



Conflict of Interest Policy

Purpose

Ducks Volleyball Club recognizes that conflicts of interest can arise in community sport organizations where individuals may hold multiple roles as Directors, employees, coaches, volunteers, parents, contractors or participants.

Having a conflict of interest does not necessarily mean that anyone has done something wrong. What is important is that **real, potential or perceived conflicts are disclosed and appropriately managed** so that decisions are made fairly and in the best interests of Ducks Volleyball Club.

This Policy explains what constitutes a conflict of interest, when a conflict must be disclosed and how Ducks Volleyball Club will manage conflicts when they arise.

1. Who This Policy Applies To

This Policy applies to individuals who make decisions, exercise authority or act on behalf of Ducks Volleyball Club, including:

- Directors and Officers;
- employees and administrators;
- committee members;
- coaches and managers;
- contractors;
- volunteers; and
- other individuals acting in a position of authority or decision-making capacity on behalf of Ducks Volleyball Club.

These individuals are referred to collectively in this Policy as **"Representatives."**

2. What Is a Conflict of Interest?

A **Conflict of Interest** exists when a Representative's ability to make a decision in the best interests of Ducks Volleyball Club is, could be, or could reasonably appear to be influenced by another interest.

A conflict may involve:



Financial interests — where the Representative, a family member, business associate or another connected person could receive a financial benefit or avoid a financial loss.

Personal interests — including family relationships, friendships, coaching relationships, volunteer positions or other personal connections.

Business or professional interests — including employment, contracts, ownership interests or involvement with another organization.

Other volleyball roles or affiliations — including involvement as a coach, athlete, manager, official, employee, volunteer, Director or other representative of another volleyball organization.

A **perceived conflict of interest** may exist even where the Representative believes they can remain impartial if a reasonable person could believe that the Representative's other interests may influence their decision.

3. Examples of Conflicts of Interest

Examples may include, but are not limited to:

- participating in a decision involving the selection, employment, compensation or discipline of a family member;
- participating in a decision that directly affects a team coached by the Representative;
- participating in an athlete-selection or placement decision involving the Representative's own child where the Representative has decision-making authority;
- approving an expense or payment from which the Representative or someone connected to them may benefit;
- participating in the selection of a supplier or contractor where the Representative has a financial, family or business relationship with that supplier;
- using confidential Club information for personal benefit;
- using a Ducks position to obtain preferential treatment for themselves, their child, family members, friends or another organization;
- accepting a gift or favour that could reasonably appear intended to influence a Club decision; or
- participating in a Ducks decision where the Representative's role with another volleyball organization creates competing interests.

The existence of a relationship or another role does not automatically mean that a prohibited conflict exists. **The conflict must be disclosed so it can be appropriately assessed and managed.**



4. Responsibilities of Representatives

Representatives are expected to act in the best interests of Ducks Volleyball Club when carrying out their Club responsibilities.

Representatives must not:

- use their position for inappropriate personal, family, financial or business advantage;
- provide preferential treatment to family members, friends or associates;
- use confidential Club information for personal benefit;
- improperly influence decisions or contracts from which they could benefit;
- use Ducks property, equipment, funds or resources for unauthorized purposes;
- accept gifts or favours that could reasonably be viewed as influencing a Club decision; or
- participate in a Club decision when a conflict has been identified and they have been required to withdraw.

Where a Representative's personal interests conflict with their responsibility to Ducks Volleyball Club, the conflict will be resolved in favour of the Club's interests.

Disclosure & Management of Conflicts

5. Duty to Disclose

Representatives must disclose a **real, potential or perceived conflict of interest as soon as they become aware of it.**

When unsure whether a situation creates a conflict, the Representative should disclose it and allow the appropriate Club decision-maker to determine whether any action is required.

Directors and Officers must disclose conflicts to the Board.

Employees, coaches, managers, contractors and volunteers should disclose conflicts to their immediate supervisor, Club Director or another appropriate Ducks representative.

Where the conflict involves the person to whom disclosure would normally be made, the disclosure should be made to another appropriate member of the Ducks Executive or Board.

Representatives should also disclose relevant affiliations with other volleyball organizations where those affiliations may intersect with their Ducks responsibilities.



6. Managing a Conflict

When a conflict relates to a decision being considered by Ducks Volleyball Club:

1. The nature of the conflict will be disclosed to the appropriate decision-making body or individual.
2. The disclosure will be appropriately documented.
3. The Representative will not attempt to influence the decision.
4. The Representative will normally leave or refrain from participating in discussion of the matter.
5. The Representative will not vote on the matter.
6. For Board decisions, where required by the Club's governing documents or applicable law, the Representative will not be counted toward quorum for that matter.
7. The remaining decision-makers will determine the matter based on the best interests of Ducks Volleyball Club.

Depending on the nature of the conflict, Ducks may take additional reasonable steps to ensure that the matter is handled fairly.

7. Determining Whether a Conflict Exists

Where it is unclear whether a conflict exists, the Ducks Board or another impartial person designated by the Board will determine whether the circumstances create a real, potential or perceived conflict requiring action.

The individual whose conflict is being considered will not participate in making that determination.

Where necessary, Ducks may obtain independent advice before determining how a conflict should be managed.

8. Employees, Contractors & Outside Activities

Employees and contractors may hold other employment, business, coaching or volunteer positions provided those activities do not:

- interfere with their ability to perform their Ducks responsibilities;
- improperly use Ducks information or resources;
- create inappropriate competition with Ducks responsibilities; or
- otherwise create a conflict that cannot reasonably be managed.

Where a conflict exists, Ducks will determine what steps are reasonably necessary to manage or eliminate the conflict.



Reporting Concerns

9. Reporting a Possible Conflict of Interest

Anyone who reasonably believes that a Ducks Representative has an undisclosed conflict of interest may report the concern to Ducks Volleyball Club.

Concerns should normally be submitted in writing to:

info@ducksvolleyball.ca

The report should include sufficient information to identify the decision or circumstances involved and the nature of the potential conflict.

Concerns will be reviewed in accordance with this Policy and, where appropriate, the **Ducks Volleyball Club Concerns, Complaints & Dispute Resolution Policy**.

10. Failure to Disclose or Comply

Failure to disclose a conflict of interest does not automatically invalidate a decision or establish misconduct.

However, intentionally failing to disclose a significant conflict, attempting to influence a decision after being directed to withdraw, providing misleading information about a conflict, or refusing to comply with measures established to manage a conflict may result in corrective or disciplinary action.

Depending on the circumstances, Ducks may:

- remove the individual from discussion or decision-making on a particular matter;
- temporarily or permanently restrict certain responsibilities or authority;
- remove or suspend the individual from a position, team, committee, event or activity;
- reconsider a decision where the undisclosed conflict may have materially affected the outcome; or
- take other reasonable action appropriate to the circumstances.

Serious or repeated violations may be addressed under the **Ducks Volleyball Club Concerns, Complaints & Dispute Resolution Policy** and may be reported to Volleyball BC where required.



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11. Records & Confidentiality

Conflict-of-interest disclosures and decisions concerning conflicts will be documented and retained by Ducks Volleyball Club where appropriate.

Information concerning a conflict will be shared only with individuals who reasonably require the information to assess, manage or document the conflict or to satisfy legal, governance or reporting obligations.

Conflict of Interest Declaration

Directors, Officers and other individuals designated by Ducks Volleyball Club may be required to complete a Conflict of Interest Declaration upon appointment and/or periodically thereafter.

By completing the declaration, the individual confirms that they:

- have read and understand the Ducks Volleyball Club Conflict of Interest Policy;
- agree to comply with the Policy;
- have disclosed any known real, potential or perceived conflicts of interest; and
- will promptly disclose any new conflict that arises.

I declare the following interests or affiliations that may represent a real, potential or perceived conflict of interest:

Name: _____

Signature: _____

Date: _____

Ducks Volleyball Club

Conflict of Interest Contact: info@ducksvolleyball.ca