

Pacific Northwest Swimming Rules and Procedures	Conflict of Interest Policy
Index AD-07-01	Effective Date: 02/23/09
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1. Conflict of Interest Statement

- a. It is the policy of Pacific Northwest Swimming (PNS) that all staff, committee chairs, and board members avoid any conflict of interest or perception of a conflict with the interests of PNS or USA Swimming.
- b. Conflicts of interest may result from such sources as personal, professional or business - including other non-profit organization - interests as well as those of family, personal or business associates.
- c. By accepting employment with PNS, election to the Board of Directors, appointment as chair of any PNS committee, the affected person also accepts the responsibility and obligation to implement this policy.

2. Expected Behavior

- a. Recognition of multiple USA Swimming related interests - As members of PNS, it is recognized that all board members and other PNS volunteers (paid or unpaid) have interests in their athlete family members (if any), affiliated club, and USA Swimming. This policy does not generally require specific action or inaction as a result of these interests unless they are of a particular importance to or bearing on the issue at hand.
- b. Disclosure of interests - When discussing issues in any board or committee, it is expected that all PNS staff, committee chair and board of directors members will either refrain from the discussion or openly disclose any interest that they have that may present a conflict with the interests of PNS or USA Swimming.
- c. Voting - When voting or making a decision in the performance of PNS duties, all PNS staff, committee chairs and board of directors members shall recuse themselves from voting on issues that cause or appear to cause a conflict with the interests of PNS or USA Swimming.
- d. Responsibility to perform duties - Should a conflict of interest exist or arise that prevents or substantially compromises the performance of necessary PNS duties, it is expected that the affected person will resign from the PNS position.

3. Staff and Board of Director Member Acknowledgement

- a. Upon employment, appointment, or election, and every year thereafter, all paid staff, committee chairs and Board of Directors members shall sign a copy of this Policy acknowledging the need to adhere to policy. The PNS Secretary shall be responsible for retaining copies of these signatures for the duration that the position is held.

The undersigned acknowledges that they have received, read and understood this policy and accept the responsibility to adhere to its specific content and its general intent of ensuring the integrity of PNS and USA Swimming, their subordinate institutions, and decision making processes, and the reputation and integrity of its staff, Board of Directors and volunteers.

Signature: _____

Name (Printed): _____

Date: _____