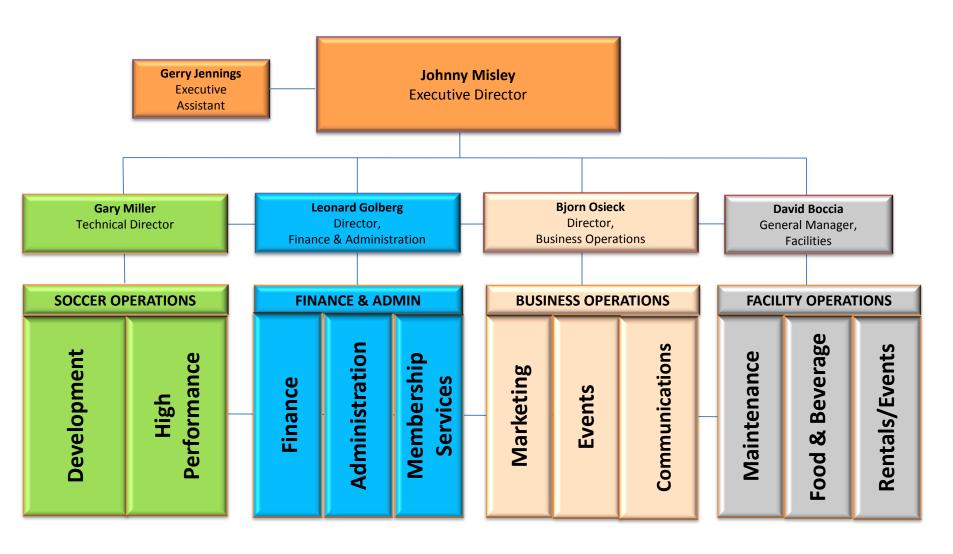


## 2015 Staff Structure and Contact List

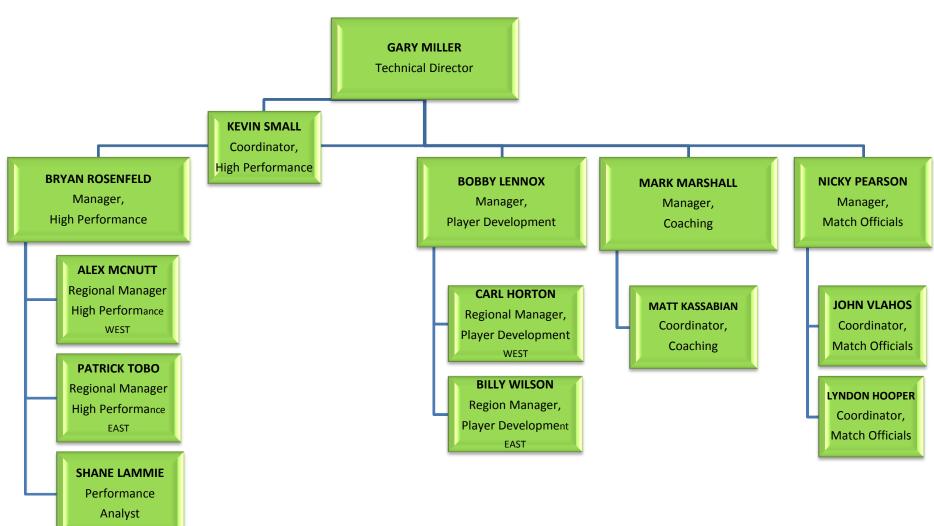
## SENIOR MANAGEMENT





## **SOCCER OPERATIONS**





## **SOCCER OPERATIONS**



#### **HIGH PERFORMANCE**

#### **GARY MILLER**

**Technical Director** 

- · Member of the OSA Senior Management Group, overseeing the Soccer Operations department
- Lead the OSA technical implementation for an effective talent identification process and based upon a defined OSA player development concept
- · Improve the educational strategy regarding a new high performance culture within the OSA membership
- Manage the process of implementing an effective player development support system that includes technical resources and a player development curriculum
- Deliver technical coach education within the OPDL, and create effective technical support tools for OPDL license holders

#### **BRYAN ROSENFELD**

Manager High Performance

- Lead and manage the high performance program in Ontario for male and female soccer
- Deliver the national development curriculum based on CSA guidelines to Regional Managers, Technical Coaches and the Performance Analyst
- Plan and oversee the practical implementation of player scouting, club performance management, as well as coach assessment within the OPDL through Regional Managers
- As required, coach with Provincial Projects Program

#### **ALEX MCNUTT**

Regional Manager High Performance WFST

- · Deliver high performance training sessions as outlined by the OSA Manager High Performance
- Perform individualised progress reports for scouted provincial level male and female players
- Perform coach assessments in the OPDL, coach education for OPDL head coaches (Talent Development Centre) and technical OPDL performance management visits (WEST) as assigned
- As required, coach with Provincial Projects Program

#### **PATRICK TOBO**

Regional Manager High Performance EAST

- Deliver high performance training sessions as outlined by the OSA Manager High Performance
- Perform individualised progress reports for scouted provincial level male and female players
- Perform coach assessments in the OPDL, coach education for OPDL head coaches (Talent Development Centre) and technical OPDL performance management visits (EAST) as assigned
- As required, coach with Provincial Projects Program

#### **KEVIN SMALL**

Coordinator High Performance

- Assist in developing new strategies for identifying players, technically educating OSA members and improving existing processes regarding high performance
- Support the OSA Manager, High Performance regarding effective planning, organization, communication and implementation on talent identification events and programs
- Support the OSA Manager High Performance regarding effective planning, organization, communication and implementation on OPDL Technical programming

#### SHANE LAMMIE

Performance Analyst

- Plan, organize and implement an effective process to record all required player performances within the high performance department, including OPDL
- Deliver performance analysis findings to a variety of audiences, including staff, OPDL head coaches, high performance players and select OSA members
- Perform OPDL coach education for OPDL head coaches (Talent Development Centre) and technical OPDL performance (East or West) as assigned
- As assigned coach within the Provincial Projects Program (Management visits



## **SOCCER OPERATIONS**

#### DEVELOPMENT

### GARY MILLER Technical Director

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- · Improve the educational strategy regarding a new high performance culture within the OSA membership
- Manage the process of implementing an effective player development support system that includes technical resources and a player development curriculum
- Deliver technical coach education within the OPDL, and create effective technical support tools for OPDL license holders

#### **BOBBY LENNOX**

Manager Player Development

- · Lead and manage the OSA technical implementation of an effective player development structure that includes all participants and recognises differences in ability
- Deliver technical workshops and presentations on modern player development philosophies and models (NORTH)
- · Oversee the planning and development of age-specific resources (e.g. material) and stage-related player development concepts (U4-U12)

#### **CARL HORTON**

Regional Manager Player Development WEST

- Deliver technical workshops and presentations on modern player development, including club visits and district involvement (WEST)
- Plan and develop age-specific resources and stage-related player development concepts (U4-U12)
- · Perform coach education on player development content, especially for 'Active Start', 'FUNdamentals' and 'Learn To Train'

#### BILLY WILSON

Regional Manager Player Development EAST

- · Deliver technical workshops and presentations on modern player development, including club visits and district involvement (EAST)
- Plan and develop age-specific resources and stage-related player development concepts (U4-U12)
- Perform coach education on player development content, especially for 'Active Start', 'FUNdamentals' and 'Learn To Train'

#### MARK MARSHALL

Manager Coaching

- Lead and manage the provincial education of coaches based on CSA-LTPD content and relevant course material (C License / Provincial B License) standard based
- · Select and educate both Master Learning Facilitators and Learning Facilitators with regards to delivering course content throughout the year
- Deliver Provincial B License courses, liaise with the OSA Technical Director on HP coaching content and organize an annual Soccer Development Conference

#### MATT KASSABIAN

Coordinator Coaching

- Plan, organize and structure the yearly calendar for the coaching department, including scheduling of courses, Learning Facilitators and Master Learning Facilitators
- · Support the OSA Manager Coaching in the organization and delivery of coaching courses and the Soccer Development Conference
- Document and file all relevant correspondence within the coaching department, including course material, coach results, communication, bookings and requests

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## **SOCCER OPERATIONS**

#### DEVELOPMENT

#### **NICKY PEARSON**

Manager Match Officials

- Develop a close working relationship with District Associations and various stakeholders while creating strategies, systems and structures for the development of all match officials\*
- Work closely with Match Officials Development Committee and other volunteers throughout the province, marketing and promoting all match official
  activities appropriately and positively
- Develop, present and implement an annual department budget as well as specific program event budgets
- Lead and manage the provincial education and development of officials at all levels based on an effective strategy that targets various programming (Player Development / High Performance)
- Provide and manage the provincial perspective for the development of the senior match officials to ensure that they possess the skills and competencies to advance to the provincial, national and international level if desired

#### JOHN VLAHOS Coordinator

- Match Officials
- LYNDON HOOPER

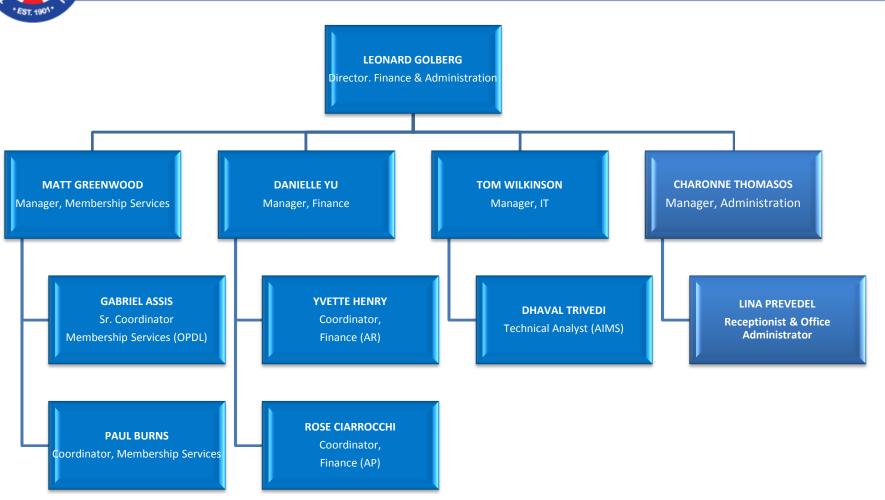
Coordinator Match Officials

- Develop and issue logistic plans for educational programs, ensuring high quality service standards for participants
- Support the planning and implementation of programs, including research, financial analysis and evaluation
- · Oversee officiating clinics and courses along with review of applications and assigning of instructors
- Assist in the development of a structured pathway for Match Officials with documentation, monitoring and reporting protocols.
- Support planning and implementation of software system used to annually register match officials.
- Work closely with Manager, Match Officials to provide programs for membership that may choose to upgrade their skills, stay involved in the game after moving away from active officiating, or those that are new to the field.
- Continue to work with OSA partner, OUA, to provide OSA services that help to enhance their product on and off the field.
- Respond to communications from our match official membership in a timely fashion

<sup>\*</sup>Match officials include: Referee, Assistant Referee, Referee Coach, Referee Mentor, Assessor, Instructor, Instructor Evaluator, Referee Scout.

## FINANCE & ADMINISTRATION





# SOCCER AGE OCIATION.

## FINANCE & ADMINISTRATION

#### **FINANCE**

Leonard Golberg
Director. Finance &
Administration

- Member of the OSA Senior Management Group, overseeing the Finance and Administration and Membership Services department
- Direct and supervise all matters relating to corporate finance and financial reporting and controls, and corporate administration such as insurance and risk mitigation, human resources, IT systems
- Liaise with Treasurer and support the Audit and Finance Committees
- Assist the Executive Director in planning, control and organizational structure

**Danielle Yu** Manager, Finance

- · Supervise all financial recording systems processes to ensure proper allocation
- · Prepare monthly, quarterly and year-end reporting packages with appropriate analysis, including cash management
- Manage preparation of and reporting against annual consolidated corporate budget
- Maintain payroll records and administer group benefit programs

Yvette Henry Coordinator, Finance (AR)

- · Timely recording of all billings to clubs, districts and other "customers" and follow up for collections
- · Maintenance of monthly GL working paper analysis schedules
- · Ad hoc monthly analyses as required

Rose Ciarrocchi Coordinator, Finance (AP)

- Timely recording and payment of all vendors
- Deposit of all funds to bank accounts and preparation of monthly reconciliations for all banks
- Preparation of T4As and Fitness Tax credit forms

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## FINANCE & ADMINISTRATION

#### **ADMINISTRATION**

Leonard Golberg

Director. Finance &
Administration

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- Direct and supervise all matters relating to corporate finance and financial reporting and controls, and corporate administration such as insurance and risk
  mitigation, human resources, IT systems
- Liaise with Treasurer and support the Audit and Finance Committees
- Assist the Executive Director in planning, control and organizational structure

Charonne Thomasos Manager, Administration

- Manage the Operational Procedures for the Executive Director
- Manage insurance programs for the Director, Finance and Administration
- Manage programs and communications for District Administrators
- Manage the operations of the Annual General Meeting

Lina Prevedel

Receptionist & Office

Administrator

- Overflow AR and AP functions as and when required
- Research, procure and monitor office and kitchen supplies and equipment
- · Answer phones, greet public, liaise with club and district offices to fulfill player supplier needs

Tom Wilkinson Manager, IT

- Develops and implements information system policies, procedures and documentation and provides support and training to OSA end users
- · Implements and monitors information system infrastructure, and manages in-house hardware
- Administers security of corporate data through appropriate backup processes

**Dhaval Trivedi**Technical Analyst (AIMS)

- Monitor system performance and manage and maintain integrity of system database table
- · Provide analysis of database information for both internal staff and external stakeholders
- Respond to user gueries, resolve software issue and maintain liaison with vendor

# SOCCER AGE OCIATION.

## FINANCE & ADMINISTRATION

#### MEMBERSHIP SERVICES

Leonard Golberg
Director. Finance &
Administration

Matt Greenwood Manager, Membership Services

GABRIEL ASSIS

Sr. Coordinator

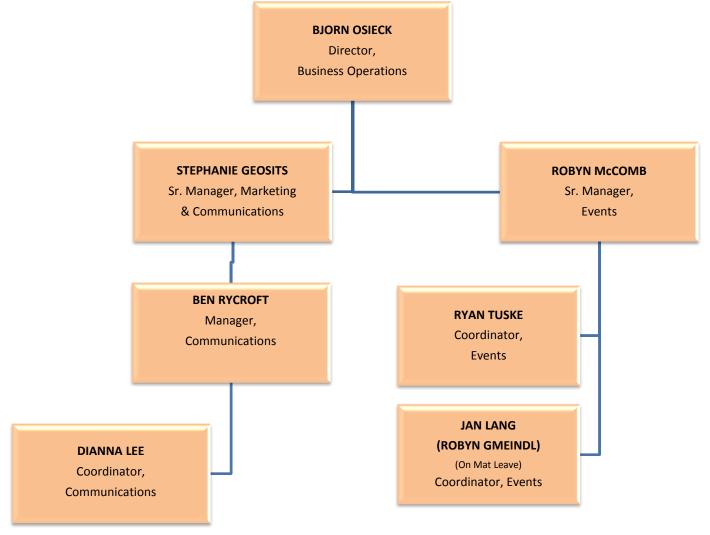
Membership Services
(OPDL)

**PAUL BURNS** Coordinator, Membership Services

- · Member of the OSA Senior Management Group, overseeing the Finance, Administration and Membership Services department
- Direct and supervise all matters relating to corporate finance and financial reporting and controls, and corporate administration such as insurance and risk mitigation, human resources, IT systems
- Liaise with Treasurer and support the Audit and Finance Committees
- Assist the Executive Director in planning, control and organizational structure
- Liaise with and support the work of Clubs, Leagues and District Associations through Club Excellence Award, Webinars and other programs
- Manage the OPDL administration process
- Liaise with grant awarding bodies (Ministry of Tourism, Culture and Sport, Ontario Trillium Foundation etc.) on behalf of the OSA
- · Provide leadership in areas of innovation including injury prevention, disability soccer and risk management.
- · Coordinate day to day operations of OPDL and League 1 including schedule development, field requirements, official assignments
- Point of contact for all club inquiries relating to league administration and staff and volunteer management
- · Financial management of leagues
- Support the growth of volunteers and club staff through Club Development program
- · Facilitate the creation of and availability of development tools for Districts, volunteers and club staff
- Coordinate annual workshop for District Administrators
- Support staff for Rule interpretation

## **BUSINESS OPERATIONS**





## **BUSINESS OPERATIONS**



#### MARKETING & COMMUNICATIONS

#### **BJORN OSIECK**

Director,
Business Operations

#### **STEPHANIE GEOSITS**

Sr. Manager, Marketing & Communications

#### **BEN RYCROFT**

Manager,
Communications

#### **DIANNA LEE**

Coordinator,
Communications

- · Member of the OSA Senior Management Group, overseeing the Business Operations department
- Lead the OSA's Business Development strategy and execution with a clear focus on revenue generation from the corporate sector and special events
- Lead and manage the department's annual operational plans and performance objectives
- Lead the OSA brand strategy including management and controls
- · Guides and manages the overall public relations and brand marketing strategy to grow awareness of player, club development, coach, and referee initiatives
- Develops communications platforms (including surveying) to deliver membership value, visibility and leadership of the organization and its programs
- Manages partnerships and liaises with sport, community and marketing partners/sponsors.
- Ensures that effective communications tools, processes and procedures are in place to successfully articulate communications messages to all stakeholder groups.
- Manages the OSA's internal and external communications, including, but not limited to writing and editing informational pieces, marketing collateral, press
  releases and newsletters
- Oversees the OSA's social media presence as well as edits and generates content for ontariosoccer.net
- · Coordinates freelancers (photography, videography, video editing, graphics, livestreaming services)
- Pitches stories and manages media requests
- Coordinates overall look of the website and maintains functionality of the site, including assisting with uploading/posting content and ensuring the stability of the web platform
- · Assists in composing the weekly enewsletter; oversees enewsletter software and database management
- Designs basic print collateral as well as provides some photography/videography and digital editing
- · Assistance with IT issues as necessary

## **BUSINESS OPERATIONS**



#### **EVENTS**

#### **BJORN OSIECK**

Director,
Business Operations

- Member of the OSA Senior Management Group, overseeing the Business Operations department
- Lead the OSA's Business Development strategy and execution with a clear focus on revenue generation from the corporate sector and special events
- Lead and manage the department's annual operational plans and performance objectives
- Lead the OSA brand strategy including management and controls

#### **ROBYN McCOMB**

Sr. Manager, Events

- Responsible for the operation of the Events department, managing staff, working closely with volunteer committee, and other volunteers throughout
  the province
- Manage the day to day operations of the Provincial Championships; Ontario Cup, Masters/Classics Provincial Championships, Ontario Futsal Cup and the
  Ontario Indoor Cup including but not limited to; promotions, team entries, data management, communications, competition draw, scheduling,
  reporting results, preparing media releases, maintaining web site information, processing protests and discipline, coordination of competition rounds,
  tournaments, Ontario Summer Games, Semi-Finals and Cup Finals
- · Develop and implement department budget as well as specific program and event budgets
- Manage the hosting of National Championships and Quebec-Ontario Cup, game day operations for OPDL, and special events including, International Games, Hall of Fame Induction Ceremonies, Awards Banquet, AGM Conference, Soccer Development Conference

#### **RYAN TUSKE**

Coordinator, Events

- Provide administrative support for all Provincial Championships, OPDL game day operations, National Club Championship and Quebec-Ontario Cup participation
- Administer Tournament and Team Travel Program
- Administer ORNCA and Academy program
- Cross organizational event planning and assistance

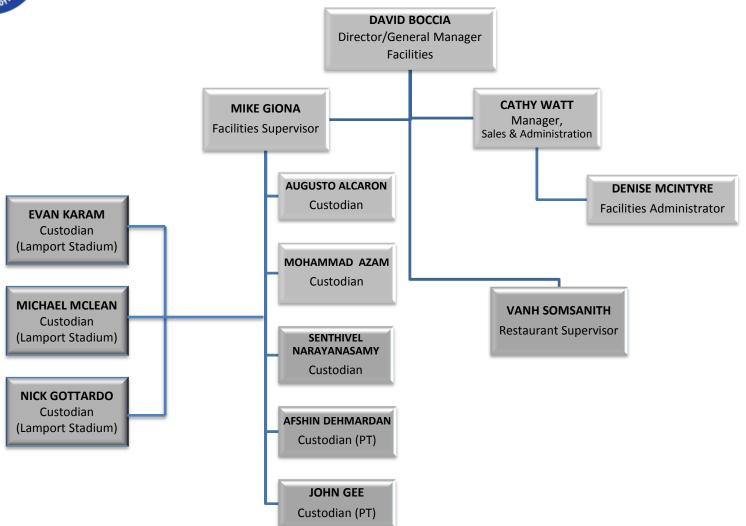
#### **JAN LANG**

Coordinator,

**Events** 

- Provide administrative support for all Provincial Championships and OPDL game day operations, including administration of discipline program for competitions
- · Coordinate special events including Annual Awards Banquet, AGM Conference, Hall of Fame Banquet, Soccer Development Conference
- Administer Tournament and Team Travel Program
- Cross organizational event planning and assistance







#### **DAVID BOCCIA**

Director/General Manager Facilities

#### **CATHY WATT**

Manager, Sales & Administration

#### **MIKE GIONA**

**Facilities Supervisor** 

#### **DENISE MCINTYRE**

**Facilities Administrator** 

#### **VANH SOMSANITH**

**Restaurant Supervisor** 

- · Member of the OSA Senior Management Group, overseeing the Facility management department
- Provides service delivery related to facility programming and events; maximizes the use of the facility through cooperative programming initiatives, direct programs, partnership arrangements, community group liaisons, special events, rentals and other uses.
- · Identifies areas of opportunity for expansion of programming and revenue generation including any sponsorship initiatives.
- Manages and administers facilities maintenance resources and establishes systems for preventative maintenance of facility. Recommends capital expenditures.
   Oversees equipment maintenance, health and safety systems and processes, housekeeping, security and asset management, and quality assurance.
   Recommends improvements to the facility and long term planning development, including major building renovations and repair projects.
- · Manage facility reservations with an emphasis on new business through strong relationship management.
- Assist Director of Facilities in matters relating to facility management, new program development, private/public partnerships and identifying new revenue-generating opportunities.
- Financial management and tracking of facility programs.
- Act as League Administrator for the Provincial Indoor Soccer League (PISL).
- Assist in providing overall direction to management of The Soccer Centre.
- Ensure that the facility meets or exceeds all legislative Occupational Health and Safety and Accessibility requirements.
- Supervise The Soccer Centre activities as they relate to the indoor and outdoor playing fields, food services, meeting rooms, change rooms and overall property.
- Supervise all Soccer Centre maintenance and janitorial services.
- Assist in ensuring that The Soccer Centre operates according to its policies and within its annual operating budget.
- Manage bookings for both indoor and outdoor fields
- Prepare and issue permits and invoices related to clientele use and property management
- Collect payments
- Update and manage The Soccer Centre website as required
- Supervise the food services operations.
- Develop restaurant and catering menus, ordering of food and supplies, serving and preparation of food.
- Schedule and train food services staff.
- Responsible for catering special events as requested.



#### **AUGUSTO ALCARON**

Custodian

#### **MOHAMMAD AZAM**

Custodian

### SENTHIVEL NARAYANASAMY

Custodian

#### AFSHIN DEHMARDAN

Custodian (PT)

#### JOHN GEE

Custodian (PT)

Responsible for the physical condition of the entire Soccer Centre site, including indoor and outdoor playing fields, parking lot, change rooms, corridors, washrooms, and restaurant and office areas.

- · Responsible for ensuring building access on a daily basis.
- · Assist patrons with general building information.
- Assist in and follow the implementation of the Policies and Procedures of The Soccer Centre.
- Responsible for the physical condition of the entire Soccer Centre site, including indoor and outdoor playing fields, parking lot, change rooms, corridors, washrooms, and restaurant and office areas.
- Responsible for ensuring building access on a daily basis.
- Assist patrons with general building information.
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- Assist patrons with general building information.
- · Assist in and follow the implementation of the Policies and Procedures of The Soccer Centre.



#### **EVAN KARAM**

Custodian (Lamport Stadium)

- Responsible for the physical condition of the Lamport Stadium site, including the field area, change rooms, corridors and washrooms.
- Responsible for ensuring building access on a daily basis.
- Assist patrons with general building information.

#### **MICHAEL MCLEAN**

Custodian (Lamport Stadium)

- Responsible for the physical condition of the Lamport Stadium site, including the field area, change rooms, corridors and washrooms.
- Responsible for ensuring building access on a daily basis.
- Assist patrons with general building information.

#### **NICK GOTTARDO**

Custodian (Lamport Stadium)

- Responsible for the physical condition of the Lamport Stadium site, including the field area, change rooms, corridors and washrooms.
- Responsible for ensuring building access on a daily basis.
- Assist patrons with general building information.

## **CONTACT INFORMATION**



## Tel. (905) 264-9390, Fax (905) 264-9445

Ext. 222	Misley, Johnny	jmisley@soccer.on.ca	Executive Director
Ext. 249	Assis, Gabriel	gassis@soccer.on.ca	Sr. Coordinator, Membership Services (OPDL)
Ext. 244	Burns, Paul	pburns@soccer.on.ca	Coordinator, Membership Services
Ext. 235	Ciarrocchi, Rose	rciarrocchi@soccer.on.ca	Coordinator, Finance (AP)
Ext. 275	Geosits, Stephanie	sgeosits@soccer.on.ca	Sr. Manager, Marketing & Communications
Ext. 248	Golberg, Leonard	lgolberg@soccer.on.ca	Director, Finance & Administration
Ext. 278	Greenwood, Matthew	mgreenwood@soccer.on.ca	Manager, Membership Services
Ext. 232	Henry, Yvette	<pre>yhenry@soccer.on.ca</pre>	Coordinator, Accounting (AR)
Ext. 236	Hooper, Lyndon	<u>Ihooper@soccer.on.ca</u>	Coordinator, Match Officials Development
Mobile	Horton, Carl	chorton@soccer.on.ca	Regional Manager, Player Development West
Ext. 223	Jennings, Gerry	gjennings@soccer.on.ca	Executive Assistant
Ext. 243	Kassabian, Matthew	mkassabian@soccer.on.ca	Coordinator, Coaching
Mobile	Lammie, Shane	slammie@soccer.on.ca	Performance Analyst
Ext. 230	Lang, Jan	jlang@soccer.on.ca	Coordinator, Events
Ext. 240	Lee, Dianna	dlee@soccer.on.ca	Coordinator, Communications
Ext. 273	Lennox, Bobby	blennox@soccer.on.ca	Manager, Player Development
Ext. 259	Marshall, Mark	mmarshall@soccer.on.ca	Manager, Coaching
Ext. 227	McComb, Robyn	rmccomb@soccer.on.ca	Sr. Manager, Events
Mobile	McNutt, Alex	amcnutt@soccer.on.ca	Regional Manager, High Performance West
Ext. 269	Miller, Gary	gmiller@soccer.on.ca	Technical Director
Ext. 225	Osieck, Bjorn	bosiek@soccer.on.ca	Director, Business Operations
Ext. 238	Pearson, Nicky	npearson@soccer.on.ca	Manager, Match Officials Development
Ext. 221	Prevedel, Lina	<u>lprevedel@soccer.on.ca</u>	Reception & Office Administrator
Ext. 226	Rosenfeld, Bryan	brosenfeld@soccer.on.ca	Manager, High Performance
Ext. 255	Rycroft, Ben	brycroft@soccer.on.ca	Manager, Communications
Ext. 247	Small, Kevin	ksmall@soccer.on.ca	Coordinator, High Performance
Ext. 228	Thomasos, Charonne	cthomasos@soccer.on.ca	Manager, Administration
Mobile	Tobo, Patrick	ptobo@soccer.on.ca	Regional Manager, High Performance East
Ext. 276	Trivedi, Dhaval	dtrivedi@soccer.on.ca	Technical Analyst (AIMS)
Ext. 229	Tuske, Ryan	rtuske@soccer.on.ca	Coordinator, Events
Ext. 234	Vlahos, John	jvlahos@soccer.on.ca	Coordinator, Match Officials Development
Ext. 233	Wilkinson, Tom	twilkinson@soccer.on.ca	Manager, IT
Mobile	Wilson, Billy	bwilson@soccer.on.ca	Regional Manager, High Performance East
Ext. 261	Yu, Danielle	dyu@soccer.on.ca	Manager, Finance

## **CONTACT INFORMATION**



### Tel. (905) 264-9390, Fax (905) 264-9445

#### **The Soccer Centre**

Ext. 251 Boccia, David dboccia@soccer.on.ca
Ext. 260 Giona, Mike mgiona@soccer.on.ca
Ext. 224 McIntyre, Denise dmcintyre@soccer.on.ca
Ext. 277 Somsanith, Vanh restaurant@soccer.on.ca
Ext. 270 Watt, Cathy cwatt@soccer.on.ca

Director/General Manager, Facilities Manager, Operations Facilities Administrator Restaurant Supervisor Manager, Sales and Administration