



Beaumont Soccer Association

H001- Code of Conduct Policy

Adoption Date:

Revision No: 2

Policy Type				
Administrative	Board	Financial	HR	Technical

All persons who have an interest in and benefit from the continuing good works of Beaumont Soccer Association (BSA) have a right to an organization which is conducted with efficiency, impartiality, openness, and integrity. It is this special obligation which demands that there not be, nor appear to be, any conflict between the private interests of BSA volunteers and staff, and their BSA-related responsibilities.

1. Policy

- 1.1. The Code of Conduct is intended to guide volunteer and employee activities to enhance value and to minimize conflict of interest situations. Every volunteer and employee have a personal responsibility to comply with the letter and spirit of this Code:

- 1.1.1. **Ethical Standards:** Observe the highest ethical standards when performing duties on behalf of BSA.
- 1.1.2. **Loyalty to the Interests of BSA:** Be loyal to the interests of BSA, ahead of personal interest as a beneficiary of BSA services.
- 1.1.3. **Public Statements:** Shall not exercise individual authority over BSA. No person or group has authority to speak for BSA (i.e., to public, media, or others) except as provided by BSA bylaws, policies or procedures.
- 1.1.4. **Dealings with Others:** While on BSA business, demonstrate fair play, mutual respect, ethics, openness, straight-forward communication, and adherence to the applicable law.

- 1.1.5. **Use of BSA Property:** Avoid and do not permit the use of BSA equipment, supplies, material or property for personal purpose or profit.
- 1.1.6. **Office, Travel and Other Expenses:** Ensure that all expenses incurred on behalf of BSA are consistent with BSA needs and incurred only when budgeted for and approved in advance. In case of paid positions contracts must be approved by Executive. Expense claims for reimbursement must include relevant receipts (with a brief explanation of each) and submitted within a reasonable time.
- 1.1.7. **Personal Transactions with BSA:** Avoid self-dealing, private business or personal transactions with BSA, except when approved by the Board ensuring equal competitive opportunity and access to information.
- 1.1.8. **Confidential Information:** Avoid disclosure of confidential information concerning BSA (i.e., player info) unless authorized by the BSA Board or its Executive Director. Avoid use of such information for personal gain.
- 1.1.9. **Acceptance of Gifts:** Avoid accepting any gift, commission, reward, advantage, favour, service or benefit of any value from any person, firm or corporation which is interested directly or indirectly in any manner in business dealing with BSA, other than the normal exchange of gifts between friends; the normal exchange of hospitality between persons doing business together, tokens exchanged as part of protocol; or the normal presentation of gifts to persons participating in public functions.
- 1.1.10. **Reporting of Potential Conflict of Interest:** Disclose immediately and in writing to the BSA Executive any actual, potential or perceived activity (e.g., enterprise, role, association, or interests), which create or are deemed to create a conflict of interest. [Conflict of interest is anything that may bias an individual in the performance of his/her BSA duties or hamper his/her ability to act in the best interests of the organization.]

2. Change Control

Change Description	Approved on Date
Updated policy to new template	January 25, 2025