



POSITION DESCRIPTION

- I. TITLE** Athletics Canada Commissioner (two positions available)
- II. MANDATE**
The Athletics Canada Commissioner's Office was established by the membership in July 2015 to make informed and effective decisions in four areas of Athletics Canada operations – carding, selection, eligibility, and discipline.
- III. QUALIFICATIONS**
- a. Previous adjudication and dispute resolution experience, with experience in the Canadian sport system an asset.
 - b. Strong ability to communicate for understanding by laypersons.
 - c. Strong time management and organization skills.
 - d. Good decision-making confidence.
 - e. Bilingualism is an asset.
 - f. Reasonable perception of neutrality in disputes involving Athletics Canada
- IV. KEY RESPONSIBILITIES**
- a. The resolution of athlete appeals of carding, selection and eligibility decisions in a timely manner, in accordance with the procedures set out in the Commissioner's Office creation (per July 2015 AGM).
 - b. Hearing complaints of violations of Athletics Canada's Code of Conduct and Ethics.
- V. KEY DETERMINANTS OF SUCCESS**
- a. Timely and expedited resolution of disputes, perceived as fair by stakeholders.
 - b. Effective resolution of disputes in such a way as to minimize damage to the relationships among athletes, coaches and Athletics Canada.
 - c. A record of resolutions that adds to the knowledge and continued learning of Athletics Canada and its members, with the goal of minimizing future disputes.
- VI. KEY RELATIONSHIPS**
- a. Athletics Canada Board of Directors
 - b. Athletics Canada Directors and Technical Staff
 - c. Personal Coaches and their athletes
 - d. Canadian Olympic Committee, Canadian Paralympic Committee, Commonwealth Games Association of Canada
 - e. IAAF and IPC
 - f. National Team Committee of Athletics Canada
 - g. Sport Canada (Athlete Assistance Program)
 - h. CAIP and Athletes.CAN



VII. TERM OF CONTRACT

- a. One-year term appointment which may be renewed following a review of the Commissioner's Office by the Board of Directors.

VIII. COMPENSATION

- a. Compensation is allocated on a per-diem basis.

Please forward application to: Sylvie.king@athletics.ca no later October 15, 2015.

