



Document Name: Director of Conduct Terms of Reference
Approval Authority: SRA Board of Directors
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Functions and Duties

- Be fully informed on SRA matters and participate in discussions and decisions with respect to matters of policy, finance and programs.
- Provide strategic advice and background on operations, policy, finance and programs.
- Play an active role in coordinating short-term and long-term planning activities and performance evaluation of SRA, its Board and employees.
- Review and make recommendations as needed to improve corporate governance processes, structures and documents, as well as SRA by-laws, policies and operating procedures.
- Participate in coach, manager, draft and other meetings organized by SRA each season to provide information pertaining to conduct expectations and processes, with an intent to reduce instances of misconduct through education.
- Investigate and respond to reports of minor infractions from players, coaches/managers/other team officials and Board and committee members.
- Collaborate with Referees' Association to provide information on SRA's conduct expectations and processes, address instances of misconduct against referees and act as a liaison to relay comments, whether positive or negative, from SRA and its members.
- Oversee criminal record check and code of conduct processes.
- Maintain a database of conduct matters, including names, dates, resolution details and disciplinary action levied, if any.

Committee Responsibilities

- Executive Committee
- At least one other committee
- Organize conduct committees as required to hear and rule on individual disciplinary cases

Length of Term

- 2 years

Reporting Responsibility

- Attend all committee meetings and report to the Board of Directors.