Sudbury Indoor Tennis Centre

Standards of Behaviour & Code of Conduct for Board Members

Effective Date: TBD

Approved by: Board of Directors

1. Purpose

The purpose of this document is to establish clear Standards of Behaviour and a Code of Conduct for board members and other individuals acting in leadership roles on behalf of Sudbury Indoor Tennis Centre (the "Club"). These standards promote integrity, accountability, and good governance and help maintain public trust in our operations.

2. Core Values and Principles

- Integrity and Honesty: Act with truthfulness, transparency, and sincerity in all matters concerning the Club.
- Impartiality and Objectivity: Make decisions free from bias, favoritism, or personal interests.
- Best Interests of the Organization: Always act in a manner that benefits the Club and its members, not individual gain.
- Accountability: Be accountable to members, funders, and the public for actions and decisions.
- Respect and Courtesy: Treat all individuals with respect, dignity, and fairness.
- Loyalty: Support the Club and its leadership publicly and respectfully, even when disagreements arise privately. Once a board decision is made, all members are expected to publicly support and present the outcome with a united voice, regardless of their individual vote or opinion during deliberations.

3. Specific Areas of Conduct

3.1 Confidentiality

Board members must maintain the confidentiality of information acquired through their role and must not disclose such information unless authorized or legally obligated to do so.

Confidential information includes all materials discussed or distributed in meetings, including documents, emails, recordings, and verbal conversations. "In camera" or closed-session meetings are strictly confidential and must not be recorded in any format, including audio, video, or via third-party tools (e.g., AI note-takers such as Otter.ai or ChatGPT). Board members must refrain from discussing confidential matters with non-board members unless expressly authorized.

3.2 Conflict of Interest

All board members must avoid situations where personal interests conflict—or appear to conflict—with those of the Club. Conflicts must be disclosed at the earliest opportunity and the individual must recuse themselves from related discussions and decisions.

3.3 Communication

Board members should communicate respectfully and constructively, avoiding derogatory language or public criticism of other members, staff, or volunteers. Internal discussions should remain internal unless expressly approved for release.

Board members must not speak on behalf of the Club publicly, including on social media or to the press, unless explicitly authorized. Personal opinions should not be presented in a way that may be interpreted as representing the Club's official position.

3.4 Meeting Preparation

Members are expected to prepare adequately for meetings by reviewing materials in advance and actively participating in discussions and decision-making.

3.5 Compliance with Laws and Regulations

Board members must comply with all applicable federal, provincial, and municipal laws, as well as the Club's bylaws, policies, and procedures.

3.6 Duty of Care

Board members shall exercise the same level of care, diligence, and skill that a reasonably prudent person would in a similar position. This includes staying informed, attending meetings, and making thoughtful decisions.

3.7 Technology use

Board members should use technology responsibly and ensure it does not compromise confidentiality, meeting decorum, or productivity. Personal recording devices, AI transcription services, and unauthorized cloud storage should not be used during board meetings without the Chair's approval

4. Expectations of Board Members

- Attend all board meetings or notify the Chair in advance of absence.
- Respect the authority of the board and decisions made collectively.
- Uphold and promote the mission and reputation of the Club.
- Refrain from using Club resources for personal gain.
- Avoid actions or statements that may harm the Club's public image.
- Once a decision has been voted on and approved, represent it externally with full support, regardless of personal stance during discussions.

5. Enforcement and Disciplinary Action

Violations of this Code of Conduct may result in one or more of the following actions:

- Verbal or written warning
- Mediation or coaching
- Suspension from the board
- Temporary or permanent club membership suspension
- Removal from the board (in accordance with the Club's bylaws)
- Legal action, if warranted

The board retains the right to investigate any alleged breach of this Code and take appropriate action.

6. Acknowledgement and Agreement

All board members are required to sign a declaration indicating that they have read, understood, and agree to abide by this Standards of Behaviour and Code of Conduct.

I acknowledge that I have received, read, and understood the [Your Tennis Club Name] Standards of Behaviour & Code of Conduct and agree to comply with its provisions.

Name: _____

Signature: _____

Date: _____