



## **Mariners Volleyball Club: Conflict of Interest Policy**

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**Applies To:** Board Members, Committee Members, Coaches and Assistant coaches, Administrative Staff and Volunteers or any contractors or representatives acting on behalf of the Club.

#### **1. Purpose**

The purpose of this policy is to protect the integrity, reputation and transparency of Mariners Volleyball Club ("the Club") by identifying, disclosing and addressing actual, potential or perceived conflicts of interest that may arise in the course of Club activities. This policy ensures that decisions are made in the best interests of the Club, its athletes and the community it serves.

#### **2. Definition of Conflict of Interest**

A conflict of interest exists when an individual's personal, financial, professional or relational interests may compromise or appear to compromise their ability to act in the best interests of the Club.

Conflicts may be:

- Actual: A direct conflict currently exists.
- Potential: A conflict may arise in the future.
- Perceived: The situation may appear to others as a conflict, even if no actual conflict exists.

Examples include, but are not limited to:

1. Financial Gain: Direct or indirect financial benefit from a Club decision or transaction.
2. Family Relationships: Relatives or close friends receiving special consideration in hiring, team selection or contract awarding.
3. Dual Roles: Serving in multiple capacities (e.g., as a coach and vendor) where interests may overlap.
4. Outside Influence: Receiving gifts, favors or benefits from suppliers, competitors or partners that could affect decision-making.

#### **4. Disclosure Requirements**

- All individuals covered by this policy must promptly disclose any actual, potential or perceived conflicts of interest in writing to the Executive Director.
- New conflicts that arise during the year must be disclosed immediately.

#### **Special Case – Conflict Involving the Executive Director**

If the possible conflict of interest involves the Executive Director, the disclosure must instead be made directly to the President and Vice-President of the Board of Directors. The President and Vice-President will oversee the review process in place of the Executive Director, ensuring impartiality. In such cases, the Executive Director will not participate in any related discussions, reviews or decisions.

#### **5. Management of Conflicts**

##### **Once a conflict is disclosed:**

1. The Executive Director will review the disclosure, except in cases involving the Executive Director.
2. If the conflict involves the Executive Director, the Board of Directors, led by the President and Vice-President, will conduct the review and determine the appropriate action.
3. The reviewing party may request additional information from the individual.
4. Based on the review, the Club will determine whether the conflict requires:
  - Recusal from discussion or voting
  - Reassignment of duties
  - Termination of a contract or arrangement
  - Other measures to protect the Club's interests

##### **Note:**

- Individuals with a conflict must not participate in decision-making processes where the conflict exists.
- If the Executive Director is the subject of the conflict, they will be fully excluded from all related communications, deliberations and resolutions.

#### **5. Gifts and Benefits**

- Gifts, hospitality or benefits valued at over **\$100 CAD** must be disclosed to the executive director.
- Accepting gifts that could reasonably be seen to influence decision-making is prohibited.

#### **6. Breach of Policy**

Failure to disclose a conflict of interest or comply with this policy may result in:

- Formal warning
- Removal from position, team or committee

- Termination of employment or contract
- Other disciplinary actions as deemed necessary by the Board

## **7. Acknowledgment**

All individuals covered by this policy must sign an acknowledgement stating that they have read, understood and agree to comply with the Conflict-of-Interest Policy.

**Approved by the MVC Board of Directors:** August 18, 2025