



## **Conflict of Interest Policy**

Date of Approval: July 8, 2026, Next Review: 2028  
Approved by: BCTTA Board of Directors

### **Definitions**

Terms in this Policy are defined as follows:

- a) **Conflict of Interest** – Any situation in which a Representative’s decision-making, which should always be in the best interest of BCTTA, is influenced or could be influenced by personal, family, financial, business or other private interests;
- b) **Non-Pecuniary Interest**- An interest that an individual may have in a matter which may involve family relationships, friendships, volunteer positions or other interests that do not involve the potential for financial gain or loss;
- c) **Pecuniary Interest**- An interest that an individual may have in a matter because of the reasonable likelihood or expectation of financial gain or loss for that individual, or another person with whom that individual is associated;
- d) **Representative**- Individuals employed by, or engaged in activities on behalf of, BCTTA including coaches, officials, staff, members, convenors, contract personnel, volunteers, managers, administrators, committee members, and Directors of BCTTA.

### **Purpose**

- a) BCTTA strives to reduce and eliminate nearly all instances of conflict of interest at BCTTA – by being aware, prudent, and forthcoming about the potential conflicts. This policy describes how Representatives will conduct themselves in matters relating to conflict of interest and clarifies how Representatives shall make decisions in situations where conflict of interest may exist.
- b) This policy applies to all Representatives.

### **Obligations**

- a) Any real or perceived conflict of interest, whether Pecuniary or non-pecuniary, between a Representative’s personal interest and the interests of BCTTA, shall always be resolved in favour of BCTTA.
- b) Representatives will not engage in any business or transaction, or have a financial or other personal interest, that is incompatible with their official duties with BCTTA, unless such business, transaction, or other interest is properly disclosed to BCTTA and approved by BCTTA.
- c) Knowingly place themselves in a position where they are under an obligation to any person who might benefit from special consideration or who might seek preferential treatment.
- d) In the performance of their official duties, give preferential treatment to family members, friends, colleagues, or organizations in which their family members, friends, or colleagues have an interest, financial or otherwise.

- e) Derive personal benefit from information that they have acquired while fulfilling their official duties with BCTTA, if such information is confidential or not generally available to the public.
- f) 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 BCTTA, or in which they have an advantage or appear to have an advantage based on their association with BCTTA.
- g) Without the permission of BCTTA, use BCTTA's property, equipment, supplies, or services for activities not associated with the performance of their official duties with BCTTA.
- h) Place themselves in positions where they could, by virtue of being a Representative of BCTTA, influence decisions or contracts from which they could derive any direct or indirect benefit.
- i) Accept any 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 BCTTA.

### **Disclosure of Conflict of Interest**

- a) On an annual basis, all BCTTA's Directors, and candidates for election to the Board, Officers, Employees and Committee Members will complete a Declaration form disclosing any real or perceived conflicts that they might have. BCTTA shall retain the Declaration Form with records kept in files.
- b) Directors, Officers, Committee Members, Employees, Coaches, Staff, Managers, Volunteers and other Representatives must disclose real and perceived conflicts of interest to the Board of BCTTA.
- c) Representatives shall also disclose all affiliations with all other organizations involved with the same sport. These affiliations include any of the following roles: athlete, coach, manager, official, employee. Volunteer, or Director.

### **Minimizing Conflicts of Interest in Decision -Making**

Decisions or transactions that involve a conflict of interest that has been proactively disclosed by a Representative of BCTTA will be considered and decided with the following additional provisions:

- a) The nature and extent of the Representative's interest has been fully disclosed to the body that is considering or making the decision, and this disclosure is recorded or noted;
- b) The Representative does not participate in discussion on the matter;
- c) The Representative abstains from voting on the decision;
- d) For Board-level decisions, the Representative does not count toward quorum;
- e) The decision is confirmed to be in the best interests of BCTTA.

### **Conflict of Interest Complaints**

Any person who believes that a Representative may be in a conflict-of-interest situation should report the matter, in writing (by email or mail) to BCTTA's Board, who will decide appropriate measures to eliminate the potential or existing conflict. The Board may apply the following actions singly or in combination for real or perceived conflict of interest:

- a) Removal or temporary suspension of certain responsibilities or decision-making authority;
- b) Removal or temporary suspension from a designated position;
- c) Removal or temporary suspension from certain teams, events and/or activities;
- d) Expulsion from BCTTA;
- e) Other actions as may be considered appropriate for the real or perceived conflict of interest.

The Board may determine that an alleged real or perceived conflict of interest is of such seriousness as to warrant suspension of designated activities pending a meeting and a decision of the Board.

Conflict of Interest policy shall be enforced accordingly. Conflict of Interest declaration form is attached.

**Appendix A**

Conflict of Interest – Declaration Form

I have read the Conflict-of-Interest Policy. I agree to be bound by the obligations contained therein, and I commit to avoid any real or perceived conflict of interest. I also commit to disclosing the existence of any real or perceived conflict of interest to the Board as soon as it is known to me.

I declare the following interests which may represent a potential conflict of interest:

- I declare no conflict of interest with my position on the Board of Directors.

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Name Print

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Signature

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Date