



OWIFA Discipline & Appeals Committee – Terms of Reference (ToR)

Type: Standing Committee

Reporting to: Board of Directors

Effective Date: February 23, 2026

Review: Annually, or as directed by the board

1. Purpose

The Discipline & Appeals Committee administers discipline and appeal processes independently and in accordance with league by-laws and policies, ensuring procedural fairness and impartial decision-making.

2. Authority

Authority is delegated by the Board under the league By-laws.

The Committee has authority to:

- hear disciplinary matters,
- impose sanctions consistent with policy,
- hear and determine appeals where applicable,
- issue written decisions.

The Committee operates independently from the Board in adjudicative matters.

3. Composition

- Three (3) to five (5) members appointed by the Board.
- Members may not be current Directors or Officers.
- Experience in governance, law, adjudication, or sport administration is preferred.
- Chair appointed by the Board.

4. Responsibilities

The Committee shall:

- Conduct fair and impartial hearings.
- Ensure notice, right to be heard, and unbiased decision-making.
- Review evidence and apply applicable policies.
- Issue written decisions and sanctions.
- Maintain confidentiality.
- Protect the Board from acting in investigative or adjudicative roles.



5. Meetings & Hearings

- Convened as required.
- May operate virtually.
- Decisions made by majority vote.

6. Reporting

- The Committee reports to the Board for procedural oversight only.
- The Board shall not interfere with decisions except where procedural breach is demonstrated.

7. Term

Members serve staggered two-year terms.

8. Conflict of Interest, Independence & Impartiality

8.1 Duty of Independence

Members of the Discipline & Appeals Committee shall perform their duties independently and impartially, acting solely in the interests of fairness, procedural integrity, and the application of OWIFA by-laws and policies.

Committee members do not represent institutions, teams, or stakeholder groups while serving in an adjudicative capacity.

8.2 Ineligible Roles

To preserve independence, the following individuals are not eligible to participate in hearings:

- Current Directors or Officers of OWIFA;
- Individuals directly involved in the matter under review;
- Coaches, administrators, or representatives of teams or institutions involved in the proceeding;
- Any person who participated in the investigation, complaint intake, or prior decision-making related to the matter.



8.3 Disclosure of Conflicts

Members must disclose any real, perceived, or potential conflict of interest immediately upon receiving notice of a matter, including but not limited to:

- Personal, professional, or institutional relationships with any party;
- Prior involvement with the incident or participants;
- Situations where impartiality could reasonably be questioned.

8.4 Recusal

Where a conflict exists, or where impartiality may reasonably be perceived to be compromised, the member shall recuse themselves from all discussions, deliberations, and decisions related to the matter.

The Chair, or where necessary the Board, may appoint an alternate member to maintain quorum.

8.5 Confidentiality

Members shall maintain strict confidentiality regarding all proceedings, evidence, deliberations, and decisions, except as required for official decision issuance or as required by law.

Confidential information obtained through Committee service shall not be used for personal, institutional, or competitive advantage.

8.6 Protection of Procedural Fairness

Failure to disclose a conflict of interest may constitute grounds for removal from the Committee and may result in reconsideration of affected decisions where procedural fairness is compromised.