VOLLEYBALL MANITOBA
CONFLICT OF INTEREST POLICY

Definitions

1. Terms in this Policy are defined as follows:
   a) ***Associated Person*** – Any individual or entity (including a business) with whom a Representative has a close personal, financial, or professional relationship that could reasonably be expected to influence a Representative's objectivity.
   b) ***Club / Member Club*** – A Competitive Member Club or other organized volleyball program that is a Member or that operates teams, tryouts, or programs under Volleyball Manitoba's jurisdiction.
   c) ***Conflict of Interest*** – Any situation in which a Representative's decision-making, which should always be in the best interests of Volleyball Manitoba, is influenced or could be influenced by personal, family, financial, business, Club, coaching, recruiting, or other private interests. A conflict may be real, potential, or perceived.
   d) ***Decision*** – Includes a motion, resolution, recommendation, vote, award, contract, rule change, sanction, schedule, hosting allocation, discipline outcome, or other determination, whether made in a meeting, by written resolution, or by email or other electronic means.
   e) ***External Entity*** – Any organization other than Volleyball Manitoba, including a Member Club, school program, post-secondary program, private academy, supplier, sponsor, or other sport organization, with which a Representative has a role or interest.
   f) ***Family Member*** – Includes a Representative's spouse, parents, children, siblings, grandparents, grandchildren, and any other person who resides in the same household as a Representative.
   g) ***Non-Pecuniary Interest*** – An interest that a Representative may have in a matter which may involve family relationships, friendships, volunteer positions, Club loyalty, coaching reputation, athlete recruitment, or competitive standing or other interests that do not involve the potential for financial gain or loss.
   h) ***Pecuniary Interest*** – An interest that a Representative may have in a matter because of the reasonable likelihood or expectation of financial gain or loss for that Representative, or for an Associated Person including income, fees, stipends, ownership interest, or enrolment revenue derived from a Club or coaching role.
   i) ***Representative*** – An individual employed by, or engaged in activities on behalf of, Volleyball Manitoba such as a: coach, staff member, contract personnel, volunteer, manager, administrator, committee member, and Director and Officer of Volleyball Manitoba.

Preamble

2. Individuals who act on behalf of an organization have a duty first to that organization and second to any personal stake they have in the operations of Volleyball Manitoba. For example, in not-for-profit organizations, Directors are required, by law, to act as a trustee (in good faith, or in trust) of the organization. Directors, and other stakeholders, must not put themselves in positions where making a decision on behalf of Volleyball Manitoba is connected to their own personal interests. That would be a conflict-of-interest situation.

3. **Section 14.01** of Volleyball Manitoba's By-laws reads that Directors, Officers, committee members and employees have a duty, when acting on Volleyball Manitoba's behalf, to carry out their responsibilities for the furtherance of the best interests of Volleyball Manitoba **alone** and shall avoid conflicting interests.

4. The best interests of Volleyball Manitoba refer to the best interests for the provincial sport organization as a whole, including all of its programs, members, registrants, and disciplines. The best interests of Volleyball Manitoba are not the same as the interests of any one Member Club, coach, athlete pipeline, or commercial volleyball operation, even if that club or operation is well represented on the Board or a committee.

5. Volleyball Manitoba's mandate is provincial – and broader than club volleyball. Directors of Clubs and coaches with Clubs, who also serve on the Volleyball Manitoba Board of Directors or on committees bring valuable knowledge to the provincial association. However, that knowledge does not convert the Board into a forum for Club operations, Club profitability, or Club recruiting advantage. An individual who, by their title or position with Volleyball Manitoba, represents the organization is not permitted to influence decisions so that their Club, program, or athletes are more successful or more profitable.

Purpose

6. Volleyball Manitoba strives to reduce and eliminate nearly all instances of conflict of interest at the organization – by being aware, prudent, and forthcoming about the potential conflicts. This Policy describes how Representatives will conduct themselves in matters relating to conflict of interest and how they will make decisions in situations where conflict of interest may exist.

7. This Policy supports Volleyball Manitoba's commitment to safe sport principles and to fair, province-wide governance.

Application

8. This Policy applies to all Representatives and to all Decisions made by the Board, staff, and committees.

Onboarding

9. All new Representatives shall be provided with a copy of this Policy and shall complete **Appendix A – Annual Conflict of Interest Declaration Form** before or upon assuming their role with Volleyball Manitoba.

Obligations

10. Representatives shall disclose and manage any real or perceived conflict of interest, whether pecuniary or non-pecuniary, that arises while performing their duties for Volleyball Manitoba. Where a conflict of interest exists in relation to a decision or transaction involving Volleyball Manitoba, it shall be resolved in favour of the best interests of Volleyball Manitoba, in accordance with the procedures set out in this Policy.

11. When acting in their official capacity on behalf of Volleyball Manitoba, Representatives shall prioritize Volleyball Manitoba's interests over any personal, family, financial, or other private interests. (Club, coaching, and recruiting interests are considered private interests for this purpose). This obligation does not extend to personal or family decisions made outside the scope of their role with Volleyball Manitoba.

12. Consistent with **Section 14.02** of Volleyball Manitoba's By-laws, a Representative who has an interest, or who may be perceived as having an interest, in a proposed matter, contract, or transaction involving or affecting Volleyball Manitoba shall:
    a) Disclose fully and promptly the nature and extent of the interest to the Board or the relevant committee;
    b) Refrain from engaging in, acting on, entering into, voting on, or speaking in debate on the matter;
    c) Refrain from influencing any Decision or outcome, including by private conversation, group email, or lobbying of other Representatives; and
    d) Comply with the *Corporations Act* and the By-laws.

Dual Roles: Club Directors, Club Coaches, and Other External Roles

13. A Representative may simultaneously serve a Member Club or other External Entity (for example, as club director, owner, operator, paid or volunteer coach, recruiter, or staff). That dual role is a constant source of potential conflict of interest. It must be declared and re-declared on the **Annual Conflict of Interest Declaration Form**. However, declaration alone does not authorize the Representative to act in the dual role while making a Volleyball Manitoba Decision.

14. When acting for Volleyball Manitoba, a Representative who has a dual role with a Club or other External Entity role shall not:
    a) Treat the Board or a committee as a vehicle for the Representative's Club operations, staffing model, schedule, budget, or recruiting plan;
    b) Move, second, vote on, or privately lobby a Decision that would give their Club, program, or athletes a competitive, scheduling, hosting, sanctioning, financial, or recruiting advantage over other Clubs or over other Volleyball Manitoba programs;
    c) Use information obtained through Volleyball Manitoba - including committee materials, athlete lists, sanctioning plans, or proposed rule changes - to benefit their Club or to the detriment of Volleyball Manitoba;

d) Seek a change to competition rules, blackout periods, tryout or recruiting windows, transfer rules, or discipline standards in order to scout, recruit, or retain athletes for their Club without penalty; or
e) Override, dilute, or re-litigate a committee Decision because that Decision is inconvenient for their Club.

15. A Decision that is framed as "good for Club volleyball generally" is still a conflict Decision for a Representative whose own Club would be a direct, identifiable beneficiary relative to other Clubs or relative to Volleyball Manitoba's broader mandate (including beach, sitting, development, officials, high performance, and school or community programming).

16. Per **Section 14.04** of Volleyball Manitoba's By-laws, a Representative who serves on or with an External Entity shall not:
    a) Act in any manner which will or may compromise Volleyball Manitoba, that person's position with Volleyball Manitoba, or place that person in a conflict relative to their duty to Volleyball Manitoba;
    b) Move, second, or vote on any matter which directly involves that External Entity and the interests of Volleyball Manitoba;
    c) Use their position with Volleyball Manitoba to further the interest of that External Entity relative to, to the detriment of, or within Volleyball Manitoba;
    d) Communicate confidential Volleyball Manitoba information to that External Entity; or
    e) Undertake to obtain an advantage from Volleyball Manitoba, or seek to influence a Decision of Volleyball Manitoba, which is beneficial to that External Entity to the detriment of Volleyball Manitoba.

Examples of Potential Conflicts (Non-Exhaustive)

17. The following situations commonly arise in the context of organizational Decision-making and must be disclosed and managed in accordance with this Policy:
    a) A coach, manager, or selector who is choosing from or evaluating a group of athletes that includes a Family Member
    b) A Director participating in decisions about equipment, uniforms, or sponsorships involving a company owned by themselves, a Family Member, or an Associated Person
    c) A volunteer official, Director, or other individual who is involved in determining discipline in a matter concerning a Family Member or close friend
    d) Accepting gifts exceeding nominal value, free equipment, or travel benefits from suppliers, sponsors, or other companies or organizations that do business with Volleyball Manitoba
    e) A Club director or Club coach sitting on the Board or on a Decision-making committee when a Decision is contemplated that concerns hosting, scheduling, age-group structure, roster rules, recruiting or blackout periods, tryout windows, transfers, fees, or discipline that would affect that Representative's Club
    f) Two or more Representatives affiliated with the same Club coordinating an email motion, or a vote, to influence a committee recommendation so that the recommendation benefits their Club
    g) A coach or Club director proposing, lobbying for, or voting on a rule change that would allow scouting or recruiting during a blackout or closed period, or that would reduce the penalty for doing so
    h) A Representative whose income depends on Club enrolment or Club fees participating in a Decision on membership dues, player release, geographic boundaries, or program models that affect that income
    i) A committee member remaining in the room, or on an email thread, after declaring a conflict and continuing to shape the outcome

Prohibited Conduct

18. Representatives will not:
    a) Engage in any business or transaction, or have a financial or other personal interest, that is incompatible with their official duties with Volleyball Manitoba, unless such business, transaction, or other interest is properly disclosed to Volleyball Manitoba and approved by the Board of Directors
    b) Knowingly place themselves in a position where they are under obligation to any person who might benefit from special consideration or who might seek preferential treatment
    c) In the performance of their official duties, give preferential treatment to Family Members, friends, colleagues, or organizations (including their own Club) in which their Family Members, friends, or colleagues have an interest, financial or otherwise

d) Derive personal benefit from information that they have acquired during the course of fulfilling their official duties with Volleyball Manitoba, if such information is confidential or not generally available to the public
e) Engage in any outside work, activity, or business or professional undertaking that conflicts or appears to conflict with their official duties as a representative of Volleyball Manitoba, or in which they have an advantage or appear to have an advantage on the basis of their association with Volleyball Manitoba
f) Without the permission of Volleyball Manitoba, use Volleyball Manitoba's property, equipment, supplies, or services for activities not associated with the performance of their official duties with Volleyball Manitoba
g) Place themselves in positions where they could, by virtue of being a Representative of Volleyball Manitoba, influence decisions or contracts from which they could derive any direct or indirect benefit
h) Accept any gift or favour (exceeding nominal value) that could be construed as being given in anticipation of, or in recognition for, any special consideration granted by virtue of being a Representative of Volleyball Manitoba
i) Use a Board or committee position to make their Club more profitable, more fully enrolled, or more competitively successful
j) Circumvent a committee, or the rest of the Board, by organizing an email or written resolution among a subset of Directors who share the same Club interest

Disclosure of Conflict of Interest

19. On an annual basis, all Volleyball Manitoba's Directors and candidates for election to the Board, Officers, employees, committee members, coaches, and team/program managers will complete a **Declaration Form** disclosing any real or perceived conflicts that they might have. Declaration Forms shall be retained by Volleyball Manitoba. The President (or designate) shall be responsible for collecting and reviewing all Declaration Forms and will report material conflicts to the Board and at the next meeting involving the conflicted individual. The Chair of the meeting shall review any identified potential conflicts (with the affected Representative recused) and determine appropriate management measures.

20. A Representative who takes on a new Club role, begins to earn income from club volleyball, or otherwise acquires a new interest shall file an updated Declaration before the next related Decision.

21. Representatives shall disclose real or perceived conflicts of interest to Volleyball Manitoba's Board of Directors immediately upon becoming aware that a conflict of interest may exist. Disclosure during a meeting shall be recorded in the minutes. Disclosure on an email thread shall be made in writing on that thread before any vote or indication of support, and shall be copied to the President and the Executive Director.

22. Representatives shall also disclose any affiliations with other organizations involved with the same sport. These affiliations include any of the following roles: athlete, coach, manager, official, employee, volunteer, or Director. Affiliations with a Member Club, and whether the Representative derives income from that Club, must be expressly stated.

Contracts With Representatives and Related Parties

23. Volleyball Manitoba shall not enter into any contract for the supply of goods or services with:
    a) Any Director, Officer, Committee member, or employee of Volleyball Manitoba;
    b) Any member of the immediate family of a Director, Officer, Committee member, or employee;
    c) Any External Entity of which a Director, Officer, committee member, or employee is an employee, proprietor, partner, or majority shareholder; or
    d) Any External Entity of which a Family Member of a Director, Officer, committee member, or employee is an employee, proprietor, partner, or majority shareholder;

    Unless all of the following conditions are satisfied:

    a) The Representative fully discloses their interest in the contract in writing at the first reasonable opportunity;
    b) The Representative has complied with their obligations under the By-laws and this Policy; and
    c) The Board of Directors determines that the contract will be in the best interests of Volleyball Manitoba

24. The conflicted Representative(s) shall not be present for the Board's determination regarding whether the above conditions were met, except to provide factual information if requested, and shall not be counted toward quorum for that determination.

Minimizing Conflicts of Interest in Decision-Making

25. Decisions or transactions that involve a conflict of interest that has been proactively disclosed by a Representative of Volleyball Manitoba will be considered and decided with the following additional provisions:
    a) The nature and extent of the Representative's interest has been fully disclosed to the body that is considering or making the Decision, and this disclosure is recorded or noted;
    b) The Representative does not participate in discussion on the matter and leaves the meeting while the matter is being discussed and voted upon (except if requested by the Board to remain solely to provide information during the discussion). This also applies to email or written resolutions - the Representative should be removed from the Decision thread after providing any requested factual information;
    c) The Representative abstains from voting on the Decision;
    d) If quorum is present at the beginning of a Board meeting, the Directors not in a conflict-of-interest situation may proceed with the business of the meeting, even if quorum is not present throughout the meeting because of conflict.
    e) The Representative does not lobby remaining decision-makers before or after recusal; and
    f) The decision is confirmed to be in the best interests of Volleyball Manitoba

26. Minutes of meetings of the Board must record conflicts of interest, disclosures, recusals, and the reasons why any of these occurred.

27. For potential conflicts of interest involving employees, the Board of Directors will determine whether there is a conflict and, if one exists, the employee will resolve the conflict by ceasing the activity giving rise to the conflict. Volleyball Manitoba will not restrict employees from accepting other employment contracts or volunteer appointments provided these activities do not diminish the employee's ability to perform the work described in the employee's job agreement with Volleyball Manitoba or give rise to a conflict of interest.

Conflict of Interest Complaints

28. Any person who believes that a Representative may be in a conflict of interest situation should report the matter, in writing (or verbally if during a meeting of the Board or any committee), to the Board of Directors which will decide appropriate measures to eliminate the conflict. The Board may apply the following actions singly or in combination for real or perceived conflicts of interest:
    a) Removal or temporary suspension of certain responsibilities or decision-making authority
    b) Removal or temporary suspension from a designated position
    c) Removal or temporary suspension from certain programs, events, and/or activities
    d) Expulsion from Volleyball Manitoba
    e) Other actions as may be considered appropriate for the real or perceived conflict of interest

29. Nothing in this Policy authorizes removal of an elected Director from the Board except in accordance with the Volleyball Manitoba By-laws and applicable legislation. Any interim restrictions shall be proportionate and shall not operate as an unauthorized removal.

30. Where the complaint concerns a majority of sitting Directors, or where the Board itself is alleged to have acted under conflict, the matter shall be referred to an independent investigator or panel under Volleyball Manitoba's *Dispute and Discipline Policy*. Conflicted Directors shall not decide the complaint against themselves.

31. Any person who believes that a Representative has made a decision that was influenced by real or perceived conflict of interest may submit a complaint, in writing, to Volleyball Manitoba to be addressed under Volleyball Manitoba's *Dispute and Discipline Policy*.

32. Failure to comply with an action as determined by the Board, or by a decision-making Panel properly appointed pursuant to Volleyball Manitoba's policies, will result in automatic suspension from Volleyball Manitoba until compliance occurs.

33. The Board may determine that an alleged real or perceived conflict of interest is of such seriousness as to warrant suspension of designated activities pending a meeting and a decision of the Board.

Review

34. This Policy shall be reviewed by the Board of Directors every two (2) years and may be amended by Board resolution as required to remain current and compliant with applicable provincial legislation and any rules of the Volleyball Canada.

35. The first review after adoption should confirm that **Annual Conflict of Interest Declaration Forms** are being collected from committee members, coaches, and other Representatives - in addition to Directors.

Enforcement

36. Failure to adhere to this Policy may permit discipline in accordance with the *Dispute and Discipline Policy*.

37. A Decision taken in breach of this Policy may be rescinded, amended, or referred back by the Board (sitting without the conflicted Representatives).

Last reviewed and updated in November, 2026