

**SANCTIONS COMMITTEE  
TERMS OF REFERENCE**

	<b>SANCTIONS COMMITTEE</b>  <b>(formerly the Board of Reference – Sanctions)</b>
Mandate	<p>The Sanctions Committee is a standing committee of the Board of the HP Conference. It is responsible for specific issues arising from the By-laws and playing regulations.</p>
Key Duties	<p>The Committee is empowered to adjudicate any appeals of decision and levels of sanctions imposed by the Board’s decisions.</p> <p>Appeals must be received in writing by the Executive Director within 72 hours of the Board’s decisions.</p> <p>A sum of \$50.00 must be received prior to the convening of this Committee.</p> <p>Decisions of this Committee are final.</p> <p>Penalties imposed by this Committee may include but are not limited to:</p> <ul style="list-style-type: none"> <li>● stripping of medals</li> <li>● removal of records and standings</li> <li>● suspension from future Huron-Perth events</li> <li>● identification of offenders in minutes of meetings</li> <li>● notification of appropriate sports governing bodies</li> <li>● requiring written letters of apology</li> <li>● requiring appropriate restitution</li> </ul>
Authority	<p>The Committee will exercise its authority in accordance with the By-laws and such additional provisions as are set out in this Terms of Reference and will do so without interference from the Board.</p> <p>The Committee, with approval from the Board, may establish sub-committees or Task Forces to deal with specific issues in relation to the mandate of the Committee.</p>
Composition	<p>This Committee shall consist of not fewer than three (3) members, one of whom shall be a Principal or Vice-Principal. The Executive Director shall act as non-voting chairperson. Membership on this Committee shall be determined by the following rotation, where the PHE Head or a person designated by that person, shall fulfill membership duties as required:</p> <p>21-22 South Huron and Listowel  22-23 Central Huron and SDSS  23-24 Goderich and St. Marys  24-25 FE Madill and St. Michael  25-26 St. Anne’s and Mitchell</p>

	<p>Should there be a conflict of interest, the next school in the rotation shall fill in.</p> <p>To fill the membership requirements of Principal or Vice-Principal, if the Administrative Representative cannot attend, then they will find a replacement to attend on their behalf.</p>
Meetings	The Committee will meet by telephone or in person, as required. Meetings will be at the call of the Chair.
Resources	The Committee will receive the necessary resources from the Board to fulfill its mandate. The Committee may, from time to time, receive administrative support from the Board.
Reporting	As a standing committee of the HP Conference, the Committee operates independently of management and the Board. Status reports at a meeting of the Board, or full reports at a meeting of the Members, shall be presented by the Chair.
Approval and Review	The Board will review these Terms of Reference on a regular basis, with input from the Committee as required.
Other	[insert other notes specific to the committee]