The PA West Soccer Executive Board, as the PA West Soccer governing body, is entrusted with the authority to establish policy for the governance of PA West Soccer. Board policy establishes the parameters and guidelines for board members, committees, management and staff.

The purposes of our policies are to:
- inform everyone of board intent, goals and aspirations.
- prevent confusion among board members, staff and the public.
- promote consistency of board action.
- eliminate the need for instant (crisis) policy making.
- reduce criticism of the board and management.
- improve public relations.
- clarify board member, executive and staff roles.
- give management a clear direction from the board.

Management policies are not board policies

The PA West Soccer Executive Board makes an important distinction between board policies and management policies. Board policies establish the broad parameters within which board, management and staff will operate. Management policies outline the specifics of how the organization and staff will operate within board policy.

Once the PA West Soccer Executive Board officially adopts a new board policy, that policy is the standard for dealing with the subject matter covered by the policy. If an issue comes before the board that is not in line with existing policy, the issue is out of order and will be considered only in terms of policy change.

Policy requires a majority vote of the board

All policy decisions will be made by majority vote of the board and only at Executive Board meetings. Before adopting any policy, all board members will receive a copy of the proposed policy in advance of the meeting at which the vote is to be taken.

Source of policies

Policies may be recommended to the Executive Board by committees of the board or individual board members. All proposed policies will be researched to ensure that they are legal, and do not contradict already established policy or bylaws of PA West Soccer. If approved by the board, policies will be written, coded, dated at time of approval and included in all copies of the PA West Soccer policy manual.

Considerations for all PA West Soccer policies

All policies proposed to the board should be tested to consider if the proposed policy is:
really necessary for good operation of PA West Soccer?
consistent with the mission statement, vision and values?
within the scope of board authority?
consistent with local, state and federal law?
compatible with other policies of this board?
practical?
broad enough to cover the subject completely?
enforceable?

Accountability for carrying out policies
The Executive Director will be accountable to the board for carrying out these policies, ensuring that all policies are effectively explained to the employees and making every reasonable effort to see that they are understood, accepted and complied with.

Distribution of PA West Soccer policy manual
A copy of the PA West Soccer policy manual will at all times be available in the PA West Soccer state office for review and inspection by employees and board members. Each board member will be given a revised policy manual.

Amendment or suspension of policy
All PA West Soccer policies will be annually reviewed by the PA West Soccer Executive Board or a committee of the board for accuracy and appropriateness, and recommendations will be made to the board for amendment, addition or elimination. Except as otherwise provided by law, any policy of the board may be suspended, repealed, amended, or waived by a majority vote of the board, provided that at least one full week advance notice has been given of the intention to consider revocation, repeal, waiver, or amendment.
Procedure for Position on the Executive Board

1. Resume must be sent within 60 days of slated election date to:
   PA West Soccer, 111 Whitehead Lane, Monroeville, PA 15146  Attn: Nominations
   A. Resume must state:
      1. Position being sought.
      2. Qualification for this position.
      3. Background information.

2. Candidate, in addition to resume, shall include the following:
   A. Signed Conflict of Interest Policy
   B. Proof of current background check

3. Candidates must be present at the election to address questions from the membership. Failure to appear will void candidate's application/nomination. In the event of exigent circumstances causing a candidate to be absent, the state council will be advised accordingly and can vote to waive this provision.

4. The following are conditions for running for a State Office or Board position within PA West Soccer:
   - The candidate shall be an adult (at least 18 years of age) resident of PA
   - The candidate shall be exclusively affiliated with PA West Soccer Association and thus US Youth Soccer and/or US Adult Soccer.
   - The candidate may not have any other United States Soccer Federation affiliation with a team in both PA West Soccer and US Youth Soccer and another Federation affiliate.
   - The candidate may not hold a position of administration with any other Federation affiliate.
   - Including but not limited to a Club officer with teams simultaneously in PA West and another Federation Affiliate.

5. Candidate shall only run for one (1) office during any given election.

6. Nominations from the floor shall not be accepted.
Contracts and Purchase Agreements

All contracts and purchase agreements which bind the PA West Soccer Association must be approved by the PA West Board of Directors. The Board may delegate this authority to the President of the Association. All contracts or agreements which have a financial responsibility must also be approved by the Treasurer or designated member of the Finance Committee.
Volunteer Conflict of Interest and Loyalites

Members of all boards (Executive, Adult, and Youth), committee chairs, age group commissioners, and any other volunteer who comes in contact with or works with confidential/secure PA West Soccer data such as player/coach files or information must complete and sign the following disclosure form at the beginning of each seasonal year. Failure to do so will not excuse said individual from adhering to the policies set forth on these forms.

Pennsylvania West Soccer Association Conflict of Interest Policy

Whereas, the Executive Board of the Pennsylvania West Soccer Association (hereinafter "PA West Soccer") recognizes that to fulfill its responsibilities to its members and to the public at large, it is dependent upon the dedication of the various governing Boards, their Officers, all other representative persons covered under Chapter 6 (By-Laws PA West Soccer), Chapter 16 (Adult Division of PA West Soccer Organizational Rules) and Chapter 25 (Youth Division of PA West Soccer Organizational Rules), employees and staff (hereinafter "Individuals"). Because one aspect of determining qualifications of each of these Individuals is the avoidance of conflicts of interest, it is hereby resolved that the Executive Board of PA West Soccer hereby adopts this policy.

Whereas, individuals have a duty to subordinate personal interests to the welfare of PA West Soccer and those served by PA West Soccer.

Whereas, it is recognized that conflicting interests can be financial, personal relationships, status or power.

Whereas, it is recognized that no policy will cover all potential conflicts, therefore Individuals are expected to be alert to and avoid all situations that may be construed as a conflict of interest with PA West Soccer.

Wherefore:

Individuals affiliated with any vendor or recipient of goods or services to/from PA West Soccer cannot participate in the consideration, negotiation or administration of any contract or other agreement with such vendor or recipient. This does not prevent any individual from participating in general discussions or decisions relating to the scope or quality of services provided/rendered generally, recognizing that such individual may have the greatest knowledge and provide the greatest insight to any such discussion or decision;

Individuals cannot use association with PA West Soccer for material private gain;

Individuals cannot use PA West Soccer confidential information for financial or personal gain;

Individuals cannot be affiliated with any organization that does not comply with the policies and requirements of PA West Soccer with respect to PA West Soccer's internal operations and the administration of PA West Soccer programs;

Individuals cannot be affiliated with any organization that does not comply with the bylaws, rules and regulations of PA West Soccer;

Individuals cannot be affiliated with any organization that, in any way, compromises their loyalty to PA West Soccer;
Individuals shall be deemed to be affiliated with an entity or organization if the Individual:
   a. serves as a member of a governing body of that entity or organization; or,
   b. serves as an officer or employee of that entity or organization; or,
   c. has an economic relationship with that entity or organization.

When an Individual is unsure as to whether an affiliation exists, they must disclose the relevant facts to the applicable Board and shall abide by the decision of that Board as to the existence of an affiliation.

Individuals are under a continuing duty to advise the applicable Board of any affiliation as described in this policy.

Any Individual that is found to have a conflict of interest as set forth in this policy will have the right to present information to the applicable PA West Soccer Board as to why no conflict of interest does exist.

The applicable PA West Soccer Board will make all determinations as to whether a conflict of interest does exist. No Individual that is the subject of any conflict of interest issue may participate in any decision relating to whether a conflict of interest exists regarding any Individual.

The right to waive any conflict of interest will be that of the applicable PA West Soccer Board.

Any Individual found to have a conflict of interest shall abide by the decision of the applicable Board.

Please disclose and list any existing or potential conflicts that you may have with PA West Soccer and/or its operations: (use a separate sheet if necessary)

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

I acknowledge that I have been given a copy of the PA West Soccer Conflict of Interest Policy, that I have read it, and I understand its terms and procedures. Further, I agree to abide by it.

Date: ______________________________________

Signature: ___________________________________

Printed Name: _______________________________

Position: ________________________________
Cell Phones

1. PA West Soccer cell phones are for PA West Soccer business use by authorized personal and are the property of PA West Soccer.

2. The Executive Board shall designate persons authorized to have a PA West Soccer cell phone.

3. Cell phone numbers should not be given out randomly to everyone. Lost or damaged cell phones and the replacement are the responsibility of the designated cell phone user.

4. The Executive Director can make available to users the phone plan that is in existence if and when a change in plan occurs.
All positions, salary or hourly, will have a job description approved by the Executive Board.

Payroll is a budget item and a salary range for all positions shall be set by the Executive Board.

All positions will be filled in compliance with State and Federal Employment Law and approval of the Executive Board.

**Hourly office personnel**
Initial interviews may be conducted by any one or combination of the following: Executive Director, Office Administrator, and/or Office Committee Chairperson.

Final interview and selection shall be conducted by the President of PA West Soccer and presented to the Executive Board.

**Salaried positions**
The President shall form a search committee to review resumes and conduct personal interviews.

The recommendation of the search committee of one or more candidates shall be presented to the Executive Board for final approval.

**Termination of employees**

Termination of an employee is covered under section 6.12 of the PA West Soccer Association Bylaws (revised July 14, 2013).

6.12 The Executive Board shall be entitled to terminate the employment or appointment of any person provided at any regular or special scheduled meeting, a majority of the entire Executive Board, in their good faith opinion, believe there is sufficient cause for the termination and the best interest of the State Association will thereby be served.

Employees shall have a yearly performance review by immediate supervisor and PA West Soccer President and shall be made aware of any deficiencies in their job performance. They will be notified that failure to correct or improve could lead to dismissal. Employee will initial review to acknowledge understanding of same. During the year, documentation should be maintained regarding any significant achievements or disputes with the employee and placed in their employment file which will be kept by the President.

If it becomes necessary to terminate an employee such action must be presented to the Board of Directors as per By-Law, Chapter 6, section 6.12.
The PA West Soccer Association requires directors, officers and employees to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. As employees and representatives of the PA West, we must practice honesty and integrity in fulfilling our responsibilities and comply with all applicable laws and regulations.

The purpose of this policy is to provide a mechanism for employees to raise good faith concerns regarding suspected violations of law or regulations, to cooperate in any inquiry or investigation, or to identify potential violations of policy; and to protect employees who take such actions from retaliation.

Reporting Responsibility
This Whistleblower Policy is intended to encourage and enable employees and others to raise serious concerns internally so that PA West can address and correct inappropriate conduct and actions. It is the responsibility of all board members, officers, employees and volunteers to report concerns about violations of PA West’s code of ethics or suspected violations of law or regulations that govern PA West’s operations.

No Retaliation
It is contrary to the values of PA West for anyone to retaliate against any board member, officer, employee or volunteer who in good faith reports an ethics violation, or a suspected violation of law, such as a report of discrimination, or suspected fraud, or suspected violation of any regulation governing the operations of PA West. An employee who retaliates against someone who has reported a violation in good faith is subject to discipline up to and including termination of employment.

Reporting Procedure
An employee who wishes to report a suspected violation of law, regulation, PA West policy, or acts of retaliation may do so by contacting a supervisor, President or Vice President of PA West, Compliance Officer, or contracted legal counsel of PA West. Written or verbal reports are acceptable.

Reports of suspected violations of law or policy and reports of retaliation will be investigated promptly and in a manner intended to protect confidentiality, consistent with a full and fair investigation. The supervisor, President or Vice President of PA West, Compliance Officer, or contracted legal counsel of PA West will conduct or designate other internal or external parties to conduct an investigation. The investigating parties will notify the concerned individuals of their findings directly and prepare other reports as indicated by the circumstances.

Confidentiality
Violations or suspected violations may be submitted on a confidential basis by the complainant. Reports of violations or suspected violations will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation.

Compliance Officer
The PA West Compliance Officer is the President and is responsible for ensuring that all reports concerning suspected violation of law, regulation, PA West policy, or acts of retaliation are investigated and resolved.

Accounting and Auditing Matters
The Compliance Officer will advise the Executive Board of all reports and their resolution and will report at least annually to the Treasurer on compliance activity relating to accounting or alleged financial improprieties. The PA West Compliance Officer shall immediately notify the external audit firm of any reports regarding corporate accounting practices or internal controls.

Acting in Good Faith
Any written or verbal report concerning a violation or suspected violation must be acting in good faith and