

Attachment 4 | Code of Ethics

For Members of All York Youth Football Board and Coaching Volunteers

Preamble:

To ensure that members of York Youth Football have fair, impartial, ethical, and accountable representation in the community that is responsive to the needs of the members and each other and that has the members, student athletes, and fellow Boards' confidence in the integrity of York Youth Football and in keeping with a commitment to excellence, the effective functioning of YYF requires that:

1. Members of the Board and Coaching staff comply with both the letter and spirit of laws and policies affecting York Youth Football.
2. Members of the Board and Coaching staff be independent, impartial, and fair in judgment and action.
3. Members of the Board and Coaching staff as representatives of York Youth Football be used for the public good and not personal gain.
4. Public deliberations and processes be conducted openly, unless legally confidential.
5. All discussions and debate be conducted in an atmosphere of respect and civility.

This Code of Ethics applies to members, Board, and the Coaching Staff(s).

Code of Ethics:

1. Actions in the Public Interest:

Recognizing that stewardship of the student athletes, Community Partners, the Board and Coaches' public interest must be their primary concern; Board Members will work for the common good of York Youth Football and not for any private interest or personal gain. Board Members shall provide fair and equal treatment of all persons, and transactions that come before the Board or any Coach or Member of York Youth Football.

2. Compliance with the Law:

Board Members shall comply with the laws of the United States, the State of Maine, and the Town of York in the performance of their public duties. These laws include, but are not limited to, the United States and Maine State constitutions and statutes; the SMYFL By-Laws and these By-Laws of York Youth Football.

3. Conduct of Members:

The professional and personal conduct of Members must be above reproach and must avoid any appearance of impropriety. Members shall refrain from abusive conduct, from making

personal charges or disparaging remarks, or from verbal attacks upon the character or motives of the Board, Coaching staff, Community Partners, and members.

4. Respect for the Process:

Board Members shall perform their duties in accordance with the processes and rules of order established by Roberts Rules. Each Board Member, Coaching Staff shall be committed to respect the democratic process that encourages meaningful involvement of its membership for York Youth Football. Board Members and Coaching Staff must abide by any decision made by a majority of the YYF Board.

5. Conduct of Public Meetings:

Board Members and Coaching Staff shall prepare themselves for open discussion of York Youth Football issues, shall listen courteously and attentively to all discussions before the Board, and shall focus on the business at hand. Board Members and Coaching Staff shall refrain from unnecessarily interrupting other speakers, from making personal comments not germane to the business of the Board, and from otherwise interfering with the orderly conduct of meetings.

6. Decisions Based on Merit:

Board Members shall base their decisions on the merits and substance of the matter at hand. No member shall make promises in advance as to how they will vote on a matter, which shall properly come before the board.

7. Communication:

Board Members can publicly share information that is relevant to any matter under consideration by the Board and Coaching staff. Information or 'items' under Executive Committee are treated as such and protected by confidentiality until the outcome is voted in an open Board Meeting.

8. Conflict of Interest:

a. General Standard:

Members shall avoid any situation that may give rise to an actual or perceived conflict of interest. Where circumstances may cause a reasonable person to question the Member's impartiality or may otherwise give rise to an appearance of a conflict of interest, the Member shall not participate in a matter unless the Member has appropriately disclosed the situation and there has been a determination by the Member's board, committee, commission, staff official, or the Board of Selectmen that the Member's participation is appropriate.

b. Definitions:

- Immediate Family – The Immediate Family of a Member shall include the Member's spouse, children, parents, in-laws and siblings.
- Financial Interest – Financial Interest shall mean any direct or indirect interest having monetary or pecuniary value, including but not limited to the ownership of shares or stock.
- Special Interest – Special Interest includes a direct or indirect interest having value peculiar to a certain individual or group, whether economic or otherwise, which value

may accrue to such individual or group as a result of the passage or denial of any order or resolution.

- Bias – A preference or an inclination, especially one that inhibits impartial judgment or an unfair act or policy stemming from prejudice.
- Conflict of Interest – A conflict between a person's private interests and public obligations.

c. Disclosure of Conflict:

Any Member who believes that they or a member of their Immediate Family has a Financial Interest or a Special Interest, other than an interest held by the public generally, in any agenda item before York Youth Football's Board, shall disclose the nature and extent of such interest. Additionally, any Member who believes that any fellow Member, or any member of such fellow Member's Immediate Family has a Financial Interest or a Special Interest, other than an interest held by the public generally, in any agenda item before Board Members, shall disclose such interest. Such disclosure shall be made no later than at the time the agenda items are to be discussed.

d. Determination of Conflict:

All conflict-of-interest questions relating to an agenda item shall be resolved prior to any consideration of the item concerned. Each Board Member shall be entitled to vote on all conflict-of-interest questions.

All votes of conflict-of-interest questions shall be recorded. A majority vote shall determine the question except that a tie vote shall have the effect of determining that a conflict exists, at which point the President may cast a vote. If there is a determination that a conflict of interest in fact exists, the Board Member concerned shall be excused from participating in discussion, deliberation, or vote on the relevant agenda item for so long as the agenda item shall appear on the agenda.

e. Record of the Conflict of Interest Decision:

A written record by the President and/or Secretary making the determination, explaining, and summarizing any consideration of conflict of interest or intervention, and the action taken shall be promptly forwarded to the Board.

f. Avoidance of Appearance of Conflict of Interest:

Once any Board Member is determined to have a conflict of interest in respect to any agenda item, and once all conflict-of-interest questions relating to the agenda item concerned have been determined, as provided in this Code, the Board Member should either immediately leave the meeting room or, if the Board Member has a personal interest in the matter to be discussed, move to the area of the room occupied by the general public. The Board Member shall not return to their regular seat as a member of York Youth Football until deliberation and action on the item has been completed.

9. Incompatible Offices:

No Member shall occupy any other elected position within York Youth Football when the duties of such Board Member are incompatible with the proper discharge of the Board Member's official duties to York Youth Football (i.e., Head Coaches and Treasurer). The occupancy of any other Board position is prohibited by any one of the following circumstances:

- a. Where the duties of the other office make it impossible to discharge the duties of their first position.

10. Gifts and Favors:

Board Members shall not take advantage of services or opportunities for personal gain, by virtue of their York Youth Football Board position that is not available to the public in general. Board Members shall refrain from accepting gifts, favors, or promises of future benefits that might compromise their independence of judgment or action, or that might give the appearance of such compromise.

11. Confidential Information:

No Board Member shall, without proper legal authorization, discuss or disclose confidential information concerning the property, personnel, or financial matters, nor shall any Board Member use such information to advance the private or financial interests of himself or herself or members of his or her immediate family. Board Members shall not discuss the privileged knowledge, executive sessions, or confidential business of the board with unauthorized parties, either orally or in writing. For purposes of this subsection, "confidential information" shall mean any information, oral or written, which comes to the attention of or is available to such Board Member due to his or her position with York Youth Football and is not a matter of public record. Information received and discussed during any Executive Cession shall be considered within the constraints of this section and shall not be disclosed to any party unless permitted by affirmative vote of a majority of such board.

12. Use of Public Resources:

Board Members shall not use public resources not available to the general public for private gain or personal purposes, such as equipment, supplies, or facilities.

13. Advocacy:

Board Members shall represent the official policies and positions of York Youth Football and SMYFL for that matter, when designated as delegates for this purpose to the best of their ability. When presenting personal opinions and positions Board Members shall explicitly state that these opinions and positions do not represent their body within York Youth Football and SMYFL, and they shall not allow any inference that they do.

14. Policy Role of Members:

Board Members shall respect and adhere to the By-Laws of York Youth Football.

15. Implementation:

This expression of the standards of conduct expected of Members of Boards, is intended to be self-enforcing. It is most effective when Board Members are thoroughly familiar with it and embrace its provisions. For this reason, this Code of Ethics shall be included in the orientation of candidates for, or applicants to boards. Board Members entering office shall sign a statement acknowledging that they have received a copy, and read, and understand York Youth Football's Code of Ethics. This Code of Ethics shall be reviewed regularly by the Executive Board.

16. Freedom of Access:

Members of the board and coaching staff are to become aware of the Freedom of Access law located on the State of Maine website under Your Right to Know Law/Frequently Asked Questions.

17. Compliance and Enforcement:

York Youth Football expresses standards of conduct expected of Board Members and coaching staff themselves have the primary responsibility for ensuring that ethical standards are understood and met, and that the members and public can continue to have full confidence in the integrity of York Youth Football. The President and Executive Board have the responsibility for intervening when actions of members appear to be in violation of this Code of Ethics. The penalty for any violation of the York Youth Football Code of Ethics may vary dependent on the position held by the offending individual:

- Board Members and Coaching Staff: Action taken against any Board Member or Coaching staff may vary from a letter of reprimand by the President to a suspension after a majority vote by the Executive Board. Additionally, the Executive Board may vote to request the resignation of the offending individual. If the requested resignation is not forthcoming the Executive Board may request that the President remove the offending individual from the Board or Coaching Staff.

18. Separability:

If any section, subsection, sentence clause or phrase of this Code is for any reason held to be invalid or unconstitutional, such validity or unconstitutionality shall not affect the validity of the remaining portions of this Code.