



INFORMATION BULLETIN 22-02

September 9, 2022

ENHANCED FOCUS ON MALTREATMENT FOR 2022-23

Hockey Alberta is recruiting five volunteers to oversee investigations and decision-making pertaining to Maltreatment infractions and allegations based on discriminatory grounds.

The appointment of a Maltreatment Officer and four Maltreatment Investigators is part of the ongoing work to provide a safe and inclusive environment for all hockey participants by establishing a consistent process for investigation and decision-making pertaining to allegations of Maltreatment and Discrimination.

To facilitate these new positions, Hockey Alberta has amended its '*Maltreatment, Bullying and Harassment*' Policy.

Full details on the policy, Section 11 – Maltreatment in the Hockey Canada rulebook, and the online reporting form for incidents of Maltreatment and Discrimination can be found on the Hockey Alberta website:

[Maltreatment, Bullying and Harassment >](#)

The **Maltreatment Officer** will work with Hockey Alberta staff to set out the requirements and guidelines for the investigation and adjudication process, as well as ensuring investigations are completed in accordance with Hockey Alberta Policy. The Maltreatment Officer will receive reports from the Maltreatment Investigators and issue all decisions. The Maltreatment Officer has been selected for the 2022-23 season.

The **Maltreatment Investigators** will conduct all investigations and/or hearings related to infractions and allegations based on discriminatory grounds. The Investigators will compile written reports of their findings and recommendations and submit them to the Maltreatment Officer.

Hockey Alberta is seeking qualified applicants to fill the Maltreatment Investigator positions. Included with this Bulletin is the Maltreatment Investigator Job Description. Qualified applicants should have strong communication, questioning, interview and analytical skills, and knowledge of Hockey Canada/ Hockey Alberta Bylaws and Regulations, Human Rights Legislation, Natural Justice and sanctioning to influence positive behavior.

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

If you have any questions, please do not hesitate to contact the Hockey Alberta office by email at info@hockeyalberta.ca.



integrity.
community.
collaboration.
innovation.
passion.

VOLUNTEER POSITION DESCRIPTION

Vision:	Hockey for Life
Mission:	To create positive opportunities and experiences for ALL PLAYERS through innovative leadership and exceptional service.
Position Title:	Maltreatment Investigator
Accountable To:	Maltreatment Officer Chief Executive Officer (or designate)
Leads:	None
Purpose/Summary:	<p>This position plays a significant role in the pursuit of the vision and mission of Hockey Alberta by focusing on equity, 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 Maltreatment Officer and Chief Executive Officer (or designate).</p> <p>This position will be appointed on a two (2) year term by the CEO (or designate). A total of four (4) Maltreatment Officers will be appointed, with two (2) appointed in even numbered years and two (2) appointed in odd numbered years.</p>

RESPONSIBILITIES

GENERAL DUTIES

- Regularly communicate with Maltreatment Officer and other Investigators regarding the investigation process and best practices
- Attend Maltreatment meetings as requested
- Act in accordance with Hockey Alberta values and behaviours while contributing to the Vision and Mission of Hockey Alberta

INVESTIGATE

- Conduct investigations in accordance with Hockey Alberta 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 Maltreatment Officer
- Regularly report on trends identified through investigations to the Maltreatment Officer



REVIEW

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

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 Maltreatment Officer regarding open and completed investigations.
- ✓ 1-2 Maltreatment Officer & Investigator Meetings (if required)
- ✓ Attend, as required, other Hockey Alberta Meetings as required from time-to-time.

QUALIFICATIONS & COMPETENCIES

- ✓ Familiarity with the Vision, Mission, Values, Bylaws, Regulations, Policies and Procedures of Hockey Alberta
- ✓ Familiarity with the Maltreatment Policies and Procedures of Hockey Canada and Hockey Alberta
- ✓ 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

COMPENSATION

Appointments will be in place from August 1st to July 31st annually. 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