

## NCJLA Non-Disclosure Agreement

Each year NCJLA clubs are required to supply contact information for the coach, scheduler and team manager for each team they register. This contact information is supplied solely for the business and activities related to their service to their NCJLA member club. In order to complete activities required by the NCJLA, the contact information must be shared with other club schedulers, coaches and team managers (See NCJLA Privacy Policy). NCJLA Club representatives, administrators, volunteers, board members, schedulers, coaches, team managers and any other person using the contact information supplied by the NCJLA to complete NCJLA required activities must agree to the following non-disclosure agreement prior to being given access to the contact information. This is an annual requirement to be completed prior to the league scheduling meeting. The NCJLA agrees to configure the NCJLA website so that email addresses are hidden and will not expose the email address of the recipient.

Failure to sign or abide by its terms will result in the offending person having their contact information removed, access to NCJLA contact information removed, will be barred from having access for a period of 2 years and any other consequence the NCJLA Board of Directors deems appropriate. NCJLA Board decisions are final and can not be appealed.

### Sample Acceptable Use of NCJLA Contact Information:

- Scheduling NCJLA Games that will be listed on the NCJLA website
- Confirming NCJLA game logistics with coaches, schedulers, team managers, and game officials
- Contacting NCJLA game participants about a weather related cancellation

### The Agreement

As a designated official NCJLA club representative, I understand that I am being given access to the contact information of other clubs' and NCJLA staff's personal contact information. This Nondisclosure Agreement (the "Agreement") is entered into by and between \_\_\_\_\_NCJLA\_\_\_\_\_ with its principal offices at PO Box172, San Anselmo, CA 94979 ("Disclosing Party") and Persons name/ position with club/club name, located at mailing address ("Receiving Party") for the purpose of preventing the unauthorized disclosure of confidential information such as email address, phone number and mailing address.

I understand and agree:

1. I will maintain the contact information of NCJLA club personnel and NCJLA staff, provided by the NCJLA to me as an official of my NCJLA club, in confidence.
2. I am only allowed to use the data provided by the NCJLA to contact NCJLA club personnel and staff when conducting NCJLA business on behalf of the NCJLA.
3. I will not forward, share or add to distribution lists, in any manner, the contact information of any individual associated with the NCJLA without their written permission.

4. If requested in writing by the NCJLA, I shall return any and all records, notes, and other written, printed, or tangible materials in my possession pertaining to confidential information immediately.
5. If I suspect that another NCJLA club representative has violated this policy I will report it to the Executive Director of the NCJLA via email at [execdirector@ncjla.org](mailto:execdirector@ncjla.org).
6. That if I am found in violation of this policy I will forfeit my rights and access to the NCJLA's clubs' personnel and staff contact list. In addition, I will have my contact information removed, will be barred from having access for a period of 2 years and any other consequence the NCJLA Board of Directors deems appropriate. NCJLA Board decisions are final and can not be appealed.

This Agreement and each party's obligations shall be binding on the representatives, assigns, and successors of such party. Each party has signed this Agreement through its authorized representative.

Disclosing Party

Receiving Party

By: NCJLA

By: \_\_\_\_\_

Printed Name: L. Jennings

Printed Name: \_\_\_\_\_

Title: Executive Director

Title: \_\_\_\_\_

Dated: \_\_\_\_\_

Dated: \_\_\_\_\_

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