



**GIFTS AND ENTERTAINMENT POLICY  
OF  
USA RACQUETBALL, INC.  
APPROVED 6/24/24**

***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.)***

**1. Purpose**

USA Racquetball is committed to sustaining an ethical workplace free of conflicts of interest and perceived conflicts of interest. USA Racquetball therefore has adopted this Gifts and Entertainment Policy to provide instruction to USA Racquetball employees, board members, officers, committee members, task force members, hearing panel members, and volunteers regarding how to handle offers of gifts or other forms of entertainment from individuals or companies that do business with, or are interested in doing business with, USA Racquetball. Additionally, it provides instruction on USA Racquetball extending gifts to third parties.

This policy should not be considered in any way as an encouragement to make, solicit, or receive any type of gift or entertainment. Indeed, USA Racquetball employees, board members, officers, committee members, task force members, hearing panel members, and volunteers may not, under any circumstances, actively solicit any type of gift or entertainment. Further, USA Racquetball will not under any circumstances permit or authorize participation in any business gifts or entertainment that might be considered lavish, inappropriate or illegal.

**2. Applicability of Policy**

This Gifts and Entertainment Policy is applicable to all USA Racquetball employees, board members, officers, committee members, task force members, hearing panel members, and volunteers, as well as their spouses and immediate family members (“Affiliated Individuals”).

**3. Receiving Business Courtesies**

a. Current Business Partners

Affiliated Individuals may accept gifts from individuals and companies that currently do business with, or make donations to USA Racquetball as follows:

i. Partner/sponsor/supplier products and partner/sponsor/supplier-branded products (e.g., logoed jackets) with a value of up to \$500 per Affiliated Individual, per year, per individual/company;

- ii. Other gifts with a value of no more than \$100 per Affiliated Individual, per year, per individual/company;
- iii. Invitations for the Affiliated Individual to attend sporting events with an individual/company representative including travel to and from such events only to the extent approved in advance by USA Racquetball's Ethics Committee.
- iv. On an infrequent basis, invitations for a spouse or family member to join the Affiliated Individual at sporting events with an individual/company representative;
- v. Invitations to attend fundraising events with an individual/company representative at no cost to the Affiliated Individual;
- vi. Invitations to attend other social, educational, or entertainment events intended to enhance the business relationship, provided that the cost of the event does not exceed \$100 per Affiliated Individual per event and \$400 total per individual/company per year; and
- vii. Perishable or consumable gifts provided that the gift is reasonable and not unduly lavish.

#### b. Prospective Business Partners

Affiliated Individuals may accept gifts from individuals and companies that are not current business partners of USA Racquetball but that may or may not be seeking to engage in a business relationship with USA Racquetball as follows:

- i. Gifts with a value of not more than \$100 per Affiliated Individual, per year, per individual/per company;
- ii. Invitations for the Affiliated Individual to attend sporting events with an individual/company representative (but not travel to and from such events);
- iii. Invitations to attend fundraising events with an individual/company representative;
- iv. Invitations to attend other social, educational or entertainment events intended to promote the business relationship provided that the cost of the event does not exceed \$100 per Affiliated Individual, per event and \$200 total per Affiliated Individual, per individual/company, per year.

#### c. Limitations

Affiliated Individuals may never accept cash or financial instruments, such as checks or stocks. Under the guidelines set forth herein, Affiliated Individuals may accept gift certificates or gift cards.

### **4. Disclosure and Approval**

All gifts or invitations falling under Section 3(A)(1), Section 3(A)(3), and Section 3(B)(2) above, and all invitations that involve the third party paying for the Affiliated Individual's travel and/or overnight accommodations, must be promptly reported to the Ethics Committee and CEO.

Where the gift or invitation is made to the CEO, the requisite disclosure must be made to the Ethics Committee. Prior to accepting invitations or gifts that include travel and/or overnight accommodations during business hours, written approval must be received from the CEO. In the case of the CEO's request for approval, such approval must be received from the Ethics Committee.

Any potential gifts or invitations extended that exceed the limits and/or parameters noted above must be disclosed to, and approved in advance and in writing by, the Ethics Committee or CEO, as appropriate, before they may be accepted.

In addition, the Ethics Committee and CEO may, in consultation and collaboration with the Affiliated Individual, require that any gift(s) be graciously returned, or not accepted, as the case may be, if the Ethics Committee and CEO believe such gift(s) are not proper and/or create an appearance of impropriety.

The Gift Disclosure form is attached.

## **5. Extending Business Courtesies**

### General Rules

There may be times when an Affiliated Individual wishes, as a business matter, to extend to a current or potential USA Racquetball business associate (i.e., an individual or company) a gift or an invitation to attend a social event (e.g., reception, meal, sporting event, or theatrical event) to further or develop a business relationship. In such instances, gifts may not exceed \$100 in value per person per year, without the prior written approval of the CEO and/or the Ethics Committee.

Invitations to events must be reasonable and appropriate. Topics of a business nature must be discussed at the event, and the USA Racquetball employee or Board Member must be present. The cost associated with such an event should not exceed \$100 per person/company per year, except with regard to sporting events and fundraising functions, without the prior written approval of the CEO. Moreover, such business entertainment with respect to any particular individual must be infrequent, which, as a general rule, means not more than four (4) times per year. Frequency beyond the foregoing must be pre-approved in writing by the CEO. To the extent the USA Racquetball employee or Board Member has knowledge of applicable restrictions by a recipient's organization on gifts and entertainment, the USA Racquetball employee or Board Member must undertake best efforts for all business entertainment and gifts to comport with the restrictions imposed by the recipient's organization.

USA Racquetball employees or Board members may give gift certificates within the limits set forth in this policy, but may never give cash or financial instruments, such as checks or stocks.

#### a. Development Division/Staff

USA Racquetball recognizes that the limits set forth in Section 5 may hamper the ability of the Development Division/Development Staff to perform their job functions. In light of this, the foregoing limits will not apply to the Development Division/Development Staff if the invitation or event is part of normal and reasonable job duties and the event is not lavish or unreasonable.

For the Development Division/Development Staff only, the cost of gifts and events for which no

prior written approval is required is \$600 per person per year. To the extent any gift or invitation exceeds that limitation, the USA Racquetball Development employees/staff must obtain the prior written approval from the CEO.

b. Government Employees/Officials

The giving of gifts to federal, state, and local government employees/officials is governed by a complex set of rules that is typically agency-specific. Generally, the giving of gifts to government employees/officials is very limited or prohibited. Before offering a gift, of any value, to a government employee/official, the USA Racquetball employee, Board member, or other Affiliated Individual, must receive the approval of the CEO in advance and in writing.

c. Disclosure And Approval

All gifts or invitations offered by an Affiliated Individual must be covered by the appropriate USA Racquetball budget and must be approved in advance by the appropriate USA Racquetball supervisor. All gifts or invitations extended that exceed the limits and/or parameters noted above must be disclosed to, and approved in advance and in writing by, the CEO before they may be offered.

If a government employee/official gives a gift to an Affiliated Individual, the Affiliated Individual must communicate such to the Executive Director/CEO and receive advice as to the protocol and handling of the gift.

d. USA Racquetball Point of Contact

Affiliated Individuals in need of further information or guidance in relation to this policy should contact USA Racquetball's Executive Director/CEO.

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**USA Racquetball GIFT DISCLOSURE FORM**

Please complete this form immediately upon receipt of personal gifts received in the capacity as an employee or representative ("Affiliated Individual") of USA Racquetball.

**Name:** \_\_\_\_\_

Employee  Board Member  Volunteer

Committee Member  Hearing Panel Member

Task Force Member  Athlete Representative

Other (please specify): \_\_\_\_\_

**Describe the gift(s) received:** \_\_\_\_\_

• The value of the gift is estimated at \$\_\_\_\_\_. *Note: This is a good faith estimate based on retail value. If the value cannot reasonably be estimated or determined, so state.*

• Please describe the source of the gift (name and relationship to [NGB]) and under what circumstances it was received:

Current business partner: \_\_\_\_\_

Prospective business partner: \_\_\_\_\_

Other: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Indicate below any matters pending or likely to arise in the future that might involve the donor:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Certification:** I certify that this gift was not solicited.

**SIGNATURE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

Send this completed form to USA Racquetball's Executive Director/CEO at [ed@usaracquetball.com](mailto:ed@usaracquetball.com) and to the Ethics Committee via the Board President at [president@usaracquetball.com](mailto:president@usaracquetball.com).