

Our **Otonabee Minor Hockey Association** relies on a team of executives to oversee operations, ensure compliance with governing bodies, and provide a positive experience for players, coaches, and families. Here's a breakdown of the roles and responsibilities of key executive positions:

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## **President**

- Acts as the official representative and spokesperson of the association.
  - Oversees all operations and ensures compliance with governing bodies (e.g., OMHA, Hockey Canada, OHF).
  - Signs ice rental contract with Otonabee-South Monaghan Memorial Community Centre
  - Presides over executive meetings and sets the agenda.
  - Provides leadership, conflict resolution, and decision-making support.
  - Works with all executive members to ensure smooth operations.
  - Have working knowledge of Website operations, Spordle and OMHA Portal accounts, to provide assistance to those responsible for data entry of these platforms.
  - Builds relationships with all community members and organizations that share the space of Otonabee-South Monaghan Memorial Community Centre
  - Member of Speakout Coordinator investigations.
  - Member of Coaching Application review.
  - Acts as liaison between Wolves and Wolverine Organizations.
  - Works effectively with OSMCC management.
  - Signs all documents pertaining to player movement.
  - Signs all documents related to the operations of the Organization.
  - Submits and tracks all Travel Permits required.
  - Has no voting rights unless there is a tie in the voting process.
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## **Vice President**

- Assists the President and assumes their duties in their absence.
- Helps manage day-to-day operations and governance issues.
- Oversees specific committees or projects as assigned.

- Acts as a liaison between different departments (coaching, equipment, sponsorships, etc.).
  - Proficient in Spordle and OMHA Portal accounts
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### **Speak Out Coordinator (Risk Management/Player Safety)**

- Handles any safety concerns or complaints related to player well-being.
  - Works to create a safe and inclusive environment for all participants.
  - Monitors adherence to Hockey Canada's code of conduct and discipline policies.
  - Handles a lot of phone calls and emails- complaints that want to remain anonymous
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### **Registrar**

- Manages player registration and maintains an accurate database of participants
- Proficient in Spordle and OMHA Portal accounts
- Ensures all players, coaches, and team officials are properly registered with OMHA/OHF.
- Keep a running record of contact information for every team's bench staff, and their managers
- Coordinates registration fees and documentation requirements - In Spordle: players must have parents ID uploaded (valid driver's license), parents must have "Respect in Sports" complete and linked their child's account.
- Assists families with the registration process and eligibility inquiries.
- Ensures all coaches, volunteers, and staff complete required safety and abuse prevention training (e.g., Respect in Sport, Vulnerable Sector Checks) before rostering them to a team
- Roster teams, and submit the complete rosters for approval to the OMHA
- Once approved the Official Rosters need to be downloaded from Spordle and sent to the OMHA reps for Leo League and Representative Hockey. As well as, given to each team managers official rosters
- Add AP players to rosters

- Handles player transfers
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### **Treasurer**

- Manages the financial operations of the association, including budgets, revenue, and expenses.
  - Coordinates refunds
  - Oversees sponsorship funds, fundraising proceeds, and team finances.
  - Prepares financial reports for the executive board.
  - Ensures compliance with financial policies, including audits and tax reporting.
  - Uses Spordle for invoices and confirming payment
  - Ensures all fees are collected
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### **Coach Convener/Skills and Development Coordinator**

- Oversees the selection, evaluation, and development of coaches.
  - Acts as a liaison between coaches and the executive board.
  - Provides support and feedback to ensure positive coaching experiences.
  - Addresses coaching concerns and ensures adherence to coaching guidelines.
  - Plans and implements skill development programs for players and coaches.
  - Organizes specialized training sessions, clinics, and development camps.
  - Works with external trainers or hockey development professionals.
  - Ensures players at all levels have opportunities for growth and improvement.
  - Develop and implement coaching materials to aid in coaching development. Assist coaches as needed with drills and system development
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### **Equipment Manager**

- Maintains and distributes team equipment (jerseys, pucks, goalie gear, etc.).

- Ensures all equipment is safe, up-to-date, and in good condition.
- Tracks inventory and orders new equipment as needed.
- Works with teams to provide necessary supplies throughout the season.

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## **Secretary**

- Records and distributes minutes of executive meetings.
- Manages official documentation, including policies and bylaws.
- Handles correspondence and communication within the executive board.
- Ensures records are kept organized and accessible for future reference.

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## **OMHA Representative**

- Acts as the liaison between the association and the Ontario Minor Hockey Association (OMHA).
- Ensures compliance with OMHA policies, regulations, and deadlines.
- Represents the association at OMHA meetings and communicates updates.
- Shares important dates and deadlines with coaches and association
- Share OMHA meeting minutes with Executive
- Reports Suspensions

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## **Leo League Representative**

- Acts as the liaison between the association and the **Leo League** (local minor hockey league).
- Attends Leo League meetings and communicates league rules, schedules, and updates to the association.
- Ensures teams comply with Leo League policies, game regulations, and deadlines.
- Works with the Ice Scheduler to coordinate game schedules and rescheduling when necessary.
- Bulk of the work includes facilitating the rescheduling of cancelled games (ex. weather)

- Voting on allowing overage players moving down a level for the season (usually involves new kids starting out and not having much experience)
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### **Social Media Lead & Sponsorship Program Coordinator**

- Develops and manages sponsorship opportunities for the association.
  - Works with local businesses and organizations to secure funding.
  - Creates sponsorship packages and maintains sponsor relationships.
  - Ensures proper recognition of sponsors through banners, events, and promotions.
  - Lead the events/fundraising committee
  - Manages the association's website, social media accounts, and communications.
  - Promotes teams, players, events, and achievements through various platforms.
  - Engages with the community to increase visibility and support for the association.
  - Creates marketing materials, newsletters, and promotional content.
  - Liaison with team managers to gather game/tournament updates and information
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### **Ice Scheduler**

- Develops and manages the ice time schedule for practices, games, exhibition games, tournaments, jambories. (and Home tournaments should we have one).
- Balances ice time fairly among teams and levels within the association.
- Coordinates with leagues, referees, and other associations for scheduling needs.
- Communicates any scheduling changes or cancellations to teams and coaches.
- Ensures ice time is used efficiently to maximize development opportunities. OMIT.

- Provide ice time or alter schedule for development opportunities as requested by the Development Coordinator.
- Completes Travel Permits for tournaments, and outside of regular league games (ex. exhibition games) OMIT THIS ROLE. ROLE OF PRESIDENT
- Adjust schedule for vacant ice times, rescheduled/cancelled games and practices.
- Alter spring schedule for additional playoff games.
- Keep track of ice times taken away from teams due to alterations made to the team schedule.
- Ensure that teams are provided with ice times in return for alterations (32 ice times had to be altered in 2024-25 season, both 1.5 hour time slots and 1 hour time slots)
- Enter into discussions with community members and organizations that share the space of Otonabee-South Monaghan Memorial Community Centre to ensure that everyone has fair and adequate times for each organization.
- Build solid working relationships with Wolverine Organization in utilizing ice times and shared usage of ice
- Provide required ice time for the season for the ice rental contract with OSMCC (Signed by President).
- Attend all scheduling meetings (regular and playoff) for Rep and LL divisions to provide any additional or alterations required for home game scheduling. (approx. 8 meetings)
- Enter all home games into TheOneDb website. Automatic population in organizational calendar.
- Work with Webmaster to set up all teams and year schedules into an organizational calendar.
- Voting rights within the Executive.

Each of these roles plays a vital part in ensuring the minor hockey association operates effectively and provides a great experience for players and families.