



CLUB POLICY

Conflict of Interest Policy

Air Attack Volleyball Club

STATUS	Approved
ADMINISTRATOR	Club President or designate
DISCLOSURE / REPORTING CONTACT	Applicable Technical Coordinator or President (see Disclosure and Reporting)
APPROVED BY	Air Attack Volleyball Club Board of Directors
EFFECTIVE DATE	September 10, 2026

Purpose and Principles

Air Attack Volleyball Club (the Club) is committed to fair, transparent, and responsible decision-making. Individuals acting on behalf of the Club are expected to put the interests of the Club and its participants ahead of personal, family, financial, business, or other private interests when carrying out Club responsibilities.

Conflicts of interest can arise naturally in a community sport organization where people may hold several roles and where coaches, volunteers, Directors, athletes, and families are closely connected. The existence of a relationship or outside interest is not, by itself, misconduct. The concern is whether that interest affects, could reasonably affect, or could reasonably appear to affect a Club decision or the impartial performance of a Club role.

This Policy establishes expectations for identifying, disclosing, and managing actual, potential, and perceived conflicts of interest so that Club decisions remain fair and can be trusted.

Definitions

The following terms have these meanings in this Policy:

Board - the Board of Directors of Air Attack Volleyball Club.

Club - Air Attack Volleyball Club.

Close Relationship - a family, household, personal, employment, business, or other relationship that could reasonably cause a person to question a Representative's impartiality. This includes, but is not limited to, a spouse or partner, child, parent, sibling, household member, close personal relationship, or material business relationship.

Conflict of Interest - a situation in which a Representative's judgment, participation, recommendation, or decision on behalf of the Club is influenced, could reasonably be influenced, or could reasonably be perceived to be influenced by a personal, family, financial, business, coaching, employment, volunteer, or other private interest. A Conflict of Interest may be actual, potential, or perceived and may or may not involve financial benefit.

Representative - a person who acts, makes recommendations, exercises authority, or participates in decision-making on behalf of the Club, including Directors and Officers, Technical Coordinators, coaches, team personnel, managers, staff, contractors, committee members, volunteers, and other persons authorized to act for the Club.

Recusal - withdrawing from some or all discussion, recommendation, access to information, decision-making, or voting on a matter because of a Conflict of Interest.

Application

This Policy applies to all Representatives while they are carrying out Club responsibilities or participating in decisions on behalf of the Club.

Conflicts may arise in many areas of Club activity, including:

- tryouts, athlete assessment, team selection or placement, awards, scholarships, or other opportunities;
- appointments, hiring, volunteer assignments, coach selection, performance review, or discipline;
- contracts, purchasing, reimbursements, sponsorships, financial assistance, or the use of Club resources;
- decisions involving another volleyball organization, team, business, employer, or outside activity with which a Representative is affiliated; and
- any other matter where a Representative or a person with whom they have a Close Relationship may receive a material benefit, avoid a material disadvantage, or be treated differently as a result of the Representative's Club role.

Holding more than one role, coaching a family member, having a child in the Club, or being involved with another volleyball organization does not automatically create a breach of this Policy. These circumstances must be disclosed and managed when they intersect with a Club responsibility in a way that could affect, or reasonably appear to affect, impartiality.

Directors, Officers, and any person to whom the conflict provisions of the British Columbia Societies Act apply must also comply with the Act, the Club's Bylaws, and any other mandatory legal requirements. Those requirements govern if they impose a higher standard than this Policy.

Responsibilities of Representatives

Representatives will:

- act honestly, in good faith, and in the best interests of the Club when performing Club duties;
- use fair and relevant criteria when making or recommending decisions and avoid preferential treatment based on personal relationships or private interests;

- disclose a Conflict of Interest promptly and provide enough information for the Club to determine how the matter should be managed;
- follow any direction concerning Recusal, independent review, reassignment, limits on access to information, or another measure used to manage a Conflict of Interest;
- not use their Club position, authority, confidential information, property, systems, contacts, or opportunities for an improper personal benefit or to provide an improper benefit to another person or organization;
- not attempt to influence a Club decision from which they, or a person or organization with which they have a Close Relationship, may receive an improper advantage; and
- not accept a gift, favour, payment, or benefit that could reasonably be viewed as intended to influence a Club decision. Nominal and customary tokens of appreciation may be accepted when they do not create an obligation or expectation of preferential treatment. Cash or cash equivalents must not be accepted in connection with a Club decision.

Disclosure of Conflicts of Interest

A Representative must disclose a Conflict of Interest as soon as they become aware that one exists or may reasonably be perceived to exist. When uncertain, the Representative should disclose the circumstances and allow the appropriate non-conflicted person to determine whether management is required.

Disclosures should normally be made as follows:

- Coaches, team personnel, managers, and program volunteers - to the applicable Girls Technical Coordinator or Boys Technical Coordinator.
- Technical Coordinators, staff, contractors, committee members, Directors, and Officers - to the President or a non-conflicted designate.
- President - to another non-conflicted Director. The remaining non-conflicted Directors will determine how the matter is managed.

Conflict of Interest will be a standing item on Board and committee meeting agendas. A Representative who becomes aware of a Conflict during a meeting must disclose it before participating further in the matter.

Directors and Officers, Technical Coordinators, and committee members will complete a Conflict of Interest Declaration when appointed or elected and at least annually thereafter. The Board may require declarations from other Representatives where their role involves significant decision-making, contracting, financial authority, or athlete selection. Appendix A may be used for this purpose.

A disclosure does not automatically prevent a Representative from continuing in their role. The purpose of disclosure is to allow the Club to determine whether the matter can be managed fairly and transparently.

Managing Conflicts of Interest

The Club will use measures that are reasonable and proportionate to the nature of the Conflict. Depending on the circumstances, one or more of the following may be used:

- recording the disclosure and determining that no further action is required;
- using objective criteria, documented scoring, or an additional evaluator or reviewer;
- limiting the Representative's access to confidential information connected to the matter;
- requiring Recusal from some or all discussion, recommendation, decision-making, or voting;
- having a non-conflicted Technical Coordinator, Director, committee member, or independent person review or confirm the decision;
- reassigning responsibilities or decision-making authority for the matter;
- requiring the Representative to cease or modify an outside activity that cannot reasonably coexist with their Club responsibilities; or
- another measure reasonably necessary to protect fairness, safety, confidentiality, or confidence in the decision.

A Representative must not participate in deciding how their own Conflict will be managed, except to provide information requested by the non-conflicted decision-maker.

Board decisions involving a Director or Officer will be managed in accordance with the Club's Bylaws and the British Columbia Societies Act. Where a Director has a direct or indirect material interest covered by the Act, the Director must fully and promptly disclose the nature and extent of the interest, abstain from voting, leave the meeting while the matter is discussed and voted on unless the other Directors request their attendance solely to provide information, and refrain from attempting to influence the discussion or vote. The disclosure and Recusal will be recorded in the appropriate Club record.

Coaching, Athlete Selection, and Family Relationships

The Club recognizes that parent-coaches, family relationships, and other Close Relationships are common in community sport. A coach or other technical Representative is not automatically disqualified from working with an athlete because of such a relationship. The relationship must, however, be managed when the Representative has material influence over a decision affecting that athlete.

For tryouts, team selection or placement, awards, scholarships, significant disciplinary decisions, or similar decisions affecting an athlete with whom a Representative has a Close Relationship:

- the relationship must be disclosed to the applicable Technical Coordinator before the final decision is made;
- where reasonably practical, the Representative will not be the sole evaluator or sole decision-maker for that athlete;
- the decision should be supported by the same criteria, evaluation information, or process used for comparable athletes; and
- the final decision involving the related athlete should be reviewed or confirmed by a non-conflicted Technical Coordinator or other qualified designate when the Representative had material involvement in the evaluation.

A coach may participate in group evaluations or provide relevant observations where their technical input is needed, provided the relationship has been disclosed and another non-conflicted person has meaningful involvement in the final decision.

Routine coaching decisions during practices and competitions, including lineups, substitutions, roles, and playing time, do not require separate approval solely because a coach has a child or other Close Relationship on the team. Coaches must nevertheless apply team expectations, developmental objectives, and competitive considerations honestly and consistently. A material concern about preferential treatment may be reviewed by the applicable Technical Coordinator.

Reporting Concerns and Policy Breaches

A person who reasonably believes that a Representative has an undisclosed or improperly managed Conflict of Interest may raise the concern with the applicable Technical Coordinator or the President. A concern involving a Technical Coordinator may be submitted directly to the President. A concern involving the President must be submitted to another non-conflicted Director.

The Club may first address a concern by clarifying the circumstances, requiring disclosure, imposing Recusal, adding an independent reviewer, reassigning authority, or taking another preventive measure. Managing a Conflict is not, by itself, a disciplinary finding.

Failure to disclose a material Conflict, knowingly participating in a decision despite a required Recusal, using Club authority or information for improper benefit, providing false or misleading information about a Conflict, or refusing to follow a reasonable conflict-management direction may constitute a breach of this Policy and the Club's Code of Conduct and Ethics. The matter may be addressed under the Club's Discipline and Complaints Policy.

Where the Club cannot provide a sufficiently impartial internal process, or where another organization has jurisdiction, the matter may be referred to Volleyball BC, its Independent Third Party, an independent advisor, or another appropriate body.

Good-faith reporting is protected. Retaliation, intimidation, reprisal, or adverse treatment connected to a disclosure, concern, or participation in a conflict-management process is prohibited and may result in discipline.

Records and Confidentiality

Conflict disclosures and related information will be handled as privately as reasonably possible and shared only with people who require the information to assess, manage, record, review, or decide the matter, or when disclosure is otherwise required by law or an applicable policy.

Board and committee minutes should record the existence and general nature of a disclosed Conflict, the Representative's Recusal or other management measure, and the resulting decision. Unnecessary personal details should not be recorded in minutes.

Annual declarations and matter-specific disclosures will be retained by the Club in a secure manner for an appropriate period as part of its governance records.

Review and Amendment

The Board will review this Policy periodically and may amend it as required.

If this Policy conflicts with a mandatory legal obligation or an applicable Volleyball BC or Volleyball Canada policy governing a matter within that organization's jurisdiction, the mandatory requirement or higher-level policy will govern to the extent of the conflict.

This Policy takes effect on the date it is approved by the Board.

Appendix A - Conflict of Interest Declaration and Disclosure Form

Air Attack Volleyball Club

This form supports the Club's Conflict of Interest Policy. A disclosed relationship or interest does not automatically prevent a person from serving in a Club role. The Club will determine whether any management measure is required.

Name	
Club role(s)	
Date	
Declaration type	☐ Annual declaration ☐ Matter-specific disclosure ☐ Update

Declaration

I have read the Air Attack Volleyball Club Conflict of Interest Policy. I understand my responsibility to disclose actual, potential, or perceived Conflicts of Interest and to follow any direction used to manage a Conflict.

☐ I have no Conflict of Interest to disclose at this time.

☐ I disclose the following relationship, affiliation, financial interest, outside role, or other circumstance that may create an actual, potential, or perceived Conflict of Interest:

For a Matter-Specific Disclosure

Matter or decision involved:

Nature of my interest or relationship:

I will not participate further in the matter until the appropriate non-conflicted person has determined whether, and to what extent, my participation should be limited.

Club Determination / Management Plan

☐ No additional action required ☐ Recusal ☐ Independent review / confirmation ☐ Reassignment ☐ Other

Details:

Determined by: _____ Role: _____ Date: _____

Representative signature: _____ Date: _____