



Commissioner Key Duties

Classification: Part-Time

SUMMARY

The Commissioner oversees the review, writing, interpretation, and management of CW policies, procedures and all rules and regulations.

The Commissioner is responsible to uphold the Canada West By-Laws and enforce the Operating Code and all rules and regulations.

The Commissioner serves as the Discipline Officer.

The Canada West Universities Athletic Conference currently has seventeen full member universities. The conference is affiliated on the national level with the U SPORTS.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Review and update policy and procedure manuals as appropriate; recommend to the Board of Directors amendments to the constitution and bylaws as necessary; maintain regular communication with the Board of Directors regarding national and conference activities and with other conferences as may be necessary in the performance of duty.
- Report to and work closely with the Managing Director and the Board of Directors to set short and long-term goals for the conference.
- Communicate regularly and effectively with conference athletic directors to keep them aware of conference and national issues/decisions relating to policies and procedures as appropriate.
- Work with conference sports chairs and CW office to develop policy and procedure manuals.
- Serve as conference Parliamentarian at conference meeting.
- Serve as contact person for mediation of conference grievances by:

Facilitating resolution of protests, appeals, grievances or other special concerns as per CW policy, by hearing the evidence and mediating the dispute as necessary. If necessary, the commissioner is the final arbitrator of all disputes.

Ensure effective rules education programming for officials, coaches, staff, and administration on an annual basis.

Mediate disputes between officials and employees of member institutions.

- Serve as conference Discipline Officer

Administering any disciplinary action against individuals, teams or schools as necessary as per Policy

Take disciplinary action, short of expulsion, against conference members for violations of Conference rules, including conduct of coaches, student-athletes and spectators.

Manage any appeals resulting from CW discipline decisions.

- Perform other duties as assigned by the Managing Director and Board of Directors.

QUALIFICATIONS

Candidates for this position should display strong leadership and motivational qualities with proven oral and written communication skills.

Experience in managing and writing policies, rule and regulations.

Preference to candidates with a legal and/or mediation background

Driven, Fair-minded, Team builder

Collaborative

Good decision maker

Able to work well with Canada West members

Lives within the footprint of the conference. This is a remote position.

Experience in collegiate athletic administration and a thorough working knowledge of Canada West/U SPORTS rules and regulations are essential

Strength in conflict resolution

Self starter

Some travel will be required

EDUCATION and/or EXPERIENCE

A bachelors degree is preferred and applicable other certifications would be considered an asset.

Experience in collegiate athletic administration and a thorough working knowledge of CW/U SPORTS rules and regulations are essential.

3-5 years of administrative experience.

ACCOUNTABILITY

The Commissioner reports to the Managing Director of Canada West.

TO APPLY

Applicants should send one email with resume and letter of interest, in confidence, to rocky.olfert@canadawest.org

Applications will begin to be reviewed on May 24th and will continue until the position is filled.