

Sport Dispute Resolution Centre of Canada

Second Call for Applications for Investigators*

Background

Established in 2003 and fully operational since 2004, the Sport Dispute Resolution Centre of Canada (SDRCC) offers a proactive approach to handling disputes at the national level of Canada's sport system. Through education and prevention, the SDRCC provides parties with information, expertise, and assistance regarding alternative dispute resolution to address and resolve conflicts quickly, minimizing jeopardy to a team, an athlete or any member of a national sport organization.

In June 2018, the Honourable Kirsty Duncan, Minister of Science and Sport, announced stronger measures to eliminate harassment, abuse or discrimination of any kind in the Canadian sport system. Federally-funded sport organizations must now "make provisions - within their governance framework - for access to an independent third party to address harassment and abuse cases".

Supporting the will of the Canadian sport system to foster healthy and safe workplace and sport practice environments, the SDRCC decided to assist concerned sport organizations and play a leadership role in extending its expertise through the launch on December 17, 2018 of an Investigation Unit as a pilot project expected to end on March 31, 2020.

Call for Applications

The SDRCC is seeking Canadian-based professionals to form part of a pool of investigation service providers and be hired by federally-funded sport organizations to investigate harassment or abuse complaints, for a mandate of a fixed term ending on March 31, 2020, with possibility for renewal.

The investigation service providers will be remunerated for their services in accordance with a fee structure and remuneration policies to be established by the Advisory Committee - Investigation Services created by the SDRCC to oversee the program.

The initial selection process will be completed in January 2019 and successful candidates will be required to attend the mandatory orientation and training sessions that will be offered in February 2019 in order to be admitted to the SDRCC Investigation Unit.

Selection Criteria

Candidates shall be selected on the basis of:

- Credentials as investigators compliant with laws in their province of practice;
- Expertise and experience in investigation services;
- Background/training in a relevant field, such as, but not limited to, law, ADR, human resources/organization development, psychology, police/investigations, etc.
- Knowledge of the Canadian sport system and the nature of complaints which may arise;
- Experience in using technology to conduct proceedings;
- Independence from Canadian sport organizations;
- Canada's regional, cultural and gender diversity;
- Canada's linguistic duality.

* Unless the context otherwise requires, words importing a particular gender shall include all genders.

The SDRCC reserves the right to set its final selection criteria and to refuse candidates for its Investigation Unit for any reason (including limiting the number of candidates on the Unit). There shall be no appeal from the SDRCC decision.

Required Information

Candidates must submit the following documents:

1. The SDRCC Investigation Unit Application Form completed and signed;
2. A cover letter expressing their interest in joining the SDRCC Investigation Unit;
3. A resume of no more than 5 pages setting out:
 - o their investigation experience, as applicable;
 - o their knowledge of and involvement or experience in the federated sport system.
4. A copy, redacted to protect confidentiality as necessary, of an Investigation Report with recommendations written by the candidate within the past 24 months.
5. The name and contact information of two clients for which the candidate conducted at least one investigation in the past 24 months and who accepted to provide a professional reference for the candidate.

Application Process

Applicants are strongly encouraged to review the following before applying:

The SDRCC website: www.crdsc-sdrcc.ca

[The SDRCC Annual Report for 2017-18](#)

[The SDRCC Corporate Plan for 2018-19](#)

[SDRCC Investigation Unit Webpage](#)

Applications must be received by the SDRCC **no later than 4 pm (EST) on January 18, 2019** and include all the documents required. Incomplete applications will not be considered. It is the candidate's responsibility to ensure that his/her application is received.

Interested candidates should send their complete application by email at applications@crdsc-sdrcc.ca.

Upon initial review of an application, the selection committee reserves the right to contact candidates to request additional information prior to finalizing the selection.

All documents and information provided by the applicants will be handled in confidentiality and in compliance with the [SDRCC Protection of Privacy Policy](#).

Incomplete applications will not be subject to further follow up.