



British Columbia Table Tennis Association
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Board of Directors Code of Conduct Conflict of Interest Policy

Sept 23, 2025

Introduction

The Board of Directors of the British Columbia Table Tennis Association (BCTTA) has been entrusted by the members of the association to oversee and manage the affairs of BCTTA as described in BCTTA's bylaws. The policy sets out the code of conduct expected of BCTTA directors in response to the trust placed in them by the membership.

General Conduct

A Director

- a. Must be familiar with and comply with the BC Non-Profit Organization Act.
- b. Must be familiar with ViaSport's Policy and TTCAN and Canadian Sport Policy.
- c. Has a duty to act with the utmost honesty and good faith and must always act in the best interests of BCTTA.
- d. Must exercise the care, diligence, and skill of a reasonably prudent and informed person under comparable circumstances.
- e. Must avoid any behavior that would bring BCTTA into disrepute.

Confidential Information

A Director

- a. Must maintain the confidentiality of all information and records that are the property of BCTTA and that are treated as confidential by BCTTA and shall not reveal or make use of such information until it becomes a matter of general public knowledge.
- b. A director must treat discussion at the board meeting as confidential, as well as the number of votes cast for and against a resolution and how other directors may have voted, except to the extent that such discussion and voting details are contained in the Board-approved minutes.
- c. Motions approved at Board meetings are not confidential unless the Board so decrees, in which case a director must abide by that decree.

Conflict of Interest

A conflict of interest arises where a director has a direct or indirect interest, financial or otherwise, or has a duty that conflicts with the performance of the director's duties owed to BCTTA or is sufficient to influence or appear to influence that performance. An indirect interest may arise, for example, through a relative or friend.

For that reason, a director may not hold, nor an immediate family member hold, a financial interest, directly or indirectly, or hold a management position in an organization in a relationship with BCTTA whereby that director could in any way benefit the other organization by influencing the purchasing, sponsorship arrangements, or other decisions of BCTTA.

A Conflict of Interest can be real or perceived. Perceived Conflicts of Interest are more frequent than real Conflicts of Interest. Both are harmful to the public trust in BCTTA and are therefore prohibited.

Therefore, directors commit to avoiding at any time a Conflict-of-Interest situation and shall

- a. Not engage in any business or transaction or have any interest in any business that conflicts with their duties with BCTTA.
- b. Not directly or indirectly, place themselves in a position where they are under an obligation to any person or business to accord preferential treatment.
- c. Shall not place themselves in a position where they could be influenced by personal, financial, business, or other interests.
- d. In their performance of duties with BCTTA, not to accord preferential treatment to family members or friends, or other interests.
- e. Not derive personal benefits from information that they have acquired during the course of fulfilling their duties with BCTTA, where this information is confidential or not (yet) available to the general public.
- f. Not use or allow the use of BCTTA's sources and property of any kind for any purpose other than for which they are intended.
- g. Not accept cash donation, gift, or favor that could be seen as being given in anticipation of, or recognition for any special treatment granted by virtue of being a representative of BCTTA.
- h. Not engage in any activity that conflicts, or appears to conflict, with their official duties with BCTTA.

Disclosure of Conflict of Interest

A director shall disclose a Conflict of Interest as soon as it arises or as soon as he/she becomes aware of a real or perceived conflict. Such disclosure shall be handled as per the "Administration" paragraph below:

No candidate shall stand for election for the position of director of BCTTA if he/she is in a position of Conflict of Interest, real or perceived.

Administration of the Policy

If a disclosed or an undisclosed Conflict of Interest arises involving a director, the President will investigate and either:

- a. determine that a conflict or potential conflict exists and report his or her findings to the Board, or
- b. refer the question to the Board for determination.

If a conflict of interest arises involving the President, the question will be determined by the Board.

A determination of the Board of Directors that a conflict of interest exists or may exist shall be final and binding on a director/president of BCTTA. The director/president will be excused from his/her position.