

Richmond Road Runners Club

CONFLICT OF INTEREST POLICY

Board Approved: 10/11/2017

The Officers, Directors, Race Directors, Training Team Head Coaches and Paid Service Providers of the Richmond Road Runners Club (RRRC) owe a duty of loyalty to the RRRC, which requires that in serving RRRC they act, not in their personal interests or in the interests of others, but rather solely in the interests of the RRRC. Officers, Directors, Race Directors, Head Coaches and Paid Service Providers must have undivided allegiance to RRRC's mission and may not use their positions, information they have about RRRC, or RRRC's property, in a manner that allows them to secure a pecuniary benefit for themselves or their relatives.

The conduct of personal business between any Officer, Director, Race Director, Head Coach or Paid Service Provider and RRRC is prohibited according to the RRRC Bylaws. Business transactions of the RRRC in which an Officer, Director, Race Director, Head Coach or Paid Service Provider has an interest is prohibited in accordance with the RRRC Bylaws. Proposed transactions shall be reviewed carefully to determine that they are in the best interests of RRRC, and that they will not lead to a conflict of interest.

For the purposes of this policy, an Officer, Director, Race Director, Head Coach or Paid Service Provider has an interest in a proposed transaction if he/she has a substantial financial interest in it, or has a substantial financial interest in any organization involved in the proposed transaction, or holds a position as trustee, director, general manager, principal officer, or employee in any such organization. Prior to the start of any negotiations, or consideration of a grant request by the RRRC, Officers, Directors, Race Directors, Head Coaches or Paid Service Providers are expected to make full disclosure, to the best of their knowledge, of any dual interest in a proposed transaction by submitting a report to the President or other officer designated by the Board to handle such matters, supplying any reasons why the transaction might not be in the best interest of RRRC. In matters requiring prior approval of the Board of Directors, the President or other officer shall forward copies of this disclosure report to the Board before its approval.

An Officer, Director, Race Director, Head Coach or Paid Service Provider with a dual interest in a proposed transaction shall not vote on the matter and, depending upon the circumstances, may be excluded from any discussion of the matter.

An Officer, Director, Race Director, Head Coach or Paid Service Provider shall not use inside information of the RRRC for his/her personal benefit, or use such inside information or his/her position as Officer, Director, Race Director, Head Coach or Paid Service Provider to the detriment of RRRC. Inside information is information obtained through the Officer's, Director's, Race Director's, Head Coach's or Paid Service Provider's position that has not become public information.

Each Officer, Director, Race Director, Head Coach and Paid Service Provider has a duty to place the interests of RRRC foremost in any dealings involving the RRRC and has a continuing responsibility to comply with the requirements of this Policy. On an annual basis, each Officer, Director, Race Director, Head Coach and Paid Service Provider is required to complete a Conflict of Interest Disclosure Statement.

Adapted from Road Runners Club of America Conflicts-of-Interest Policy, <http://www.RRRC.org/docs/default-source/default-document-library/02-conflict-of-interest-policy-copy.pdf?sfvrsn=0>, (last accessed 9/18/2017).

Richmond Road Runners Club Conflict of Interest Disclosure Statement

DRAFT – Board Approved: xxxxxx

Please initial and date in the space at the end of Item A or complete Item B, whichever is appropriate, complete Item C, and sign and date the statement and return it to the President.

- A. I am not aware of any relationship or interest or situation involving my family or myself which might result in, or give the appearance of being, a conflict of interest between such family member or me on one hand and the Richmond Road Runners Club on the other.
- _____
- B. The following are relationships, interests, or situations involving me or a member of my family which I consider might result in or appear to be an actual, apparent or potential conflict of interest between such family members or myself on one hand and the Richmond Road Runners Club on the other.

For-profit corporate directorships, positions, and employment with:

Nonprofit trusteeships of positions:

Memberships in the following organizations:

Contracts, business activities, and investments with or in the following organizations:

Other relationships and activities:

- C. My primary business or occupation at this time is: _____

I have read and understand the Richmond Road Runners Club's Conflict of Interest Policy and agree to be bound by it. I will promptly inform the President of the Richmond Road Runners Club of any material change that develops in the information contained in the foregoing statement.

Signature

Printed Name

Date

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