

Conflict of Interest Policy

Effective Date	September 2026
Version	1.0
Applies To	Pakmen Volleyball Club rep program and club activities
Review Cycle	Annual, and whenever OVA or applicable legal requirements materially change

1. Purpose

Pakmen Volleyball Club expects decisions to be made fairly, objectively and in the best interests of the Club and its athletes. This policy provides a process for identifying, disclosing and managing actual, potential and perceived conflicts of interest.

2. Scope

This policy applies to directors and Club leadership, employees, coaches, assistant coaches, managers, volunteers, contractors, committee members and other individuals who make or influence decisions on behalf of Pakmen Volleyball Club.

3. Definition

A conflict of interest exists when an individual's personal, family, professional, business or financial interests could improperly influence, could reasonably be perceived to influence, or are in competition with the individual's duties to the Club.

A conflict is not automatically misconduct. The obligation is to disclose it promptly and ensure that the decision is managed appropriately.

4. Examples

Conflicts may arise in matters including:

- tryouts, athlete selection, roster decisions or athlete placement involving a family member or close personal relationship;
- hiring, assigning, evaluating or compensating a coach, employee, contractor or volunteer with whom the decision-maker has a close relationship;
- purchasing goods or services from a business in which the decision-maker, family member or close associate has an interest;
- receiving gifts, discounts, commissions, referral fees or benefits connected to a Club decision;
- private lessons, camps or outside volleyball businesses where a Club role is used to direct athletes for personal financial benefit;

- tournament, travel, hotel, transportation or vendor decisions where the decision-maker receives a personal benefit;
- sponsorship arrangements involving a personal or business relationship;
- use of confidential Club information or opportunities for personal advantage.

5. Duty to Disclose

An individual must disclose an actual, potential or perceived conflict as soon as they become aware of it and before participating in the related decision where possible. Disclosure should be made to the Club Director, Technical Director or another uninvolved member of Club leadership.

The disclosure should identify the nature of the relationship or interest sufficiently for the Club to determine how the matter should be managed.

6. Managing a Conflict

Depending on the circumstances, the Club may require one or more of the following:

- the conflict and management plan to be documented;
- the individual to refrain from receiving confidential information relating to the decision;
- the individual to leave a meeting or discussion while the matter is considered;
- the individual to abstain from recommending, voting on, approving or implementing the decision;
- an independent or uninvolved person to make or review the decision;
- competitive quotes or another objective process for a vendor transaction;
- modification or termination of the arrangement if the conflict cannot be managed appropriately.

7. Athlete Selection and Coaching Decisions

The presence of a family or personal relationship does not automatically prevent an individual from coaching or participating in Club activities. However, where a coach or evaluator has a close relationship with an athlete involved in a selection, placement, award, discipline or other material decision, the relationship must be disclosed and the Club may add independent evaluation or remove the individual from the final decision.

8. Private Coaching and Outside Activities

Coaches and staff may have outside volleyball activities, employment or private coaching arrangements, subject to Club and OVA requirements. A Club position must not be used to pressure athletes or families to purchase private services, favour athletes who purchase such services, or disadvantage athletes who do not.

Club confidential information, contact lists, facilities, branding or other resources may not be used for an outside business without authorization.

9. Gifts and Benefits

Individuals must not solicit or accept a gift, payment, commission, hospitality or other benefit that could reasonably be seen as influencing a Club decision. Modest customary tokens of appreciation may be accepted where they do not create an obligation or compromise impartiality.

10. Confidential Information

Information obtained through a Club role must be used only for legitimate Club purposes. Confidential athlete, family, personnel, financial or strategic information must not be used to benefit the individual or another organization or business.

11. Failure to Disclose

Failure to disclose or appropriately manage a conflict may result in corrective action or discipline under applicable Club policies. Decisions affected by an undisclosed conflict may be reviewed, reversed or reassigned where appropriate.

12. Records

The Club may maintain a record of material conflict disclosures and the steps taken to manage them. Such information will be shared only as reasonably necessary for governance, legal, accounting or governing-body purposes.

13. OVA and Governing-Body Requirements

Individuals must also comply with applicable OVA and Volleyball Canada conflict-of-interest, eligibility, screening and conduct requirements. Where a governing-body requirement applies and is more stringent than this policy, that requirement will govern.

14. Policy Administration

Questions about whether a conflict exists should be raised before the related decision is made. Club leadership is responsible for administering this policy and may seek independent advice when appropriate.