



## **Rabun FC Board Member Policies and Agreement**

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## Welcome

All Board Members are expected to read and become familiar with the Rabun FC, Inc. Bylaws and to fully comply with their provisions. By accepting and serving in a position on the Board of Directors, you acknowledge and agree to adhere to these governing documents, as well as all established policies and governance standards, throughout the duration of your term.

## Conflict of Interest Disclosure Policy

Rabun FC, Inc. is committed to maintaining the highest standards of integrity, transparency, and accountability. To protect the organization and ensure that all decisions are made in the best interest of the club, all Board Members, officers, and key volunteers must disclose any potential conflicts of interest.

### **Purpose**

The purpose of this policy is to:

- Prevent personal, financial, or external interests from influencing organizational decisions
- Ensure fairness and transparency in all board actions
- Protect the reputation and integrity of Rabun FC, Inc.

### **Definition of a Conflict of Interest**

A conflict of interest exists when a Board Member, officer, or affiliated individual has a personal, financial, or relational interest that could improperly influence—or appear to influence—their judgment or decision-making on behalf of the organization.

## **Disclosure Requirements**

All Board Members must disclose any actual or potential conflicts, including but not limited to:

### **1. Business Relationships**

- Ownership, employment, or advisory roles in businesses that may:
  - Provide services to the club
  - Compete for contracts or partnerships
- Any vendor, sponsor, or contractor relationship connected to the club

### **2. Financial Interests**

- Direct or indirect financial gain from:
  - Contracts, sponsorships, or purchases made by the club
  - Compensation arrangements related to club operations
- Investments or financial stakes in entities doing business with the club

### **3. Family or Personal Relationships**

- Immediate family members (spouse, partner, parent, child, sibling) involved in:
  - Club operations
  - Coaching or staffing roles
  - Vendor or sponsor relationships
- Situations where personal relationships may influence decisions (e.g., team placement, hiring, contracts)

## Ongoing Duty to Disclose

- Disclosures must be made:
  - Upon joining the Board
  - **Annually (required)**
  - Whenever a new potential conflict arises

👉 Transparency is expected at all times—not just during formal review periods.

## Procedure for Handling Conflicts

When a conflict is identified:

1. The Board Member must **fully disclose** the nature of the conflict
2. The Board Member must **recuse themselves** from:
  - Discussion
  - Voting
  - Decision-making related to the matter
3. The remaining Board Members will evaluate and determine the appropriate course of action

## Documentation

- All disclosures shall be documented and maintained in the organization's records
- Meeting minutes must reflect:
  - The disclosure
  - The recusal
  - The final decision made

## Annual Disclosure Requirement

All Board Members are required to complete and sign a Conflict of Interest Disclosure Form annually.

## Financial Controls Policy

Rabun FC, Inc. is committed to responsible financial management and transparency in all financial activities.

### Key Principles

- All funds must be used solely to support the mission of the organization
- Financial decisions must be documented and approved appropriately
- No individual may use club funds for personal benefit

### Controls & Procedures

- A **separate business bank account** must be maintained
- At least **two authorized signers** for transactions above a defined threshold (e.g., \$1,000)
- All expenses must be:
  - Pre-approved (if above threshold)
  - Documented with receipts

### Budgeting & Reporting

- An **annual budget** must be approved by the Board
- The Treasurer will provide **regular financial reports** (monthly or quarterly)
- Financial records must be maintained and available for review

### Oversight

- The Board is responsible for financial oversight
- Periodic review of financial practices is recommended

## Code of Conduct Policy

Rabun FC, Inc. is committed to maintaining a culture of respect, integrity, and sportsmanship.

### Scope

This policy applies to:

- Players
- Parents and spectators
- Coaches
- Board members and volunteers

### Core Expectations

- Respect all participants (players, coaches, referees, families)
- Demonstrate sportsmanship at all times
- Use appropriate language and behavior
- Represent the club positively on and off the field

### Enforcement

- Violations are addressed through the Discipline Policy
- Repeated or severe violations may result in removal from the club

## Discipline Policy

Rabun FC, Inc. enforces a structured approach to addressing behavior that does not align with club expectations.

### Purpose

- Maintain a safe and respectful environment
- Ensure consistent and fair handling of issues

## **Progressive Discipline Process**

1. Verbal Warning
2. Written Warning
3. Suspension (temporary removal from activities)
4. Removal from the team or club

## **Immediate Action**

Severe behavior (e.g., harassment, threats, safety concerns) may result in immediate suspension or removal without prior steps.

## **Applicability**

Applies to all members, including players, parents, coaches, and leadership.

# **Volunteer Policy**

Rabun FC, Inc. encourages parent and community involvement to support operations and enhance the player experience.

## **Purpose**

- Build community engagement
- Support operational needs
- Reduce burden on staff and coaches

## **Volunteer Opportunities**

- Team parent / team manager
- Game-day support
- Event and tournament assistance
- Sponsorship and fundraising support

## **Expectations**

- Volunteers must follow all club policies
- Must act professionally and respectfully
- Represent the club in a positive manner

### **Screening (Recommended)**

- Background checks may be required for roles involving direct interaction with players

## **Safety Policy**

Rabun FC, Inc. prioritizes the health, safety, and well-being of all participants.

### **General Safety Standards**

- All activities must be conducted in a safe environment
- Coaches are responsible for enforcing safety rules
- Players must use required equipment (e.g., shin guards)

### **Injury & Emergency Protocol**

- Immediate response to injuries
- Emergency services contacted when necessary
- Parents/guardians notified promptly

### **Weather Policy**

- Activities suspended during lightning or severe weather
- Heat and weather conditions monitored
- Adjustments made for player safety

### **Child Protection & Conduct**

- Zero tolerance for abuse, harassment, or unsafe behavior
- All adults must act appropriately around minors
- Compliance with youth safety standards (e.g., SafeSport if applicable)

## **Emergency Preparedness**

- Emergency contact information must be on file for all players
- Coaches should have access to emergency contacts at all times