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Coastal Wave Volleyball Club - Director Code of Conduct

Governance, integrity and accountability

Directors of Coastal Wave Volleyball Club hold positions of trust and are responsible for governing the club in the best interests of its members and the organization. Directors are expected to act honestly, diligently, respectfully and in good faith; to exercise sound judgment; and to protect the club's purpose, reputation, resources and long-term sustainability. This Code applies to Directors and Officers when carrying out Board or club responsibilities.

Directors commit to:

- Act in the best interests of Coastal Wave Volleyball Club as a whole, rather than in the interests of an individual, family, team, coach, sponsor or other group.
- Understand and comply with the club's constitution, bylaws, policies, Board decisions and applicable legal, regulatory and governing-body requirements, including relevant Volleyball BC and Volleyball Canada requirements.
- Exercise their responsibilities with honesty, care, diligence, fairness and independent judgment. Make decisions on relevant information, ask appropriate questions and act within the authority assigned to the Board or a delegated role.
- Treat fellow Directors, members, athletes, parents, coaches, volunteers, staff, officials and external partners with respect. Encourage constructive discussion and disagree professionally without personal attacks, intimidation or retaliation.
- Support properly made Board decisions once adopted, while ensuring that dissenting views and material concerns can be raised respectfully during Board deliberations and recorded where appropriate.
- Attend and prepare for Board meetings, participate actively, complete assigned responsibilities and disclose when they cannot meet a commitment. Declare any inability to act impartially.
- Maintain confidentiality of Board discussions, personal information, athlete and family information, personnel matters, complaints, investigations, financial information and other non-public club information. Share information only when authorized or legally required.
- Use club funds, property, equipment, records, information and opportunities responsibly and only for authorized club purposes. Ensure that financial decisions are prudent, properly authorized and appropriately documented.
- Avoid preferential treatment, favouritism, retaliation or discrimination. Decisions about teams, athlete opportunities, appointments, contracts, funding, discipline and resources must be based on fair and relevant criteria and the club's approved processes.
- Maintain appropriate boundaries between governance and day-to-day program delivery. Respect the roles and delegated authority of coaches, team managers, committees, staff

and volunteers, and avoid interfering in operational decisions outside a Director's assigned authority.

- Communicate responsibly on behalf of the club. A Director must not make public statements or commitments on behalf of the Board unless authorized to do so, and must distinguish personal views from official club positions.
- Identify and disclose real, potential or perceived conflicts of interest promptly, and follow the club's Conflict of Interest Policy and any direction of the Board.
- Support a safe, inclusive and respectful sport environment. Take concerns about athlete safety, harassment, abuse, discrimination, misconduct or policy violations seriously and ensure they are directed to the appropriate reporting and response process.
- Protect the club's reputation by acting ethically, avoiding conduct that could reasonably bring the organization into disrepute, and addressing errors or risks openly and responsibly.

Conflict of interest and disclosure

- A conflict of interest exists when a Director's decision-making, which must be in the best interests of the club, is influenced or could be influenced by personal, family, financial, business or other private interests. A conflict may be pecuniary (financial) or non-pecuniary (for example, a family relationship, friendship, volunteer role or other personal connection).
- A conflict may be actual, potential or perceived. Directors must disclose a possible conflict even if they are uncertain whether it meets the definition.
- Directors must disclose relevant interests as soon as they become aware of them and complete any annual or matter-specific declaration required by the club.
- A Director with a conflict must fully disclose its nature and extent to the Board or committee considering the matter. The disclosure must be recorded in the minutes or other official record.
- Unless the Board determines otherwise in accordance with the Conflict of Interest Policy, the conflicted Director must not participate in discussion or decision-making on the matter, must abstain from voting and, for Board-level decisions, will not be counted toward quorum for that matter.
- Directors must not use confidential or non-public information obtained through their role for personal benefit or the benefit of another person; give preferential treatment to family, friends or associates; use their position to influence contracts or decisions from which they may benefit; or accept gifts or favours that could reasonably be understood as intended to influence their duties.
- Directors must disclose relevant affiliations with other organizations involved in volleyball, including roles as an athlete, coach, manager, official, employee, volunteer or director, where those affiliations may create a real or perceived conflict.

Complaints, concerns and accountability

- A Director who becomes aware of a possible breach of this Code, a conflict of interest or a serious risk to the club must bring it to the attention of the appropriate Board contact or follow the club's applicable reporting process.
- A Director who is the subject of a complaint or whose conduct is under review must cooperate with the applicable process and must not use their Board position to influence, obstruct or retaliate against anyone involved.
- Where a concern involves the Board Chair or another person who would ordinarily receive the report, it should be directed to another appropriate, non-conflicted Director or to the independent reporting channel identified in the club's policies.
- Failure to comply with this Code may result in steps under the bylaws and applicable policies, which may include removal or temporary suspension of specific duties, committee or officer responsibilities, or other action authorized by the club's governing documents.
- This Code should be read together with the club's bylaws, Conflict of Interest Policy, Discipline and Complaints Policy, and other applicable governance and safe-sport policies. If there is an inconsistency, the applicable law and the club's governing documents and policies will prevail.

Acknowledgement and Agreement

By signing, I confirm that I have read, understood and agree to comply with this Director Code of Conduct. I acknowledge my responsibility to act in the best interests of the club, disclose conflicts of interest and maintain the confidentiality of information entrusted to me.

Director name (print):

Team / Age Group (if applicable):

Signature:

Date: