

Wildcats Volleyball Club Conflict of Interest Policy

1. Purpose

Wildcats Volleyball Club (the Club) makes decisions in the interests of its athletes and the Club. This Policy helps individuals identify, disclose and manage interests that could affect, or reasonably appear to affect, their judgment.

2. Application

This Policy applies to directors, officers, committee members, coaches, team managers, staff, volunteers and other people exercising decision-making authority for the Club. It applies to Club and team decisions, including hiring, procurement, athlete selection, playing opportunities, discipline, fundraising, sponsorships and use of Club resources.

3. Meaning of conflict of interest

A conflict exists when a personal, family, financial, professional or other interest could interfere with an individual's duty to act impartially for the Club. A conflict may be actual, potential or perceived. A conflict does not itself establish wrongdoing, but it must be managed.

4. Examples

Examples include deciding on a contract involving one's business or relative; hiring or setting pay for a family member; selecting, evaluating or disciplining one's own child or a close associate; accepting a benefit from a supplier; directing sponsorship money to a personal interest; or using confidential Club information for private advantage. Ordinary involvement as a parent or coach does not automatically prevent service; a specific competing interest must be disclosed when it arises.

5. General duty

Covered individuals act honestly, exercise independent judgment, protect Club resources and confidential information, and avoid using their position to secure preferential treatment for themselves or another person. They must not influence a decision from which they are recused, including through private discussions.

6. Disclosure

A covered individual discloses an actual, potential or perceived conflict promptly to the Club leader or governing body responsible for the matter, ideally before discussion or action. The disclosure describes the relevant relationship or interest and the decision affected. Directors and other decision-makers update standing disclosures when circumstances change. When uncertain, disclose and seek direction.

7. Decision on management

A disinterested Club leader or governing body determines how to manage a disclosed conflict. The affected individual does not decide their own participation. The response may include recording the disclosure, limiting access to information, obtaining an independent review, requiring recusal, reassigning duties, or declining the transaction or appointment.

8. Recusal

Where recusal is required, the individual leaves the discussion and decision, does not vote, and does not attempt to influence others. Meeting minutes record the disclosure, the management decision, the absence from discussion and vote, and the final decision without unnecessary personal detail. Quorum and voting follow the Club's bylaws and applicable law.

9. Club contracts and payments

A related-party purchase, employment arrangement or reimbursement receives independent review of need, fair value and alternatives before approval. The interested person cannot approve their own payment or contract. The Club records the rationale, decision and supporting evidence. Any applicable statutory requirements for directors' interests in contracts must also be followed.

10. Athlete and team decisions

Family or personal relationships involving athletes must be declared where they may affect selection, roster placement, playing time, awards, discipline or complaints. The Club may use objective criteria, a second evaluator, independent review or reassignment. A coach may continue ordinary coaching duties where the Club determines suitable safeguards address the conflict.

11. Gifts and benefits

No covered individual may request or accept a gift, favour, commission, discount, hospitality or other benefit that could influence, or appear to influence, a Club decision. Modest customary tokens may be accepted where permitted by Club direction and disclosed if their significance is uncertain. Cash or cash equivalents offered personally in connection with a Club decision must be declined.

12. Confidential information and opportunities

Club information obtained through a role is used only for authorized Club purposes. Individuals do not disclose confidential athlete, family, financial, personnel or supplier information for personal advantage. A business or program opportunity identified through a Club role must not be diverted without the Club's informed authorization.

13. Outside roles and competing activities

Work or volunteer service with another club, school, supplier or volleyball organization is not automatically prohibited. The individual discloses any overlapping responsibilities that could affect Wildcats decisions, confidential information, recruitment or allocation of resources. The Club establishes proportionate safeguards.

14. Reporting concerns

A person who believes a conflict was not disclosed or managed may report the concern to an uninvolved Club leader or governing body member. The Club reviews it fairly, seeks a response where appropriate and protects the information as reasonably possible. A person implicated in the concern does not manage its review.

15. Breaches and corrective action

Failure to disclose, improper influence, misuse of information or violation of a management direction may result in corrective action under applicable Club policies, including removal from a decision or role, reversal of an approval where lawful, restitution or discipline. Serious matters may be referred to an appropriate authority. Retaliation for a good-faith disclosure or report is prohibited.

16. Records and privacy

The Club keeps a confidential record of disclosures, management decisions and relevant meeting minutes, with access limited to those who need it. Records are retained under applicable Club and legal requirements.

17. OVA requirements and policy review

This Club policy complements applicable Ontario Volleyball Association (OVA) rules and guidance. Where a mandatory OVA requirement, Club bylaw or applicable law governs a matter, it prevails. The Club may review and amend this Policy as its operations or governing requirements change.