest to the detriment of the Association.

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VI. How should CDYSL handle Records of Proceedings Related to Conflicts of Interest?

- A. The minutes of the Board and all committees with board- delegated powers shall contain –
 - 1. The names of the persons who disclosed or otherwise were found to have a conflict of interest, the nature of the conflict, and the Board’s decision as to how to handle the conflict of interest.
 - 2. The names of the persons who were present for discussions and votes relating to the transaction, the content of the discussion, and a record of any votes taken in connection therewith.

VII. How Should I handle an apparent Conflict of Interest?

An apparent Conflict of Interest is not an actual conflict of interest. It is merely the appearance of a conflict. Members are encouraged – but not required – to disclose any apparent conflict and either forego participation in the voting, or if a quorum is needed, “abstain” from voting on the issue.

VIII. Summary of the CDYSL Conflict of Interest Policy.

- A. The actions of CDYSL must be free of conflicts of interest.
- B. All actual and potential conflicts of interest must be disclosed.
- C. The Board must decide what role the conflicted person may play in the matter which gives rise to the conflict of interest.

**Capital District Youth Soccer League
CONFLICT OF INTEREST DISCLOSURE STATEMENT**

Name _____

Position _____

I. Following are my direct or indirect professional, financial, or personal interest outside CDYSL that might unduly influence how I act on behalf of CDYSL

1. _____

2. _____

3. _____

4. _____

5. _____

(Attach additional sheets as necessary.)

II. I _____ know of no actual or potential conflict of interest that I have that might give rise to conflicts of interest with CDYSL.

Signature

Date