



POSITION POSTING

November 4, 2022

- ▶ **POSITIONS:** MALTREATMENT INVESTIGATOR
- ▶ **LOCATION:** REMOTE
- ▶ **STATUS:** PART-TIME

POSITION SUMMARY

This position plays a significant role in the pursuit of the vision and mission of Hockey Saskatchewan by focusing on equality, diversity and inclusion through the investigation of Maltreatment & Discrimination infractions and allegations. This position will primarily work alongside other volunteers and staff members and will report directly to the Chair of Discipline.

This position will be appointed on a one (1) year term by the Hockey Saskatchewan Board of Directors. A total of four (4) Maltreatment Investigators will be appointed.

POSITION KEY RESPONSIBILITIES

- **GENERAL DUTIES**
 - Regularly communicate with Chair of Discipline and other Investigators regarding the investigation process and best practices
 - Attend Maltreatment meetings as requested
 - Act in accordance with Hockey Saskatchewan values and behaviours while contributing to the Vision and Mission of Hockey Saskatchewan
- **INVESTIGATE**
 - Conduct investigations in accordance with Hockey Saskatchewan policies and procedures
 - Conduct interviews, gather written statements/ evidence and/ or conduct hearings (if necessary) with relevant parties
 - Solicit professional advice/ opinions from subject-matter experts, when necessary
 - Assess all evidence and supporting information and identify the facts
 - Assess the severity of the infraction or allegation to determine whether the incident needs to be reported to the authorities
- **REPORTING**
 - Upon the completion of each investigation, provide a thorough investigative report, along with recommendations for disciplinary action (if any) to the Chair of Discipline
 - Regularly report on trends identified through investigations to the Chair of Discipline



- **REVIEW**

- Collaborate as needed with Chair of Discipline and other Maltreatment Investigators to build recommendations for Hockey Saskatchewan on Maltreatment Policies & Procedures
- Foster open, honest, and constructive dialogue on all issues around Maltreatment & Discrimination.
- Regularly report and update Hockey Saskatchewan regarding the status of investigations.

QUALIFICATIONS

- Familiarity with the Vision, Mission, Values, Bylaws, Regulations, Policies and Procedures of Hockey Saskatchewan
- Familiarity with the Maltreatment Policies and Procedures of Hockey Canada and Hockey Saskatchewan
- Knowledge and Expertise on Maltreatment & Discrimination in Sport
- Experience and History Conducting Investigations
- The ability to communicate effectively with a diverse set of people
- Access to a phone and email on a regular basis
- Successful completion of a Criminal Record Check, as per Policy
- Declaration of all applicable conflicts of interest, as per Policy

REQUIRED TIME COMMITMENT

- Hearings (Conference and/or video call) as needed, based on the number of open investigations at the time
- Meetings (as required) with the Chair of Discipline regarding open and completed investigations.
- 1-2 Maltreatment Investigator Meetings (if required)
- Attend, as required, other Hockey Saskatchewan Meetings as required from time-to-time....

Appointments will be in place from August 1st to July 31st. Maltreatment Investigators will be compensated as follows:

- \$150 per completed investigation/ report
- Travel expenses related to required tasks
- Meal expenses related to required tasks
- Accommodations expenses related to required tasks

Those interested in applying are encouraged to submit their application [HERE](#).