

CONFLICT OF INTEREST – VOLUNTEER COACHES

Background

The purpose of this Administrative Procedure (AP) is to ensure that volunteer coaches in New Westminster Schools act in the best interests of students and uphold the integrity of school athletic programs.

This AP establishes expectations, disclosure requirements, and processes to identify and manage real or perceived conflicts of interest, particularly where volunteer coaching overlaps with club or private sport programs.

1. Purpose

- 1.1. The purpose of this Administrative Procedure (AP) is to ensure that volunteer coaches in New Westminster Schools act in the best interests of students and uphold the integrity of school athletic programs.
- 1.2. This AP establishes expectations, disclosure requirements, and processes to identify and manage real or perceived conflicts of interest, particularly where volunteer coaching overlaps with club or private sport programs.

2. Definitions

- 2.1. Volunteer Coach – An individual who provides coaching or instructional support in a school-sponsored athletic program without remuneration from the district.
- 2.2. External Sports Program – Any club, private, or non-school-sponsored athletic program, team, camp, or instruction in which the volunteer has an active role, financial interest, or affiliation.
- 2.3. Conflict of Interest – A situation in which a volunteer coach's external affiliation could influence, or appear to influence, their decisions or actions in the school athletic program.
- 2.4. Perceived Conflict – A circumstance in which reasonable members of the school community could believe that decisions (e.g., player selection, playing time) may be affected by a coach's external interest.
- 2.5. Mitigation – Steps taken to reduce or remove the actual or perceived influence of an external interest on a volunteer coach's school duties.

3. Scope and Application

- 3.1. This AP applies to all volunteer coaches supporting athletic or extracurricular sport programs within New Westminster Schools.
- 3.2. It complements, but does not replace, the provisions of AP 490 (Volunteer Guidelines), AP 491 (Volunteer Registration), or any conflict-of-interest clauses applicable to employees.

4. Disclosure Requirements

- 4.1. Initial Disclosure
 - 4.1.1. Before approval, every volunteer coach must complete a Volunteer Coach Conflict of Interest Disclosure Form identifying:
 - 4.1.1.1. Any external sports roles, affiliations, or employment (e.g., club teams, private instruction, summer camps);
 - 4.1.1.2. If any students in the school participate in those external programs; and
 - 4.1.1.3. Any other relationship that might create a real or perceived conflict.
- 4.2. Ongoing Disclosure
 - 4.2.1. Volunteer coaches must update their disclosure whenever their external affiliations change.
 - 4.2.2. Renewal of disclosure is required annually before the start of each athletic season.
- 4.3. Review of Disclosure
 - 4.3.1. The school's Athletic Director or Principal shall review the disclosure to determine whether a conflict exists and, if so, whether mitigation is possible.
 - 4.3.2. Findings must be recorded and stored confidentially in accordance with District record-keeping standards.

5. Conflict Assessment and Mitigation

- 5.1. Assessment Criteria
 - 5.1.1. Overlap between school and external programs (e.g., same season or competing schedules);
 - 5.1.2. Potential influence on student selection, playing time, or evaluation;
 - 5.1.3. Risk that school resources might be used to benefit an external program;
 - 5.1.4. Ability of the volunteer to remain impartial toward all students; and
 - 5.1.5. Feasibility of mitigation measures.
- 5.2. Mitigation Strategies – Where a partial conflict can be managed, mitigation may include:
 - 5.2.1. Recusal from decisions affecting students affiliated with the external program;
 - 5.2.2. Shared or delegated authority for player selection or evaluation;
 - 5.2.3. Written disclosure to parents and athletes regarding the coach's external affiliation;
 - 5.2.4. Scheduling separation between school and external coaching roles; and/or



5.2.5. Periodic administrative oversight or review of decisions.

5.2.6. A School-appointed staff member (e.g., teacher, administrator or Athletic Director) must be present at all player evaluations and selection processes to ensure transparency, adherence to selection criteria, and to prevent bias or favoritism arising from external affiliations (e.g., club relationships)

5.3. Non-Mitigable Conflicts

5.3.1. If a conflict cannot be reasonably mitigated, the volunteer shall not be approved for the role or may be reassigned.

5.3.2. b) If a conflict emerges after appointment, the principal may suspend or terminate the volunteer's assignment following consultation with the Director of Instruction or designate.

5.4. Appeal

5.4.1. A volunteer coach may appeal a decision regarding conflict of interest in writing to the Superintendent (or designate) within ten (10) business days of notification.

5.4.2. b) The Superintendent's decision shall be final.

6. Expectations of Conduct

6.1. Volunteer coaches must act impartially and in the best interests of all student-athletes.

6.2. Volunteer coaches must not:

6.2.1. Recruit or encourage students to join an external program with which they are affiliated in a way that undermines the school team;

6.2.2. Offer preferential treatment to athletes connected to their external programs; or

6.2.3. Use school facilities, equipment, or communication channels for the benefit of an external program without written authorization.

6.2.4. Volunteer coaches must participate in evaluation processes only when a

6.2.5. designated school staff member is present, in accordance with Section 5.2.6

6.3. Volunteer coaches must immediately report any emerging conflict to their Principal or Athletic Director.

7. Monitoring and Enforcement

7.1. Monitoring

7.1.1. a) School administration will periodically review volunteer coaching assignments and disclosures to ensure compliance.

7.1.2. b) The district may conduct audits or reviews as required.

7.2. Sanctions

7.2.1. a) Non-compliance with this AP may result in suspension or removal from the volunteer coaching role and/or prohibition from future volunteer positions.

7.2.2. b) Serious breaches may result in further action as determined by the Superintendent.



7.3. Record Retention

- 7.3.1. a) All disclosures, determinations, mitigation plans, and appeals will be retained for a minimum of five (5) years, or in accordance with the district's records management schedule.

8. Training and Communication

- 8.1. All volunteer coaches shall complete an orientation or training session that includes:
- 8.1.1. Expectations of impartiality and ethical conduct;
 - 8.1.2. Disclosure requirements; and
 - 8.1.3. Procedures for reporting and addressing conflicts of interest.
- 8.2. Schools shall inform parents and students each season that volunteer coaches are required to complete conflict-of-interest disclosures and that the district maintains policies to ensure fairness and transparency.

9. Review

- 9.1. This Administrative Procedure shall be reviewed every three (3) years, or earlier as required, by the Superintendent's Office in consultation with school administrators, athletic directors, and relevant stakeholders.

Reference:

AP 104 – District Code of Conduct
AP 490-A – Volunteer Guidelines
AP 491-1 – Volunteer Registration

SD No. 40 (New Westminster)

Adopted: 2 June 2026

Revised:

Modification to this document is not permitted without prior written consent from SD No. 40 (New Westminster)