

GCBA MISSION:

The Gloucester Basketball Association exists to provide the opportunity for youth to experience and enjoy community basketball.

GCBA VISION:

To become a model basketball organization with a quality program that develops and fosters player, coach, and volunteer participation across the community.

GCBA PHILOSOPHY:

The GCBA will provide a safe, positive, non-threatening, co-operative, harassment free environment of play, that is conducive to the personal development and the pursuit of excellence for all participants, with respect and sportsman-like conduct as guiding principles.

RESPONSIBILITIES of EXECUTIVE COMMITTEE:

-responsible for developing the longterm strategic plan for the GCBA which includes

1. Programme review and development
2. Revenue generation - sponsorship, fundraising,
3. Longterm facilities acquisition and partnerships
4. Training and development for all volunteer functions within the Association
5. Annual review of the constitution, by-laws, and rules and regulations of the GCBA

-reviews and develops new GCBA policy guidelines- rules on exceptions

-manages the financial resources of the association

Duties of Executive Members:

(a) **The President of the GCBA shall:**

- preside as chairperson at all Executive Committee meetings;
- preside as chairperson at all Annual or Special General Meetings;
- submit a written report at each regular and Annual General Meeting;
- not vote; except in the case of a tie, when he/she shall cast the deciding vote;
- represent the GCBA at Basketball Ontario or ensure that a designated representative for the GCBA is in contact with the provincial body where appropriate;
- be responsible for the identification and nomination of the Executive Director as required
- implement decisions made by the GCBA.

(b) **The FOUR Vice Presidents shall perform the following duties:**

- (i) **Vice President of House League Operations-Girls (VP HL OPS-Girls)
& Vice President of House League Operations-Boys (VP HL OPS-Boys)**
- represent HL interests in strategic planning at the executive level
 - exercise responsibility for all house league activities
 - develop a yearly ops plan and budget for the HL division
 - report to the executive on HL operations at executive meetings
 - submit a written report at each regular and Annual General Meeting;

- organize divisions and enlist and oversee division convenors
- convene meetings for the orientation of new coaches and convenors;
- guide recruitment and recommend appointment of house league coaches
- guide drafting and team balance concept.
- advise GCBA members on policy regarding HL operations
- in consultation with convenors; conduct an annual review of the GCBA HL program and policies
- identify volunteer involvement and assist in the development of contact lists for HL organization

(ii) Vice President of Competitive Operations (VP COMP OPS)

- represent competitive interests in strategic planning at the executive level
- review and supervise operations in all COMP activities
- develop a yearly ops plan and budget for the COMP division
- report to the Executive on competitive operations at executive meetings
- submit a written report at each regular and Annual General Meeting;
- recruit and supervise competitive coaches
- Chair the Competitive Coaches Selection Committee
- appoint coaches based on the recommendations of the Selection Committee
- convene meetings for the orientation of new coaches/managers
 - o guide player selections;
 - o propose basic budgets for competitive teams;
 - o oversee team registrations (tournaments);
 - o guide team managers on financing, travel, accommodation, food, etc.;
- provide liaison between Executive Committee and teams
- supervise the Annual Invitational Tournament for all Divisions. -
- advise the Executive committee, COMP coaches, and GCBA members on Basketball Ontario and GCBA policies regarding competitive operations
- identify volunteer involvement in the Wolverines program and assist in the development of contact lists for COMP organization
- in consultation with competitive coaches; conduct an annual review of the GCBA competitive program and policies

(iii) Vice President of Volunteer Operations (VP VOLUNTEER OPS)

- represent Volunteer interests in strategic planning at the executive level
- report to the Executive on Volunteer operations at Board meetings
- submit a written report at each regular and Annual General Meeting;
- develop the annual operating plan and budget for the volunteer functions of the GCBA
- identify and promote volunteer positions within the GCBA
- recruit, train, or arrange for the training of, new volunteers
- track volunteer participation in all GCBA operations and Special Events
- be responsible for the police screening of all new volunteers

- develop and maintain an annual volunteer database to assist in the identification, training, and tracking of all GCBA volunteers
- be responsible for the establishment and maintenance of GCBA Volunteer recognition programs including the annual Volunteer Awards presentation at the AGM by assisting with identification of potential candidates to the executive, notification to the recipients, and the purchase of awards.

(d) The Treasurer shall:

- prepare an annual operating budget for the GBA
- prepare financial submissions for each division showing the dispersion of funds and the financial support provided by the GBA to each division;
- pay all outstanding accounts of the GBA by cheque;
- keep an accurate record of all monies received and disbursed;
- submit a written report at each Regular and Annual General Meeting;
- Request subsidies from various local, municipal, provincial and federal sources, such as recreation associations, Trillium foundation, Service clubs, Sports Canada, etc.;

(e) The Secretary shall:

- take Minutes of each meeting and maintain a Minute Book;
- submit a written report at each regular and Annual General Meeting;
- prepare notices of all Special and Annual General Meetings;
- update the Constitution, By-Laws, Rules and Regulations and lists as required;
- maintain and update the GBA Discipline Log as required
- table and respond to correspondence as directed by the Executive and maintain a record of correspondence.

ADMINISTRATIVE OFFICER DUTIES

(a) The Registrar shall:

- arrange registration - forms, times, places, process, staff, advertising;
- summarize results for convenors;
- oversee competitive and house league registrations;
- verify birth dates of registrants;
- maintain a record on each participant - date of birth, address, phone number, years in basketball.
- maintain a list of volunteers for various activities;
- ensure that the Secretary-Treasurer has all the information required for submission to local recreation association committees in support of requests for financial support to the GBA based on the recreational benefit being provided to the residents of the area.

(b) The Facilities Manager shall:

- report directly to the Executive Director
- acquire and administer facilities for all GBA sponsored activities
- advise on the annual gym budget and master gym schedule.
- operate as the Central Booking Agent for the GBA.
- provide liaison with the larger community with regards to facility rentals (working closely with the 3 VP (player) OPS (2HL & 1 COMP) develop and maintain the Annual Facilities Master Plan for GBA gym allocation.
- operate as an ex officio member of all 4 tournament committees for GCBA sponsored tournaments-consultant on gym useage.
- lobby for improved and/or increased use of facilities.

(c) The Referee-in-Chief shall:

- organize the training and development of youth referees within the GBA to ensure that adequate refereeing resources are available for all GBA games;
- recommend to the Executive Committee a scale of fees to be paid to the youth referees for their services;
- ensure that each referee is familiar with the rules peculiar to the GBA and/or Bball Ont dependent upon the level of games they will be officiating;
- establish a reporting procedure for the referees by which all matters of a disciplinary nature are duly recorded and documented clearly and completely for use by the Discipline Committee;
- participate as a member of the Discipline Committee;
- assess the performance of the GBA referees in game situations throughout the playing season;
- arrange a system whereby referees are scheduled for games and paid on a regular basis;
- provide liaison with local and provincial officiating bodies.

(d) Referee Administrator shall:

- Report directly to the Chief Referee
- Maintain the Game schedule database for the GCBA HL making changes as required.
- Be responsible for tracking and assigning all GCBA referees to HL game schedule
- Co-ordinate assigning process: w. jr assignors and w. Chief Referee for the trainers
- Develop and maintain the HL Referee Monthly Pay record
- Co-ordinate and Distribute HL Referee pay-monthly
- Assist in identifying referee strengths and weakness in the development of the JR Referee Corps: ie. Tracking of trainees, and reporting of any discipline problems to the Chief Referee for referral up the GCBA chain of command

(e) the Equipment Manager shall:

- maintain inventory of all equipment and supplies;
- provide input for the Annual Equipment budget based on requirements for uniforms, equipment, and supplies;
- purchase equipment and supplies as agreed by the Executive.
- organize and track the annual distribution and return of all GCBA equipment for the season

(f) the Technical Development Officer shall:

- train or arrange for the training of all house league coaches;
- arrange for advanced training and certification for competitive coaches;
- distribute material to help coaches;
- make recommendations to the Executive pertaining to player and program development
- convene and participate as a member of the GCBA Technical Committee

(g) Communications and Marketing Officer shall:

- Identify potential corporate sponsors
- seek financial assistance for the GCBA.
- Develop and maintain a list of media interested in local basketball that can be targeted with GCBA news.
- Issue news releases about Competitive tryouts and tournaments.
- Design a communications strategy and implementation workplan that sets out goals and objectives for the season that support the goals and objectives of the House League and Competitive programs. This strategy will include, but not be limited to:
 - i) Raising the profile of the GCBA within the Gloucester Cumberland area and the Ottawa area
 - ii) Promoting the sport of basketball
 - iii) Promoting the role of the GCBA as a leader in Regional basketball development
 - iv) Attracting players to GCBA programs
 - v) Distributing news of GCBA successes in House League and Competitive
- Assist with communications solutions for recruitment of players to the GCBA.
- Identify means for recognition of GCBA sponsors and volunteers.
- Assist with evaluation of the GCBA Web site as a communications tool for membership and the Community.
- Assist the VP Technical with assessing the possibility of summer camps or other basketball programs as fundraisers for the GCBA.
- Act as spokesperson for the GCBA (along with other Executive as required)

- Develop a GCBA brand identity, including seeking means to license the GCBA "wolverine" logo and other related logos.
- Advise the GCBA Executive on issues affecting the public profile of the organization
- Assist in the promotion of Wolverine tournaments