

APPENDICES

A.1 Standards of Ethical Conduct for Individuals Assigned Risk Management Responsibilities Within NMYSA and Its Affiliates.

The purpose of this signed statement is to inform the NMYSA Risk Manager, NMYSA Risk Manager Assistant, and Risk Management Coordinators at the League or Club level of the security and confidentiality requirements of the information they will be gathering. It is not meant to reflect negatively on the Risk Manager or Coordinator’s performance; nor does it imply that the Risk Manager/Coordinator is suspected of any wrongdoing.

As a Risk Manager/Coordinator you have an obligation to safeguard the records entrusted to you, and this document is to remind you of the security, confidentiality, and ethics required for these positions.

As a Risk Management Coordinator (RMC), I will:

- Represent the interests of all people served by this organization, and not favor special interests inside or outside of this organization.
- Not use my position as RMC for personal advantage or for the advantage of my family, friends, and associates.
- Keep confidential information confidential.
- Do nothing to violate the trust of those who elected or appointed me to the position of RMC or of those we serve.
- Never exercise authority as an RMC except when acting as I am delegated by the organization which elected or appointed me.
- Ensure that any disclosure made is in fact made only to those individuals having a legitimate need to know in the course of their official duties.
- Consult with a higher authority, *i.e.* NMYSA President, NMYSA Risk Manager, League President, prior to taking any action when in doubt whether such action is in conformance with privacy and confidentiality standards.
- Disclose personal information about an individual only with the written consent or at the written request of the individual to whom it pertains.

A copy of this document will be maintained by NMYSA. The signature below acknowledges that you were counseled about the security and confidentiality pertaining to the responsibilities as a RMC and that you were afforded the opportunity to obtain clarification regarding the requirements of the position which you did not fully understand. In addition, if you have access to electronic files or data bases, your signature affirms that you have read and understand Appendix A.6 of the NMYSA Risk Management Manual.

Name _____ League _____

Signature: _____ Date _____