



TITLE	Conflict of interest policy
TYPE	Policy
ENTRY IN FORCE	June 1, 2026
DATE OF LAST REVIEW	January 10, 2026
FREQUENCY OF REVIEW	Triennial
TARGET COMPONENT	Pickleball NB
RESPONSIBLE SECTOR	Pickleball NB-General
DISTRIBUTION	- Executive & Directors
ADOPTED ON	December 2, 2025

## 1. SUMMARY

All individuals sitting on the Pickleball New Brunswick Executive and Board of Directors must take the necessary measures to minimize conflicts of interest. 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 New Brunswick's best interests.

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

## 2. ELEMENTS OF THE POLICY

### 2.1 Individual obligations

Individuals participating in Pickleball New Brunswick activities will not:

- Have a financial or other personal interest that conflicts with their official duties with Pickleball New Brunswick, unless such business, transaction or other interest is properly disclosed in accordance with this policy.

- 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.
- 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.
- Derive personal benefit from information that they have acquired during fulfilling their official duties with Pickleball New Brunswick, where such information is confidential or is not generally available to the public.
- 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 New Brunswick, or in which they have an advantage or appear to have an advantage on the basis of their association with Pickleball New Brunswick, unless such outside work, activity, business or professional undertaking is properly disclosed in accordance with this policy.
- Use Pickleball New Brunswick property, equipment, supplies or services for activities not associated with the performance of official duties with Pickleball New Brunswick.
- Place themselves in positions where they could, by virtue of being a representative of Pickleball New Brunswick, influence decisions or contracts from which they could derive any direct or indirect benefit or interest.
- 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 New Brunswick.

## **2.2 Disclosure of conflict of interest**

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).

At any time that a Representative of Pickleball New Brunswick 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 President immediately.

If unsure if a conflict of interest exists, the individual consults with the Board of Pickleball New Brunswick

A person who believes that a representative of Pickleball New Brunswick may be in a position of conflict of interest reports the matter in writing to the President (or to Pickleball Canada should the conflict imply the President)

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

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

- The nature and extent of the individual's interest have been fully disclosed to the board, and this disclosure is recorded in the minutes.
- 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.
- The individual abstains from voting on the proposed decision or transaction.
- The individual is not included in the determination of quorum for the proposed decision or transaction; and
- The decision made by the Board is in the best interests of Pickleball New Brunswick.

### **2.4 Actions in response to a conflict-of-interest complaint**

The Board of Directors in accordance with Pickleball New Brunswick's Complaints and Discipline policy may apply the following measures singly or in combination when responding to a conflict-of-interest complaint:

- Absolve the individual from the complaint.
- Removal or temporary suspension of certain responsibilities or decision-making authority.
- Removal or temporary suspension from a designated position.
- Removal or temporary suspension from certain Pickleball New Brunswick events and/or activities
- Expulsion from Pickleball New Brunswick

**3. UPDATE OF THE POLICY**

The policy will be reviewed on a triennial base, or as operational needs dictate.

**4. ENTRY IN FORCE**

This policy will enter into force on June 1, 2026

