



Comox Valley Volleyball Club

Conflict of Interest Policy

At Comox Valley Volleyball Club (CVVC), we expect our Board, members, coaches, volunteers, and staff to always act in the best interest of the Club. This means avoiding situations where personal interests could influence (or appear to influence) decisions made on behalf of the Club.

The purpose of this policy is to provide a standard of conduct that supports the mission of CVVC. It will be a guide to recognize possible and/or perceived conflict of interest situations so those involved can, in good faith, take the initiative to disclose, manage and resolve such situations. This policy will apply to all Board members, coaches, volunteers, staff, and individuals while engaged in the activities of CVVC.

DEFINITIONS

These terms will have these meanings in this policy:

- **Conflict of Interest** – Any situation in which an individual, or the organization they represent, is influenced or could be influenced in a decision by personal, family, financial, business or other interests which override the best interests of CVVC
- **Perceived Conflict of Interest** – A perception by an informed person that a conflict of interest exists or may exist
- **Examples include** but are not limited to:
 - Having a financial or personal interest in a decision under consideration
 - Giving preferential treatment to relatives, friends, or businesses
 - Accepting gifts, favours, or benefits that could influence decision-making
 - Using confidential information gained through CVVC for personal advantage
 - Using CVVC property, resources, or services for personal gain without approval

RESPONSIBILITIES

- **Board Chair:** The Chair of the Board is responsible for ensuring this policy is applied. If the Chair has a conflict, the Board will appoint another Director to assume these responsibilities temporarily.
- **Board, Staff & Volunteers:** Everyone involved with CVVC must recognize and disclose any actual or potential conflicts of interest.
- **Commitment to Integrity:** All representatives of the Club must carry out their duties impartially, responsibly, and in a way that serves the best interests of CVVC.

DISCLOSURE OF CONFLICTS

All individuals covered by this policy must:

1. **Disclose any actual or potential conflicts** as soon as they arise to the Board of Directors
2. **Withdraw from discussion and decision-making** on matters where a conflict exists
3. **Avoid participation in votes** where they have a conflict of interest

If a person is unsure whether a situation represents a conflict, it must still be disclosed for review.

ADDRESSING CONFLICTS

- The Board of Directors will review all disclosures and determine whether a conflict of interest exists
- The individual concerned will be given the opportunity to provide information before any decision is made
- The Board may take appropriate action, which could include:
 - Removal or suspension of decision-making responsibilities
 - Removal or suspension from a role, committee, or activity
 - Expulsion from the Club in serious cases

FAILURE TO DISCLOSE

If an individual fails to disclose a conflict of interest:

- The Board will request a written explanation of their actions
- The matter will be discussed at the next Board meeting
- The Board may require the individual to stop the activity in question or step down from their role. Continued non-compliance may result in removal from the Club

All conflict of interest disclosures and Board decisions will be documented in the official minutes of Board and committee meetings. This policy will be reviewed by the Board of Directors at least once every two years to ensure it remains relevant and effective.