

ST. MORITZ ICE SKATING CLUB PRINCIPLES OF ETHICAL BEHAVIOR AND CONFLICT OF INTEREST

Those who choose to serve the St. Moritz Ice Skating Club (SMISC), whether as volunteers or contracted professionals, are held to the highest standards of conduct. The SMISC is a nonprofit public benefit corporation, to remain exclusively dedicated to Amateur (Eligible) figure skating, and is a member of the United States Figure Skating Association (d.b.a. U.S. Figure Skating), the National Governing Body (NGB) of the sport of figure skating and that represents our sport to the U.S. Olympic Committee. What may be considered acceptable conduct in some businesses may be inappropriate in non-profit skating clubs.

Those who serve the SMISC must do so without personal gain, must avoid any institutional loss or embarrassment, and must behave in such a way that the organization's trust, member and public confidence are enhanced. It is important to avoid any real conflict of interest as well as to avoid even the *appearance* of a conflict of interest.

While no set of guidelines can guarantee acceptable behavior, the general principles that guide behavior in this area are disclosure, physical absence and nonparticipation in the decision making process where personal, closely associated persons or family gain is a possibility, and a commitment to honor the confidentiality of organizational information.

The SMISC is not directly comparable to businesses and, in many ways, is not comparable to many other sports bodies. One of the purposes of this Statement is to provide certain standards that are directly applicable to the SMISC and its particular form of governance.

In the SMISC, a conflict of interest can arise either as a "representational" conflict of interest or as an "individual" conflict of interest. A representational conflict of interest may arise if you are a representative of another entity (e.g., Rink Management, another U.S. Figure Skating member club, the PSA, or a USOC committee member) and you are concurrently a delegate to Governing Council, a member of the SMISC Board of Directors, a member of U.S. Figure Skating's Board of Directors, or serve on U.S. Figure Skating committees. For example, if you are a representative of another U.S. Figure Skating member club and at the same time a member of the SMISC Board of Directors, and an issue comes before the Board of Directors that affects your other club financially, you have a representational conflict of interest. As a further example, if you are a member of a SMISC committee and are concurrently a member of a committee of another organization (e.g., PSA or USOC) that is considering proposals or activities that are not favorable to the SMISC and its policies, you have a representational conflict of interest. When a representational conflict of interest arises, you must make that conflict of interest known to the Secretary, and must excuse or absent yourself from participation in the discussion of the issue under consideration unless the chair of the meeting asks you to remain in the meeting to provide needed information. You must not vote on a matter in which you have a representational conflict of interest.

An individual conflict of interest will arise when an issue comes before a committee or the Board of Directors that directly affects either you, individually, or directly affects someone in your family or a closely associated person, individually. For example, if the Board of Directors is considering something that directly affects you (or the appointment of someone in your immediate family), then you must leave the meeting room and you must not participate in the discussion of the subject and must not vote on the issue.

It will not be considered an individual conflict of interest if the issue under consideration affects a class of individuals (e.g., Membership class) and you happen to be included in that class of individuals, unless the class of individuals is so small that it must reasonably be concluded that the matter under consideration is intended to affect you individually.

Exhibit A, Bylaws

In addition, as an Officer, Director, Committee Chair, Contractor, volunteer, or member of the SMISC, you must:

1. Strive to ensure that the SMISC adheres to all applicable rules, regulations and policies of federal, state and local government, and national and international sport governing bodies with which the Association is affiliated.
2. Refrain from using SMISC property, services, opportunities, authority, and influence for private benefit.
3. Devote yourself and the SMISC to conduct which, in letter and in spirit, is lawful, honest, dependable and fair.
4. Conduct yourself in ways that promote the aims and enhance the reputation of the SMISC and figure skating.
5. Place the interests of the entire SMISC ahead of local and personal interests in figure skating.
6. Give prudent consideration to issues affecting the SMISC, taking into account established SMISC policies and precedents, the need for confidentiality regarding proprietary and sensitive information, and the legal, financial and administrative effect of proposed actions.
7. Guard confidential information acquired by virtue of your position or employment with the SMISC and never permit such information to be used for any person's private gain.
8. Fully inform responsible SMISC officials in a timely documented form of matters about which those officials may be unaware, including not only business opportunities, policy alternatives, and organizational needs, but also any actions, no matter who is responsible for those actions, which are contrary to policy or are damaging to the SMISC, or which are unethical, or unlawful.
9. Assist the SMISC's members, volunteers, and Directors to create and maintain an effectively functioning organization, always respecting the responsibility and authority of those to whom implementation of SMISC policies and goals has been entrusted.
10. Provide full, constructive and timely reply in the form required to requests from SMISC officials for information and decisions.
11. Neither give nor receive gifts, loans, or favors that tend to influence you in the discharge of your duties, except those of nominal value exchanged in the normal course of business or duty.
 - A. The trading of pins and mementos is accepted conduct.
 - B. Invitations from sports, media, or other organizations to attend sports and social events or more than nominal value may be accepted if they are part of open and generally accepted practices, serve to promote the best interest of the SMISC, would not embarrass the individual or the SMISC if publicly disclosed, and do not compromise the objectivity or integrity of the recipient or donor.
 - C. Gifts and favors of more than a \$50 value should not ordinarily be accepted. However, if the circumstances render it awkward to refuse such a gift, the donor should be thanked and told that the gift is being accepted on behalf of, and will be delivered to, the SMISC.
 - D. Gifts and favors of no more than \$100 may be made with approval of the BOD to members or others only in gratitude of a specific event or service.

Exhibit A, Bylaws

12. Disclose the nature and extent of an actual or potential conflict of interest, including any circumstances that may reasonably be viewed as a conflict of interest, when it occurs in the evaluation of an issue; and, abide by the guidelines pertaining to a representational conflict of interest or an individual conflict of interest.
13. Complete the Conflict of Interest Disclosure Form if you are included in the group of individuals required to do so.
 - A. The completion of this form is a prerequisite for participation with the SMISC.
 - B. Annually, the SMISC Secretary shall send to each appropriate person an Ethical Behavior and Conflict of Interest statement concerning the SMISC policy. Disclosure forms are to be completed and returned to the Secretary and will then be available only to the Board of Directors and legal counsel (when necessary).
 - C. The SMISC Board of Directors shall review these disclosures and will maintain the information so revealed in confidence. Each individual should openly and forthrightly identify any areas that represent a potential conflict of interest. Individuals will contact the SMISC Secretary to update or amend their Disclosure forms as circumstances change.
 - D. Each individual will disclose all of the directorships and officer positions held in for-profit or not-for-profit organizations, as well as any consulting and employment relationships in any concern with which you have reason to believe the SMISC does business or from which the SMISC will secure goods or services, and which you have reason to believe may be affected by your actions on behalf of the SMISC. Individual or family ownership in business ventures where more than five percent (5%) of the total value of the Company is owned or where more than ten percent (10%) of the outstanding shares are owned requires disclosure.
 - E. Each individual will also disclose family relationships in which you or your immediate family is employed by or renders services to any outside concern that does business with the SMISC. "Family" is defined to include spouse, children, parents, brothers, sisters, and persons living together.
 - F. Each individual will also disclose any confidential information of the SMISC that has been used or disclosed for any purpose other than to carry out your duties.
14. Exhibit honesty, loyalty, candor, and professional competence in your relationship with the SMISC and with each other.
 - A. Accurate and reliable records are of critical importance to the SMISC. Individual must ensure the accuracy of all SMISC accounts, reports, bills, invoices, records, and correspondence. SMISC documents or information from Club records may not be released to anyone outside the Board of Directors without the consent of the Board of Directors.
15. Make every reasonable effort to avoid the *appearance* of conflict of interest and unethical behavior. Appearance can be as damaging to the SMISC as actual violations.

This statement sets both general principles and certain specific standards. Where specific standards are set forth, you must abide by those standards.

**CONFLICT OF INTEREST DISCLOSURE FORM
ST. MORITZ ICE SKATING CLUB**

Pursuant to the St. Moritz Ice Skating Club (SMISC) and United States Figure Skating Association (d.b.a. U.S. Figure Skating) Code of Ethics, I hereby disclose that I or members of my immediate family have the following affiliations or interests and have taken part in the following transactions that, when considered in conjunction with my position with or relation to the SMISC, might be required to be disclosed pursuant to the SMISC and U.S. Figure Skating’s Principles of Ethical Behavior and Conflict of Interest. **Circle “NONE” where applicable.**

Gifts, Loans, and Favors	You may not request or receive gifts, loans, or favors that tend to influence you in the discharge of your duties with the SMISC. This rule does not apply in the case of an occasional nominal gift of insignificant value in the normal course of business or duty. Identify any gifts, loans, or favors described above that you have received.	NONE
Confidential Information	Identify any confidential information pertaining to the SMISC, its officers or officials that you have used or disclosed for any purpose other than to carry out your duties and obligations to the SMISC.	NONE
Incompatible Employment	Identify any circumstances in which you or your immediate family is an employee, partner, officer, manager, or owner of a business entity that renders services to or does business with the SMISC.	NONE
Outside Interests	Identify any business in which you or any member of your immediate family holds an ownership in a closely-held business entity (including a sole proprietorship, corporation, limited liability company, or partnership) or a 5% or greater interest in a public company that does business with the SMISC.	NONE
Interest Acquired	Identify any interest you have acquired in any contract or transaction at a time you believe or had reason to believe that such interest would be affected by any action of the SMISC.	NONE
Other Conflicts	A conflict of interest can be considered to exist in any instance where your actions or activities on behalf of the SMISC also involve obtaining an improper gain or advantage or involve an adverse effect on the SMISC interest, or in instances where your actions are improperly influenced by another person. Identify any such circumstances that give rise to a possible conflict of interest you may have in your service to SMISC.	NONE

I hereby certify that the above is true and correct to the best of my knowledge. I further agree to report to the Secretary of the SMISC any future conflicts of interest if any other conflicts develop before completion of my next Conflict of Interest Disclosure Form.

Full Name (Print or Type)

SMISC Member Position

Signature*

Date

*Form must be signed to be valid.

**ST. MORITZ ICE SKATING CLUB
PRINCIPLES OF ETHICAL BEHAVIOR AND CONFLICT OF INTEREST
CERTIFICATION FOR DIRECTORS, CERTAIN MEMBERS, AND OTHER AGENTS
OF THE SMISC**

I, _____, certify that I have read and understand the Principles of Ethical Behavior and Conflict of Interest of the St. Moritz Ice Skating Club (SMISC). I agree to comply with the principles and affirm that, to the best of my knowledge and belief, I am not involved in any activity and have no interest that conflicts or suggests a potential conflict with the best interest of the SMISC; except as follows (if none, so state):

I also agree, during the term of my tenure with the SMISC, to promptly report to the Secretary of the SMISC any future situation that involves or might appear to involve me in any conflict with the best interest of the SMISC.

Signature*

SMISC Member Position

Date

*Form must be signed to be valid.