

ASCENT VOLLEYBALL CLUB

CONFLICT OF INTEREST POLICY

Effective Date: August 2026

Approved By: Board of Directors / Governing Body

Review Date: Annually

1. PURPOSE

Ascent Volleyball Club is committed to operating with integrity, fairness, transparency, and accountability.

The purpose of this policy is to ensure that all individuals involved with Ascent understand what constitutes a conflict of interest, disclose conflicts appropriately, and take reasonable steps to ensure that personal, family, financial, professional, or other interests do not improperly influence decisions made on behalf of the Club.

Ascent recognizes that conflicts of interest are not necessarily wrongdoing. A conflict becomes a concern when a personal interest could influence—or reasonably appear to influence—an individual's ability to act objectively in the best interests of the Club and its athletes.

The existence of a conflict does not automatically mean that an individual must leave the Club. The conflict must, however, be disclosed and appropriately managed.

2. SCOPE

This policy applies to all individuals participating in or representing Ascent Volleyball Club, including:

- Directors and officers
- Executive and administrative staff
- Coaches and assistant coaches
- Team managers and volunteers
- Athletes
- Parents and guardians
- Family members acting on behalf of an athlete
- Committee members
- Contractors and service providers
- Any other individual acting on behalf of or representing Ascent

All individuals are expected to act in the best interests of the Club and its athletes when carrying out responsibilities on behalf of Ascent.

3. DEFINITION OF CONFLICT OF INTEREST

A conflict of interest exists when an individual's personal, family, financial, professional, business, or other private interests could:

1. Influence their judgment or decision-making on behalf of Ascent;
2. Compromise their ability to act objectively and in the best interests of the Club;
3. Result in an unfair advantage or preferential treatment for themselves or another person; or
4. Create a reasonable perception that their decisions are being influenced by a personal interest.

A conflict may be:

Actual

A conflict currently exists.

Potential

A conflict could reasonably arise in the future.

Perceived

A reasonable person could believe that a conflict exists, even if the individual believes they can remain impartial.

Ascent will take actual, potential, and perceived conflicts seriously.

4. COMMON EXAMPLES OF CONFLICTS

Conflicts may arise in many circumstances, including but not limited to:

- A coach making decisions affecting their own child;
- A director participating in a decision involving a business owned by the director or a family member;
- A coach recommending a company or service provider from which they personally benefit;
- A director or staff member receiving an undisclosed financial benefit from an Ascent transaction;
- A person participating in athlete selection while having a close personal or family relationship with an athlete being considered;
- A person using confidential Club information for personal or competitive advantage;
- A person providing preferential treatment to a family member, friend, or business associate;
- A parent attempting to influence team selection, playing time, coaching assignments, or other decisions for the benefit of their child;
- An athlete using their position within the Club to obtain preferential treatment for themselves or another athlete;

- An individual accepting gifts, benefits, or favors that could reasonably be expected to influence their judgment;
- Competing business, employment, coaching, or organizational interests that interfere with an individual's responsibilities to Ascent.

This list is illustrative and does not include every possible conflict.

5. GENERAL RESPONSIBILITIES

All individuals covered by this policy must:

- Act honestly and in good faith;
- Put the interests of the athletes and Club ahead of personal interests when acting on behalf of Ascent;
- Avoid situations that create an actual, potential, or perceived conflict where reasonably possible;
- Disclose conflicts promptly when they arise;
- Refrain from using their position with Ascent for personal advantage;
- Refrain from using confidential or non-public Club information for personal benefit;
- Avoid giving preferential treatment to family members, friends, or business associates;
- Cooperate with reasonable measures implemented to manage a conflict.

When in doubt, individuals are encouraged to disclose the situation rather than assume that it does not constitute a conflict.

6. DISCLOSURE OF CONFLICTS

Anyone who believes they have an actual, potential, or perceived conflict must disclose the conflict to the appropriate Club representative as soon as reasonably possible.

The disclosure should identify:

- The nature of the conflict;
- The individuals or organizations involved;
- The matter to which the conflict relates; and
- Any relevant financial, family, professional, or other personal interest.

For Directors, disclosures relating to Board business will be recorded in the minutes or other official records of the Board.

A conflict should be disclosed even where the individual believes that their personal interest will not affect their judgment.

7. MANAGEMENT OF CONFLICTS

Once a conflict has been disclosed, Ascent will determine the appropriate way to manage it.

Possible measures include:

- Disclosure to the relevant decision-making body;
- Removal from a particular discussion;
- Abstention from voting or decision-making;
- Assignment of the matter to another individual;
- Independent review of the decision;
- Competitive or transparent procurement processes;
- Documentation of the decision and rationale;
- Removal from the decision-making process for the duration of the conflict; or
- Any other reasonable measure necessary to protect the integrity of the Club.

The Club will seek to manage conflicts in a manner that is fair, proportionate, and consistent with the interests of the athletes and organization.

8. DIRECTORS AND OFFICERS

Directors and officers have a heightened responsibility because they make decisions on behalf of the Club.

A Director or Officer must promptly disclose any direct or indirect material interest in:

- A contract or transaction involving Ascent;
- A proposed contract or transaction;
- A decision being considered by the Board;
- A business relationship involving Ascent;
- Employment, compensation, or contractor arrangements;
- Sponsorships or partnerships; or
- Any other matter where their personal interests could materially conflict with their responsibilities to Ascent.

A Director or Officer with a conflict must not improperly influence the decision and must abstain from voting where required.

Where applicable, the individual must leave the meeting during discussion and voting on the conflicted matter, unless the governing legislation or Board determines otherwise.

The disclosure and management of the conflict will be documented in the Club's records.

Directors and Officers must never use their position, confidential information, or access to Club resources for personal financial or competitive advantage.

9. COACHES AND TEAM STAFF

Coaches have a particular responsibility to ensure that personal relationships do not improperly influence athlete development or competitive decisions.

Coaches must disclose conflicts involving:

- Their own children or immediate family members;
- Close personal relationships with athletes;
- Outside coaching relationships;
- Financial relationships with athletes or families;
- Businesses or services recommended to athletes or families;
- Athlete selection;
- Playing time;
- Team placement;
- Awards or recognition;
- Recruitment or transfer decisions; or
- Any other circumstance where impartiality may reasonably be questioned.

Where appropriate, another qualified coach or Club representative may be involved in the relevant decision.

Coaches must never provide preferential treatment to an athlete because of a personal relationship, financial relationship, family connection, or other private interest.

10. ATHLETES

Athletes are expected to act with honesty, integrity, and fairness.

Athletes must not:

- Use their position on a team to obtain unfair advantages for themselves or others;
- Pressure coaches or Club representatives to provide preferential treatment;
- Use confidential team or Club information for personal advantage;
- Offer gifts, money, favors, or other benefits in an attempt to influence decisions;
- Misrepresent information for the purpose of gaining selection, playing time, awards, or other benefits.

Athletes are encouraged to disclose situations where they believe a personal relationship or outside interest could affect a Club decision.

For younger athletes, parents or guardians may assist them in making a disclosure.

11. PARENTS AND FAMILIES

Parents and guardians are important members of the Ascent community and are expected to support fair and transparent decision-making.

Parents and family members must not attempt to use personal, professional, financial, or social relationships to obtain preferential treatment for an athlete.

This includes attempting to influence:

- Team selection;
- Team placement;
- Playing time;
- Athlete evaluations;
- Coaching assignments;
- Awards;
- Tournament opportunities;
- Club employment;
- Financial decisions; or
- Other Club decisions affecting an athlete.

Parents who have a business or financial relationship with Ascent should disclose that relationship where it could reasonably influence or appear to influence a Club decision.

Parents and families should raise concerns through the Club's established communication and complaint processes rather than attempting to resolve conflicts through pressure, influence, or informal arrangements.

12. GIFTS, FAVOURS, AND BENEFITS

Individuals acting on behalf of Ascent must not accept gifts, favours, discounts, services, money, or other benefits when doing so could reasonably be expected to influence—or appear to influence—their judgment.

Ordinary expressions of appreciation that are modest, infrequent, and clearly unrelated to a decision are generally not considered conflicts.

Cash gifts or personal financial benefits connected to Club decisions are not permitted.

Where an individual is uncertain whether a gift or benefit is appropriate, they should disclose it to the Club before accepting it.

13. CONFIDENTIAL INFORMATION

Individuals must not use confidential or non-public information obtained through their involvement with Ascent for personal benefit or the benefit of another person or organization.

This includes confidential information relating to:

- Athletes and families;
- Athlete evaluations;
- Team selection;
- Medical or personal information;
- Club finances;
- Contracts;
- Compensation;
- Business relationships;
- Sponsorships;
- Strategic plans; and
- Other information not publicly available.

Confidential information must only be used for legitimate Club purposes.

14. FAIRNESS IN PURCHASING AND BUSINESS RELATIONSHIPS

When Ascent purchases goods or services, decisions should be made based on the best interests of the Club.

Where a director, coach, staff member, parent, family member, or other representative has a financial or business interest in a potential supplier or service provider, that relationship must be disclosed before the decision is made.

The conflicted individual should not participate in the decision unless the Club determines that their participation is appropriate and does not compromise the fairness of the process.

Where appropriate, Ascent may seek multiple quotations or conduct a competitive selection process.

15. CONFLICTS INVOLVING ATHLETE SELECTION

Because athlete selection is particularly sensitive, Ascent will take reasonable steps to ensure that selection decisions are fair, consistent, and based on established criteria.

A coach, evaluator, or decision-maker who has a significant personal or family relationship with an athlete being evaluated should disclose that relationship.

Where appropriate, the Club may:

- Include additional evaluators;
- Use standardized evaluation criteria;
- Have another coach review the decision;
- Remove the conflicted individual from part of the decision-making process; or
- Take another reasonable measure to ensure impartiality.

No athlete will be guaranteed selection, placement, playing time, or advancement because of a personal relationship with a Club representative.

16. REPORTING A CONFLICT

A concern about a possible conflict of interest may be reported to:

Executive Director / Club Administrator

Ascent Volleyball Club

If the concern involves the Executive Director, it should be reported to the Chair of the Board or another designated member of the governing body.

If the concern involves a Director, it should be reported to the Chair or another Director who is not involved in the conflict.

Individuals are encouraged to raise concerns in good faith and will not be penalized for making a legitimate disclosure or raising a legitimate concern.

17. FAILURE TO DISCLOSE

Failure to disclose a conflict, knowingly participating in a conflicted decision, using confidential information for personal benefit, or attempting to obtain preferential treatment may result in appropriate action under Ascent's applicable policies.

Depending on the circumstances, consequences may include:

- Direction to remove oneself from the conflict;
- Review or reversal of a decision;
- Loss of a volunteer or leadership responsibility;
- Removal from a committee or decision-making role;
- Disciplinary action;

- Suspension or removal from Club activities; or
- Other action permitted under applicable Club policies and governing legislation.

Serious matters may also be referred to the appropriate governing or regulatory authority.

18. RECORD KEEPING

Ascent will maintain appropriate records of material conflict-of-interest disclosures and the steps taken to manage them.

Where a conflict is considered by the Board, the disclosure and resulting management measures should be documented in the meeting minutes or other official Board records.

Conflict records will be handled in accordance with the Club's confidentiality and privacy obligations.

19. ANNUAL DISCLOSURE

Directors, Officers, senior staff, and other individuals designated by the Club may be required to complete an annual conflict-of-interest declaration.

Individuals must also update their disclosure whenever a new actual, potential, or perceived conflict arises.

20. REVIEW OF POLICY

This policy will be reviewed at least annually and may be amended as necessary to reflect changes in:

- Applicable legislation;
 - Volleyball BC requirements;
 - Volleyball Canada requirements;
 - Club operations;
 - Governance structure; or
 - Best practices in sport governance.
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ACKNOWLEDGEMENT

By participating in, working for, volunteering with, or representing Ascent Volleyball Club, individuals are expected to understand and comply with this Conflict of Interest Policy.

When uncertain whether a situation constitutes a conflict, individuals should disclose the situation and seek guidance rather than making assumptions.

Our standard is simple: decisions made on behalf of Ascent must be made with integrity, fairness, transparency, and the best interests of our athletes and Club at the centre.

Ascent Volleyball Club

Pursuing Excellence Through Growth, Accountability, Respect, and Courage.