



Member Responsibilities, Conflict of Interest, Confidentiality

SECTION 1 - GENERAL

The provisions of this policy are intended to complement the By-Laws of the Club and the existing ORHC Code of Conduct.

SECTION 2 – DUTIES & RESPONSIBILITIES OF MEMBERS

2.01 MEMBER RESPONSIBILITIES

Each Member that volunteers for a role with the Club is responsible to:

1. Be informed of the documents under which the ORHC operates, its By-Laws, Missions, Values, Code of Conduct and Policies
2. Exercise respect, care, diligence and skill in dealing with Directors, Officers, Staff, Coaches, Referees, Convenors, opposing team coaches, parents, players and all other members of the ORHC
3. In the performance of volunteer duties, not be influenced by self-interest, outside pressure, expectation of reward, or fear of criticism
4. Act with honesty and integrity with zero (0) tolerance for bullying, threats and or violence towards others
5. Comply with all other codes and polices of the Club and its governing bodies

2.02 DIRECTORS & OFFICERS

Notwithstanding the responsibilities of Members, a Director or Officer of the ORHC will at all times bear the additional responsibilities to:

1. Support the objectives of the Corporation and follows its By-Laws and Policies
2. Bring credibility and goodwill to the Club
3. Demonstrate good faith, prudent judgement, honesty, transparency and openness
4. Communicate with fellow Directors and Officers in a respectful and appropriate behaviour
5. Ensure that the financial affairs of the Club are conducted in a responsible and transparent manner with due regard for fiduciary responsibilities and public trusteeship
6. Exercise vigilance for and declare any apparent or real personal conflict of interest in accordance with the Club's By-Laws and policies
7. Maintain confidentiality of Board of Director Meetings
8. Attend Board Meetings, serve on Committees of the Board and become an active participant in a board that functions effectively as a whole
9. Comply with their Officers' agreement with the Club

SECTION 3 – CONFLICT OF INTEREST GUIDELINES

3.01 INTEGRITY

These Conflict-of-Interest Guidelines are intended to ensure the highest standards and maintenance of the integrity. All members that undertake a volunteer role with the Club shall always act in the best interest of the ORHC, placing the interests of the ORHC and the children ahead of any personal interest or the interest of any other person or entity. It also means performing volunteer duties and transacting the affairs of the ORHC in such a manner that promotes public confidence and trust in the integrity, objectivity and impartiality of minor hockey in Oakville.



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3.02 NO PECUNIARY BENEFIT

No volunteer of the Club shall:

1. Directly or indirectly receive any profit from their position. Notwithstanding anything herein contained to the contrary, such volunteers may receive reasonable honorarium for their services and reimbursement for reasonable expenses incurred by them in the performance of their duties as permitted in the By-Laws and approved by the Board
2. The pecuniary interest of immediate family members (including the immediate family members of an official's partner) or close personal or business associates are considered to also be the pecuniary interests of the volunteer

3.03 DEFINITION OF CONFLICT OF INTEREST

1. A conflict of interest refers to situations in which personal, occupational, or financial considerations may affect, or appear to affect, objectivity, judgement, or ability to act in the best interest or complete fiduciary responsibilities of volunteers to the ORHC
2. A conflict of interest may be real, potential or perceived in nature
3. A real conflict of interest arises where a member has a private or personal interest, for example, a close family connection or financial interest
4. A perceived or apparent conflict of interest may exist when a reasonable, well-informed person has a reasonable belief that a member has a conflict of interest, even if there is no real conflict
5. Full disclosure, in itself, does not remove a conflict of interest

3.04 EXAMPLES OF CONFLICT OF INTEREST

1. Any circumstances that may result in a personal or financial benefit to a member volunteer or their family, business, association or friend. This includes, but is not limited to, accepting any payment for services rendered to the ORHC or its members or suppliers in relation to the activities of the Club other than payment for services permitted under the policies of the ORHC
2. Being a member of the Board or staff of another entity or organization which might have material interest that conflict with the interests of the Club or its Members; and dealing with matters on one board which might materially affect the other board
3. A Director or Officer (or family member, business partner, or friend) seeking, accepting or receiving any personal benefit from a supplier, vendor or any individual or organization doing or seeking business with the ORHC

3.05 CONFLICT OF INTEREST DISCLOSURE

1. Members who volunteer must openly disclose a potential, real or perceived conflict of interest as soon as the issue arises and before the Board or its committees deal with the matter at issue
2. If the Members is not certain whether he/she is in conflict of interest position, they must disclose the facts and the Board will determine by majority vote if a conflict exists



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3.02 GIFTS & HOSPITALITY

Volunteers shall not directly or indirectly offer or accept cash payments, gifts, gratuities, privileges or other personal rewards, which are intended to influence activities or affairs of the ORHC and or team budgets.

3.07

The Conflict-of-Interest Guidelines shall not apply in respect of payments made to members who volunteer for roles with the ORHC where such payments are approved by the ORHC Board of Directors or where such payments are otherwise permitted, pursuant to the policies of the ORHC. Payments include, but are not limited to, honorariums, reimbursements of costs incurred to undertake the volunteer position, and payment for services rendered to the ORHC. Payments may be approved by the Board of Directors through the annual budget process and or at any point in time otherwise required at the discretion of the Board.

3.08

Notwithstanding the Conflict-of-Interest Guidelines, the Board of Directors may set aside the application of the guidelines, at the discretion of the Board, where such application creates an unintended result in contradiction to the best interests of the ORHC.

SECTION 4 – CONFIDENTIALITY

4.01 CONFIDENTIAL INFORMATION

It is the responsibility of the Directors and Officers to maintain the confidentiality of Board Meetings and respect the timeline for the disclosure of decisions and updated policies to the membership. Directors and Officers must, both while having and after ceasing to have that status, treat as confidential all information regarding the policies, internal operations, systems, business or affairs of the Corporation obtained by reason of his/her status as a Director and not generally available to the public. A Director or Officer shall not use information obtained as a result of their involvement on the Board for personal benefit. Each Director or Officer shall avoid activities which may create appearances that they have benefited from confidential information received during their duties as a Director or Officer.

