



WINNIPEG ICEBERG VOLLEYBALL CLUB

Conflict of Interest Policy

Policy Owner	Dmytro Kazakov, Club Director
Approved By	Dmytro Kazakov, Club Director
Version	1.1
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Review Cycle	Annually, and whenever Volleyball Manitoba requirements change
Status	Approved and adopted

1. Purpose

Winnipeg Iceberg Volleyball Club (the “Club”) is committed to making decisions fairly, transparently, and in the best interests of the Club and its athletes.

The purpose of this Conflict of Interest Policy is to identify, manage, and appropriately resolve situations where a person’s personal, family, financial, professional, or other interests may conflict, or may reasonably appear to conflict, with the interests of the Club.

This policy is intended to protect the integrity of Club decisions and maintain trust among athletes, parents/guardians, coaches, volunteers, administrators, and other Club participants.

2. Scope

This policy applies to:

- Directors and officers;
- Club administrators;
- Coaches and assistant coaches;
- Team managers;
- Volunteers;
- Selection and evaluation committee members;
- Individuals participating in Club decision-making;
- Any other person acting on behalf of or representing the Club.

The policy applies to actual, potential, and perceived conflicts of interest.

3. What Is a Conflict of Interest?

A conflict of interest exists when an individual's personal interests, relationships, responsibilities, or financial interests could improperly influence, or could reasonably appear to influence, their ability to act objectively in the best interests of the Club.

A conflict may be:

Actual Conflict

A situation where a person's personal interest directly conflicts with their Club responsibilities.

Potential Conflict

A situation that may develop into an actual conflict.

Perceived Conflict

A situation where a reasonable person could believe that the individual's personal interests may influence their Club-related decision, even if the individual believes they can remain objective.

All three types of conflicts should be disclosed and appropriately managed.

4. Common Examples

Examples may include, but are not limited to:

- A coach participating in decisions involving their own child;
- A coach evaluating a close friend or relative;
- A director participating in a financial decision involving a business owned by the director or a family member;
- A Club representative receiving a personal financial benefit from a Club transaction;
- A person participating in a selection decision involving someone with whom they have a close personal relationship;
- A Club representative using confidential Club information for personal benefit;
- A person influencing the Club to hire or purchase services from a related person or business;
- A person using their position within the Club to obtain preferential treatment for themselves or someone close to them.

The existence of a conflict does not necessarily mean that a person has acted improperly. The important requirement is that the conflict is disclosed and appropriately managed.

5. Duty to Disclose

Any person covered by this policy who becomes aware of an actual, potential, or perceived conflict of interest must disclose it as soon as reasonably possible.



Disclosure should be made to: **Dmytro Kazakov, Club Director** (info@icebergvc.ca)

If the Club Director is involved in the conflict, the disclosure should be made to Stan Demburg, Club Administrator, who will act as the designated alternate decision-maker.

6. Conflicts Involving Family Members

A conflict may exist where a person has responsibilities involving a family member. For the purposes of this policy, family or close personal relationships may include:

- Parent or child;
- Sibling;
- Spouse or partner;
- Grandparent or grandchild;
- Other close relatives;
- Individuals with a close personal relationship.

For example, a coach may coach their own child; however, a person must not make the final decision in a formal complaint or disciplinary matter involving their own child. The Club will appoint another qualified person to make or participate in that decision.

7. Tryouts and Team Selection

Because Winnipeg Iceberg Volleyball Club conducts tryouts for youth athletes, conflicts of interest in player evaluation must be handled carefully.

A coach, evaluator, or selection committee member should disclose any relationship that could reasonably affect, or appear to affect, their objectivity toward a player. Examples include:

- Evaluating their own child;
- Evaluating a close relative;
- Evaluating a close personal friend's child;
- Evaluating a player where there is a significant personal dispute or relationship;
- Evaluating a player where the evaluator has another interest that could reasonably influence the decision.

Where a coach or evaluator's own child is participating in a tryout or selection process, the coach or evaluator must disclose the relationship and must not be the sole evaluator or sole decision-maker regarding that athlete's selection.

Where appropriate, the Club may also:

- Assign another evaluator;
- Use multiple independent evaluators;

- Remove the conflicted person from the relevant decision;
- Require the conflicted person to abstain from voting;
- Use documented evaluation criteria.

The Club will make reasonable efforts to ensure that team-selection decisions are based on legitimate sporting considerations and applicable Club and Volleyball Manitoba requirements.

8. Coaches Who Are Also Parents

A coach may also be the parent or legal guardian of an athlete on the coach's team. This situation does not automatically constitute a prohibited conflict.

However, the coach must maintain appropriate professional boundaries and must not use their coaching position to provide inappropriate preferential treatment to their child. Where a formal selection, disciplinary, complaint, or other decision specifically concerns the coach's child, the coach must not be the sole decision-maker. The Club will involve another qualified and impartial person in the decision where reasonably practicable.

9. Complaints Involving a Person with a Conflict

A person must not be responsible for investigating or making a final decision regarding a complaint in which they are personally involved or have a significant conflict of interest. For example:

- A coach should not determine a formal complaint made against that coach;
- A director should not make the final decision regarding a complaint directly involving the director;
- A parent should not make a disciplinary decision involving their own child;
- A selection evaluator with a significant conflict should not make the final decision regarding the affected athlete.

Where necessary, the Club will appoint an alternative decision-maker or reviewer. See also the Club's Complaint Resolution Policy.

10. Financial Conflicts

Individuals acting on behalf of the Club must not use their position to obtain an improper personal financial benefit. A financial conflict may arise when a Club representative:

- Owns or has a financial interest in a business providing services to the Club;
- May personally benefit from a Club purchase or contract;
- Has a financial relationship with a Club supplier;
- Receives an undisclosed benefit from a Club transaction.

Any such interest must be disclosed before the relevant decision is made.

11. Club Purchases and Contracts

Where the Club is considering purchasing goods or services from a business owned or operated by a Club representative or their family member, the relationship must be disclosed.

The conflicted individual must disclose the relationship and must not approve or make the final decision regarding the transaction. The Club should obtain reasonable comparative pricing or other information where practicable to demonstrate that the transaction is reasonable and in the Club's interests.

12. Gifts and Benefits

Club representatives must not accept gifts, payments, discounts, favours, or other benefits that could reasonably be expected to influence their Club-related decisions.

Small and customary tokens of appreciation may be acceptable where they are:

- Reasonable in value;
- Infrequent;
- Not connected to a specific decision;
- Not intended to influence the recipient.

Cash gifts or personal payments connected to Club decisions should not be accepted.

13. Use of Confidential Information

Individuals must not use confidential Club information for personal benefit or for the benefit of another person. Confidential information may include:

- Player evaluations;
- Tryout results;
- Personal information;
- Financial information;
- Internal Club discussions;
- Complaint information;
- Disciplinary information;
- Strategic or operational information.

Confidential information must not be disclosed to unauthorized persons.

14. Social Media and Public Communication

Club representatives must avoid using their Club position to promote personal interests or to create the impression that the Club officially endorses a personal business, product, service, or opinion unless authorized.

Where a personal interest is relevant to a Club matter, the individual should disclose the interest before participating in the matter.

15. Disclosure Does Not Automatically Require Removal

Disclosure of a conflict does not automatically mean that the individual must resign from their Club role. After disclosure, the Club may determine an appropriate method of managing the conflict, which may include:

- No further action where the conflict is minor;
- Disclosure to other decision-makers;
- Abstention from a particular decision;
- Removal from a discussion;
- Appointment of an independent reviewer;
- Assignment of the matter to another person;
- Other reasonable safeguards.

The objective is to manage the conflict while protecting the integrity of the Club's decision-making process.

16. Abstention

Where a conflict is significant, the conflicted individual may be required to abstain from:

- Voting;
- Making a recommendation;
- Participating in deliberations;
- Accessing confidential information relating specifically to the conflict;
- Making or influencing the final decision.

The individual may be asked to leave a meeting or discussion while the relevant matter is considered.

17. Documentation

Where appropriate, the Club may document:

- The nature of the conflict;



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- The date of disclosure;
 - The individuals involved;
 - The steps taken to manage the conflict;
 - The final decision.

The Club will maintain such records in accordance with applicable privacy requirements.

18. Failure to Disclose

Failure to disclose a material conflict of interest may result in corrective or disciplinary action. Depending on the circumstances, the Club may:

- Require the person to withdraw from the relevant decision;
- Review or reconsider a decision;
- Issue a warning;
- Remove the person from a particular Club responsibility;
- Suspend or terminate a volunteer or Club role;
- Refer the matter to an appropriate governing organization.

The Club will consider the circumstances and seriousness of the failure to disclose.

19. Retaliation Prohibited

No person should experience retaliation for making a good-faith disclosure of a conflict of interest. Concerns regarding retaliation may be addressed under the Club's Complaint Resolution Policy.

20. Conflicts Involving the Club Director

If the Club Director has an actual, potential, or perceived conflict of interest, the matter must be disclosed to and decided by Stan Demburg, Club Administrator, as the designated alternate decision-maker.

The Club Director must not make the final decision on a matter where they have a material personal interest.

21. Review of Conflicts

The Club may review disclosed conflicts and determine the appropriate management approach. In making this determination, the Club may consider:

- The nature and seriousness of the conflict;
 - The person's role within the Club;
 - The decision involved;
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- Whether the conflict is actual, potential, or perceived;
 - The ability of the person to remain objective;
 - The impact on athletes and families;
 - Applicable Club policies;
 - Applicable Volleyball Manitoba requirements;
 - Applicable law.

22. Compliance with Governing-Body Requirements

Where applicable, Winnipeg Iceberg Volleyball Club will comply with the conflict-of-interest requirements of relevant governing organizations, including Volleyball Manitoba. Where a governing organization establishes a specific process for managing conflicts of interest, that process will be followed where applicable.

23. Policy Administration

The Club Director or designated governing body is responsible for administering this policy. The Club may review this policy periodically and update it when necessary to reflect changes in Club operations, governing-body requirements, or applicable law.

24. Acknowledgement

All directors, coaches, administrators, volunteers, team managers, evaluators, and other individuals acting in an official Club capacity are expected to read, understand, and comply with this Conflict of Interest Policy.

By accepting an official role with Winnipeg Iceberg Volleyball Club, the individual agrees to disclose actual, potential, and perceived conflicts of interest and to cooperate with reasonable measures used to manage those conflicts.

Winnipeg Iceberg Volleyball Club

Winnipeg, Manitoba, Canada

Email: info@icebergvc.ca | Website: www.icebergvc.ca
