



Conflict of Interest Policy

West Coast Volleyball Club strives to reduce and eliminate all instances of conflict of interest – by being aware, prudent, and forthcoming about the potential conflicts. This policy describes how representatives of West Coast Volleyball Club will conduct themselves in matters relating to conflict of interest and will clarify how representatives make decisions in situations where conflicts of interest may exist.

Definitions:

The following terms have these meanings in this policy:

- a) **Conflict of Interest:** Any situation in which a Representative's decision-making, which should prioritize the best interests of West Coast Volleyball Club, is influenced by personal, family, financial, business, or other private interests.
- b) **Non-Pecuniary Interest:** An interest involving family relationships, friendships, volunteer positions, or other non-financial interests that do not involve potential financial gain or loss.
- c) **Pecuniary Interest:** An interest involving the reasonable likelihood or expectation of financial gain or loss for the individual or associated person.
- d) **Representatives:** Individuals engaged in activities on behalf of West Coast Volleyball Club, including coaches, volunteers, managers, administrators, directors, and board members.

Background:

Representatives of West Coast Volleyball Club have a primary duty to act in the best interests of the club, prioritizing its mission over personal interests. Representatives must avoid situations where their decisions on behalf of the club are influenced by personal, family, or financial interests as this constitutes a conflict of interest.

Purpose:

West Coast Volleyball Club is committed to reducing and eliminating conflicts of interest by promoting awareness, transparency, and accountability. This policy outlines how

Representatives will manage conflicts of interest in the best interest of the club. This policy applies to all Representatives of West Coast Volleyball Club.

Obligations:

Any real or perceived conflict of interest, whether pecuniary or non-pecuniary, between a Representative's personal interest and those of West Coast Volleyball Club shall be resolved in favor of the club.

Representatives will not:

- a) Engage in any business, transaction, or personal interest with their duties unless properly disclosed and approved by West Coast Volleyball Club.
- b) Place themselves under obligation to any person seeking preferential treatment or special consideration.
- c) Give preferential treatment to family members, friends, colleagues, or organizations in which they have interest.
- d) Derive personal benefit from confidential information acquired through their duties with West Coast Volleyball Club.
- e) Engage in outside activities that conflict or appear to conflict with their duties, or use their position within the club to their personal advantage.
- f) Use West Coast Volleyball Club's property, equipment, supplies or services for non-club activities without permission.
- g) Influence decisions or contracts from which they could derive direct or indirect benefit.
- h) Accept gifts or favors that could be construed as influencing their decisions as a Representative.

Disclosure of Conflict of Interest:

Annually all Directors, Committee Members, and candidates for the Board will complete a Declaration Form disclosing any real or perceived conflicts of interest. Declaration Forms will be retained by West Coast Volleyball Club. Upon Becoming aware of a potential conflict of interest, Representatives must disclose it as follows: Directors, Committee Members, candidates for the Board must disclose conflicts to the Board. Coaches, volunteers, managers, and other Representatives, must disclose conflicts to their immediate supervisor (e.g. Team Manager). Representatives must disclose affiliations with other organizations involved in volleyball, including roles as athletes, coaches, managers, officials, volunteers, or Directors.

Minimizing Conflicts of Interest in Decision-Making:

Decisions or transactions involving a disclosed conflict of interest will be handled as follows:

- a) Representative's interest is fully disclosed to the decision-making body and the disclosure is recorded.
- b) The Representative does not participate in discussions on the matter.
- c) The Representative abstains from voting on the decision.
- d) The decision is confirmed to be in the best interest of West Coast Volleyball Club.

Conflict of Interest Complaints:

Any person who believes a Representative is in a conflict of interest should report the matter in writing to the West Coast Volleyball Club Board. The Board may apply the following actions, singly or in combination:

- a) Removal or temporary suspension of certain responsibilities.
- b) Removal or temporary suspension from a designated position.
- c) Removal or temporary suspension from teams, events, or activities.
- d) Expulsion from West Coast Volleyball Club.
- e) Other actions deemed appropriate for the conflict.

Complaints about decisions influenced by a conflict of interest may be submitted in writing to West Coast Volleyball Club. Failure to comply with Board-directed actions will result in automatic suspension from West Coast Volleyball Club.

Conflict of Interest – Declaration Form

I have read the West Coast Volleyball Club Conflict of Interest Policy, agree to be bound by its obligations, and commit to avoiding any real or perceived conflict of interest. I will disclose any potential conflicts to the Board as soon as they are known to me. I declare the following interests that may represent potential conflicts of interest:

Name: _____

Signature: _____

Date: _____