



*APPROVED
October 18, 2008*

WYSA Board Policies

BOARD MEMBER FIDUCIARY RESPONSIBILITIES

WYSA expects all board members and other volunteers to adhere to the concept of sound fiduciary responsibilities to include the following:

Duty of Care

- Actively participate in the business of the Association to include regular attendance at board meetings
- Exercise due diligence in decision making based on information provided in writing and advance of board meetings
- Act in good faith and in a manner believed to be in the best interest of the Association
- Oversee the effective use of the resources of the Association

Duty of Loyalty

- Promote WYSA's purpose and well-being rather than any private interest
- Avoid conflicts of interest
- Provide full disclosure and refrain from discussion and voting when there may be influence by a private interest

Duty of Obedience

- Be faithful to the mission and goals of WYSA
- Follow the governing documents to include the constitution and by-laws
- Ensure that funds are used for lawful and appropriate purposes
- Comply with state and federal laws relating to the Association

CONFLICT OF INTEREST POLICY

Volunteering with WYSA carries with it a responsibility to be consistently aware of the importance of sound ethical conduct. Individuals must refrain from taking part in, or exerting influence on any transaction in which their own interests may conflict or compete with the best interests of the Association.

Helping Wisconsin's Youth Hit Their Goals

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Exactly what constitutes a conflict of interest or an unethical business practice is both a moral and legal question. WYSA recognizes and respect an individual's right to engage in activities outside their volunteer commitment which are private in nature and do not in any way conflict with or reflect poorly on the organization. The Association reserves the right, however, to determine when a volunteer's activities represent a conflict with the Association's interest and to take whatever action is necessary to resolve the situation, including removal from position.

It is impossible to define in a general policy statement all the various circumstances and relationships that would be considered unethical. The list below suggests some of the activities which would reflect negatively on the volunteer's personal integrity and compromise his or her ability to fulfill job duties and responsibilities in an ethical manner.

- An activity such as ownership, employment with or outside control or influence of a company or person which does business or competes with WYSA.
- Accepting substantial gifts or excessive entertainment from an outside organization or agency.
- Participating in civic or professional organizations activities in a manner whereby confidential company information is divulged.
- Misusing privileged information or revealing confidential information to persons outside the company.
- Using one's position in the association or knowledge of its affairs for outside personal gain.

At the time of appointment, all WYSA Board of Directors members are required to sign a Conflict of Interest Disclosure Form attesting understanding of this policy, commitment to disclosure of potential conflicts of interest, and to recuse one self from discussions and decisions involving a potential conflict of interest. This document shall be renewed on an annual basis. A copy of the full WYSA Conflict of Interest Policy and Disclosure is attached.



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EXECUTIVE COMPENSATION REVIEW

Compensation and benefits provided to the WYSA Executive Director shall be established, reviewed and approved by the officers of WYSA (President, Vice President, Secretary and Treasurer) on an annual basis. The process shall include obtaining and considering comparability data regarding compensation and benefits provided executive directors of similar associations in size and scope, and contemporaneous substantiation of deliberation and decisions made by the officers of WYSA.



MINUTES – BOARD & COMMITTEE MEETINGS

All meetings of the WYSA Board of Directors, WYSA Executive Committee and all other committees or “boards” with authority to act on behalf of WYSA shall be contemporaneously documented via minutes. This includes: Tournament Sanctions, State Championships, Boys State League, Girls State League, Southeast Classic Girls League, Hearings & Appeals and Player Transfer Hearings. Such minutes must be prepared in a manner that is consistent with organizational procedures and shall be provided to all WYSA Board members.



SARBANES – OXLEY COMPLIANCE

It is the expressed expectation that WYSA will comply with the provisions of the Sarbanes-Oxley Act as applicable to non/not-for-profit corporations. To that end, the WYSA has adopted the following policies:

Document Retention Policy

In the normal course of business it is expected that documents will be routinely discarded according to an orderly and lawful retention schedule and this practice will continue. However, it is the policy of WYSA that there will be no destruction, alteration or mutilation of documents when the association knows or suspects that there will be a federal investigation of the Association or a policy or program of the association. This policy is applicable to the staff of the WYSA Business Office and



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all volunteers involved in the administration of programs and services on behalf of the Association.

Whistleblower Protection Policy

It is the policy of WYSA that there will be no instances of retaliation against individuals (employees, volunteers or members) who have complained to the federal government about the commission or possible commission of federal offenses by the association or the association's leadership. Retaliation is defined as adverse job actions such as termination, denial of bonus, reduction in salary, transfer to a lower position, suspension, threats or subtler forms of harassment.



Possible violators can be co-workers, supervisors, board members, members or other volunteers.

Any known instances of violation of these policies should be immediately reported to the WYSA President or Executive Director so that appropriate corrective action may be taken. All information related to a complaint and the subsequent investigation of the complaint will be kept confidential to the maximum extent possible. This means all persons involved will share such information only with those who have a need to know.



WYSA prohibits any retaliation to be taken towards anyone who makes a complaint or participates in an investigation conducted pursuant to this policy. Individuals who feel that they have been retaliated against for reporting a violation, or for participating in an investigation conducted pursuant to this policy, should report the conduct which they believe to be retaliatory to the WYSA President or Executive Director.

UNLAWFUL HARASSMENT

It is WYSA's policy to strive to maintain an environment free from verbal, physical, visual or other harassment or discrimination because of race, color, religion, sex, national origin, age, marital status, sexual orientation, disability or any other basis protected by applicable federal, state or local laws. We expect the full cooperation



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of every volunteer and employee in making this policy effective. If necessary, however, appropriate disciplinary action will be taken for violation of this policy.

The kinds of conduct prohibited by this policy include, but are not limited to, actions by any volunteer, supervisor or employee who directly or indirectly threatens another individual's employment, promotion, wages or other working conditions. Such unacceptable conduct includes verbal abuse (such as offensive racial, ethnic, disability or sexual "jokes") and unwanted physical contact.

Anyone who feels he or she is being subjected to discriminatory behavior should object to the behavior and must report the behavior to the WYSA President or Executive Director. Any individual who receives a complaint about discriminatory behavior or who has reason to believe discriminatory behavior is occurring shall promptly report those concerns to the WYSA President or Executive Director.

Such complaints of discriminatory behavior will be investigated promptly and will, when the facts warrant such action, take prompt and appropriate action up to and including termination. WYSA prohibits any retaliation to be taken towards anyone who makes a complaint or participates in an investigation conducted pursuant to this policy. Individuals who feel that they have been retaliated against for complaining about discriminatory behavior, or for participating in an investigation conducted pursuant to this policy, should report the conduct which they believe to be retaliatory to the WYSA President or Executive Director.

Sexual Harassment

One specific type of harassing/discriminatory behavior is sexual harassment. Specifically, sexual harassment is deliberate and/or repeated unsolicited verbal comments, gestures or physical contacts which are unwelcome. This includes:

- uses of suggestion comments, sexual language, obscene jokes;
- pressure for sexual activity;
- remarks about a person's body or sexual activities;
- patting, pinching or unnecessary touching;
- demanding sexual favors accompanied by implied or overt threats concerning one's employment, compensation, promotion and/or job assignment;

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- physical assault; and
- demeaning treatment of another due to that person's gender.

Possible harassers can be co-workers, supervisors, vendors, members or volunteers.

All instances of harassment should be reported immediately to either the WYSA President or Executive Director so that WYSA can take appropriate corrective action. All information related to a complaint and the subsequent investigation of the complaint will be kept confidential to the maximum extent possible. This means all persons involved will share such information only with those who have a need to know.



Any individual who engages in discriminatory behavior in violation of this policy may be subject to disciplinary action which may include removal from position.



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