

## **SPORT DISPUTE RESOLUTION CENTRE OF CANADA BOARD OF DIRECTORS**

### **NOMINATION OPPORTUNITY**

#### **Position**

Five positions on the Sport Dispute Resolution Centre of Canada (SDRCC) Board of Directors for a three (3) year term beginning in July 2019. The Directors will be nominated by the Minister of Science and Sport. The position is renewable for one additional term of three (3) years at the discretion of the Minister.

#### **Sport Dispute Resolution Centre of Canada**

The Sport Dispute Resolution Centre of Canada is a not-for-profit corporation, created and governed by the [Physical Activity and Sport Act](#), and funded by Sport Canada. Its mission is to provide the Canadian sport community with information, expertise and assistance regarding the prevention and resolution of sports-related disputes. It is proactive in dispute prevention in offering educational resources to help prevent, address and resolve conflicts quickly, minimizing jeopardy for sport organizations, teams, athletes and other members of the sport community. Where the parties involved in a sports-related dispute cannot reach a resolution on their own, the SDRCC offers a timely, cost-efficient and professional national alternative dispute resolution service. Visit [crdsc-sdrcc.ca](http://crdsc-sdrcc.ca) for more information about the SDRCC.

#### **SDRCC Board of Directors**

The SDRCC Board of Directors is comprised of 12 Directors.

General duties and tasks of Board members are:

- Be responsible for the administration of the affairs and operations of the SDRCC;
- Review draft material prepare by SDRCC staff;
- Attend committee and Board meetings, Board retreat and the Arbitrator-Mediator Conference;
- Participate in SDRCC initiatives as may be required from time to time;
- Be familiar with the SDRCC Code, documents, jurisprudence and processes;
- Acquire knowledge about the Canadian sport system, Sport Canada, the Canadian Centre of Ethics in Sport (CCES) and its Canadian Anti-Doping Program, a working knowledge of and familiarity with the general structure and operations of National Sport Organizations (NSOs) and Multisport Service Organizations (MSOs) in Canada;
- Promote the SDRCC where relevant and act as a representative when designated from time to time by a Board Committee, the Chairperson of the Board or the Chief Executive Officer;
- Prepare reports on Committee activities;
- Generate new ideas to promote the SDRCC's work and profile; and
- Assist in the implementation of processes to support and/or streamline the activities and work of the SDRCC.

#### **Key areas of competencies**

- Law degree or legal background;
- Background in alternative dispute resolution;
- Knowledge and experience with the Canadian sport system;
- Experience in strategic planning;
- Experience in human resources management;
- Logical and imaginative thinking;
- Previous experience serving in an executive capacity or with a Board in sport organizations;

- Ability to communicate in both official languages;
- Experience and knowledge of Federal Government;
- Ability to work within a team;
- Ability to assess competing interests;
- Problem solving skills;
- Ability to maintain confidentiality; and
- Experience working with volunteers.

### **Selection Criteria**

Directors shall be selected to collectively reflect:

- Canada's regional and cultural diversity, linguistic duality, and the broad diversity in Canadian sports;
- Significant knowledge of the Canadian sport system and the nature of disputes which may arise;
- Expertise in alternate dispute resolution and the maintenance of an alternative dispute resolution system; and
- Experience working in a volunteer setting.

In addition, Directors shall be selected to ensure that:

- A minimum of three of the 12 Directors shall be athletes, either active or retired within the past eight years;
- One of the Directors shall be a coach, either active or recently retired within the past eight years;
- One of the Directors shall be a current National Sport Organization Board member or administrator;
- One of the Directors shall be a current Major Games Organization Board member or administrator; and
- No more than 8 of the 12 Directors shall be of the same gender.

### **Eligibility factors and conditions of appointment**

In your application, you must clearly demonstrate that you meet the following requirements:

- Be at least 18 years old, have not been declared incapable by a court in Canada, have not declared bankruptcy and be a Canadian citizen or a permanent resident.

The successful candidate must commit to:

- Dedicate an average of one hour per week on SDRCC business.
- Participate in Board meetings (4 to 6 annually), in committee meetings (6 to 8 annually) and an annual retreat. The majority of these meetings are done via conference call.

### **Official languages and diversity**

The Government of Canada will consider bilingual proficiency and diversity in assessing candidates for this position. You are therefore encouraged to include in your application your ability to speak and understand your second official language. Preference may be given to candidates who are members of one or more of the following groups: women, Indigenous peoples, persons with disabilities, and members of visible minorities. You can voluntarily indicate, in your cover letter, if you are a member of one or more of the groups identified above. It is not mandatory to provide this information, which will be kept for statistical purposes.

The government is committed to ensuring that its nominations for potential appointments take into consideration the desire to achieve gender parity and reflect Canada's diversity, in terms of linguistic, regional and employment equity representation.

### **Compensation**

No Director of the SDRCC shall receive an honorarium or other remuneration from the Corporation. However a Director may be reimbursed reasonable expenses incurred by such Director in the performance of their duties, including costs and expenses related to attending meetings of the Board.

### **How to apply**

Candidates who wish to apply should provide:

1. A cover letter to the attention of the Minister of Science and Sport, outlining their skills and experience while bearing in mind the Selection Criteria and key areas of competency noted above;
2. A curriculum vitae;
3. A current letter of reference that confirms the candidate's cover letter statements.

All applications must be received by the SDRCC no later than **midnight (Pacific time) on December 30, 2018**. It is the candidate's responsibility to ensure that the application is received. Applications received after the deadline will not be submitted for consideration.

Cover letter, curriculum vitae and letter of reference must be sent in confidence to:

By Mail:

Sport Dispute Resolution Centre of Canada  
Attention: Tanya Gates, Operations Manager  
1080 Beaver Hall Hill, Suite 950  
Montréal QC H2Z 1S8

By e-Mail:

[applications@crdsc-sdrcc.ca](mailto:applications@crdsc-sdrcc.ca)

### **Remark**

Information sent by email is not protected. Please ensure sensitive personal information, such as your Social Insurance Number and birthdate are not included in your application.

Documents received after the deadline will not be accepted. All documents may be submitted in either French or English.

Results of the selection process will be sent to all candidates at the email address provided on their application.

### **Privacy Notice Statement**

The personal information you provide on this application is collected for nominations for potential ministerial appointment purposes. This information may also be used to establish a pool of qualified candidates and for statistical reporting on diversity and employment equity. The information is collected under the authority of paragraph 4(2)(d) of the Department of Canadian Heritage Act and uses of this personal information is described in Standard Personal Information Bank PSU 919 - Members of Boards, Committees and Councils.

Your personal information is protected under the provisions of the federal Privacy Act. Under this *Act*, you have the right to access your personal information and request changes to incorrect information. If you wish to avail yourself of this right or require clarification about this Privacy Notice Statement, contact by email the Director of Access to Information and Privacy, Canadian Heritage. For further details on requests for access or correction, please consult the Info Source publication.