



Lakeside Volleyball Club

Conflict of Interest Policy

2026/27 Season

Effective Date: September 1, 2026

Approved By: Lakeside Volleyball Club Executives

Review Date: Annually

1. Purpose

The purpose of this Conflict of Interest Policy is to establish clear expectations and procedures for identifying, disclosing and managing actual, potential or perceived conflicts of interest involving Lakeside Volleyball Club (the “Club”).

The Club recognizes that individuals involved in Club operations may have multiple relationships and responsibilities. For example, a Club Executive may also be a parent of an athlete, coach, team staff member, volunteer, service provider or participant.

Having a conflict of interest does not necessarily mean that an individual has acted improperly.

The purpose of this policy is to ensure that:

- Club decisions are made in the best interests of Lakeside Volleyball Club;
- Individuals disclose conflicts appropriately;
- Conflicts are managed consistently and transparently;
- Individuals do not use their position with the Club for inappropriate personal benefit;
- Club resources are protected;
- Decisions involving athletes and teams are made fairly;
- Financial and business relationships are appropriately disclosed; and
- The Club operates in accordance with applicable OVA requirements and good governance practices.

2. Scope

This policy applies to:

- Club Executives;
- Directors or officers;
- Coaches;
- Team staff;
- Administrators;
- Volunteers;
- Committee members;
- Team managers;

- Individuals with signing or spending authority;
- Individuals involved in athlete selection or evaluation; and
- Any other individual acting in a position of authority or responsibility on behalf of Lakeside Volleyball Club.

The Club Executives may determine that this policy applies to other individuals where circumstances warrant.

3. Relationship With OVA Requirements

Lakeside Volleyball Club is an affiliated member of the Ontario Volleyball Association (OVA).

All individuals acting on behalf of the Club are expected to comply with applicable OVA policies, including the OVA Conflict of Interest Policy where applicable.

Where an OVA requirement imposes a higher or different standard than this Club policy, the applicable OVA requirement will take precedence.

The Club will not use this policy to avoid or replace any OVA reporting, disclosure, discipline or governance requirement.

4. Definition of Conflict of Interest

A conflict of interest exists where an individual's personal, family, financial, professional, business or other interests could reasonably interfere with, influence or appear to interfere with their ability to act objectively and in the best interests of Lakeside Volleyball Club.

A conflict may be:

4.1 Actual Conflict

An actual conflict exists where an individual's personal or other interests directly conflict with their responsibilities to the Club.

4.2 Potential Conflict

A potential conflict exists where circumstances could reasonably develop into an actual conflict.

4.3 Perceived Conflict

A perceived conflict exists where a reasonable person could believe that an individual's personal interests may influence their Club-related decision, even where the individual believes they can remain impartial.

Actual, potential and perceived conflicts should be disclosed and appropriately managed.

5. Common Examples of Conflicts

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

- A Club Executive having a child participating in a team over which they have decision-making authority;
- A Club Executive or coach participating in athlete selection where their own child is being evaluated;
- A Club Executive being involved in hiring, paying or evaluating a coach who is a family member or close personal associate;
- A Club Executive having a financial interest in a company providing goods or services to the Club;
- The Club considering purchasing services from a business owned or operated by a Club Executive, family member or close associate;
- An individual receiving a personal financial benefit from a Club transaction;
- An individual using confidential Club information for personal benefit;
- An individual participating in a decision involving someone with whom they have a significant personal relationship;
- A Club Executive participating in a disciplinary matter involving their own child;
- An individual using their position with the Club to obtain preferential treatment for a family member or associate;
- An individual participating in a decision that could materially affect their own compensation or employment; or
- Any other circumstance where personal interests could reasonably compromise or appear to compromise objective decision-making.

This list is illustrative and does not include every situation that may constitute a conflict.

6. Family and Personal Relationships

The Club recognizes that many individuals involved in youth volleyball will have family members participating in Club programs.

The mere fact that an individual has a child, spouse, partner, sibling or other family member participating in Lakeside Volleyball Club does **not**, by itself, constitute improper conduct or require the individual to withdraw from all Club activities.

However, where the individual is involved in a decision that directly affects the family member, the conflict should be disclosed and managed appropriately.

Examples include:

- Athlete selection;
- Team placement;
- Playing opportunities;
- Discipline;
- Scholarships or financial assistance;
- Refunds;
- Employment or compensation;
- Coach selection;
- Team assignments; or
- Other decisions that directly affect the family member.

7. Disclosure Requirement

Individuals covered by this policy have a responsibility to disclose any actual, potential or perceived conflict of interest as soon as they become aware of it.

Disclosure should be made to the Club Executives.

A disclosure should identify:

- The nature of the conflict;
- The individuals or organizations involved;
- The decision, transaction or matter affected; and
- Any relevant financial, family, business or personal relationship.

Individuals should not assume that a conflict is too minor to disclose.

When in doubt, disclosure is encouraged.

8. Timing of Disclosure

A conflict should be disclosed:

- Before participating in a decision where reasonably possible;
- Immediately upon becoming aware of a conflict;
- When circumstances change and create a new conflict; or
- Whenever an individual reasonably believes that their objectivity may be questioned.

Where a conflict becomes apparent during a meeting or discussion, it should be disclosed at that time.

9. Responsibility of Club Executives

The Club Executives are responsible for determining how a disclosed conflict will be managed.

The Club Executives may:

- Determine that no further action is necessary;
- Require the individual to disclose the conflict to relevant parties;
- Require the individual to abstain from discussion or voting;
- Require the individual to leave a meeting during discussion of the matter;
- Restrict access to confidential information;
- Assign the matter to another individual;
- Require an independent review;
- Obtain an independent opinion;
- Require competitive quotes or additional procurement steps;
- Require the individual to relinquish a particular responsibility; or
- Take other reasonable steps to protect the integrity of the decision-making process.

Where appropriate, the Club Executives may use more than one of these measures.

10. Recusal From Decision-Making

An individual with a conflict of interest should not participate in decision-making on the matter unless the Club Executives determine that participation is appropriate.

Depending upon the circumstances, recusal may include:

- Not voting;
- Not making recommendations;
- Not participating in discussion;
- Not reviewing confidential information;
- Leaving the meeting while the matter is discussed; or
- Having another individual assume responsibility for the matter.

The extent of recusal will depend upon the nature and seriousness of the conflict.

11. Athlete Selection and Evaluation

Athlete selection is an area in which conflicts of interest may arise frequently.

An individual who has a family member or other close personal relationship with an athlete being evaluated should disclose the relationship.

Where reasonably practical, the individual should not be the sole decision-maker regarding the athlete's:

- Tryout evaluation;
- Team placement;
- Selection;
- Release;
- Position;
- Promotion;
- Demotion; or
- Other significant roster-related decision.

Where the individual is part of a larger selection group, the Club Executives may determine that participation is appropriate provided that the selection process remains fair and sufficiently independent.

No individual may use their Club position to provide preferential treatment to an athlete because of a personal or family relationship.

12. Coaching and Employment Decisions

Individuals involved in hiring, assigning, supervising or evaluating coaches or other Club personnel must disclose any significant personal, family or financial relationship with the individual being considered.

Where a conflict exists, the individual may be required to abstain from:

- Hiring decisions;
- Compensation decisions;
- Contract decisions;
- Performance evaluations;
- Discipline;
- Termination decisions; or
- Other employment-related decisions.

The Club Executives will determine the appropriate management process.

13. Financial Conflicts

A financial conflict exists where an individual has a financial interest that could be affected by a Club decision.

Examples include:

- Owning a business that sells products or services to the Club;
- Receiving a commission from a Club supplier;
- Having a financial interest in a facility used by the Club;
- Receiving personal compensation from a Club transaction;
- Having an investment in a company seeking a Club contract; or
- Receiving another financial benefit because of a Club decision.

Financial conflicts must be disclosed before the affected decision is made.

14. Club Purchasing and Vendors

The Club may purchase goods or services from businesses owned or operated by individuals associated with Lakeside Volleyball Club, including Club Executives, coaches, parents or volunteers, provided that the arrangement is in the best interests of the Club and is appropriately disclosed.

Where an individual associated with the Club has a financial interest in a proposed supplier:

1. The relationship must be disclosed;
2. The individual must not improperly influence the selection process;
3. The Club Executives may obtain alternative quotes or proposals where appropriate; and
4. The final decision must be made by individuals without an unmanaged conflict.

The Club will seek to ensure that Club purchases are made based upon appropriate considerations such as price, quality, service, reliability and suitability.

Being associated with the Club does not automatically prohibit an individual or their business from providing services to the Club.

15. Compensation and Benefits

No individual may use their position with Lakeside Volleyball Club to obtain unauthorized personal compensation, benefits, discounts or other advantages.

All compensation paid by the Club should be:

- Properly authorized;
- Reasonable in relation to the services provided;
- Documented;
- Consistent with the Club's financial practices; and
- Approved by individuals without an unmanaged conflict.

Any Club Executive who may personally benefit from a compensation decision must disclose the conflict and abstain from the decision.

16. Gifts, Hospitality and Benefits

Individuals acting on behalf of the Club should not accept gifts, hospitality, discounts or other benefits that could reasonably be expected to influence, or appear to influence, a Club decision.

Reasonable promotional items or modest hospitality associated with normal business relationships may be accepted where they do not create an actual, potential or perceived conflict.

Individuals should disclose any gift or benefit that could reasonably raise a question about their impartiality.

The Club Executives may determine that a gift or benefit must be declined or returned.

17. Personal Use of Club Resources

Club property, funds, equipment, facilities, information, mailing lists, registration information, intellectual property and other resources are intended for legitimate Club purposes.

Individuals must not use Club resources for personal benefit unless the use has been expressly authorized.

Examples of inappropriate use may include:

- Using Club mailing lists for personal business;
- Using Club funds for personal expenses;
- Using Club equipment for unauthorized commercial purposes;
- Using Club facilities for personal gain without authorization;
- Using confidential registration information for personal purposes; or
- Using the Club's name or reputation to promote a private business without authorization.

18. Confidential Information

Individuals involved with Lakeside Volleyball Club may have access to confidential information concerning:

- Athletes;
- Families;
- Coaches;
- Staff;
- Finances;
- Contracts;
- Fees;
- Team selection;
- Tryout evaluations;
- Complaints;
- Discipline;
- Business relationships; and
- Other Club matters.

Confidential information must not be used for personal benefit or disclosed to unauthorized individuals.

An individual's access to confidential Club information does not give that individual the right to use the information for personal, professional or commercial purposes.

19. Conflict of Interest in Complaints and Discipline

An individual must disclose a conflict where they are involved in a complaint, disciplinary matter or dispute concerning:

- Themselves;
- A family member;
- A close personal associate;
- A coach or employee with whom they have a significant relationship; or
- Another person where their impartiality could reasonably be questioned.

The individual should not participate in the investigation, decision or disciplinary determination unless the Club Executives determine that participation is appropriate.

Serious matters falling under OVA Safe Sport or discipline processes will be handled in accordance with applicable OVA requirements.

20. Conflict of Interest in Financial Matters

Individuals involved in preparing, approving or reviewing Club financial transactions must disclose any personal or financial interest in the transaction.

An individual with a conflict should not:

- Approve their own expense;
- Approve a payment to themselves;
- Approve compensation for a family member where they have a direct interest;
- Authorize a contract benefiting their own business without appropriate independent review; or
- Otherwise exercise sole authority over a transaction from which they may personally benefit.

Appropriate approval should be provided by individuals without the relevant conflict.

21. Multiple Roles

The Club recognizes that individuals may hold multiple roles.

For example, an individual may be:

- A Club Executive;
- A parent;
- A coach;
- A team manager;
- A volunteer; and/or
- A Club administrator.

Holding multiple roles is not inherently a conflict.

However, individuals must recognize when their responsibilities in one role could conflict with their responsibilities in another.

Where a conflict exists, the individual must disclose it and follow the direction of the Club Executives regarding how the matter will be managed.

22. Conflicts Involving Club Executives

Where a Club Executive has an actual, potential or perceived conflict of interest, that individual must disclose the conflict to the other Club Executives.

The remaining Club Executives will determine how the matter should be managed.

Where appropriate, the conflicted Club Executive will:

- Leave the meeting during discussion of the matter;
- Abstain from voting;
- Refrain from influencing the decision;
- Not receive confidential information relating to the matter; and/or
- Transfer responsibility for the matter to another Club Executive or appropriate individual.

A Club Executive must not use their position to improperly influence a decision for personal or family benefit.

23. Quorum and Decision-Making

Where a conflict requires one or more Club Executives to recuse themselves, the remaining Club Executives will determine whether sufficient independent participation exists to make a decision.

If the remaining Club Executives determine that an independent decision cannot reasonably be made, they may:

- Appoint an independent individual to review the matter;
- Seek external advice;
- Obtain an independent professional opinion;
- Refer the matter to the OVA where appropriate; or

- Take another reasonable step to ensure an impartial decision.
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24. Documentation of Conflicts

Significant conflicts of interest and the steps taken to manage them should be documented.

Documentation may include:

- The date of disclosure;
- The nature of the conflict;
- The individual involved;
- The matter under consideration;
- The management steps taken;
- Whether the individual participated in discussion;
- Whether the individual voted;
- The final decision; and
- Any other relevant information.

The purpose of documenting conflicts is to demonstrate that the Club acted transparently and responsibly.

25. Conflict of Interest Register

The Club may maintain a Conflict of Interest Register containing significant disclosures made under this policy.

The register may include:

- Name of the individual;
- Date of disclosure;
- General nature of the conflict;
- Matter affected;
- Management measures taken; and
- Date the conflict was resolved, where applicable.

The register will be maintained confidentially and will only be made available to individuals with a legitimate need for access.

26. Failure to Disclose

Failure to disclose an actual, potential or perceived conflict of interest may constitute a breach of this policy.

Where an individual knowingly fails to disclose a material conflict, the Club Executives may take appropriate action.

Depending upon the circumstances, action may include:

- Written warning;
- Removal from a particular decision-making responsibility;
- Restriction of access to Club information;
- Removal from a committee or Club role;
- Suspension of Club responsibilities;
- Termination of a volunteer or employment relationship; or
- Referral to the OVA or another appropriate authority.

The response will be proportionate to the nature and seriousness of the failure to disclose.

27. Good-Faith Disclosure

Individuals will not be penalized for making a good-faith disclosure of a potential or perceived conflict, even where the Club Executives ultimately determine that no conflict exists.

The purpose of disclosure is to protect both the individual and the Club and to promote transparent decision-making.

Individuals are encouraged to disclose conflicts whenever they are uncertain whether a situation constitutes a conflict.

28. Retaliation Prohibited

Lakeside Volleyball Club does not tolerate retaliation against an individual who:

- Discloses a conflict;
- Raises a concern about a potential conflict;
- Requests that a conflict be reviewed; or
- Participates in a conflict-of-interest review.

Concerns should be raised respectfully and in good faith.

Knowingly false or malicious allegations may be addressed under the Club's Discipline and Complaints Policy.

29. Conflict of Interest and Complaints Policy

Concerns regarding a possible conflict of interest may be submitted through the Club's established complaints process.

Where appropriate, concerns may be submitted to:

complaints@lakesidevb.com

The Club will determine whether the matter should be handled under this policy, the Discipline and Complaints Policy, another Club policy, or an applicable OVA process.

30. Relationship With Discipline and Complaints Policy

A conflict of interest does not automatically constitute misconduct.

However, failure to disclose a material conflict, misuse of Club authority, improper personal benefit or intentional interference with a fair decision-making process may constitute a disciplinary matter.

Where appropriate, the Club may address such conduct under the Lakeside Volleyball Club Discipline and Complaints Policy.

31. External Requirements

Nothing in this policy prevents the Club or an individual from fulfilling an obligation to report a matter to:

- The Ontario Volleyball Association;
- Volleyball Canada;
- Police;
- A regulatory authority;
- A court;
- An insurer; or
- Another appropriate organization.

Where an external organization's policy or legal requirement applies, that requirement will take precedence.

32. Policy Administration

The Lakeside Volleyball Club Executives are responsible for administering this policy.

Where this policy requires a determination regarding whether a conflict exists or how a conflict should be managed, the matter will be reviewed by the Club Executives collectively, except where the conflict prevents an impartial review.

A Club Executive who is personally involved in the matter must disclose the conflict and may be required to recuse themselves from the review.

33. Policy Review

This policy will be reviewed at least annually and may be amended when necessary to reflect:

- Changes to OVA policies;
- Changes to Volleyball Canada requirements;
- Changes to legislation;

- Changes in Club operations;
- Changes in governance practices; or
- Other circumstances affecting the Club's conflict-of-interest requirements.

The Club Executives are responsible for approving amendments to this policy.

Where a conflict exists between this policy and a mandatory OVA requirement, the applicable OVA requirement will take precedence.

34. Acknowledgement

By accepting a position with Lakeside Volleyball Club, serving as a Club Executive, coach, team staff member, volunteer, administrator or other individual acting on behalf of the Club, the individual acknowledges that they have had the opportunity to review this Conflict of Interest Policy.

Individuals agree to:

- Act honestly and in the best interests of the Club;
- Disclose actual, potential and perceived conflicts;
- Follow any recusal or management direction provided by the Club Executives;
- Protect confidential Club information;
- Avoid using their Club position for inappropriate personal benefit; and
- Comply with applicable OVA and Club policies.

Lakeside Volleyball Club Conflict of Interest Policy – 2026/27 Season

This policy should be reviewed annually against the current Ontario Volleyball Association Conflict of Interest Policy, applicable governance requirements and applicable legislation.