

Katy Youth Football

Application to Board of Directors

2010

What you need to know about the Board of Directors of Katy Youth Football (also known as "KYF").

Purpose

This form provides you with basic information about what KYF requires from its Board members. If you have doubts about your ability to commit the required time, attend scheduled meetings, or comply with these requirements, please advise the KYF Parliamentarian before submission of your name for consideration.

Term of Office

Board Members are elected at Annual General Meeting in January. Directors may be appointed by the Board to fill vacancies until the next Annual General Meeting.

Time Requirements

We require a time commitment of at least twelve hours of field duty, one Turf Bowl game, and one event outside of the game schedules (registration, cheer camp, winter tournament, etc.) in addition to regular attendance at Board and committee meetings. We do most of our work in meetings. We cannot do a good job or meet deadlines without full participation from members.

Board Meetings

The full board meets at least 10 times per year, usually on a Sunday afternoon from 3 pm to 5 pm. See below for proposed meeting schedule. If this schedule poses a problem for you, please advise the Parliamentarian.

Committee Meetings

Committees meet at the pleasure of the committee chairperson in order to accomplish certain tasks by established deadlines. Attendance is essential for the committees to do their work.

Other Time Requirements

Volunteering at in-person registrations

Mandatory Field Duty (monitoring) during regular season and playoffs (including Turf Bowl)

Special Events (*e.g.* Winter Tournament, Cheer Camp)

Selection Process

- Board members and staff identify prospective Board members. These are individuals who have demonstrated leadership and commitment to values shared by KYF.
- Prospects receive this information package. If still interested, they are invited to attend a board meeting, committee meeting, or other event.
- If board and prospective member wish to proceed, prospect is interviewed by Membership Committee.
- On recommendation of Membership Committee, name is placed on the slate for election by the membership at the next Annual General Meeting. If the recruitment is to fill a vacancy on the Board, the candidate may be appointed by the Board to serve what remains of the term.

Approach to Governance

Briefly stated, we believe that the Board's role is to ensure that KYF establishes and maintains the trust of the community by being clear in its mission, prudent and ethical in its activities, and accountable for its actions. Our meetings focus on planning, policy-making, and assessing our progress.

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Our Mission and Goals

Mission: To provide a positive sports environment where everyone plays and everyone is a winner.

Goals: To promote sportsmanship, teamwork, build confidence, emphasize the importance of exercise, and create a memorable experience that is treasured for years for not only the player, but the entire family.

Values and Beliefs

The Board of Directors of Katy Youth Football subscribes to, and acts in accordance with, the following values and beliefs:

Directors' Code of Behavior

Our Board members sign this code of behavior.

As a Board member of KYF, I will

- be committed to the mission of Katy Youth Football.
- act in a manner consistent with the mission and values of Katy Youth Football.
- focus my efforts on the mission of Katy Youth Football and not on my personal goals.
- accept responsibility and share power in order to work as a productive, cooperating member of the Board of Directors.
- avoid conflicts of interest between my position as a board member and my personal and professional life.
- support in a positive manner all actions taken by the Board of Directors even when I am in a minority position on such actions.
- never exercise authority as a board member except when acting in a meeting with the full board or as I am delegated by the Board.
- keep confidential matters confidential.
- be accountable to the membership and the community, for competent, conscientious and effective accomplishment of the obligations of the Board.
- ensure that discrimination is never practiced at Katy Youth Football.
- act in a manner consistent with this Code of Ethics despite personal opinions, values or differences.
- attend meetings consistently, prepare for meetings, participate fully, and otherwise fulfill my fiduciary obligations to Katy Youth Football.

KATY YOUTH FOOTBALL

Information Security Policy

Policy

Information, as hereinafter defined, in all its forms and throughout its life cycle will be protected in a manner consistent with its sensitivity and value to the League to which a Board Member is assigned. This protection includes an appropriate level of security over equipment and software used to process, store, and transmit information.

This policy applies to all information which includes Board member information (both Football and Cheer), Coach and Assistant Coach information (both Football and Cheer), Team Parent information (both Football and Cheer), new and returning player information, e.g. birth certificates, report cards/progress reports (both Football and Cheer), and any other operational information with regard to the League. Such data may be available electronically or in written form such as registration applications, coach/assistant coach applications, Board member applications, and/or Team Parent applications. Such information may reside in a large central computer databases; it may reside in databases that are separate from the centrally maintained databases.

Scope

The scope of information security is protection of information that is written, spoken, recorded electronically or printed, from accidental or intentional misuse, modification, mishandling, destruction or disclosure. Information will be protected throughout its life cycle (origination, entry, processing, distribution, storage, and disposal).

EXAMPLES OF BREACHES OF CONFIDENTIALITY

<p>Accessing information that is not within the scope of your job/role as a KYF Board Member:</p> <ul style="list-style-type: none"> • Unauthorized reading of registrant information; • Unauthorized access of registration information or business/operational information; • Accessing information that you do not “need-to-know” for proper execution of your job functions. 	<p>Misusing, disclosing without proper authorization, or altering registrant information:</p> <ul style="list-style-type: none"> • Making unauthorized changes to registrant file or data files; • Sharing or reproducing information of a registrant’s file with unauthorized personnel; • Discussing confidential information in a public area such as on practice fields, game fields, parking lots.
<p>Disclosing to another Board Member your log in code and/or password for accessing electronic confidential information:</p> <ul style="list-style-type: none"> • Telling another Board Member your password so that he/she can log in to the administration area of KYF’s website; • Telling an unauthorized person the access codes for registrant information. 	<p>Using another Board Member’s log in code and/or password for accessing electronic confidential information:</p> <ul style="list-style-type: none"> • Using a Board Member’s password to log in to the administration area of KYF’s website; • Unauthorized use of a log in code for access to registrant files or business/operational information.
<p>Intentional or negligent mishandling or destruction of confidential information:</p> <ul style="list-style-type: none"> • Leaving confidential information in public areas, e.g. KYF Board Tent, game fields, practice fields. • Disposing of confidential information in a non-approved container, such as a trash can. 	<p>Attempting to access a secured application or restricted area without proper authorization or purposes other than official business:</p> <ul style="list-style-type: none"> • Trying passwords and log in codes to gain access to an unauthorized area of the computer system or restricted area.
<p>Unintentional disclosure of Board Member and/or registrant information:</p> <ul style="list-style-type: none"> • Failure to take necessary precautions to properly prevent unauthorized viewing of displayed confidential information in public places; • Discussing confidential information in public areas; • Inappropriately removing documents containing confidential information from files or website. 	

The examples above are only a few types of mishandling of confidential information. If you have any questions about the proper handling, use, or disclosure of confidential information, please contact a member of the KYF Executive Board of Directors immediately.

KATY YOUTH FOOTBALL

Conflict of Interest Policy

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This Conflict of Interest Policy governs the activities of the board of Katy Youth Football. Questions about the policy should be directed to the President. It is the duty of all board members to be aware of this policy, and to identify conflicts of interest and situations that may result in the appearance of a conflict and to disclose those situations/conflicts/or potential conflicts to the President, or other designated person, as appropriate. This policy provides guidelines for identifying conflicts, disclosing conflicts and procedures to be followed to assist Katy Youth Football in managing conflicts of interest and situations that may result in the appearance of a conflict.

1. What is a conflict of interest? A conflict of interest arises when a board member has a personal interest that conflicts with the interests of Katy Youth Football or arise in situations where a board member has divided loyalties (also known as a “duality of interest”). The former can result in situations that result in inappropriate financial gain to persons in authority at Katy Youth Football which can lead to financial penalties and violations of IRS regulations. Similarly, situations or transactions arising out of a conflict of interest can result in either inappropriate financial gain or the appearance of a lack of integrity in Katy Youth Football’s decision-making process. Both results are damaging to Katy Youth Football and are to be avoided.

Example #1: A person in a position of authority over the Organization may benefit financially from a transaction between the Organization and the board member; or others closely associated with the board member may be affected financially. Family members, or their businesses, or other persons or the businesses of persons with whom the board member is closely associated, could benefit from similar transactions.

Example #2: A conflict of interest could be a direct or indirect financial interest such as those described above, or a personal interest such as the situation where a board member of Katy Youth Football is also a board member of another nonprofit or for-profit entity in the community with which Katy Youth Football collaborates or conducts business.

2. Who might be affected by this policy? Typically persons who are affected by a conflict of interest policy are the Organization’s board members. In some cases, a major donor could also be in a conflict situation. Katy Youth Football takes a broad view of conflicts and board members are urged to think of how a situation/transaction would appear to outside parties when identifying conflicts or possible conflicts of interest.

3. Disclosure of Conflicts. Board members will annually disclose and promptly update any disclosures previously made by the President on an Annual Conflict Disclosure Questionnaire form provided by the Organization that requests them to identify their interests that could give rise to conflicts of interest, such as a list of family members, substantial business or investment holdings, and other transactions or affiliations with business and other organizations or those of family members as well as other nonprofit organizations.

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This form can be filled in electronically or by hand using Blue or Black ink.

Name			
Home Address			
Home Phone	Mobile Phone	Email	
Work (if applicable) Company & Address			
Phone	Fax	Email	
Summarize your experience with and/or interest in our organization.			
What skills and knowledge are you willing to bring to our Board? Please indicate your experience in the following areas.	Very Experienced	Some Experience	Little or No Experience
Strategic Planning			
Fundraising			
Board development (recruitment, training, evaluation)			
Program planning and evaluation			
Financial management and control (budgeting, accounting)			
Communications (public and media relations)			
Participation in inter-organization committees			
Public speaking			
Organizational development			
Information technology (computers, websites)			
Writing, journalism			
Special events (planning and implementing)			
List other skills you may have			

Mail or email the completed application to:
 Katy Youth Football, P.O. Box 5543, Katy, TX 77491
 kyfsecretary@gmail.com

KATY YOUTH FOOTBALL

Information Security Policy

As a Board Member of Katy Youth Football (also known as “KYF”), you are allowed access to the records of other Board members, players, cheerleaders, coaches, assistant coaches, team parents, and operational business information (specific to the League and or its affiliated third parties and licensed products or processes). Information specific to Board members, players, cheerleaders, coaches, assistant coaches, and team parents from any source and in any form, including, but not limited to, paper records, oral communication, audio recording, electronic display, and research data files is strictly confidential. Access to confidential information is permitted only on a need-to-know basis and limited to the minimum amount of confidential information necessary to accomplish the intended purpose of the use, disclosure, or request.

It is the policy of KYF that Board Members shall respect and preserve privacy and confidentiality of Board members, players, cheerleaders, coaches, assistant coaches, team parents, and operational business information, regardless of the area of the League to which a Board Member is assigned. **Violations of this policy include, but are not limited to:**

- **accessing confidential information that is not within the scope of your designation;**
- **misusing, disclosing without proper authorization, or altering confidential information;**
- **disclosing to another person your log in code and/or password for accessing electronic confidential information;**
- **intentional or negligent mishandling or destruction of confidential information;**
- **attempting to access a secured application or restricted area without proper authorization or for purposes other than official business;**
- **failing to take proper precautions for preventing unintentional disclosure of confidential information; or**
- **failing to properly secure paper and/or data files.**

Violation of this policy by Board Members may constitute grounds for corrective action, up to and including, loss of electronic data privileges and access to confidential information. Violation of this policy by any member of the Board may constitute grounds for termination of that member. Unauthorized release of confidential information may also subject the violator to personal, civil, and/or criminal liability and legal penalties.

I have read and agree to comply with the terms of the above statement and will read and comply with all Katy Youth Football policies and standards relative to confidentiality and information security. A copy of KYF’s Information Security Policy is attached.

Printed/Typed Name

Signature

Date

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Board members are also urged to disclose conflicts as they arise as well as to disclose those situations that are evolving that may result in a conflict of interest. Advance disclosure must occur so that a determination may be made as to the appropriate plan of action to manage the conflict. Members should disclose to the President as soon as the person with the conflict is aware of the conflict/potential conflict or appearance of a conflict exists.

4. Procedures to manage conflicts. For each interest disclosed, the full board or the Executive board will determine whether the organization should: (a) take no action or (b) disclose the situation more broadly and invite discussion/resolution by the full board of what action to take, or (c) refrain from taking action and otherwise avoid the conflict. In most cases, the broadest disclosure possible is advisable so that decision-makers can make informed decisions that are in the best interests of the organization.

- When the conflict involves a decision-maker, the person with the conflict (“interested party”): (i) must fully disclose the conflict to all other decision-makers; (ii) may not be involved in the decision of what action to take (e.g. may not participate in a vote) but may serve as a resource to provide other decision-makers with needed information.
- In some cases, the person with the conflict may be asked to recuse him/herself from sensitive discussions so as not to unduly influence the discussion of the conflict.
- In all cases, decisions involving a conflict will be made only by disinterested persons.
- The fact that a conflict was managed and the outcome will be documented in the minutes of board meetings if the conflict was related to a board member and reported to the President.
- The President of the board will monitor proposed or ongoing transactions of the organization (e.g. contracts with vendors and collaborations with third parties) for conflicts of interest and disclose them to the board, as appropriate, whether discovered before or after the transaction has occurred.

I have read and understand the above-referenced Conflict of Interest Policy.

Printed Name: _____

Signature: _____

Date: _____

**RELEASE FOR CRIMINAL BACKGROUND INVESTIGATION
KATY YOUTH FOOTBALL**

To ensure the safety of all participants of the Katy Youth Football Association, there will be a criminal background investigation performed on all adult participants that will have regular contact with the children.

The investigation will include, but is not limited to, county criminal history, Statewide criminal history, and sex offender registrations information.

Full Legal Name _____

Maiden Name or other Names used _____

Social Security Number _____ (for ID purposes only)

Date of Birth _____ (for ID purposes only)

Please check one answer:

I have been charged with a crime involving violence, assault, or crimes of a sexual nature.

Explanation

I have never been charged with a crime involving violence, assault, or crimes of a sexual nature.

I _____ hereby authorize, without reservation, the above named organization and the directors, officers, employees, and agents of the foregoing, and any party of agency contracted by above named organization and their directors, officers, employees, and agents, to contact law enforcement agencies, government agencies, and state level agencies to provide any information concerning my background and to furnish the above listed information and to release and hold harmless all parties involved for any errors and/or omissions with regard to information reported. I understand that any errors and/or omissions will be investigated thoroughly until resolved. This authorization and consent shall be valid in original, fax or copy form. I believe to the best of my knowledge that all the information I have provided is accurate, true and correct and that I fully understand the terms of this release.

Printed Name _____

Signature _____

Date _____