



Authority

The authority for these Terms of Reference derives from Article VI of the By-laws.

Purpose

To aid in the development and promotion of the game of rugby in Ontario by providing guidance to the Professional Staff, the Board and the Branch Unions regarding all matters of discipline, investigation & appeals.

Membership

Membership will consist of the Chairperson and up to six (6) committee members. There should be regional representation and include those knowledgeable in the area of Discipline, Appeals and/or Harassment.

Ex-officio member is the Rugby Ontario Rugby Director of Administration & Member Services (non voting).

Advisors participate on an as-needed basis.

Lines of Authority/Reporting Accountability

The Chair reports directly to the Rugby Ontario Chief Executive Officer.

Terms of office

Two year terms.

Quorum

The majority of the voting members present forms a quorum. If the Chair is absent, then those present may select a Chair for that meeting from amongst themselves.

Decision-Making/Voting

Decisions shall be made by consensus with each member having one vote and in the case of a tie the Chair will cast a second vote.

Frequency of Meetings

Meetings shall be held a minimum of 2 times per year or more frequently at the call of the chair. Meetings may be in person or via teleconference.

Agenda

Agenda items shall be forwarded to the Chair and Ex-Officio member within seven (7) working days prior to the next meeting date. The Ex-Officio member of the committee shall forward the agenda to the committee members within five (5) working days of the next scheduled meeting.

Minutes

The minutes shall be taken by Ex-officio member and must be approved (via e-mail or conference call vote) at the next Committee meeting. Board approval is not required.

Retention of Minutes

Approved minutes will be retained in the RO Office and posted to the RO Dropbox for the information of Board members. There is no requirement to post them on Rugby Ontario's website.

Scope of the Committee:

1. To develop and recommend updates and improvements to the Rugby Ontario Discipline, Appeals, Harassment & Child Protection Policies
2. To be knowledgeable on and be a resource to the rugby community on the Rugby Ontario Discipline, Appeals, Harassment & Child protection Policies.
3. To support the Rugby Ontario professional staff in the implementation of the Discipline, Appeals, Harassment & Child protection Policies
4. To provide sound and timely advice to the Board on matters involving Discipline, Appeals, Harassment & Child Protection.
5. To sit on Discipline Hearing or Appeal Hearing Panel if or as required

Responsibilities of the Chair:

1. To chair all meetings of the Committee
2. To seek Board approval for recommended changes to the Discipline, Appeals, Harassment & Child Protection sections of the RO Policies Manual
3. To comply with all approved budgeting, financial & planning policies and procedures
4. To report to the membership at the AGM on all disciplinary actions occurring during the year and their implications
5. To liaise as required with other Rugby Ontario Committees on related issues that have implications for that portfolio
6. To raise any unresolved concerns about the application of the disciplinary procedures with the Chief Executive Officer as required

Approval of Terms of Reference

Date Approved: *Approved by the CEO, February, 2017*