

FCST Staff and Volunteer Code of Conduct
Principles on Ethical Behavior and Conflict of Interest

Those who choose to serve FCST, whether as volunteers or paid professionals are held to a high standard. As guardians of the ideals of our team and USA swimming, they assume an obligation to subordinate individual interests to the interests of the team and the sport of swimming. What may be considered acceptable conduct in some businesses may be inappropriate in this arena.

Those who choose to participate must do so without personal gain in order to avoid any organizational loss or embarrassment and to behave in such a way that the organization's trust and public confidence are enhanced. It is important to avoid any real conflict of interest.

While no set of guidelines can guarantee acceptable behavior, the principles that guide behavior in this area are disclosure, non-participation in the decision making process where personal or family gain is a possibility and a commitment to honor the confidentiality of organizational information. All conduct is founded on the individual's own sense of integrity. Any individual accepting the honor of serving the team accepts the burdens of public disclosure and scrutiny.

In our complex society, the interests of volunteers, business interests and family relationships often create potentially conflicting interests. What is required is disclosure of conflicting interest when they arise and strict nonparticipation in any evaluation process relating to the matter in question.

The following is not a definitive list but is intended as guide to acceptable conduct.

1. At no time should volunteers or paid professionals be in the presence of an athlete without the presence of another athlete or adult in attendance.
2. If you are aware of an inappropriate situation, it is your obligation to notify the head coach or the board of directors.
3. The business of FCST and USA Swimming is to be conducted in observance of both the spirit and letter of applicable federal and state laws.
4. FCST and USA Swimming properties, services, opportunities, authority and influence are not to be used for private or personal benefit.
5. All individuals who participate with FCST and USA Swimming will disclose the nature and extent of an actual or potential conflict of interest when it occurs in the evaluation of an issue and will avoid evaluating or voting on the matter involved. This includes the awarding of contracts, the purchase of goods and services and the allocation of FCST and USA Swimming resources for individual use.
6. Gifts, cash, travel, hotel accommodations, entertainment or favors are neither to be given nor received except those of nominal value exchanged in the normal course of business. If circumstances render it awkward to refuse a gift, the donor should be thanked and told the gift is being accepted on behalf of, and will be delivered to, the team.
7. Expenses incurred in the furtherance of FCST or USA Swimming business are to be reasonable, necessary and substantiated.
8. All are expected to exhibit honesty, loyalty, candor and professional competence in their relationships with the team, USA Swimming and each other.
9. Each individual has the responsibility to maintain the confidentiality of the organization. This includes both proprietary and sensitive information

ACKNOWLEDGMENT OF RECEIPT AND UNDERSTANDING:

Print Name

Signature

Date