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Coastal Wave Volleyball Club - Conflict of Interest Policy

1. PURPOSE

Coastal Wave Volleyball Club (CWVC) is committed to conducting its activities with integrity, fairness, transparency and accountability. All individuals acting on behalf of the Club are expected to make decisions in the best interests of CWVC and its athletes.

The purpose of this policy is to establish clear expectations for identifying, disclosing, managing and resolving actual, potential and perceived conflicts of interest.

This policy is intended to ensure that personal, family, financial, business or other interests do not improperly influence decisions made on behalf of the Club. It also provides a consistent process for addressing situations where an individual's impartiality or decision-making may reasonably be questioned.

CWVC recognizes that conflicts of interest can arise naturally in a community-based volunteer organization, particularly where parents, coaches, volunteers and Board members may have multiple roles within the Club or the broader volleyball community. The existence of a conflict does not necessarily mean that an individual has acted improperly. However, all conflicts must be disclosed and appropriately managed.

2. SCOPE AND APPLICATION

This policy applies to all individuals acting on behalf of CWVC, including:

- Members of the Board of Directors.
- Coaches and assistant coaches.
- Team managers and team staff.
- Committee members.
- Employees and contractors.
- Volunteers.
- Any other individual representing or acting on behalf of the Club.

All individuals covered by this policy are responsible for understanding their obligations and disclosing any actual, potential or perceived conflicts of interest.

3. DEFINITIONS

For the purposes of this policy, the following definitions apply:

Conflict of Interest: Any situation in which an individual's personal, family, financial, business, professional or other private interests influence, or could reasonably be perceived to influence, their ability to act in the best interests of CWVC.

Actual Conflict of Interest: A situation where an individual's private interests directly conflict with their responsibilities to the Club.

Potential Conflict of Interest: A situation where an individual's private interests could develop into a conflict with their responsibilities to the Club.

Perceived Conflict of Interest: A situation where a reasonable and informed person could believe that an individual's private interests may improperly influence their decisions or actions, whether or not an actual conflict exists.

Financial or Pecuniary Interest: An interest that may result in direct or indirect financial gain or loss for an individual, their family member, business or associated organization.

Non-Financial or Personal Interest: An interest arising from family relationships, friendships, personal relationships, outside affiliations or other circumstances that could influence impartial decision-making.

4. EXAMPLES OF CONFLICTS OF INTEREST

Conflicts of interest may arise in many circumstances and are not limited to the following examples:

- Participating in decisions involving the selection, placement, discipline or evaluation of an athlete who is a family member.
- Participating in the hiring, appointment, evaluation or compensation of a family member, friend or business associate.
- Influencing decisions involving contracts, purchases, services or sponsorships that may financially benefit the individual, a family member or an associated business.
- Giving preferential treatment to family members, friends, colleagues or individuals with whom the individual has a personal or professional relationship.
- Accepting gifts, favours, payments or benefits that could influence, or appear to influence, decisions made on behalf of the Club.
- Using confidential information obtained through involvement with CWVC for personal advantage or the advantage of another individual or organization.
- Using Club property, equipment, funds, facilities or resources for personal benefit without appropriate authorization.
- Holding a position or maintaining an affiliation with another volleyball club or organization that may conflict with responsibilities to CWVC.
- Using one's position within CWVC to influence decisions or obtain an advantage for oneself, a family member or another individual.

This list is intended to provide examples and does not represent an exhaustive list of situations that may constitute a conflict of interest.

5. RESPONSIBILITIES

All individuals covered by this policy have a responsibility to act honestly, impartially and in the best interests of CWVC.

Board of Directors

The Board of Directors is responsible for overseeing the implementation and enforcement of this policy, reviewing disclosures and determining appropriate measures to manage identified conflicts.

Board Chair

The Board Chair is responsible for ensuring that conflicts of interest are appropriately addressed during Board and committee meetings.

If the Chair has an actual, potential or perceived conflict, another non-conflicted Director will be appointed to manage the matter.

Coaches, Staff and Volunteers

Coaches, staff and volunteers must disclose any actual, potential or perceived conflicts that arise in connection with their responsibilities to the Club. They must follow any direction provided by the Board regarding the management of those conflicts.

All Representatives

Individuals covered by this policy must:

- Act in the best interests of CWVC.
- Avoid situations that could compromise their impartiality.
- Disclose conflicts as soon as they become aware of them.
- Cooperate with any process established to manage a conflict.
- Respect the confidentiality of information obtained through their involvement with the Club.

6. DISCLOSURE OF CONFLICTS OF INTEREST

All individuals covered by this policy must disclose any actual, potential or perceived conflict of interest as soon as they become aware of it.

Disclosure requirements include:

6.1 Annual Disclosure

All members of the Board of Directors must complete an annual Conflict of Interest Declaration confirming that they have reviewed and understand this policy and have disclosed any known conflicts of interest.

6.2 Ongoing Disclosure

Individuals must disclose any new conflict of interest that arises during the year, regardless of whether an annual declaration has already been completed.

6.3 Disclosure During Meetings

If a conflict arises during a Board or committee meeting, the individual must immediately disclose the nature of the conflict before discussion or decision-making takes place.

6.4 Uncertainty

If an individual is unsure whether a situation constitutes a conflict of interest, they must disclose the situation to the Board for review.

6.5 Volleyball Affiliations

Individuals must disclose any involvement or affiliation with other volleyball clubs, organizations or programs, including roles as coaches, athletes, managers, referees, employees, volunteers or directors, where that involvement could create an actual, potential or perceived conflict with their responsibilities to CWVC.

7. MANAGING AND RESOLVING CONFLICTS OF INTEREST

Once a conflict has been disclosed, the Board of Directors will review the circumstances and determine the appropriate steps to manage the situation.

The individual concerned will be given an opportunity to provide relevant information before a decision is made.

Depending on the circumstances, appropriate measures may include:

- Requiring the individual to withdraw from discussions relating to the matter.
- Prohibiting the individual from participating in decision-making or voting.
- Restricting access to confidential information relating to the matter.
- Reassigning specific responsibilities to another individual.
- Removing the individual from a committee, assignment or specific decision-making role.
- Requiring the individual to step away from a particular activity or responsibility.

In determining how to manage a conflict, the Board will consider the nature and seriousness of the conflict, the individual's role within the Club and the potential impact on CWVC and its members.

7.1 Recusal from Decisions

An individual with a conflict of interest must not participate in discussions, attempt to influence the outcome or vote on a matter in which they have a conflict.

For Board and committee meetings:

- The conflict must be declared before the matter is discussed.
- The declaration must be recorded in the meeting minutes.
- The individual must withdraw from the discussion and decision-making process.
- The individual will not be counted toward quorum for that particular decision, subject to applicable legislation and the Club's bylaws.
- The individual may return to the meeting once the matter has been concluded.

7.2 Board Members with Family Members Participating in CWVC

CWVC recognizes that many Board members are also parents or guardians of athletes participating in the Club.

Having a child or family member participating in CWVC does not automatically constitute a conflict of interest or prevent an individual from serving on the Board.

However, Board members must disclose and appropriately manage conflicts involving decisions that directly affect their own family members, including:

- Athlete selection and team placement.
- Athlete discipline or complaints.
- Coach selection, appointment or evaluation.
- Individual athlete accommodations or special considerations.
- Financial benefits or other decisions that directly benefit their family.

The Board member must not participate in decisions where their personal or family interests conflict with the best interests of the Club.

7.3 Decisions Involving Multiple Conflicted Directors

Where multiple Directors have a conflict of interest regarding the same matter, the remaining non-conflicted Directors will determine how the matter should be addressed in accordance with the Club's bylaws and applicable legislation.

If there are insufficient non-conflicted Directors to make a decision, the Board may seek independent guidance or refer the matter to an appropriate independent person or body.

8. GIFTS, BENEFITS AND PREFERENTIAL TREATMENT

Individuals acting on behalf of CWVC must not accept gifts, payments, favours or personal benefits that could influence, or reasonably appear to influence, their decisions or actions.

Individuals must not:

- Provide preferential treatment to family members, friends or business associates.
- Use their position within CWVC to obtain personal or financial benefits.
- Accept benefits in exchange for special consideration or influence over Club decisions.

- Use confidential Club information for personal advantage.
- Use Club resources or property for personal purposes without appropriate authorization.

Any gift, benefit or offer that could reasonably create a conflict of interest must be disclosed to the Board.

9. FAILURE TO DISCLOSE OR COMPLY

Failure to disclose a conflict of interest or comply with this policy may be considered a breach of the individual's responsibilities to CWVC.

Where a potential breach is identified, the Board will:

- Inform the individual of the concern.
- Request an explanation or relevant information from the individual.
- Review the circumstances and determine whether the policy has been breached.
- Determine appropriate corrective or disciplinary action.

Depending on the seriousness of the matter, consequences may include:

- A verbal or written warning.
- Removal from a specific decision-making responsibility.
- Suspension or removal from a committee or volunteer position.
- Suspension or removal from a coaching, staff or other Club role.
- Referral to the appropriate governing body, where applicable.
- Termination of involvement with CWVC in serious cases, in accordance with the Club's bylaws and applicable policies.

Any disciplinary action must be reasonable, proportionate to the circumstances and consistent with the Club's bylaws and other applicable policies.

10. CONFIDENTIALITY AND RECORDKEEPING

All conflict of interest disclosures and decisions will be handled confidentially and shared only with individuals who need the information to review, manage or resolve the conflict.

The Board will maintain records of:

- Annual Conflict of Interest Declarations.
- Conflicts disclosed during Board or committee meetings.
- Actions taken to manage identified conflicts.
- Decisions made by the Board regarding disclosed conflicts.

Where a conflict is addressed during a Board or committee meeting, the disclosure and the individual's withdrawal from the discussion or vote will be documented in the official meeting minutes.

Records will be maintained in accordance with the Club's recordkeeping and privacy practices.

11. POLICY REVIEW AND APPROVAL

This policy will be reviewed by the Board of Directors at least annually, or sooner if required due to changes in Volleyball BC or Volleyball Canada policies, applicable legislation or the operational needs of CWVC.

Any amendments to this policy must be approved by the Board of Directors.

This policy is intended to complement, and not replace, the applicable policies, procedures and governance requirements of Volleyball BC, Volleyball Canada and CWVC.