

OSHAWA GIRLS HOCKEY ASSOCIATION

Role Descriptions and Terms

Position	Executive Member	Term
President	Vacant	-
Secretary	Shannon Bulger	2025
Treasurer	Lynne Dinsmore	2025
Registrar	Melissa Tennant	2024
Development	Walter Lazzaretto	2024
Equipment	Sarah Stokes	2025
Website	Vacant	-
Events	Vacant	-
Sponsorship	Joanne Kozaroff	2025
VP Competitive	Lindsay Wheelans	2025
VP Houseleague	Vacant	-
VP Senior	Stacey Dumais	2025
Director Competitive	Kira Darroch	2024
Director Houseleague	Ryan Haslet	2024
Director Senior	Lisa Politano	2024
Member at Large - Competitive	Mike Marsella	2025
Member at Large - Houseleague	Dave Ballik	2025
Member at Large - Senior	Nancy McKee	2025

If you are interested in joining the Oshawa Lady Generals Executive, please send an email to president@ladygens.ca

Descriptions of roles are on the following pages.....

President

- a) Assist with Rep Executive for;
 - Coach Interviews and Selections
 - Team Recategorization reviews
 - Annual policy review for Tryouts and Competitive manual
 - Disciplinary escalations of any OGHA member (coach/parent/player)
- b) Assist with HL Executive for;
 - Coach Interviews and Selections
 - Annual policy review for HL manual
 - Disciplinary escalations of any OGHA member (coach/parent/player)
- c) Assist with Sr Executive for;
 - Disciplinary escalations of any OGHA member (bench staff/team reps/player)
- d) *Operations overview to ensure process are followed in time frames specified, this includes interactions with the VP/Directors of each Division, the Treasurer, Registrar and Secretary. Processes and Policies referenced are within the Constitution, Policies and By-Laws, Competitive and House League manuals, Not for Profit legislation and all materials as received from the OWHA in a given season.*
- e) Is elected for a period of two years
- f) Must have served as a current member of the Board of Directors for at least two years
- g) *Communications liaise with the OWHA and the OGHA executive/members*
- h) *Represents the OGHA with all other agencies, governing bodies and associations*
- i) *Assist the treasurer in review financial reporting*
- j) Acts as a signing officer on league bank accounts.
- k) *Setting up the yearly 50/50 licenses with AGCO*
- l) *Communication liaises with the Tournament Director*
- m) Secondary point of contact between the Ice Scheduler and the Facility contacts.
- n) Chairperson for the AGM, unless a speaker is appointed.
- o) Must be present when motions are moved or passed, unless two VP are present.
- p) Sets up regular board meetings, establishing the agenda
- q) Sets up date and Agenda for the AGM, along with the Secretary (either/or), a
- r) Is a permanent member of all committees of the OGHA, including the Competitive Committee, House League Committee and the Senior HL Committee
- s) The president may appoint a member of the Board of Directors to fulfill their duties.
- t) Expectations to assist with the Oshawa Generals 50/50 nights for at least two of the nine regular season events; and at least one of the events if playoffs are scheduled.

ETA Hours/Week – minimum of two to three hours a day, four days a week. An increase would be noted in times of escalated disciplinary matters

Skills: Communications, policy interpretation and review. Word. Email.

Secretary

- a) Be elected for a period of two (2) years.
- b) Record and maintain the Minutes of all meetings of the OGHA.
- c) Deal with all correspondence of the OGHA as instructed by the President and/or the Board of Directors.
- d) Give notice, including time, location, and date of all meetings of the OGHA to all persons entitled to receive such notice.
- e) Make a copy of the Minutes available, within one (1) week of the last meeting, to the President and within one (1) week of the next meeting, to the remaining Board of Directors Members.
- f) Publish notice of the Annual General Meeting at least thirty (30) days prior to such meeting, including date, time, location, Agenda, and any Notices of Motion, with the exception of special circumstances.
- g) Be responsible for notifying the General Membership of all proposed amendments which are to be considered at the Annual General Meeting.
- h) Be the custodian of the OGHA's Minute Book, Correspondence Files, Constitution, By-Laws.
- i) Be responsible for updating any amendments to the Constitution, By-Laws, Rules & Regulations, and Policy Guidelines etc.
- j) Ensure that the Membership receives notification of all changes in a timely manner.
- k) Transfer to his/her successor, at the end of their term, all books, records and materials in his/her possession.
- l) Expectations to assist with the Oshawa Generals 50/50 nights for at least two of the nine regular season events; and at least one of the events if playoffs are scheduled.

ETA Hours/Week – minimum of four to six hours/ month, prior to and following board meetings and AGM.

Skills: Communication. Word and email.

Registrar

- a) Be elected for a period of two (2) years.
- b) Prepare Registration packages for all divisions for program intake, such as yearly membership registration, tryout registration, special program registration.
- c) Check all player and staff registrations that they are completed and releasees/transfers done in a timely manner.
- d) Prepare the team submissions to the OWHA. ITR's
- e) Complete the roster submissions, to the OWHA, of staff and players.
- f) Within time sensitive restrictions, ensure OWHA approval of all teams prior to deadlines as set out by the OWHA.
- g) Reconcile the Team Finance Form to give data to the Treasurer for payments due to the OWHA.
- h) Make timely adjustments with the additions/removals of members on a roster.
- i) Review registration data and prepare distribution lists for divisions upon requests, providing information on registrants for tryouts, memberships in house league and/or competitive.
- j) Priority communications to teams when rosters are in jeopardy of approval status.
- k) Reconcile payments to payment platforms (SportsPay), report delinquent fees to the Treasurer and VP's.
- l) Update manual payments to registration platform, RAMP.
- m) Provide statistic reports to the City of Oshawa.
- n) Responsible for providing the Permission to Skate to members.
- o) Responsible for collecting Permission to Skate information from outside members.
- p) Communicate timely information from governing bodies, OWHA and OWHL, to team managers and/or VP and Directors of Divisions.
- q) Expectations to assist with the Oshawa Generals 50/50 nights for at least two of the nine regular season events; and at least one of the events if playoffs are scheduled.

ETA Hours per week: A minimum of two to three hours/day, up to three times a week within the season start in August, and up to the end of tryouts in May.

Peak Time: August for Competitive and Senior HL teams. October for HL Teams. November for Team Finance payment due to the OWHA. April for tryout registrations, May for package creations for program registrations.

Skills: Communications, Word, email, ability to work RAMP interface, and other web base platforms.

Treasurer

Treasurer If an external accountant is contracted in a season, the duties below will be reviewed between the Treasurer and Accountant for assignment of roles.

- a) Have responsibility for managing the finances of the OGHA.
- b) Collect and record all funds received by the OGHA and record and pay all accounts. All expenditures over \$100.00 must have prior approval from the Board of Directors.
- c) Deposit monies without delay in one of the Chartered Banks/Trust Companies to the account of the OGHA.
- d) Have joint signing authority together with the President, and/or Vice Presidents of the OGHA in relation to all disbursements. (Minimum two signing officers for all transactions)
- e) Disburse funds of the OGHA by cheque only, as may be directed by the Board of Directors and keep on file all receipts.
- f) Encourage all Board of Directors Members to maximize revenues and minimize expenditures.
- g) Assist each division in preparing the program budgets for the following season.
- h) Pull monthly bank statements and do a monthly bank reconciliation.
- i) Make timely payments of invoices to the facilities for ice bills, and suppliers of equipment, development etc.
- j) Reconcile registration income to payment platforms, with the Registrar reports.
- k) Reconcile member registrations, eliminating dual registrants, for payment of fees to the OWHA, with the assistance of the Registrar.
- l) Reconcile the ice bills, with the Ice Scheduler.
- m) Review all expenses from members for reimbursements of apparel/certifications align with the policies set.
- n) Present at the Annual General Meeting a Financial Statement which is in accordance with generally accepted accounting principles.
- o) Prepare interim reports of the financial standing of the OGHA on a monthly basis.
- p) Have the Financial records and Financial Statements of the OGHA reviewed annually by such independent person as the Board of Directors may appoint for such purpose and to present the results of such review to the Membership at the next Annual General Meeting.
- q) Provide invoices to all Competitive team Managers on a bi-monthly basis.
- r) Obtain monthly Financial Statements from all Competitive teams.
- s) Be responsible, in conjunction with the Registrar, for determining when special payment arrangements are necessary.
- t) Have served as a current member of the Board of Directors.
- u) The Treasurer must possess adequate ability to perform the functions listed above. Should the Treasurer not possess at a minimum a college certificate in bookkeeping or accounting and, if cash received is in total estimate or actual to be in excess of \$100,000 during any year, an independent monthly review by a qualified source as approved by the Board of Directors will be mandatory.
- v) In regard to individual team financial reporting, any team treasurer and/or manager as appointed by the Board of Directors will be required to follow generally accepted accounting principles and the reporting guidelines as determined by the Board of Directors.
- w) Regarding division financial reporting, a board member may be appointed to work with the Treasurer, to handle the division transactions following the generally accepted accounting principles and the reporting guidelines as determined by the Board of Directors.
- x) Duties must align with the policies as set out by the Government for the reporting of Not-for-Profit Corporations.
- y) Reconcile all 50/50 events and prepare AGCO reporting in a timely fashion.

- z) Expectations to assist with the Oshawa Generals 50/50 nights for at least two of the nine regular season events; and at least one of the events if playoffs are scheduled.

ETA Hours/week: Two to three hours/day, up to four times per week.

Peak Time: Periods of Registration; November, January, March for team billings. Year end for financial reporting,

Skillset: Communications. Word, email, excel, QuickBooks

Vice President Roles

- a) Elected for a period of two (2) years, offset from the division director role
- b) Have served as a current member of the Board of Directors to be nominated to the VP role.
- c) Cannot hold the position too of the ice scheduler
- d) In the absence of the President, have the authority and perform the duties of the President.
- e) Be responsible for the operation of all registered teams in conformity with the division manual, and act as the communications liaison between the teams and all governing overarching groups.
- f) Implement the approved coach selection process, utilizing other executive members for review committees.
- g) Work with the Ice scheduler, director and teams, for the set up of the season ice. In Competitive to be knowledgeable of ice scheduling meeting. In HL to be kept up to date with ice scheduling.
- h) Recommend individuals to be appointed as Convenors for each division, in House League.
- i) Receive reports of all member suspensions and ensure proper reporting procedures followed.
- j) Assist in the tryout processes, regarding schedules, and process operations for the Competitive division.
- k) Serve on the Discipline Committee, as required.
- l) To bring forward all staff members including, managers, treasurers, trainers, on-ice staff and assistants for ratification at a General meeting of the Board of Directors.
- m) Undertake an annual review of the division manual with other executive or committees, and present any potential amendments to the Board of Directors for approval no later than January of the current hockey season.
- n) Present a Budget for Board Approval, prior to the start of the season, with assistance from association treasurer.
- o) Assist in the tournament set up and medal ceremony. (Note: With the tournament director and Events Directory, the duties for the tournament are greatly reduced.)
- p) Expectations to assist with the Oshawa Generals 50/50 nights for at least two of the nine regular season events; and at least one of the events if playoffs are scheduled.

ETA Hours/Week – minimum of two hours/day, three times a week, for the season August to May.
Could increase in absence of a President, as responsibilities to do with Operations would increase.

Peak times: Coach Selections, Tryouts for Competitive, Team evaluations in HL, Tournament events

Skills: Communication. Word and email.

Director of Competitive, House League and Senior, Roles

- a) Elected for a period of two (2) years, offset from the term of the VP.
- b) Work with the Vice-Presidents to assist with the set up of the division.
- c) *Manage the direction of the RAMP game set up with team managers and when needed to add the games into the RAMP portals.*
- d) Forward any disciplinary concerns to the Vice President.
- e) Serve on committees to assist with coach selections, tryout processes, team evaluations (HL)
- f) Review equipment needs for season with the Equipment Director, and assist in distribution of such to teams and/or their managers.
- g) Review the development needs with the Development Director and assist with the scheduling of such.
- h) Work alongside the Coach Mentor, to ensure teams are reviewed and given assistance as need be throughout the season.
- i) Serve on the disciplinary committee when required.
- j) Act in the capacity of the Vice President in their absence.
- k) Carry out other duties as assigned by the Vice President
- l) Review and/or add the schedules and scores to the website, with collaboration from team managers and/or the Ice Scheduler.
- m) Assist in the tournament set up and medal ceremony. (Note: With the tournament director and Events Directory, the duties for the tournament are greatly reduced.)
- n) Secure association photographers and communicate/coordinate the scheduling of such with the teams
- o) Expectations to assist with the Oshawa Generals 50/50 nights for at least two of the nine regular season events; and at least one of the events if playoffs are scheduled.

ETA Hours/Week – minimum of two hours/day, three times a week in the season September to May.
Could increase in absence of a VP, as responsibilities to do with Operations would increase.

Peak times: Coach Selections, Tryouts for Competitive, Team evaluations in HL, Tournament events

Skills: Communication. Word and email.

Director of Development

- a) Be elected for a period of two (2) years.
- b) Co-ordinate Player and Coach clinics and development programs on a regular basis throughout the current season in collaboration with the Ice Scheduler, reviewing the needs of the league as established with VP and Directors
- c) Work in conjunction with the Coach Mentor and/or the Vice Presidents and Directors, to ensure that each team is running effective practices and offering a program to fulfill the player development needs
- d) Provide assistance to all Coaches and Trainers as required
- e) Serve on the Discipline Committee when required.
- f) Establish survey guidelines and processes to review the needs/wants of the OGHA members and to identify where areas of concern or improvement needed.
- g) Research development opportunities outside of regular OGHA scheduled events and communicate opportunities to the league.
- h) Expectations to assist with the Oshawa Generals 50/50 nights for at least two of the nine regular season events; and at least one of the events if playoffs are scheduled.

ETA Hours/Week – minimum of two hours/day, two times a week in the season September to May.

Peak times: August to October for set up of scheduling of development for the upcoming season.
And October and February – Anticipated survey dates.

Skills: Communication. Word and email. Survey monkey

Director of Events

- a) Be elected for a period of two (2) years
- b) Work alongside the Tournament Director to place orders for items required at the two OGHA tournaments, such as medals, banners, player of game awards. Securing quotes and design of such and distribute to the executive for approval.
- c) Preparation of tournament items for distribution at the event.
- d) Secure vendors for the tournaments and act as the OGHA liaison with the tournament vendors and the city requirements for vendor table set up.
- e) Secure volunteers for assistance where needed at the tournament finals for medal distribution
- f) Coordinate the Oshawa General's OGHA Appreciation Night with Competitive, House League and Seniors including ticket order orchestrating and the collection of funds from division managers and/or convenors.
- g) Coordinate the year end event, securing facilities, food requirements, event activities, year end awards, and schedule.
- h) Ensure all insurance, permits and documentation required prior to scheduled events are in place as required.
- p) A Expectations to assist with the Oshawa Generals 50/50 nights for at least two of the nine regular season events; and at least one of the events if playoffs are scheduled.

ETA Hours: 60 hours in a season

Peak times: January for March tournament. October for Appreciation night planning.
February/March for year end event. May for Sept tournament.

Skills: Communication. Word and email. Excel

Director of Sponsorship

Note: Securing sponsorship tasks are generally for the House League teams, as Competitive teams often find sponsorships individually. Sponsorship could also be secured for events.

- a) Be elected for a period of two (2) years.
- b) Propose the number of sponsorships and all fundraising activities to the Board of Directors, for prior approval.
- c) To use discretion, to determine the allocation of sponsors across league teams.
- d) Distribute sponsorship letters with the goal to secure sponsorships for OGHA teams, and items for tournament events (eg. Coupons for food/services)
- e) Deliver all gifts and letters of appreciation in a timely manner.
- f) Work closely with the Treasurer to maintain proper monetary records of all sponsorship and fundraising activities
- g) Expectations to assist with the Oshawa Generals 50/50 nights for at least two of the nine regular season events; and at least one of the events if playoffs are scheduled.

ETA Hours per season: 40 hours in a season.

Peak times: January for March tournament. October for Appreciation night planning.
February/March for year end event. May for Sept tournament.

Skills: Communication. Word and email. Excel

Website Director

- a) Be elected for a period of two (2) years.
- b) Design and management of association website and social media accounts.
- c) Set up site with Registration pages for House League, Senior and Competitive Tryouts. Including processes and tryout results.
- d) Set up information throughout the season for all key dates.
- e) Set up the site for each new season, setting up teams, their sites, contact information and team news.
- f) Communicate with team managers the instructions on updating team pages/schedules and scores
- g) Periodic review of the site to ensure information is up to date.
- h) Update events on the calendar.
- i) Update webmail users.
- j) Manages website user accounts and privileges, including team manager access.
- k) Post information as requested from the OGHA executive.
- l) Expectations to assist with the Oshawa Generals 50/50 nights for at least two of the nine regular season events; and at least one of the events if playoffs are scheduled.

ETA Hours per season: 60 hours in a season.

Peak times: Registration, Tryouts, New Season set up,

Skills: Knowledge working with websites and visual design preferred.

Director of Equipment

- a) Be elected for a period of two (2) years.
- b) Be responsible for the acquisition and inventory of all OGHA equipment, uniforms and apparel.
- c) Prepare an equipment purchase, repair and replacement budget for the next season.
- d) Obtain three quotes for all proposed purchases.
- e) Review vendor contracts
- f) Prepare Request for Proposal for vendor renewals and/or obtaining new vendors
- g) Provide the treasurer with all details of purchases and review invoices prior to payment distribution.
- h) Prepare a sign-out procedure for all OGHA equipment and provide a detailed account of the equipment inventory to the Executive Council when required.
- i) Provide a yearend Inventory Report for the Annual General Meeting.
- j) Arrange for the cleaning and sanitizing of all Goalie equipment at the end of each season as deemed necessary
- k) Maintain equipment lock up in an orderly fashion for ease of equipment cataloguing.
- l) Set up fitting days for Competitive in May and House League apparel in October
- m) Review orders sent to suppliers from competitive teams for correctness.

ETA Hours per season: 60 hours in a season.

Peak times: Registration, Tryouts, New Season set up,

Skills: Knowledge working with forms, excel, word and Communications

Members at Large

- a) Be a member for a period of two years.
- b) Assist as need required to help perform the tasks assigned to the VP and Directors of each division.
- c) Assist at the tournaments and yearly events.
- d) To learn the specific duties of the division, with the objective to move into Director positions as they become available.

ETA Hours per season: varies

Peak times: as noted by the division they assist with.

Skills: Communications, word, email.