



Canadian Team Handball Federation

Fédération Canadienne de Handball Olympique

www.handballcanada.ca

16 May 2021

Position Description

Discipline & Conduct Committee Chair

Position Overview:

Reporting directly to the Canadian Team Handball Federation (CTHF) Board of Directors (Board), the Discipline & Conduct Committee Chair (Chair) will lead ad hoc committees, as required, and will lead the administration of CTHF discipline & conduct issues and complaints. The Chair will be responsible to set, manage and have meetings and deliverables documented in either English or French (translation support provided if required). The Chair is responsible to provide written or verbal reports and decisions, as requested, and may be called upon to provide policy expertise/recommendations relating to CTHF disciplinary and conduct issues.

Term and Workload:

This volunteer appointment is for one calendar year with possible extensions on a year-by-year basis as appointed by the CTHF board. The estimated workload is 3 – 4 hours per month plus 10-12 hours per each specific disciplinary/conduct situation.

Qualifications:

The Chair will be an administrative or legal professional with experience in sports associations, international sport authorities and/or sport governance. Fluency in either English or French is required (fluency in both is an asset). Some knowledge in non-profit board governance, public sector standards and/or ethics is required. Some knowledge in Team Handball is preferred.

Discipline & Conduct Committee(s):

The Chair will lead and appoint ad hoc Disciplinary & Conduct Committees consisting of at least two members who are clearly neutral to each situation (no conflict of interest). Each member appointment and the duration will be specific to each situation and/or hearing. Estimated time requirement is dependent on each situation but is estimated at 10 – 12 hours per situation.

Mandate:

The mandate of this work includes but is not limited to the following:

1. Coordinate with the International Handball Federation (IHF), North American & Caribbean Handball Confederation (NACHC), and Canadian Center for Ethics in Sport (CCES) on 'Universal Code of Conduct to prevent and address Maltreatment in Sport' regulations
2. Coordinate and revise CTHF Code of Conduct and CTHF rules of conduct
3. Conduct hearings of formal protests and petitions and assess associated penalties & orders
4. Coordinate with the Sports Dispute & Resolution Centre Canada (SDRCC) should any investigations require 3rd party intervention.

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