

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

***Instructions***

To be reviewed and signed by all Active NYSA Employees.

***Purpose***

As a NYSA employee, 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 employee, 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.

***Communication***

As a NYSA employee, 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.

I understand that 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.

***Conflict of Interest***

The standard of behavior at NYSA is that the NYSA employees scrupulously avoid conflicts of interest between the interests 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 hiring, 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 employment.

### ***Governing and Operating Documents***

As a NYSA employee, 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 Board's 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 employee, 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 an at will employee of the organization. I will respect and support the majority decision, never exercising authority as an employee unless that authority has been delegated to me by my position description, supervisor direction, or via the board. 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***

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 employment 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 business purposes.

***Probation, Suspension and/or Revocation***

I understand that failure to follow the NYSA Employee 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 with NYSA employment.

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