



TITLE	1.5 Conflict of Interest
CATEGORY	Governance
EFFECTIVE DATE	December 3rd, 2024
DATE OF LAST REVIEW	NEW
ADOPTED ON	December 3rd, 2024

1. PURPOSE

Pickleball Moncton’s guidelines for identifying, disclosing, and managing conflicts of interest among its board members, officers, and volunteers.

2. POLICY

2.1 Scope: Pickleball Moncton values fairness, transparency, and integrity in all governance activities. This policy ensures that individuals in positions of responsibility act in the club’s best interest and avoid situations where personal interests could interfere with their duties.

2.2 Definition: A conflict of interest arises when a person’s personal interests, or those of close friends, family, or associated organizations, have the potential to influence their decisions or actions on behalf of Pickleball Moncton.

2.3 Guidelines for Avoiding Conflicts of Interest

Board members, officers, and volunteers will:

- Avoid financial or personal interests that could conflict with their duties to Pickleball Moncton unless these interests are fully disclosed and managed.
- Not use their role to grant preferential treatment to any individuals, clubs, or organizations.
- Not derive personal benefit from confidential information gained through their role with the club.
- Can not use Pickleball Moncton resources (e.g., property, equipment, or services) for personal gain.
- Refuse gifts, favors, or benefits that could appear to influence decisions.

2.4 Managing Conflicts of Interest (when a conflict is disclosed)

- The board will record the disclosure in meeting minutes.
- The individual may participate in discussions about the matter only if the board permits it (noted in the minutes).
- The individual will leave the meeting therefore abstaining from voting on the matter and will not be counting towards quorum for decisions related to the conflict.
- The board will ensure that decisions are made in the best interest of Pickleball Moncton.

2.5 Handling Complaints About Conflicts of Interest (If a conflict of interest is suspected or reported)

- The board will review the matter in accordance with Pickleball Moncton's Disciplinary and Corrective Action Policy. Possible actions include:
 - Clarification or resolution of the issue.
 - Temporary or permanent suspension of certain responsibilities or roles.
 - Expulsion from Pickleball Moncton if necessary.

3. PROCEDURE

3.1 Initial and Annual Disclosure

Upon joining the board or taking on a key role, including volunteers, individuals will complete a Conflict of Interest Declaration outlining any potential conflicts (see Appendix A).

This declaration will be updated annually or as potential conflicts arise.

3.2 Reporting Conflicts

Any individual who identifies a potential conflict of interest must disclose it to the President or Vice President.

If unsure about a conflict, the individual should consult with the board for clarification.

4. RESPONSIBLE

The Board of governance is responsible for the application of this policy.

Appendix A: Conflict of Interest Declaration (Create a form)

Each individual must sign the following statement upon joining the board or assuming a key role:

Conflict of Interest Declaration

I have read and understood Pickleball Moncton's Conflict of Interest Policy. I commit to avoiding conflicts of interest and to disclosing any actual or potential conflicts as soon as I become aware of them.

I disclose the following interests that may create a conflict:
[List interests, if any]

I will provide further updates as necessary.