



55 Gordon Street, Suite 2A
 Whitby, Ontario, L1N 0J2
 Phone: (416) 477-8075
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 info@basketball.on.ca
 www.basketball.on.ca

Job title	Fair Play Committee Member (3 positions available)
Reports to	Fair Play Committee Chair
Start Date	November 20, 2023
Position Type	Volunteer (Unpaid)

Job Description

As a member of the Fair Play Committee, this unpaid volunteer role is responsible for working with the Fair Play Committee Chair, Deputy Chair, and other committee members to receive, manage and respond to Fair Play and Safe Sport related complaints received from the Ontario Basketball community that are directly tied to OBA sanctioned events. This includes being a part of 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.

Duties and responsibilities

- Assist the Fair Play Committee Chair & Deputy Chair in managing the following:
 - o Receive, manage, and respond to fair play and safe sport related complaints from the Ontario Basketball community.
 - o Decipher all complaints received for OBA jurisdictional authority (i.e., is the complaint tied to an OBA sanctioned event or not).
 - o Provide fair and neutral investigation of all the facts alleged in the complaints.
 - o Communicate with complainants and respondents to clarify the facts.
 - o Communicate with other stakeholders/witnesses present to assist in verifying facts (i.e., officials, gym convenors, minor officials, parents, coaches, players, etc.).
 - o 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).
 - o Create, manage, and maintain electronic case files for all complaints received.
 - o Assist in the recruitment and appointment of Fair Play Committee members.
 - o Collaborate with Fair Play Committee members to discuss cases and possible sanctions / disciplinary action to be taken.
 - o Selection of a discipline panel if a case is deemed necessary to go to a hearing via Zoom.
 - o Create written correspondence for the complainant and respondent once a decision has been reached.
 - o 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.
- Prior experience playing, coaching, or officiating basketball is considered a very strong asset but not required.
- Investigative or legal background would be considered a significant asset but not required.
- Extensive experience working effectively with volunteer committees, stakeholders, and other business partners.
- Keen understanding of the principles of equity, diversity, and inclusion.
- Exceptional listening skills and considering all points of view before making a decision.
- 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.
- Excellent relationship building skills.
- Proficient in MS Office.

Working Conditions

- Occasional Zoom / conference calls with committee members and Fair Play Committee Chair.
- Some complex situations / cases that may require investigative work.
- Some weeknight and weekend work required on a case-by-case basis.
- 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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