



TABLE TENNIS CANADA TENNIS de TABLE

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MEMORANDUM

DATE: Thursday, October 25, 2012

TO: Provincial Table Tennis Associations / aux provinces

FROM: Mireille Tallon, Technical and Projects Coordinator

RE: **Members Council Delegate at 2012 AGM**

After reviewing the code of conduct and conflict of interest policy, please submit the name of the individual from your province who will represent your provincial association at the Annual General Meeting and serve as a Delegate on Table Tennis Canada's Members Council.

Please fill out the form, sign it, and fax to TTCAN at 613-733-7279 by **October 25, 2012**.

I will represent the _____ Table Tennis Association/Federation at the Annual General Meeting and will serve as Delegate on Table Tennis Canada's Members Council.

(print your name)

(your signature)

(date)

CODE OF CONDUCT AND CONFLICT OF INTERESTS FOR DELEGATES – MEMBERS COUNCIL

GENERAL CONDUCT

A delegate

- a. must be familiar with and comply with the part of The Canada Corporations Act under which TTCAN is constituted;
- b. must be familiar with the Canadian Sport Policy and its implications for TTCAN Strategic Plan;
- c. must be familiar with TTCAN's Long Term Athlete Development /TT4Life plan;
- d. must avoid any behavior that would bring TTCAN into disrepute;
- e. has a duty to act with the utmost honesty and good faith and must always act in the best interests of TTCAN;
- f. must exercise the care, diligence and skill of a reasonably prudent and informed person under comparable circumstances;
- g. must not speak publicly on table tennis matters when or in such a way that the comments could be perceived to be an official representation of TTCAN unless authorized to do so by the Board or the President (but delegates are otherwise encouraged to speak publicly on table tennis matters).

CONFIDENTIAL INFORMATION

A delegate to the Members Council

- a. must maintain the confidentiality of all information and records that are the property of TTCAN and that are treated as confidential by TTCAN and shall not reveal or make use of such information until it becomes a matter of general public knowledge.
- b. Motions approved at Members Council meetings are not confidential unless the Members Council so decrees, in which case a delegate must abide by that decree.

The complete policy is available at:

<http://ttcan.ca/upload/story/doc/Governance/Policies/TTCAN%20Code%20of%20Conduct%20Conflict%20of%20Interest.pdf>