



*Renfrew*

**RENFREW CURLING RINK**

**CODE OF CONDUCT**

*Curling Rink*

*Since 1874*



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## **1. PURPOSE AND APPLICATION**

This Code of Conduct sets out the standards of conduct governing the professional and ethical responsibilities of Directors of the Board of the Renfrew Curling Rink from the beginning of their term of appointment and ongoing obligations as an appointee. It addresses the principles of good conduct, collegial responsibility and personal conduct. Appointees are responsible for applying an appropriate standard of conduct and acting in an ethical and professional manner.

The principles set out in this code are founded on the professional and ethical values of non-profit organizations, which are set to uphold the community's and member's trust.

This Code of Conduct does not refer to appointees' legislated obligations regarding a conflict of interest or obligations. Please refer to the Renfrew Curling Rink's Constitution and By-laws and its regulations. Also, it is not intended to conflict with any legal or professional requirements.

## **2. PRINCIPLES OF CONDUCT**

### **COMPLIANCE WITH LAWS**

Directors shall act in accordance with all applicable laws and should comply with the spirit and intent of the law.

Directors shall not commit or condone an unethical or illegal act or invoke another to do so.

Directors should be familiar with legislation, policies and directives that apply to their work and the work of the Renfrew Curling Rink in order to comply with or facilitate others' compliance with applicable laws.

Directors are expected to recognize potential liabilities and to know when to recommend seeking legal or retaining other professional advice such as risk management specialists, insurance specialists, auditors etc., as necessary, to make fully informed decisions.

### **FAIRNESS/ COURTESY**

Directors shall treat other Directors, volunteers, staff, members and the public, with dignity and respect and in a manner that builds trust and a positive culture in which the club can thrive and grow.

### **ACCESSIBILITY**

Directors should be aware and respectful of social and cultural differences. In the course of their duties they should act in a manner that promotes an appreciation of diversity.

Directors must be sensitive to potential barriers to accessibility.

### **TIMELINESS**

Directors should be aware of the club's business cycles and act in a timely manner to address matters facing the club to maximize effect and effort and mitigate risk. Directors should be aware of and ensure that the club's accountabilities and obligations are met within specified timelines.

A planning cycle timetable for the business of the Renfrew Curling can be found in Appendix A.



### **QUALITY AND CONSISTENCY**

Directors should fulfill their duties to develop and monitor the direction and performance of the club by setting the goals, objectives and strategic directions for the club within its mandate.

Directors should commit the time and effort required for the work of the Board.

Directors should with diligence contribute their unique skills, experience and advice to the Board.

Directors should, in the conduct of their duties, actively engage in discussion and be constructively probative in deliberations of the Board.

### **TRANSPARENCY**

Directors should ensure that Board duties are executed in a manner that is transparent and seen to be fair, and would bear close public scrutiny.

Directors should act in a transparent and accountable manner regarding their personal and professional actions, in such a fashion that actions would bear close public scrutiny.

### **DUTY OF LOYALTY**

Directors shall uphold their fiduciary duties of loyalty to the club and to the Board by acting honestly, in good faith and in the best interests of the club. No other personal or professional interests can take precedence to this obligation.

Directors should uphold their obligation to act in the member's interest.

Directors, who have been appointed to the Board to be reflective of the membership and the community, have the same duty of care and loyalty to the club as other directors. Their primary duty is to act in the best interests of the club.

### **EXPERTISE / COMPETENCE**

Directors must exercise a duty of care to the club by acting with diligence and skill.

Directors should maintain the professional competence and knowledge required to discharge their obligations and duties.

### **OPTIMUM COST**

Directors should respect the member's trust by ensuring plans and initiatives of the Board strike the right balance between a prudent use of club resources and the provision of quality services to the members.

Directors should insist on value for member's money and exercise transparent controllership concerning the club's use and treatment of club funds.

### **INTEGRITY**

Directors should act with honesty, integrity and high ethical standards in personal and professional matters.

Directors should not engage in conduct that exploits their position.

Directors should conduct themselves, personally and professionally, in a manner consistent with the nature of their responsibilities and the maintenance of member confidence.



### **COLLEGIALITY**

Directors should foster a collegial working environment and conduct themselves in a manner that reinforces the integrity and professionalism of the club.

Directors should conduct themselves in a manner that demonstrates respect for different perspectives, builds on the contribution of others and constructively puts forward alternative considerations.

Directors should act in a manner that builds trust among Board members.

Directors are expected to share their knowledge and expertise with other appointees.

Directors shall support final decisions of the Board.

Directors shall not comment publicly on Board deliberations.

### **OBJECTIVITY / IMPARTIALITY**

Directors should approach Board deliberations with respect for debate, an ability to think independently and the desire to reach consensus.

### **CONFIDENTIALITY**

Directors, in the course of their duties, shall consider the privacy interests of individuals and act in accordance with applicable laws.

Directors must not disclose information that the club considers to be confidential.

Directors must not take advantage of confidential information obtained through official duties.

Directors should follow club protocols for communicating in the media and should not do so without the prior approval of the Board.

## **3. ACKNOWLEDGEMENT**

Each Director must adhere to this Code of Conduct and commit to supporting standards set out in applicable laws, policies or guidelines.

Directors should review and reaffirm their commitment to and compliance with the Renfrew Curling Rink's Constitution, By-laws and Code of Conduct, upon initial appointment and on a regular basis thereafter.

A Declaration form for Directors can be found and should be completed each year at the initial meeting of the Board.



#### 4. APPENDIX A; PLANNING CYCLE TIMETABLE

Board Meeting Due Date	Activity	Lead
February	Finalize and approve Membership Fees	Membership
February	Finalize and approve Club Event calendar for coming year including start of the curling season	Bonspiels
February	Establish, submit and approve Capital Plan for coming year	House / Capital Planning
February	Establish Director vacancies and initiate recruitment	Past President
March	Submit Budgets to Finance	Directors
April	Negotiate and finalize Ice Technicians Contract	Ice
April	Finalize and approve Budgets for coming year	Board
April	Finalize Annual General Meeting Agenda	Board
May	Finalize and distribute club marketing collateral	Marketing



## 5. APPENDIX B; BOARD OF DIRECTORS DECLARATION

I hereby declare that I have thoroughly read, agree and will undertake to conform to, and to govern myself in accordance with the provisions and requirements set out in:

- The Renfrew Curling Rink Constitution and By-laws;
- The Renfrew Curling Rink Code of Conduct
- The Renfrew Curling Rink Policies and Practices.

I agree to conform to and to be bound by any amendments or additions that may from time to time be made to the above mentioned.

I certify that I meet the eligibility criteria and accept the conditions of appointment.

Signature:

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Print Name:

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Date:

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This declaration applies to ex-officio Directors, elected Directors and non-Board committee Members.