



Board and Officer Code of Conduct and Communications Protocol

Directors, Officers and committee members

Version: 1.0 | Status: Draft for board review | Prepared: August 2026

Part A: Code of Conduct

Applies to Directors, Officers, committee chairs and members. Signed on appointment and annually thereafter. The President signs first. Gives effect to Bylaws 6.4(b) and 11.1 and to sections 14 to 17 of the Committee Governance Framework.

- 1 Act honestly, in good faith, in CF3's best interests**, with reasonable care (Canada Not-for-profit Corporations Act).
- 2 Disclose conflicts in writing and abstain** (Bylaw 11.1). Recorded in minutes and a conflict register kept by the Secretary.
- 3 Keep confidential** what is not public: personnel, complaints, finance, strategy. During and after your term.
- 4 Support Board decisions once made**. Dissent through the Board, not public or informal channels.
- 5 Treat everyone with respect**. Nothing an athlete or coach would be disciplined for.
- 6 Act for CF3 as a whole**. Responsibility for athletes, events and standards is collective, not limited to one's own province, club or athletes.
- 7 Never commit CF3 without authority**. No financial, sponsorship or other obligation is made in CF3's name without the approval set out in the Delegation of Authority Matrix. A commitment made without authority does not bind CF3 and the board may ratify or disclaim it (Matrix s.6).
- 8 Complete orientation, attend meetings**, or account for absence.
- 9 Only the President or a designate speaks for CF3** to media, partners or provinces.
- 10** Concerns about any Director or Officer, including the President, go under the Discipline and Complaints Policy to the Complaints Officer. The Board may respond by reminder, recorded warning, removal from committees (Bylaw 3.7), or removal from the Board by two-thirds vote (Bylaw 6.4).

Part B: Communications Protocol

Responds to 2025 Debrief 2.4 and 2.5.

Channel	For	Not for
Group chats	Logistics, scheduling, quick facts, live event coordination	Debating decisions, disputing rulings, conduct concerns, discussing

Channel	For	Not for
		individuals
Committee and Board meetings	Decisions, recommendations, complaints register review	Matters outside terms of reference
Email or letter	Anything needing a record: decisions, expectations, disagreements, notices	Live coordination
Complaint form to Complaints Officer	Conduct of any person, including the President	Operational questions
Public channels	Approved CF3 communications	Internal disagreement

- 1** A disagreement that starts in a group chat moves to a call or written correspondence within 24 hours. Chat discussion of it stops.
- 2** A conduct concern is not discussed in a group chat. Point the person to the Policy within seven days.
- 3** No public comment on complaints, disputes or individuals.
- 4** A Director or Officer, including the President, who is personally in a dispute with a volunteer, partner or province steps back from the channel. Another Director or the Complaints Officer takes it.

Acknowledgement

I have read and agree to be bound by this Code and Protocol.

Name: _____ Position: _____ Signature: _____ Date: _____

Version history

Version	Date	Motion	What changed
1.0	[]	[]	First issue.