

Paid Positions

Referee Assignor

Although not a Director, the **Referee Assignor** is appointed by the Board and is responsible for ensuring the effective management and operation of refereeing within the Association. This role involves overseeing referee recruitment, training, scheduling, and resolving any issues related to officiating.

Key Responsibilities:

1. **Referee Management:**
 - Ensure that qualified referees are assigned to officiate all games.
 - Recruit, train, monitor, and evaluate referees in collaboration with the OMHA supervisor of referees.
2. **Scheduling:**
 - Schedule referees for regular games and tournaments to ensure proper coverage.
3. **Rules and Regulations:**
 - Maintain up-to-date knowledge of all OMHA rules.
 - Advise coaches and Directors on rule interpretations, updates, or any rule-related issues that arise.
4. **Reporting:**
 - Prepare and report to the Board on rule changes and officiating issues at monthly meetings.
 - Prepare and report to the Treasurer a list of all completed referee assignments on a bi-weekly basis (or as requested by the Treasurer).
5. **Transition of Duties:**
 - Assist in the transition of responsibilities to the incoming Referee Assignor to ensure continuity and smooth handover.
6. **Additional Duties:**
 - Undertake any additional responsibilities related to officiating that may arise, as needed.

The **Referee Assignor** plays a key role in ensuring the quality, consistency, and professionalism of refereeing within the Association, helping to maintain the integrity of the games.

Timekeeper Assignor

Although not a Director, the **Timekeeper Assignor** is appointed by the Board and is responsible for overseeing the timekeeping operations for all games within the Association. This role involves ensuring qualified timekeepers are in place, addressing any related issues, and managing scheduling and training.

Key Responsibilities:

1. **Timekeeper Management:**
 - Ensure that qualified timekeepers are assigned to timekeep all games.
2. **Issue Resolution:**
 - Address and resolve any timekeeper-related complaints in a timely manner.
3. **Recruitment and Training:**
 - Recruit, train, monitor, and evaluate the performance of timekeepers.
4. **Scheduling:**
 - Schedule timekeepers for regular games and tournaments, ensuring all games are covered.
5. **Reporting:**
 - Prepare and report to the Treasurer a list of all completed time keeper assignments on a bi-weekly basis (or as requested by the Treasurer).
6. **Transition of Duties:**
 - Assist in the smooth transition of responsibilities to the incoming Timekeeper Assignor.

The **Timekeeper Assignor** ensures that all game timekeeping is handled efficiently and effectively, supporting the seamless operation of games across the Association.

Ice Scheduler

Although not a Director, the **Ice Scheduler** is appointed by the Board and is responsible for managing the scheduling of ice time for the Association. This role includes coordinating practice times, games, and other on-ice events, ensuring efficient use of ice resources, and assisting with the cancellation of events as needed.

Key Responsibilities:

1. **Scheduling Practice Times:**
 - Ensure that teams receive appropriate practice times that align with their needs.
2. **Game Scheduling:**
 - Ensure that teams schedule home and away games according to league regulations.
3. **On-Ice Events Coordination:**
 - Schedule tryouts, player development sessions, exhibition games, tournaments, and other on-ice events.
4. **Game and Practice Cancellations:**
 - Assist with the cancellation of games and practices as required.
5. **Calendar Maintenance:**
 - Keep the Association calendar up-to-date on the Association website, ensuring all relevant events are reflected.
6. **Invoice Review:**
 - Review ice time invoices for correctness and accuracy to ensure proper billing.
7. **Efficient Ice Time Usage:**
 - Ensure the efficient and effective use of all allocated ice times, avoiding waste and maximizing opportunities.
8. **Transition of Duties:**
 - Assist in the smooth transition of responsibilities to the incoming Ice Scheduler.
9. **Additional Duties:**
 - Undertake any other tasks that are ancillary to the role as needed.

The **Ice Scheduler** plays a crucial role in ensuring that the Association's ice time is managed effectively, helping to coordinate practices, games, and events that support the overall development of players and teams.

Registrar

Although not a Director, the **Registrar** is appointed by the Board and is responsible for managing the registration process for players within the Association. This role includes ensuring proper documentation, assisting with roster creation, and maintaining accurate records related to player registrations and payments.

Key Responsibilities:

1. **Registration Setup:**
 - Set up the registration system at the beginning of each season, ensuring it is ready for use by parents and players.
2. **Player and Parent Support:**
 - Assist parents and players throughout the registration process, answering questions and providing guidance.
3. **Documentation and Validation:**
 - Ensure all players have the proper documentation needed for registration and validate their primary residence as required.
4. **Coaching Support:**
 - Assist coaches in determining player qualification and any requirements for registration.
5. **Roster Construction:**
 - Construct team rosters and seek Board approval for all rosters within the Association.
6. **Payment Tracking and Reporting:**
 - Track and provide regular reports on the payment of registration fees to the Treasurer and the Directors.
7. **Roster Updates:**
 - Make updates to team rosters throughout the season as needed, ensuring all changes are accurately reflected.
8. **Transition of Duties:**
 - Assist in the smooth transition of duties to the incoming Registrar to ensure continuity.
9. **Additional Duties:**
 - Undertake any additional responsibilities that are ancillary to the duties as needed.

The **Registrar** ensures the smooth management of player registrations, rosters, and related documentation, providing key support to both players and coaches throughout the season.

Tournament Coordinator

Although not a Director, the **Tournament Coordinator** is a key role within the Association, responsible for organizing, managing, and overseeing all aspects of tournaments hosted by the Association. This position ensures that tournaments run smoothly, efficiently, and in compliance with all relevant regulations, providing a positive experience for teams, players, coaches, and spectators.

Key Responsibilities:

1. **Tournament Planning and Organization:**
 - Plan and coordinate all logistics for tournaments, including scheduling games, booking venues, and organizing event staffing.
 - Ensure that tournament schedules, team registrations, and game logistics are set well in advance.
2. **Team Communication and Registration:**
 - Manage team registrations, communicate with participating teams, and ensure all necessary paperwork and fees are submitted.
 - Provide teams with all relevant information, including tournament schedules, rules, and venue details.
3. **Event Logistics and Coordination:**
 - Coordinate on-site operations, including overseeing volunteers, staff, and vendors.
 - Ensure tournament equipment (e.g., pucks, timers, scoreboards) is available and functioning.
4. **Vendor and Sponsorship Management:**
 - Work with sponsors, vendors, and local businesses to secure partnerships, goods, and services for the tournament.
 - Ensure sponsors' branding and event visibility are properly represented throughout the tournament.
5. **Team and Referee Coordination:**
 - Schedule referees and ensure they are briefed on tournament rules and expectations.
 - Coordinate with team officials and referees to resolve any issues or concerns during the tournament.
6. **Tournament Rules and Compliance:**
 - Ensure that all tournament rules are followed, including player eligibility, game rules, and disciplinary procedures.
7. **Volunteer Management:**
 - Recruit, train, and manage volunteers to assist with various aspects of the tournament, such as registration, scorekeeping, timekeeping, and general event assistance.
8. **Event Promotion:**
 - Promote the tournament through various channels, including social media, the Association website, and local community networks.

- Develop and distribute tournament marketing materials, such as posters, flyers, and schedules.

9. Post-Tournament Reporting and Evaluation:

- Collect feedback from teams, coaches, and volunteers to evaluate the success of the tournament and identify areas for improvement.
- Prepare a final report for the Board, detailing event outcomes, financials, and suggestions for future tournaments.

10. Budget and Financial Management:

- Develop and manage the tournament budget, ensuring all costs are accounted for and within approved limits.
- Work with the Treasurer to ensure all tournament fees are collected and expenses are tracked.

The **Tournament Coordinator** plays a critical role in the success of tournaments, ensuring that all logistical, operational, and communication aspects are handled with professionalism and efficiency. This is a paid position and requires a dedicated individual who can work well under pressure and deliver exceptional event experiences.

Volunteer Positions

Head Trainer

The Head Trainer for the Georgian Bay Minor Hockey Association (GBMHA) is a key leadership role responsible for ensuring the safety, health, and well-being of all players within the organization. This position involves overseeing the training staff, implementing health and safety protocols, and promoting best practices in injury prevention and care.

Key Responsibilities:

1. Leadership & Coordination

- Serve as the primary point of contact for all team trainers within GBMHA.
- Recruit, mentor, and provide ongoing support to team trainers.
- Ensure all trainers meet certification requirements as per Hockey Canada and GBMHA standards.

2. Health & Safety Protocols

- Develop, implement, and monitor injury prevention programs and emergency action plans.
- Establish and communicate return-to-play protocols for injured players in line with current best practices.
- Provide resources and training sessions on concussion awareness, injury prevention, and treatment.

3. Injury Management & Reporting

- Assist team trainers in managing player injuries, including on-site care during games and practices.
- Maintain accurate injury records and reports, ensuring compliance with GBMHA policies.
- Act as a liaison between players, parents, coaches, and medical professionals regarding injury concerns.

4. Supply Management

- Oversee the distribution and replenishment of first aid kits and medical supplies for all teams.
- Conduct periodic inventory checks to ensure teams have adequate resources for player care.

5. Professional Development

- Stay updated on advancements in sports medicine, concussion protocols, and player safety guidelines.
- Provide regular updates to trainers, coaches, and GBMHA staff on new policies and developments.