



USA RACQUETBALL CONFLICT OF INTEREST ACKNOWLEDGMENT AND DISCLOSURE STATEMENT

Approved by the USA Racquetball Board of Directors 5/17/2021; Revised 4/29/2024

NOTE: Throughout the USA Racquetball Bylaws and all USA Racquetball policies, when the term Executive Director is utilized, and pursuant to the information provided in Articles VI and VIII, the term “Office of the Executive Director” is to be considered synonymous with the term “Executive Director” and all the roles and responsibilities therein, except where otherwise noted. (See USA Racquetball Bylaws, Articles VI and VIII.)

INTRODUCTION

The USA Racquetball Conflict of Interest Policy is applicable to all USA Racquetball Affiliated Persons (also referred to in the USA Racquetball Conflict of Interest Policy as “Affiliated Individuals”). **“Affiliated Persons”** include, but are not limited to, members of USA Racquetball’s Board of Directors, officers, committee members, task force members, hearing panel members, employees, and volunteers with substantial decision-making authority, e.g., hearing panel members and competitive juries.

AFFILIATED PERSONS

Persons affiliated with USA Racquetball owe a fiduciary duty of loyalty to USA Racquetball. This duty requires them to avoid conflicts of interest and to act at all times in the best interests of USA Racquetball. The purpose of the USA Racquetball Conflict of Interest Policy, which is available in its entirety on the USA Racquetball website, is to help inform Affiliated Persons about what constitutes a conflict of interest; to assist Affiliated Persons in identifying and disclosing actual and potential conflicts; and to help ensure avoidance of conflicts of interest where necessary.

Affiliated Persons have a fiduciary duty to conduct themselves without conflict to the interests of USA Racquetball. In their capacity with USA Racquetball, they must subordinate personal, individual business, third-party, and other interests to the welfare and best interests of USA Racquetball.

By definition, **Affiliated Persons** include your family and other people or organizations close to you:

- Your spouse, domestic partner, child, mother, father, brother, sister, grandparent, cousin or other blood relative;
- Any corporation or organization of which you are a board member, an officer, a partner, participate in management or are employed by, or are, directly or indirectly, a debt holder or beneficial owner of any class of equity securities; and

- Any trust or other estate in which you have a substantial beneficial interest or as to which you serve as a trustee or in a similar capacity.

CONFLICTS OF INTEREST

A **Conflict of Interest** is conduct, a transaction, or a relationship that presents or might present a conflict between a Board member's obligations owed to USA Racquetball and the Board member's personal, business, or other interests.

All conflicts of interest are not necessarily prohibited or harmful to USA Racquetball. However, full disclosure of all actual and potential conflicts, and a determination by disinterested USA Racquetball Executive Committee members – with interested Board member(s) recused from participating in debates and voting on the matter – are required.

All actual and potential conflicts of interest shall be disclosed by Affiliated Persons to the USA Racquetball Executive/Ethics/HR/Personnel/Grievance Committee through the annual disclosure form and/or to the Board of Directors whenever a conflict arises, including in Board of Directors meetings as topics are discussed and votes are taken. Disinterested members of the Committee shall make a determination as to whether a prohibited conflict exists and what subsequent action is appropriate (if any). The Committee shall inform the Board of such determination and action.

Since it is not possible to write a policy that covers all potential conflicts, Affiliated Persons are expected to be alert to and avoid situations that might be construed as conflicts of interests. Examples are provided in Addendum A of the USA Racquetball Conflict of Interest Policy.

On an annual basis, all Affiliated Persons shall be provided with a copy of USA Racquetball's Conflict of Interest Policy and required to complete and sign the acknowledgment and disclosure form below. All completed forms shall be provided to and reviewed by the USA Racquetball Board of Directors Executive/Ethics/HR/Personnel/Grievance Committee as well as all other conflict information, if any, provided by Board members.

The USA Racquetball Executive/Ethics/HR/Personnel/Grievance Committee has the obligation to provide all Board members with an individual listing of Conflicts of Interest as provided by Affiliated Persons.



CONFLICT OF INTEREST POLICY ACKNOWLEDGMENT

I, _____, as an Affiliated Person with USA Racquetball in the role(s) of _____, attest to the following:

- I have received the USA Racquetball Conflict of Interest Policy (the “Policy”).
- I have read and understand the Policy.
- I agree to comply with the Policy.

Signature: _____

Name: _____

Date: _____

CONFLICT OF INTEREST DISCLOSURE

Sport and Community Involvement

Please note all sport and USA Racquetball community involvement. Please state the obvious – even if your involvement is widely known, be sure to note it here to be certain that any conflicts up front and easier to address.

- I own, operate, or work at a business that is involved in our sport.
- My family members or affiliated person(s) own, operate, or work in a business that is involved in our sport.
- I am actively participating in our sport as a competitor, official, coach, or other type of participant.
- My family member(s) or affiliated person(s) actively participate in our sport as a competitor, official, or other type of participant.

Disclosure of Actual or Potential Conflicts of Interest - Roles in Racquetball/Sport

	Yes -- please include details	No
Sponsored by a manufacturer or supplier		
Representative for a manufacturer or supplier		

Employed by a sports facility or organization		
Coach (adults or juniors)		
Elite Athlete		
Other Boards within racquetball (states, organizations) and roles/titles held		
Other sports Boards outside racquetball		
Event director		
Independent business owner in sports		
Support role with USA Racquetball - paid or volunteer		
Other (attach additional pages as necessary)		

= Disclosure of Actual or Potential Conflicts of Interest - General

	Yes -- please include details	No
Have you, a Family Member, or any of your affiliated persons provided services or been associated with a third party that has provided services or property to USA Racquetball in the past year?		
Do you or a Family Member act as an agent, representative, or consultant to a business <i>whose interests may conflict</i> with the interests of USA Racquetball?		
Do you as an Affiliated Person hold office, serve on the board, participate in management, or are otherwise employed (or formerly employed) with a third party dealing with USA Racquetball?		
Other than direct employment income, did you or an affiliated person make		

more than \$1,000 from USA Racquetball in the past year?		
Are you affiliated with a person who is an athlete competing for a spot on a USA Racquetball national team; are you an athlete competing for a spot on the team; do you coach an athlete who is competing for a spot on the team; or do you have an immediate family member, employee, or colleague who is otherwise participating in the competition for which the selection committee has been convened?		
Do you or a family member have a business relationship with a sponsor, supplier, licensee, or vendor of USA Racquetball?		
Are you aware of any other events, transactions, arrangements, or other situations that have occurred or may occur in the future that you believe should be and/or would prefer to be examined by USA Racquetball's Board Ethics Committee in accordance with the terms and intent of USA Racquetball's Conflict of Interest Policy?		
Would you like to be contacted by a member of the USA Racquetball Ethics Committee to discuss questions or comments about this declaration or to discuss the Conflict of Interest policy further?		

I HEREBY CONFIRM that my responses to the above questions are complete and correct to the best of my information and belief. If at any time following the submission of this form I become aware of any information that might indicate that this disclosure is inaccurate or that I have not complied with this policy, or if any additional actual or potential conflicts of interest arise, or if the information provided above becomes inaccurate or incomplete, I will promptly notify the USA Racquetball Board of Directors Executive/Ethics/HR/Personnel/Grievance Committee and/or USA Racquetball Executive Director/CEO in writing.

Signature

Date