



Ontario Rural Softball Association (ORSA)

Code of Conduct for Board and Committee Members

Ontario Rural Softball Association (1931), has the following aims and objectives:

- To promote and improve the game of Softball in Rural Ontario.
- To provide athletes the opportunities to develop their potential.
- To offer progress that will enhance and develop playing and coaching skills.
- To encourage athletes to strive to excel in Softball.
- To ensure that all participants are treated equally and given the opportunity to achieve their full potential.
- To annually declare Ontario Champions in each classification as outlined in the ORSA Constitution.

Conduct/Personal Behavior:

It is expected that Board Members and/or Committee Members will:

- Act ethically, with honesty and integrity, in the best interest of ORSA at all times.
- Take individual responsibility to contribute actively to all aspects of the Board's or Committee's role.
- Attend a minimum of 75% of all Board or Committee meetings.
- Make decisions fairly, impartially and promptly, considering all available information, legislation, policies and procedures.
- Treat colleagues with respect, courtesy, honesty and fairness, and have proper regard for their interests, rights, safety and welfare.
- Not harass, bully or discriminate against colleagues or any members of the Association.
- Contribute to a harmonious, safe and productive Board or Committee environment/culture through professional relationships.
- Not make improper use of their position as Board Members or Committee Members to gain advantage for themselves or for any other person.

Communication of Official Information:

It is expected that Board Members and/or Committee Members will:

- Channel all communication between Board and Committee Members on matters through the Chairperson.

- Not disclose official information or documents acquired through membership of the Board or Committee other than as required by law or where agreed by decision of the Board and/or Committee.
- Not make any unauthorized public statements regarding the business of the Association.
- Support, adhere to and not contradict formal decisions of the Board or Committee made in the meetings.
- Respect the confidentiality and privacy of all information as it pertains to individuals.

Conflict of Interest:

It is expected that Board Members and/or Committee Members will:

- Disclose any personal or business interests which may give rise to actual or perceived conflicts of interest.
- Ensure personal or financial interests do not conflict with their ability to perform official duties in an impartial manner.
- Not allow personal or financial interest or interest of any associated person to conflict with the interest of the Association.
- Manage and declare any conflict between their personal and Association duty.
- And where conflicts of interest do arise, ensure they are managed in the Association interest.

Use of Association Resources:

It is expected that Board Members and/or Committee Members will:

- Act in a financially responsible manner, applying due diligence to the scrutiny of financial reports, audit reports and other financial material that comes before the Board and/or Committee.
- Ensure the efficient use of Association resources, including office equipment, charge vouchers and corporate credit cards.

In addition, Board Members and/or Committee Members commit to taking responsibility for reporting improper conduct or misconduct which has been or may be occurring, reporting the details to the relevant people and taking responsibility for contributing in a constructive, courteous and positive way to enhance Good Governance and the reputation of the Board and Committee Members of ORSA.

Policy Name: Code of Conduct – Board and Committee

Ratification Date: Feb 1, 2020

Review Date: January 2025