Vice-Chairman Administration Report 2017

Submitted By: Adam Baxter

**Membership**

Brantford / St. Catharines – 6

Durham – 6

Georgian Bay / Kawartha – 8

Guelph – 5

Hamilton – 6

Kitchener / Cambridge – 8

London / Sarnia / Windsor – 21

Ottawa / Kingston – 13

Peel / Halton – 8

Sudbury – 12

Thunder Bay – 5

Toronto East – 6

Toronto West – 6

Pairing Masters – 10

**TOTAL MEMBERSHIP = 120**

**Initiatives**

This year there were a few initiatives in the VC Admin portfolio, which included:

* Online registration;
* Online tournament bidding;
* Online registration and fee summary for Area Chairs;
* Mileage sheets completed electronically showing exact calculated distance between residence and venue;
* Website overhaul;
* Clean-up of OAWOA contact list; and
* New email for contacting OAWOA – oawoainfo@gmail.com

**Successes**

The new online registration / bid sheet system got off to a very quick start, and very little extra guidance was needed. After the area reorganization last year, all areas are now healthy enough to maintain voting privileges at this year’s AGM. The shared online document summary made it easy for the VC Finance, the OAWA, and myself to liaise in order to ensure accurate payments. The new mileage process gives us that extra bit of stability should we get audited, and the clean-up of the OAWOA contact list made it easy to send out communication to our entire membership.

From a tournament perspective, all tournaments had enough officials to run smoothly, however, some were cutting it close. There were very few issues with room bookings this year, and those few errors were not at the hand of the OAWOA.

**Moving Forward**

I would like to continue revolutionizing this portfolio over the next year at least. There were still a few instances where people did not show up for a tournament when they indicated that they would, and in a very small number of cases, that cost us a room. We have developed a new selection system for tournament assignments that will be based mostly on your contribution to the OAWOA.

The constitution needs a major overhaul to align with new Sport Canada guidelines, however, our current constitution makes it very difficult to make any amendments to it. I will be proposing a special 1-year exemption to have a committee review and update the constitution, which will then be posted to the membership for feedback before it is ratified at next year’s AGM. Major areas of concern include, code of conduct, discipline, job descriptions, and reprimands for not performing in an elected / appointed role.

I hope to have the management of the website be fully taken over by the VC Communication portfolio this year.

I am open to any suggestions moving forward on how to make our processes smoother and more accessible.

Thank you for allowing me to serve in this capacity,

Adam Baxter