

Bath Pickleball Club
Conflict of Interest Policy

BPC002.1

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

A conflict of interest is a situation where an individual's personal interest or those of a close friend, family member, business associate or any organization where an individual has a significant interest, could influence a decision to not act in the best interest of Bath Pickleball Club (the Club)

Policy Guidelines

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

1. Individual obligations
 - a. Individuals will not knowingly place themselves in a position where they are under obligation to any person who might benefit from special consideration, or who might seek preferential treatment.
 - b. In the performance of their official duties, individuals will not give preferential treatment to anyone or any organization.
 - c. Individuals will not use Club property, equipment, supplies or services for activities not associated with the Club, without prior permission from the Board of Directors.
 - d. Individuals will not accept any cash contribution, gift or favour that could be construed as being granted by virtue of being a representative of the Club.
2. Disclosure of conflict of interest
 - a. Upon initial appointment or election, all directors and committee members will declare any actual or perceived conflicts that they might have.
 - b. At any time that a representative of the Club becomes aware that they are in a situation where there may exist an actual or perceived conflict of interest, they will disclose this to the President immediately.
 - c. If an individual is unsure if a conflict of interest exists, they should consult with the Club's President.
 - d. If a person believes the President is in a position of conflict, he or she may report this to the Board of Directors.

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3. When a conflict of interest has been reported/disclosed
 - a. When actual or perceived conflicts of interest have been disclosed, the president ensures that it has been reported to the Board of Directors, and that it has been recorded in the minutes.
 - b. The individual must not be allowed to vote on the proposed decision or transaction.

4. Actions to be taken to respond to the conflict of interest

The Board of Directors may apply one or more of the following measures:

- a. Absolve the individual from the complaint
 - b. Remove or temporarily suspend certain responsibilities or decision-making authority
 - c. Remove or temporarily suspend the individual from a designated position
 - d. Remove or temporarily suspend from certain Club events and/or activities
 - e. Expel from Bath Pickleball Club
 - f. Employ other actions appropriate to the circumstances.
5. Implementation of this policy
 - a. Board and committee members familiarize themselves with this policy.
 - b. This policy will be available to Club members, posted on the website.
 - c. The outcome of all conflict of interest complaints are documented in the minutes of Board of Directors meeting.
 - d. The person responsible for administering this policy shall be the President of Bath Pickleball Club.

Date Revised: Oct 29, 2024

Director: _____

