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Job title	Fair Play Committee – Deputy Chair
Reports to	Executive Director
Start Date	November 20, 2023
Position Type	Part Time Hourly / Work from Home / Project based work

Job Description

The Fair Play Committee Deputy Chair is responsible for co-leading the OBA Fair Play Committee in receiving, managing, and responding to fair play and safe sport related complaints received from the Ontario Basketball community that are directly tied to OBA sanctioned events (e.g., Ontario Basketball League, OBA Sanctioned Tournaments, Ontario Cup & Provincial Championships) This includes conducting complex investigations, conducting hearings (when necessary), and issuing sanctions / disciplinary action and possible fines as laid out in the OBA Fair Play Policy Schedule A & B.

Ontario Basketball is seeking an individual with strong moral values and a keen understanding the OBA's focus on the principles of equity, diversity, and inclusion, to **act in the role of Deputy Chair who will eventually take over as the new Chair of the Fair Play Committee** once a transfer of knowledge from the current Chair has occurred during the 2023-24 season.

Duties and responsibilities

- Assist in receiving, managing, and responding to fair play and safe sport related complaints from the Ontario Basketball community.
- Assist in deciphering all complaints received for OBA jurisdictional authority (i.e., is the complaint tied to an OBA sanctioned event or not).
- Provide fair and neutral investigation of all the facts alleged in the complaints.
- Communicate with complainants and respondents to clarify the facts as necessary.
- Communicate with other stakeholders/witnesses present to assist in verifying facts (i.e., officials, gym convenors, minor officials, parents, coaches, players, etc.)
- Determine whether the complaint requires an elevated level of response from ITP Sport (safe sport issue beyond the OBA's scope) or municipal authorities (i.e., local police)
- Assist in creating, managing, and maintaining electronic case files for all complaints received.
- Assist in the recruitment and appointment of Fair Play Committee members.
- Collaborate with Fair Play Committee members to discuss cases and possible sanctions / disciplinary action to be taken.
- Assist with selection of a discipline panel if a case is deemed necessary to go to a hearing via Zoom.
- Create written correspondence for the complainant and respondent once a decision has been reached as necessary.
- Recommend updates to the OBA Fair Play Policy and other related OBA policies for approval by the OBA Board of Directors as required.

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Qualifications and experience

- Thorough understanding of Ontario Basketball, its programs, and the basketball community at large.
- Extensive experience working effectively with volunteer committees, stakeholders, and other business partners.
- Experience as a high-performance coach and Sport Director/HP Director/Technical Director would be considered a significant asset but not required.
- Investigative or legal background would be considered a significant asset but not required.
- Exceptional listening skills and considering all points of view prior to decision making.
- Excellent verbal and written communication skills.
- Excellent presentation and facilitation skills to a variety of audiences from coaches and athletes to parents and volunteers, to external partners such as officials and gym convenors.
- Proven experience as a team player & collaborator.
- Ability to multitask and perform in a fast-paced, and rapidly changing environment.
- Ability to influence positive change and be firm but fair to all stakeholders.
- Excellent relationship building skills.
- Proficient in MS Office.

Working Conditions

- Part Time / Work from Home / Project based work.
- Some complex situations / cases that may require investigative work (eg. phone calls, emails & zoom meetings).
- Long hours at times to meet the requirements of the business which may include some evening and weekend work.
- Spending time with the current Chair of the Fair Play Committee so that transfer of relevant historical knowledge can occur.
- Must have a clear Criminal Record Check / Vulnerable Sector Check.
- Must complete NCCPs Safe Sport Training Module.
- Must complete Respect in Sport training for Activity Leaders.
- Must complete NCCPs Anti-Racism in Coaching Training Module.

To learn more about Ontario Basketball Association, [click here](#).

Any questions on this position can be directed to Dave Stockton (dstockton@basketball.on.ca).

Please submit your resume and cover letter in confidence by **4:00pm on Friday November 3, 2023**.

Please note only those selected for an interview will be contacted.

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