

Board of Directors Code of Conduct

Preamble:

The Board of Ontario Bobsleigh Skeleton Association (OBSA) is elected by and responsible to the membership of OBSA as defined in the Bylaws of OBSA. Members of the Board, members of any committee of the Board, or any person appointed by the Board to serve on any committee of OBSA, shall at all times be governed by applicable federal and provincial statutes, by the Bylaws, and by any Policies adopted by BCS for the governance and management of its affairs. Members of the Board and of committees shall ensure that none of their actions or decisions conflict with the rules of bobsleigh and skeleton.

General Standards of Personal Conduct:

Members of the Board of OBSA or any member of a committee of the Board or member of a committee appointed by the Board shall:

1. Respect the rights, dignity and worth of all other persons;
2. Regardless of how he/she becomes a board or committee member,
3. Be responsible first and foremost to the welfare of OBSA and must function primarily as a member of the board, not as a member of any particular constituency. Conduct themselves openly, professionally, lawfully and in good faith in the best interests of OBSA;
4. Behave with appropriate decorum;
5. Be fair, equitable, considerate and honest in all dealings with others;
6. Exercise due diligence in upholding their fiduciary responsibility to the membership of OBSA;
7. Respect the confidentiality appropriate to issues of a sensitive nature;
8. Ensure that all members are given sufficient opportunity to express opinions, and that all opinions are given due consideration and weight;
9. Respect the decisions of the majority and resign if unable to do so;

10. Commit the time to attend meetings and to be diligent in their preparation for and participation in discussions.

General Duties/Responsibilities of Members of the Board of Directors: The Board of Directors of OBSA shall:

1. Establish the strategic purpose and values of the organization.
2. Exercise financial oversight and fiduciary responsibility for the organization on behalf of its members.
3. Exercise risk management oversight on behalf of the organization.
4. Establish formal and informal reporting requirements between the Board and any committees of the Board, between the Board and the CEO, and (through the CEO) between the Board and any operational/management committees.
5. Establish, approve and review policies, particularly those related to governance of the organization or its members.
6. Avoid real or perceived conflicts of interest. Where a potential conflict of interest exists, a member of the Board is expected to declare the conflict and to act in accordance with established policies for resolution or avoidance of the conflict.
7. Engage in developmental activities to improve Board performance and ensure "best practices" in Board procedures.
8. Review the performance of Board members and of the Chair person of the Board.
9. Respect the authority of the Chair, and exercise only such authority as is granted individually or collectively by Board governance policies.

General Duties/Responsibilities of Members of Committees:

Members of committees of the Board of OBSA and persons appointed by the Board to serve on operational or other committees of OBSA shall:

1. Review and be guided by the Terms of Reference for the committee.
 2. Develop, in conjunction with the Board or with the appropriate staff person, an annual program of work for the committee, including performance outcomes and timelines.
 3. Respect the authority of the chair of the committee, and communicate to the Board and to staff through the chair or through such lines of communication as may be established by the Board or by management.
 4. Avoid and declare potential conflicts of interest, according to Board policies and procedures.
 5. Prepare for and participate fully in all discussions and decisions of the committee.
6. Ensure that decisions that create budgetary implications or expose the organization to potential risk are flagged for specific attention by the Board.
7. Ensure that budgetary constraints are known and respected. Conflict of Interest:

Interest in Contract. Subject to compliance with the Act, no Director or Officer of OBSA may in any way, either directly or indirectly, have an interest in a contract or arrangement or a proposed contract or proposed arrangement with OBSA. Every Director or Officer of OBSA who is in any way, either directly or indirectly, interested in such a contract or arrangement or proposed contract or proposed arrangement with OBSA, must declare such interest to the President and either: satisfy the President as to the manner in which said interest in the contract or arrangement shall be extinguished; or resign their position as Officer or Director of OBSA.

Employment Contracts: No Director of the Association can be a paid staff of the Association. If a Director wishes to apply for a paid position with the Association, the Director must resign their position on the Board prior to submitting an official application. If the Director is unsuccessful in the job competition, the Director would not be able to let their name stand for re-election to the Board for one calendar year.

7. DISCIPLINE POLICY

Based upon the OBSA Dispute Policy contravention of the Athletes' Code of Conduct may result in, but not limited to, any of the following disciplinary sanctions: applied singularly, in combination and in any order of sequence for the infraction:

- a. Verbal reprimand;
- a. Written reprimand to be placed in individual's file;
- b. Verbal apology;
- c. Hand delivered written apology;
- d. Team service or other voluntary contribution to OBSA;
- e. Suspension from certain OBSA events, which may include suspension from the current competition or from future teams or competitions;
- a. Levy of a fine up to \$1000;
- b. Suspension of all OBSA or Quest for Gold funding;
- c. Suspension from certain OBSA activities (teams, coaching or officiating) for periods of up to three years;
- d. Suspension from all OBSA activities for periods of up to three years;
- e. Expulsion from OBSA;
- f. Other sanctions as may be considered appropriate for the offense.