



## AMERICAN CANOE ASSOCIATION (ACA)

**POLICY TYPE:** *Ethics and Conduct*

**POLICY NUMBER:** *ENC-006*

**POLICY TITLE:** *Gifts and Entertainment Policy*

**REVISION:** *1*

**ORIGINAL:** *4/11/2013*

**REVISED:** *9/1/2021*

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### **Purpose:**

The American Canoe Association (“ACA”) is committed to limiting the incidence of conflict of interest associated with the acceptance of and giving of personal gifts and gratuities by ACA representatives. This policy covers employees, board of directors and officers, committee members, task members, coaches, officials, and volunteers as well as immediate family members of these individuals. Independent contractors are also covered by this policy in the context of their role as a representative of the ACA.

### **General Policy:**

ACA representatives are advised that the best and safest response when offered a gift with significant value (> \$100) is to politely decline the gift or to turn over the gift directly to the American Canoe Association as a contribution from the original source.

ACA representatives should never offer gifts or services to outside parties except for minor business courtesies such as payment for normal meal costs when arising from business connected with the activities of the ACA.

### **Monetary Gifts:**

All ACA representatives are prohibited from accepting monetary gifts of any type or value in conjunction with their official role with the Association. This includes:

- Cash gifts of any value for services performed within the scope of his/her official duties, except for compensation and expenses paid directly by or approved by the ACA.
- Gift-loans, advances, favors or services of material value that may reasonably tend to influence him/her in the discharge of his/her duties.

- Special discounts accepted in an official role, except those organized through the organization as a generally available member benefit such as ProDeals.
- Money or anything of value for or in payment of employment, a promotion, or a privilege with the ACA.
- A business or professional opportunity for financial benefit if the representatives knows or should know that the opportunity is offered to influence the discharge of their duties.

All ACA representatives are prohibited from offering monetary gifts of any type or value in conjunction with their official role with the Association.

**Gifts of items:**

ACA representatives should not accept any gift item with value in excess of \$100 (generally determined by MSRP), or any gift item of undetermined value in conjunction with their official roles with the ACA unless the item is provided primarily for general use by or within the Association with the giftee acting as custodian. See also “Reportable Gifts” below.

All ACA representatives are prohibited from offering gifts of items (except promotional items) in conjunction with their official role with the Association.

**Gifts of Travel Services or Entertainment:**

Gifts of services, such as a business trip or personal trip paid for by a vendor, may not be accepted for any reason whatsoever.

All ACA representatives are prohibited from offering gifts of travel services or entertainment in conjunction with their official role with the Association.

**Acceptable Gifts:**

ACA representatives may accept the following types of gifts:

- Items of minor or minimal value, such as promotional items, generally may be accepted without concern.
- Items or services with intrinsic value less than \$100 when not taken in return for favor or preferences provided.
- Gifts of food and entertainment when offered to a group (one or more representatives) within the organization.
- Compensation from outside organizations for services rendered in conjunction with personal skills and training when not specifically representing the American Canoe Association.
- Speaking honoraria and expenses for lectures and training related to personal credentials and certifications when not specifically promoting the ACA.

ACA representatives may offer items of minor or minimal value (<\$100), such as promotional items, to outside parties.

**Reportable Gifts:**

- Any gift with a value in excess of \$100 should either be politely declined or the gift should be turned over directly to the Association as a contribution from the original source.
- All gifts with a value in excess of \$100 must be reported by email to the Executive Director and Accounting Manager for tracking and proper accounting. If the Executive Director is the recipient, the gift must be reported to the Chair of the Board of Directors. The ED shall review the tracking log with the Board of Directors on a periodic basis.

**Policy Owners:**

- ACA Executive Director (bspilman@americancanoe.org)
- ACA Accounting Manager (ewalther@americancanoe.org)

<b>History of Revisions</b>		
<b>Rev</b>	<b>Description of Changes</b>	<b>Date</b>
0	Original document	4/11/2013
1	Minor updates to add provisions for giving of gifts	9/7/2021