



Director of Ice Scheduling

- a) To act as liaison between the League and the Oshawa Ice Advisory Council and the Town of Whitby with respect to the allocation of ice time and insurance certificates where applicable;
- b) To schedule ice time for all teams in such a manner as to ensure the efficient and economic use of all ice time made available to the League;
- c) To authorize all payments of ice rental fees;
- d) To sign all League ice rental contracts;
- e) To coordinate the use of City facilities for meetings and other events;
- f) To make sure any key documentation or records pertaining to their duties are passed on to their successor;
- g) To act as liaison between the parents and the Board of Directors and to promote communication between all parties, participants, parents, coaches and the Board of Directors

Director of Tournaments

- a) To apply for tournament sanction permit with the OMHA at least 6 months prior to tournament start date;
- b) To ensure OMHA tournament applications are filed annually within OMHA guidelines;
- c) To prepare tournament budget for presentation to the board for approval;
- d) To ensure Crusaders website is updated with tournament dates and online application;
- e) Responsible for the receipt of applications/registrations, tournament fees, team rosters, travel permits, and notify teams of eligibility to enter tournament
- f) Responsible for setting tournament format and rules
- g) Responsible for communicating with and updating all teams entered in tournament
- h) To arrange scheduling for referees, time keepers and volunteers to assist with convening of the tournament
- i) To ensure, in conjunction with the Director of Apparel and Awards, that appropriate trophies are selected and approved by the board;
- j) Handling game sheets and keeping tournament win/loss/tie, etc. status in order
- k) To work with third party organization to ensure that adequate accommodation is booked for attending teams
- l) To prepare and submit OMHA tournament report;
- m) To make sure any key documentation or records pertaining to their duties are passed on to their successor;
- n) To act as liaison between the parents and the Board of Directors and to promote communication between all parties, participants, parents, coaches and the Board of Directors

Director of Media and Partnerships

- a) To secure partnerships and sponsorships for the league and league run tournaments;
- b) To assist teams, as needed, with securing sponsorship and working with league partners;
- c) To assist the league in obtaining and keeping the understanding of goodwill of the public;
- d) To act as liaison with all media (securing media coverage of league events, liaison with OMHA media outlets)
- e) To prepare any promotional material that the Board of Directors may require such as posters at rinks, hand-outs, newspaper ads, etc.
- f) To coordinate all league photography (league picture day, tournament photographers, photography as it applies to promoting the league)
- g) To obtain 3 written quotes when making purchases above \$1000;
- h) To make sure any key documentation or records pertaining to their duties are passed on to their successor;
- i) To act as liaison between the parents and the Board of Directors and to promote communication between all parties, participants, parents, coaches and the Board of Directors

Director of Player Development

- a) To coordinate player and goalie development programs;
- b) To coordinate tryouts for representative teams in all divisions;
- c) To coordinate evaluation skates for local league teams in all divisions;
- d) To make sure any key documentation or records pertaining to their duties are passed on to their successor;
- e) To act as a liaison between all parties, participants, coaches and the Executive Committee.

