



Confidentiality Policy for Board Members, Coaches, and Volunteers

Respecting the privacy of our board members, donors, coaches, volunteers, participants and their families, and of Tracy Rampage itself is a basic value of Tracy Rampage Football and Cheer. Personal and financial information is confidential and should not be disclosed or discussed with anyone without expressed permission or authorization.

It is the policy of Tracy Rampage Football and Cheer that board members and coaches of Tracy Rampage Football and Cheer will not disclose confidential information belonging to or obtained through their affiliation with Tracy Rampage Football and Cheer to any person, including their relatives, friends, and business and professional associates, unless Tracy Rampage Football and Cheer has authorized disclosure. This policy is not intended to prevent disclosure where disclosure is required by law.

Board members, coaches and volunteers are cautioned to demonstrate professionalism and good judgment. Care shall also be taken to ensure that unauthorized individuals do not overhear any discussion of confidential information and that any documents containing confidential information are not left in the open or inadvertently shared. Coach and Board Member interviews, performance reviews, private meetings/trainings, and disciplinary action meetings are all considered confidential.

At the end of a board member/coach/volunteer term, he or she shall return all documents, papers, and other materials, that may contain confidential information.

Failure to adhere to this policy will result in discipline, up to and including separation of service with Tracy Rampage Football and Cheer.

Rationale

Tracy Rampage Football and Cheer expects you to respect the privacy of all participants and their families and to maintain their personal and financial information as confidential. All records must be treated as confidential. General information, Tracy Rampage policy or material that is not identified with any individual or family, is not classified as confidential. Board members, coaches and volunteers are responsible for maintaining the confidentiality of information relating to other board members, coaches, and volunteers, in addition to participants and their families.

ACKNOWLEDGEMENT OF CONFIDENTIALITY OF POLICY

I agree to treat as confidential all proprietary information regarding Tracy Rampage Football and Cheer. Including but not limited to, decisions and discussions in board meetings, participants and their families, financial information or any other information that I learn during the performance of my duties as _____ (position title), and I understand that it would be a violation of policy to disclose such information to anyone without checking first with the Executive Board.

Signature of Board Member/Coach/Volunteer _____

Name _____ Date _____