

St. Albert Pickleball Club

Board Policies

Conduct

Volunteer and Contractor Code of Conduct

Policy:

The SAPC Board will maintain a Volunteer and Contractor Code of Conduct which directs volunteers and contractors to keep their activities and use of authority within the scope and boundaries of their roles and which stipulates the volunteer's accountability to the responsible authorities within the SAPC (the Board, Team Managers, Team Coordinators).

Purpose:

This Code of Conduct will guide the behaviour of any person volunteering or providing contract services in a manner that ensures courteous and professional behaviour in dealing with members, their guests, Club visitors, contractors, officials and the public.

Clarification:

1. This Code of Conduct applies to all individuals who act in a volunteer capacity, who volunteer to perform a specific service, or who perform contract services for the SAPC.
2. Volunteers are expected to conduct themselves in a way that honours and protects the SAPC's reputation, respects its policies and does not detract from the public's trust and confidence in the Club.
3. The volunteers are the primary way in which people interact with the SAPC, and they set the tone for the Club.
4. The written volunteer job description, contract or committee mandate outlines and limits the authority and responsibilities of the volunteer or contractor positions, where available.
5. This Code of Conduct does not supersede the Member Code of Conduct, but complements it.

Volunteers and contractors:

1. Will by their example and demonstrated behaviour set a positive tone for the SAPC.
2. Will be courteous, respect those placed in authority over them, and not abuse their own authority.
3. Will work within the outlines and limits of their job descriptions.
4. Will treat all persons with whom they interact while conducting Club business with respect. Harassment, discrimination, bullying or other behaviour that compromises the dignity and self-worth of others will not be tolerated.
5. Will at all times use reasonable care and caution to respect the privacy and dignity of members and other volunteers.

6. Will not read records or discuss such information unless there is a legitimate purpose. All member records are the property of the Club and are to be kept in a secure location.
7. Will only incur expenses on behalf of the Club as authorized by the SAPC Board or other authorized individuals.
8. Will not provide favours or special treatment for friends or family.
9. Will not use their status as a SAPC volunteer or contractor to obtain personal gain from those doing or seeking to do business with the Club and neither seek nor accept gifts, payments, services, fees, or any special valuable privileges.
10. Will avoid all situations in which their personal interests conflict or might conflict with duties to the Club. They shall, at the first opportunity, disclose any conflict of interest. The nature of this reported conflict must be noted in appropriate official records of the Club, such as meeting minutes.
11. Will not use for their own purposes, including financial gain, or disclose for the use of others, information obtained as a result of their role with the Club (for example, lists of sponsors or suppliers). This applies both during and after the period in which the individual is a volunteer or contractor.
12. Will relinquish ownership to the Club of all intellectual property developed in the course of their role with the Club (e.g., guides, training resources, promotional materials, and designs).

The above are minimum standards and by no means cover every contingency. Any material failure to comply with these standards or applicable SAPC policies will be sufficient grounds for disciplinary action up to and including membership revocation.

Any volunteer or contractor who is uncertain of the application of this Code of Conduct should contact a member of the Board.

Approved: February 18, 2019

Reviewed: