



WASHINGTON WILD

FEMALE HOCKEY ASSOCIATION

WWFHA BOARD AND PERSONNEL CODE OF ETHICS:

WWFHA adheres to a high standard of transparency, honesty, and commitment to service to membership.

WWFHA's Board and Personnel values are:

- Respect, demonstrated by embracing commonalities and differences in all members;
- Accountability, reflected in operating responsibly toward members;
- Integrity, shown through being just, fair, and honest;
- Service, provided by meeting the needs of members;
- Excellence, by achieving the highest standards in all operations and services.

Consistent ethical behavior is expected of elected members of the Board of Directors, employees, directors, committee members, coaches, and volunteers (collectively referred to as WWFHA BOARD AND PERSONNEL).

Such behavior includes protecting the reputation of WWFHA through adherence to the principles of confidentiality and signed confidentiality statements.

POLICY:

1. WWFHA BOARD AND PERSONNEL shall follow all USA Hockey, PNAHA, PCAHA, and WWFHA rules, regulations and policies.

2. All WWFHA BOARD AND PERSONNEL shall perform their duties in accordance with the goal of the organization and shall communicate in an ethical and honest manner regarding WWFHA business and operations.

3. All WWFHA BOARD AND PERSONNEL shall be responsible for:

- A. Performing their responsibilities, services and activities ethically, competently, efficiently, and honestly, in keeping with policies and applicable with association, state, national and international governing bodies.
- B. Avoiding dishonesty, including fraud, theft, lying, or misuse of WWFHA funds or property, including technology and credit cards. Such behavior will not be permitted. Any reported acts of dishonesty shall be investigated and if necessary, reported to the auditor, the Board of Directors, or law enforcement authorities. Penalties for dishonesty may include immediate termination of employment, volunteer service, or membership with WWFHA.
- C. Adhering to the fiduciary responsibilities of WWFHA.
- D. Making reasonable and properly authorized expenditures considering safeguarding the physical and financial resources of WWFHA.

4. WWFHA BOARD AND ADMINISTRATORS shall also specifically:

- A. Support programs that train and educate players, coaches, parents, officials and volunteers.
- B. Promote and publicize programs; seek out financial support when possible.



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- C. Communicate with parents by holding parent/player orientation meetings as well as by being available to answer questions and address problems throughout the season.
- D. Work to provide programs that encompass fairness to the participants and promote fair play and sportsmanship.
- E. Recruit volunteers, including coaches, who demonstrate qualities conducive to being role models to the youth in our sport.
- F. Encourage coaches and officials to attend USA Hockey clinics.
- G. Make every possible attempt to provide everyone, at all skill levels, with a place to play.
- H. Read and be familiar with the contents of the *USA Hockey Annual Guide* and USA Hockey's official playing rules and other governing bodies.
- I. Abide by consensus—the Board of Directors will not always be unanimous in decisions. Once a decision has been reached, support the outcome.
- J. Develop other administrators to advance to positions in your association, perhaps even your own.

5. WWFHA Coaches shall also specifically:

- A. Care more about the child than winning the game.
- B. Be a positive role model to players. Display emotional maturity and be alert to the physical safety of players.
- C. Be generous with praise when it is deserved; be consistent and honest; be fair and just; do not criticize players publicly; learn to be a more effective communicator and coach; don't yell at players.
- D. Adjust to personal needs and problems of players; be a good listener; never verbally or physically abuse a player or official; give all players the opportunity to improve their skills, gain confidence and develop self-esteem; teach players the basics.
- E. Organize practices that are fun and challenging for players. Familiarize yourself with the rules, techniques and strategies of hockey; encourage all players to be team players.
- F. Maintain an open line of communication with players' parents. Explain the goals and objectives of your association.
- G. Be concerned with the overall development of players. Stress good health habits and clean living.
- H. Wear appropriate attire representing WWFHA. Support, advocate and promote the Association for the long term.
- I. Support and respect all your WWFHA's teams and players at every level.
- J. To play the game is great; to love the game is greater.



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6. To the extent necessary, confidentiality agreements must be executed by all WWFHA BOARD AND PERSONNEL, to protect the business and financial affairs of WWFHA.
7. Confidentiality by WWFHA BOARD AND PERSONNEL shall be maintained about the business and personnel matters of WWFHA, particularly in regard to the examination program, as detailed in the confidentiality agreement.
8. WWFHA BOARD AND PERSONNEL shall communicate and interact with anyone whom they come in contact with on behalf of WWFHA with professionalism and civility. This includes contact with coworkers, volunteers, members, guests, representatives of other organizations, and vendors.
9. WWFHA BOARD AND PERSONNEL shall conduct themselves without personal conflicts or the appearance of impropriety. See 'PNAHA, USA Hockey Conflict of Interest Policy' for specific details. Any conflicts of interest or undue influence must be promptly reported to the appropriate WWFHA BOARD AND PERSONNEL.
10. WWFHA BOARD AND PERSONNEL will bring to the attention of the Board of Directors, or Executive Director of Operations any ethical or financial violation of which they become aware. They will also notify of any violation of these principles or circumstances reasonably indicating that a violation has occurred or may occur.
11. WWFHA expects and encourages good faith reporting to foster the ethical integrity of its operations. No retaliation or adverse action shall be taken against any WWFHA BOARD AND PERSONNEL or members who makes a good faith report of wrongdoing.
12. Any use of social media by WWFHA BOARD AND PERSONNEL representatives must not contain, or link to, libelous, defamatory, or harassing content; must not comment on or publish information that is confidential or in any way sensitive about WWFHA, WWFHA BOARD AND PERSONNEL or its members; and must not bring WWFHA or WWFHA BOARD AND PERSONNEL into disrepute; must follow the established Social Media, Mobile, and Electronic Communications Policy.
13. WWFHA BOARD AND PERSONNEL representatives may not use the WWFHA brand to endorse or promote any opinion, cause, or political candidate. Any such endorsements must clearly be portrayed as representative of the individual and not representative of the views of WWFHA BOARD AND PERSONNEL.
14. Any trademarks belonging to WWFHA may not be used in personal social media applications, except where such use can be considered incidental (where incidental is taken to mean "happening in subordinate conjunction with something else."). Trademarks include WWFHA logos, and images depicting WWFHA BOARD AND PERSONNEL representatives where they can be identified as being affiliated with WWFHA, except with the permission of those individuals and within other stated guidelines, or agreed to in waiver format.
15. Social networking sites allow photographs, videos, and comments to be shared with thousands of other users. WWFHA BOARD AND PERSONNEL representatives should recognize that it may not be appropriate to share photographs, videos, and comments in certain situations, such as when content is recorded at a private or semi-private WWFHA event, such as a WWFHA Board Meeting, Annual General Meeting for example. Representatives should not post information when they have been asked not to or for which consent has not been sought and given.



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16. WWFHA BOARD AND PERSONNEL should also not appear publicly in inappropriate situations that might result in photographs, videos, or other social media content that would be controversial for WWFHA if it could in any way be linked to their role as a representative. Under no circumstances should offensive comments be made about other representatives of other organizations or WWFHA BOARD AND PERSONNEL online.

17. A breach of this policy may result in disciplinary action by WWFHA BOARD. Such action may include verbal or written warnings, or termination of employment, or termination membership of WWFHA. Members should report any known or suspected breach of this policy to the WWFHA BOARD, Executive Director of Operations, or other designated individual.