



Policy

ASC Code of Conduct

Last Review Date: Jan 24th, 2020

Approval Responsibility: ASC President

1.0 Purpose

To outline the standard of acceptable behavior that Ardrossan Soccer Club (ASC) expects of its paid employees, members, and participants and to help foster an environment that supports the core values of teamwork, integrity, respect, safe and fun communities, excellence, human development, and fairness.

2.0 Scope

This policy applies to all ASC executive committee members, committee members, employees, volunteers, team officials, players, and parents/guardians.

3.0 Terms

Executive Members – The elected individuals who sit on ASC Executive Committee.

4.0 Policy

- 4.1 Failure to comply with the Code of Conduct and Ethics may result in disciplinary action or removal from the organization.
- 4.2 The appropriate Code of Conduct and Ethics will be reviewed and adhered to by:
 - Each Executive member at the commencement of each term of office;
 - Committee members for the duration of their appointment; and
 - Team officials, upon appointment or reappointment at start of each season (indoor & outdoor).
- 4.3 For matters not specifically mentioned in this Code, ASC will rely on applicable legislation, jurisprudence and on its parliamentary authority, and Roberts Rules of Order. The responsibility for administering this Code rests with the ASC Executive Committee.
- 4.4 Observe the highest ethical standards when performing duties on behalf of ASC.
- 4.5 Be loyal to the interests of ASC as a whole, ahead of personal interest as a beneficiary of ASC services.



- 4.6 Do not exercise individual authority over ASC. No person or group has authority to speak for ASC (e.g. to public, media, parents or others) except as provided by ASC Rules & Regulations, policies or procedures.
- 4.7 While on ASC business, demonstrate fair play, mutual respect, ethics, openness, straightforward communication, and adherence to the applicable law.
- 4.8 Avoid and do not permit the use of ASC equipment, supplies, material or property for personal purpose or profit.
- 4.9 Ensure that all expenses incurred on behalf of ASC are consistent with ASC needs and incurred only when budgeted for and approved in advance. Expense claims for reimbursement must include relevant receipts (with a brief explanation of each), and submitted within a reasonable time.
- 4.10 Avoid self-dealing, private business or personal transactions with ASC, except when approved by the Board ensuring equal competitive opportunity and access to information.
- 4.11 Avoid disclosure of confidential information concerning ASC (e. g. player info) unless authorized by a Member of the ASC Executive Committee. Avoid use of such information for personal gain.
- 4.12 Disclose immediately and in writing to the ASC Executive any actual, potential or perceived activity (e.g. enterprise, role, association, or interests), which create or are deemed to create a conflict of interest. ('Conflict of interest' is defined as anything that may bias an individual in the performance of their ASC duties, or hamper their ability to act in the best interests of the organization.)