

UNDERSTANDING THE CONFLICT OF INTEREST POLICY

Who does this policy apply to?

This policy applies to anyone employed or acting on behalf of Volleyball BC, including:

- Staff, volunteers, and contractors
- Coaches
- Volunteers when acting in team, club, or organizational roles
- Referees
- Committee members and board members

What is a Conflict of Interest?

A conflict of interest happens when someone involved with Volleyball BC:

- Makes (or appears to make) decisions that benefit themselves, their family, friends, or another organization they are involved with, instead of what is best for Volleyball BC
- Is influenced — or could look like they are influenced — by personal, family, financial, business, or other private interests

Even if no one means to do anything wrong, the appearance of a conflict matters.

Why does this matter?

Volleyball BC wants all decisions to be:

- Fair
- Honest
- Open
- In the best interests of the sport and its participants

Being clear and upfront about conflicts of interest helps protect players, officials, volunteers, staff, and the organization.

What are your responsibilities?

If you are covered by this policy, you **must not**:

- Put yourself in a situation where your personal interests conflict — or appear to conflict — with Volleyball BC's interests.
- Use your role to give unfair advantage or special treatment to family members, friends, teammates, clubs, or businesses.
- Take part in decisions where you or someone close to you could benefit directly or indirectly.
- Use confidential or non-public information for personal benefit.
- Engage in outside work or activities that conflict — or appear to conflict — with your Volleyball BC role.
- Use Volleyball BC property, equipment, facilities, supplies, or services for personal use unless you have clear permission.

Can I receive gifts?

- Gifts or favours must never be accepted if they could influence (or look like they influence) your decisions.
- Small, infrequent courtesy gifts worth under \$50 may be accepted.
- All permitted gifts must be reported and logged through the organization's declaration process.
- Cash or cash equivalents (such as gift cards) are never allowed.

If I work or volunteer with Volleyball BC, can I also have another job or role in volleyball at the same time?

You may:

- Have another job
- Volunteer with other organizations
- Be involved with other volleyball clubs, leagues, or associations (as a player, coach, referee, manager, volunteer, employee, or director)

As long as:

- It does not reduce your ability to perform your Volleyball BC role, and
- It does not create or appear to create a conflict of interest

All volleyball-related roles with other organizations must be disclosed. This helps Volleyball BC manage conflicts fairly and transparently.

Volleyball BC does not prohibit other employment or volunteer roles — disclosure is the key requirement.

What do I do if I have a conflict of interest?

If you think you may have a conflict of interest (real or perceived):

- Disclose it immediately
- Employees report to the CEO
- Board and committee members disclose to the Board
- Conflicts of interest are a standing item at Board and committee meetings

Being open helps everyone handle situations properly.

When a conflict is disclosed:

- The nature of the conflict will be clearly recorded.
- The person with the conflict:
 - Will not take part in discussions on that issue
 - Will not vote on the decision
 - Will not be counted toward quorum (for board decisions)
- The decision must be confirmed to be in the best interests of Volleyball BC.

For employees, the CEO will decide whether a conflict exists and what steps are required. This may include stopping the outside activity that caused the conflict.

What do I do if I am concerned or I want to complain about a conflict of interest?

Anyone may report a possible conflict of interest — including players, parents, officials, staff, or volunteers.

Reports can be made:

- In writing
- Verbally during a Board or committee meeting
- Anonymously, if preferred

The ways to report include:

- [Online form](#)
- Email: reporting@volleyballbc.org

All reports made in good faith will be taken seriously.

What happens if I report a conflict of interest?

If a conflict of interest is confirmed, Volleyball BC may take one or more of the following actions:

- Remove or suspend someone from certain responsibilities or decision-making authority.
- Remove or suspend someone from a role or position.
- Remove or suspend someone from specific teams, events, or activities.
- End someone’s involvement with the organization.
- Take other reasonable steps to protect fairness and trust.

In serious cases — especially those involving a Board Director or the CEO, or where impartiality may be questioned — the matter may be reviewed by an independent third party.

In some situations, temporary restrictions or suspensions may be put in place while a decision is still being made.

Volleyball BC strictly prohibits retaliation.

This means:

- No punishment, threats, pressure, or negative treatment for reporting a concern in good faith.
- No negative consequences for participating in a conflict-of-interest review process.

Confirmed retaliation may result in discipline.

Who can I contact about this policy?

If you are unsure whether something is a conflict of interest:

- Ask early
- Ask questions
- Get guidance

You can contact:

- CEO of Volleyball BC
- Email: reporting@volleyballbc.org

This policy is reviewed regularly to ensure it remains current and effective.

Note: *This document is designed to explain Volleyball BC’s Conflict of Interest policy and process. There may be details in the Policy that are not contained in this document. In the event of any difference between the two documents, the content of the original policy takes priority.*