



## 1. POLICY STATEMENT

Individuals participating in Pickleball Canada programs, activities and events take all appropriate steps to minimize the occurrence of conflict of interest situations.

## 2. CONTEXT/BACKGROUND

A conflict of interest is a situation where an individual's personal interests or those of a close friend, family member, business associate, corporation or organization where an individual has a significant interest could influence a decision to act in Pickleball Canada's best interests.

This policy provides guidance for minimizing conflicts of interest and on how to respond when a conflict of interest is identified.

## 3. APPLICATION

This policy applies to individuals engaged in activities on behalf of Pickleball Canada including board members, committee members, coaches, officials and volunteers.

## 4. COMING INTO FORCE

This policy came into force on June 12, 2018.

## 5. ROLES/RESPONSIBILITIES

### 5.1 Individual obligations

Individuals participating in Pickleball Canada activities and events will not:

- a) Have a financial or other personal interest that is in conflict with their official duties with Pickleball Canada, unless such business, transaction or other interest is properly disclosed in accordance with this policy;
- b) Knowingly place themselves in a position where they are under obligation to any person who might benefit from special consideration, or who might seek, in any way, preferential treatment;
- c) In the performance of their official duties, accord preferential treatment to players, coaches, pickleball professionals, family members, friends or colleagues, or to organizations or clubs in which any of the above-described persons have an interest, financial or otherwise;
- d) Derive personal benefit from information that they have acquired during the course of fulfilling their official duties with Pickleball Canada, where such information is confidential or is not generally available to the public;
- e) Engage in any outside work, activity or business or professional undertaking that conflicts or appears to conflict with their official duties as a Representative of Pickleball Canada, or in which they have an advantage or appear to have an advantage on the basis of their association with Pickleball Canada, unless such outside work, activity, business or professional undertaking is properly disclosed in accordance with this policy;
- f) Use Pickleball Canada property, equipment, supplies or services for activities not associated with the performance of official duties with Pickleball Canada;



- g) Place themselves in positions where they could, by virtue of being a representative of Pickleball Canada, influence decisions or contracts from which they could derive any direct or indirect benefit or interest;
- h) Accept any cash contribution, gift or favour that could be construed as being given in anticipation of, or in recognition for, any special consideration granted by virtue of being a Representative of Pickleball Canada

## **5.2 Disclosure of conflict of interest**

- a) Upon initial appointment, or election, and on an annual basis thereafter, all directors, officers and committee members will complete a written declaration disclosing any actual or perceived conflicts that they might have (see Appendix 1).
- b) At any time that a Representative of Pickleball Canada becomes aware that they are in a situation where there may exist an actual or perceived conflict of interest, they will disclose this conflict to the Vice-President Operations immediately.
- c) If unsure if a conflict of interest exists, the individual consults with the Board of Pickleball Canada.
- d) If a person believes the Vice-President of Operations is in a position of conflict, he or she may report this matter to the President.
- e) A person who believes that a representative of Pickleball Canada may be in a position of conflict of interest reports the matter in writing to the VP Operations (or to the President should the conflict of interest involve the Vice-President Operations).

## **5.3 When a conflict of interest has been reported**

Actual or perceived conflicts of interest that have been disclosed to Pickleball Canada are acted on by the Board of Pickleball Canada ensuring that:

- a) The nature and extent of the individual's interest has been fully disclosed to the board, and this disclosure is recorded in the minutes;
- b) The individual does not participate in discussion on the matter giving rise to the conflict of interest, unless the board votes to allow such participation and such a vote is recorded in the minutes;
- c) The individual abstains from voting on the proposed decision or transaction;
- d) The individual is not included in the determination of quorum for the proposed decision or transaction; and
- e) The decision made by the Board is in the best interests of Pickleball Canada.

## **5.4 Actions in response to a conflict of interest complaint**

The Board of Directors in accordance with Pickleball Canada's Complaints and Dispute Resolution policy, may apply the following measures singly or in combination when responding to a conflict of interest complaint:

- a) Absolve the individual from the complaint;
- b) Removal or temporary suspension of certain responsibilities or decision-making authority;
- c) Removal or temporary suspension from a designated position;
- d) Removal or temporary suspension from certain Pickleball Canada events and/or activities
- e) Expulsion from Pickleball Canada



f) Other actions appropriate to the circumstances.

## **5 IMPLEMENTATION**

- Board and committee members familiarize themselves with the Conflict of Interest policy and sign the Declaration of Conflict of Interest Form upon appointment to the Board or Committee.
- The conflict of interest policy will be available to Pickleball Canada members.
- The outcome of conflict of interest complaints are documented and made available in the Board's minutes.

## **6 RESULTS**

- Pickleball Canada minimizes the opportunity for conflicts of interest to arise.
- Pickleball Canada promptly addresses any real or perceived conflict of interest.

**Date: June 12, 2018**



**Appendix 1**

**DECLARATION OF CONFLICT OF INTEREST**

I have read Pickleball Canada’s Conflict of Interest Policy and declare that I shall conduct myself in a manner to avoid any real or perceived conflict of interest. I further declare that I shall disclose any real or perceived conflict of interest as soon as I become aware of the conflict.

I disclose the following interests which may give rise to a conflict of interest:

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I further declare that I shall from time to time make further disclosure as required to make full disclosure of all potential conflicts of interest.

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**Name (Print)**

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**Date**

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**Signature**