

NORTHSHORE YOUTH SOCCER ASSOCIATION (NYSA)
GOVERNANCE CODE OF CONDUCT AND ETHICS

Instructions

To be reviewed and signed by all Active NYSA Board and Committee Members. For any member under 18, a parent or guardian must sign as well as the youth.

Note: A NYSA Board member includes the Executive Team Officers and Board Members as defined in the NYSA Bylaws. Committee Members may or may not be official board members while serving on a committee.

Purpose

As a NYSA Board or Committee Member, I understand that the purposes of this policy are to protect the integrity of NYSA's decision-making processes, to enable our constituencies and the public to have confidence in our integrity, and to protect the reputations of all board members, volunteers, and paid staff.

Duty of Loyalty

As a NYSA Board or Committee Member, I understand that I have a duty of loyalty to NYSA and shall support and promote the mission, purpose, activities and decisions of NYSA. I shall not engage myself in a NYSA position or function to secure an advantage for myself, another organization or individual, or for my or their personal or business gain. I shall not coach or sit on the Board of Directors for another youth soccer association while holding a position on the NYSA's Board of Directors.

Communication

As a NYSA Board or Committee Member, I understand the need to communicate openly and transparently, as well as to keep the appropriate parties engaged and informed. I understand that in most cases, the best form of communication is directly with the other party. I commit to engage in communications with the appropriate level of authority. I will respect and support the established communications process and will not engage in communications designed to circumvent, undermine, sabotage, or keep appropriate parties out of the communications loop. I also understand that I should always be professional and respectful in my conduct (both verbal and written). It is unacceptable to have any verbal or written altercation as a board or committee member. Verbal or written altercation is defined as tone, body language or words that can be reasonably interpreted by neutral parties as aggressive, condescending, intimidating, harassing, disrespectful or demeaning.

Conflict of Interest

The standard of behavior at NYSA is that the NYSA Board of Directors (officers and board members) scrupulously avoid conflicts of interest between the interest of NYSA on one hand, and personal, professional and/or business activities of the other. This includes avoiding potential and actual conflicts of interest, as well as perception of conflicts of interest.

Upon or before election, hiring or appointment, I will make a full written disclosure of interests, relationships and holdings that could potentially result in a conflict of interest. This written disclosure will be kept on file, and I will update it as appropriate. During

meetings or activities, I will disclose any interest in a transaction or decision where I (including my business with other nonprofit affiliations), my family and/or my significant other, employer or close associate will receive a benefit or gain. Benefits may include non-material or material such as gifts or hospitality received from a 3rd party, for example a free soccer jersey or tickets to a professional sporting event. I understand that a conflict of interest may result in my removal from the meeting or activity and potentially from NYSA membership.

Governing and Operating Documents

As a NYSA Board or Committee Member of NYSA, I understand my responsibility to thoroughly acquaint myself with NYSA's Governing and Operating Documents and demonstrate a working knowledge of these documents. These documents are located on the association website and the Boards online document storage drive. I understand my responsibility to always follow and enforce all Washington Youth Soccer, and NYSA bylaws, policies, procedures and rules. This includes adhering to the letter, intent and spirit of the supporting documents.

Risk Management

As a NYSA Board or Committee Member, I understand my responsibility to comply with risk management procedures adopted by NYSA, Washington Youth Soccer, and U.S. Youth Soccer. This includes obtaining current Washington Youth Soccer RMA clearance, familiarizing myself with all documents including the U.S. Youth Soccer requirements, and conducting myself in a manner consistent with RMA policies and procedures. If I believe or have knowledge that a coach, board or committee member is in violation of any RMA policy, I will report this immediately to the NYSA RMA Committee and the NYSA Executive Committee.

Support of Northshore Youth Soccer Association (NYSA)

I will support NYSA, its mission, governing and operating documents by considering myself a "trustee" of the organization and will do my best to ensure that I will approach all NYSA issues with an open mind, prepared to make the best decision for everyone. I will respect and support a majority decision, never exercising authority as a board or committee member unless that authority has been delegated to me by the board or committee. I understand that there is an established process for changing a decision and commit to follow those processes if I desire to change a decision. I will do my best to ensure that the organization is well maintained, financially secure, growing and always operating in the best interest of those we serve.

I understand that I have a responsibility to promote the game of soccer to the public in a positive manner. When in public, on e-mail, blogs, websites, and all social media, my comments and critiques of governing bodies, members, referees, administrators, volunteers, and paid staff shall be constructive.

I commit to conduct myself in a professional, respectful manner when in public and representing an individual, team, club, and NYSA. I will also strive to assist others in conducting themselves in a professional, respectful manner when in public and representing their team, club, and NYSA.

Protecting Personal Identifiable Information

As a NYSA Board or Committee Member, I will safeguard any personal identifiable information (sensitive information such as social security numbers, credit card numbers, birthdate, bank information, contact information, etc.) that I come across in my duties at NYSA. This includes appropriately securing personal identifiable information in storage and transit, as well as ensuring that access is limited to only those who need it for Association business purposes.

Responsibility to NYSA as a Board Member

As a NYSA Board Member:

1. I will attend at least 75% of board meetings, committee meetings that I am a member of, and special events. I understand that conflicts may arise, and should I be unable to attend a meeting I will, if needed, be available for telephone conference. If I am unable to attend the telephone conference, I will make every effort to appoint a qualified delegate.
2. I will actively participate in two committees. I will stay informed about what's going on in the association, including regularly checking my association provided email. To do this I will read the monthly agenda and all supporting documents before I attend the meeting. I will also participate in and take responsibility for making decisions on issues, policies, and other matters. This includes communicating timely via email.
3. I will submit the required monthly reporting prior to the board meeting, ideally at least one day in advance.

Responsibility to NYSA as a Committee Member

As a NYSA Committee Member:

1. I will attend at least 75% of committee meetings that I am a member of. I understand that conflicts may arise, and should I be unable to attend a meeting I will, if needed, be available for telephone conference. If I am unable to attend the telephone conference, I will make every effort to obtain committee meeting notes and remain up to speed with status.
2. I will participate in the submission of the active committee reporting to the NYSA Board.

NYSA's Responsibility to Board Members

As a NYSA Board or Committee Member, I understand that NYSA will be responsible to me in the following ways:

1. As a board member I will be sent, without request, monthly financial reports and meeting agendas that will prepare me to meet my expectations. I will have information about programs and policies, goals and objectives as appropriate.
2. There is a process for me to discuss concerns or complaints related to the organization's personnel, programs, goals, activities, and status with a committee established by the Executive Team that is responsible for HR related incidents.
3. It is expected that NYSA Board Members and staff will respond in a

straightforward fashion to questions I feel are necessary to carry out my fiscal, legal, and moral responsibilities to the association.

4. Board members and staff will work in good faith with me towards the achievement of goals.

Probation, Suspension and/or Revocation

I understand that failure to follow the NYSA Governing Code of Conduct and Ethics may result in referral to a committee established by the Executive Team that is responsible for HR related incidents and may result in probation, suspension or revocation of my role as a board or committee member or member with NYSA.

I understand that this **NYSA Governance Code of Conduct and Ethics** policy is meant to supplement good judgment, and I will respect its spirit as well as its wording.

Date: _____

Signature: _____

Print Name