



Conflict of Interest Policy

1. Purpose

BigTime Volleyball Academy (BVA) is committed to fairness, transparency, and integrity. This policy outlines how BVA representatives must handle situations where personal, family, or financial interests could affect—or appear to affect—their decisions and coaching conduct.

2. Definitions

- **Conflict of Interest:** Any situation in which a representative's ability to act in the best interests of BVA and its athletes is, or could be, influenced by personal, family, or financial interests.
- **Representatives:** Any individuals acting on behalf of BVA, including the Owner, contract coaches, guest clinicians, referees, volunteers, and team staff.

3. Background

Conflict of interest is common in community sports. In an academy like BVA, where coaches or staff may also be parents of athletes, some conflicts are inevitable. These situations do not automatically mean wrongdoing; what matters is that they are recognized, disclosed, and managed openly so that decisions remain in the best interests of the athletes and BVA.

4. Policy Statement

Representatives must:

- Put BVA's interests and athlete development ahead of personal interests.
- Disclose any real or perceived conflict to the **Owner/Director** as soon as they become aware of it.
- Recuse themselves from specific decisions or evaluations where a direct conflict exists (e.g., assessing a family member during tryouts).
- Sign a Conflict of Interest Declaration Form upon hire and whenever a new potential conflict arises.

5. Obligations

Representatives will not:

- Use their role at BVA to give special treatment to family, friends, or private businesses.
- Influence coaching decisions (such as playing time or roster spots) where they or their family stand to benefit.
- Derive personal gain from confidential BVA information (e.g., using athlete contact lists for private lessons without permission).
- Accept gifts, favors, or advantages from parents or vendors that could be seen as seeking special treatment.

- Use BVA property, equipment, or gym permits for personal gain without written permission from the Owner.

6. Disclosure Process

- **All Coaches and Volunteers** must disclose conflicts directly to the **Owner/Director**.
- **Other Affiliations:** Any role with other volleyball clubs, schools, or sports organizations (as a coach, official, or staff) must be disclosed to ensure there is no competition for BVA resources or scheduling.
- All disclosures will be kept on file by BVA.

7. Managing Conflicts

As BVA is a sole proprietorship, the Owner/Director holds final authority over how a conflict is managed. Actions may include:

- Assigning a neutral coach to evaluate specific athletes.
- Limiting the representative's involvement in specific team selections.
- Requiring the representative to step away from certain discussions.

8. Complaints and Enforcement

- Any parent or member who believes a conflict exists may raise the concern in writing to the **Owner/Director**.
- Failure to disclose a conflict or comply with this policy may result in disciplinary action, including:
 - Suspension of coaching responsibilities.
 - Termination of contract or volunteer position.

9. Annual Review

This policy will be reviewed annually by the Owner/Director to ensure it remains appropriate for the academy's operations.

10. Conflict of Interest Declaration Form

I have read the **BVA Conflict of Interest Policy**. I agree to be bound by its obligations and commit to disclosing any real or perceived conflicts of interest to the Owner/Director as soon as they arise.

Name: _____

Date: _____

Signature: _____