



**METCALFE DISTRICT HOCKEY ASSOCIATION
AMENDMENTS TO THE MDHA CONSTITUTION/BY-LAWS
YEAR: 2024**

Date Submitted: 2024 04 27

DOCUMENT: MDHA By-Law 2 Articles 4.1 to 4.5

ORIGINAL ARTICLES:

4.1 The President shall:

- a) Be the Chief Executive Officer of the MDHA.
- b) Be responsible for the general operations of the MDHA.
- c) Appoint committees and committee chairpersons as required.
- d) Preside at all meetings.
- e) Be a signing officer of the Association.
- f) Exercise the powers of the Executive in the case of emergency.
- g) Have the authority to suspend players, officials or members of the MDHA, subject to ratification at an emergency meeting of the Executive Committee which shall be called within 48 hours.
- h) At all times is an ex-officio voting member.
- i) Not vote except in the case of a tie and then will cast the deciding vote.
- j) Attend the monthly meeting of the GHA Board of Directors.
- k) Attend the GHA AGM in May and the HEO MINOR/HEO AGM in June.
- l) Attend hearings for MDHA members at the GHA or HEO MINOR.
- m) Participate as a hearing panel member on GHA hearings.
- n) Verify all Team travel permits to sanctioned tournaments.
- o) Be accessible in person, by e-mail, or by phone during all competitive level tryouts, house league sort-outs, and during the playing season and play-offs.

4.2 Vice-President House Operations shall:

- a) Perform the duties of the President as set out in Article 4.1 in the absence of the President, (however while in this capacity shall not vote except when such vote is needed to break a tie).
- b) Direct the planning, organizing, implementing and monitoring of the MDHA hockey program including the Initiation Program as described by the CHA.
- c) Shall be the official responsible for ensuring division Convenors administer tryouts; player evaluations and team selections as per the MDHA rules.
- d) Take notice of and follow-up on MDHA Executive member commitments.
- e) Shall be the point of contact for the Coaching mentorship program within the MDHA.
- f) Report to the Executive on a regular basis with regards to any programs implemented throughout the season and ensure that all on-ice activities, off-ice activities are in accordance to all Rules and Regulations of the CHA, HEO MINOR, HEO, GHA and the MDHA.
- g) Ensure that the other MDHA Executive members adhere that all MDHA functions are taking place in a timely fashion.
- h) Assist the MDHA Executive in the promotion of better communication with the MDHA membership.

- i) Ensure along with the Director of Risk and Safety and the MDHA Registrar that all the Police Checks, Speakout, Trainer and Coaches certifications are up to date for all MDHA team officials.
- j) Notify all MDHA membership through the Executive of all GHA and MDHA directives.
- k) Shall be the 1st point of contact for all division Convenors and provide guidance when necessary.
- l) Be a signing officer of the MDHA.
- m) Administer Coach Evaluations, which are to be completed online by players and parents (guardians) twice (midway/end) and ensure Convenors provide feedback to the coaches in a timely manner, keeping all identities of evaluators strictly confidential.

4.3 Vice-President Discipline & Risk and Safety shall:

- a) Perform the duties of the President as set out in Article 4.1 in the absence of the President and Vice-President House Operations. (However, while in this capacity shall not vote except when such vote is needed to break a tie).
- b) Ensure compliance by all MDHA membership adhering to the HEO MINOR Code of Discipline and the Risk and Safety policies of MDHA, GHA, HEO Minor, HEO and Hockey Canada are upheld.
- c) Review and maintain detailed documentation on all suspensions levied to any player, team official, game officials or Executive Officer of the MDHA.
- d) Monitor all game incident reports that incur suspensions and review game sheets to ensure suspensions are served.
- e) Convene disciplinary hearings within the jurisdiction of the MDHA.
- f) Responsible to advise the President/District Chair, Discipline Chair for the GHA as well as the MDHA President of all suspensions that occur during the year.
- g) Provide advice and direction to Executive with regards to Discipline policies, issues and rulings.
- h) Provide a list to the Executive and GHA of any carry-over suspensions, prior to August 1st of the current playing season.
- i) Represent the MDHA at any Discipline Hearings at the GHA if warranted.
- j) Act in bullying or harassment issues.
- k) Be the first point of contact for all Trainers at all the divisions within the MDHA.
- l) Assist the MDHA Registrar, Vice-President House Operations and Vice-President Competitive to complete an accurate accounting of all certifications of all bench staff to ensure all members are in compliance as set down by the GHA, HEO Minor, HEO and CHA.

4.4 Vice-President Competitive shall:

- a) In the absence of the President, Vice-President House Operations, Vice-President Discipline assume all duties of the President
- b) Not vote when assuming the duties of the President except in the event of a tie when he/she will cast the deciding vote.
- c) Oversee the operation of the Rep B competitive teams and report to the MDHA Executive at meetings the status of the competitive program within the MDHA.
- d) Attend all Rep B meetings.
- e) Administer Coach Evaluations which are to be completed online by players and parents (guardians) twice (midway/end) and ensure feedback to the coaches in a timely manner, keeping all identities of evaluators strictly confidential.
- f) Assist in identifying development requirements and provide ongoing mentoring and support for all competitive coaches.
- g) Assist with the Coach Selection Committee and Try-Out Committee.
- h) Ensure that all Team Officials within Rep B are aware of and comply with all MDHA Executive decisions regarding the administration of the hockey program and team conduct.
- i) In collaboration with the MDHA Director of Risk & Safety and MDHA Registrar ensure all 13 Team Officials have the required qualifications by September 30th of each year.
- j) Notify the MDHA Registrar of all team formations, including list of players, team officials, and team managers immediately upon notification from the Head Coach.

- k) Attend or ensure MDHA executive representation at the first parent meeting for all teams.
- l) Approve all initial team budgets set out by the Head Coach(es) at their respective level and forward budgets to the Executive for reference. Shall twice yearly on Oct 31st and Jan 31st collect team budgets for review from their perspective divisions. If any concerns arise submit information to MDHA Treasurer for review.
- m) Attend, throughout the season, at least 10% of all games and 10% of all practices for each team to monitor equal ice time as well as player, parent, and coach conduct.
- n) Provide updates on team progress and development to the Executive and acknowledge team accomplishments on the MDHA website.
- o) Provide guidance and assistance to the teams throughout the hockey season.
- p) Handle and address all parent concerns / complaints in accordance with the MDHA Dispute Resolution Process.
- q) Attend, when requested, Discipline Hearing panel meetings for a Rep B player, official, or parent.
- r) Be a signing officer of the Rep B financial bank account.

4.5 The GHA Convenor shall:

- a) Coordinate and track all game switches and reschedules as required in accordance with the GHA House League Rules.
- b) Attend GHA Convenor meetings with the GHA House League, as required.
- c) Liaise with the Ice Scheduler on game switches and reschedules.
- d) Oversee all balancing games at each level during house league sort outs.
- e) Provide recommendations to level Convenors and the Vice-President House Operations on player movement.

AMENDED ARTICLES:

4.1 The President shall:

- a) Be the Chief Executive Officer of the MDHA.
- b) Be responsible for the general operations of the MDHA.
- c) Appoint committees and committee chairpersons as required.
- d) Preside at all meetings.
- e) Be a signing officer of the Association.
- f) Exercise the powers of the Executive in the case of emergency.
- g) Have the authority to suspend players, officials or members of the MDHA, subject to ratification at an emergency meeting of the Executive Committee which shall be called within 48 hours.
- h) At all times is an ex-officio voting member.
- i) Not vote except in the case of a tie and then will cast the deciding vote.
- j) Attend the monthly meeting of the GHA Board of Directors.
- k) Attend the GHA AGM in May and the HEO MINOR/HEO AGM in June.
- l) Attend hearings for MDHA members at the GHA or HEO MINOR.
- m) Participate as a hearing panel member on GHA hearings.
- n) Verify all Team travel permits to sanctioned tournaments.
- o) Be accessible in person, by e-mail, or by phone during all competitive level **evaluations**, house league sort-outs, and during the playing season and play-offs.

4.2 Vice-President House Operations shall:

- a) **make best efforts to attend all MDHA Executive meetings and may be removed from the Executive if they miss more than two consecutive meetings.**
- b) Perform the duties of the President as set out in Article 4.1 in the absence of the President, (however while in this capacity shall not vote except when such vote is needed to break a tie).

- c) Direct the planning, organizing, implementing and monitoring of the MDHA hockey program including the Initiation Program as described by **Hockey Canada**.
- d) Shall be the official responsible for ensuring division Convenors administer player evaluations and team selections as per the MDHA rules.
- e) Take notice of and follow-up on MDHA Executive member commitments.
- f) Report to the Executive on a regular basis with regards to any programs implemented throughout the season and ensure that all on-ice activities, off-ice activities are in accordance with all Rules and Regulations of **Hockey Canada**, HEO MINOR, HEO, GHA and the MDHA.
- g) Assist the MDHA Executive in the promotion of better communication with the MDHA membership.
- h) Ensure along with the **Vice President Discipline, Risk and Safety** and the MDHA Registrar that all the certifications **and requirements have been met by** all MDHA **House League** team officials.
- i) Notify all MDHA membership through the Executive of all GHA and MDHA directives.
- j) Shall be the 1st point of contact for all division Convenors and provide guidance when necessary.
- k) Be a signing officer of the MDHA.
- l) Administer Coach Evaluations, which are to be completed online by players and parents (guardians) twice (midway/end) and ensure Convenors provide feedback to the coaches in a timely manner, keeping all identities of evaluators strictly confidential.

4.3 Vice-President Discipline & Risk and Safety shall:

- a) **make best efforts to attend all MDHA Executive meetings and may be removed from the Executive if they miss more than two consecutive meetings.**
- b) Perform the duties of the President as set out in Article 4.1 in the absence of the President and Vice-President House Operations. (However, while in this capacity shall not vote except when such vote is needed to break a tie).
- c) Ensure compliance by all MDHA membership adhering to the HEO MINOR Code of Discipline and the Risk and Safety policies of MDHA, GHA, HEO Minor, HEO and Hockey Canada are upheld.
- d) Review and maintain detailed documentation on all suspensions levied to any player, team official, game officials or Executive Officer of the MDHA.
- e) Monitor all game incident reports that incur suspensions and review game sheets to ensure suspensions are served.
- f) Convene disciplinary hearings within the jurisdiction of the MDHA.
- g) Responsible to advise the President/District Chair, Discipline Chair for the GHA as well as the MDHA President of all suspensions that occur during the year.
- h) Provide advice and direction to Executive with regards to Discipline policies, issues and rulings.
- i) Provide a list to the Executive and GHA of any carry-over suspensions, prior to August 1st of the current playing season.
- j) Represent the MDHA at any Discipline Hearings at the GHA if warranted.
- k) **Ensure that complaints related to bullying and harassment are investigated and addressed as required.**
- l) Be the first point of contact for all Trainers at all the divisions within the MDHA **with respect to injury reporting.**
- m) Assist the MDHA Registrar, Vice-President House Operations and Vice-President Competitive to complete an accurate accounting of all certifications of all bench staff to ensure all members are in compliance as set down by the GHA, HEO Minor, HEO **and Hockey Canada.**
- n) **Responsible to keep the records pertaining to accident and/or injury claims/reports for the MDHA**

4.4 Vice-President Competitive shall:

- a) **make best efforts to attend all MDHA Executive meetings and may be removed from the Executive if they miss more than two consecutive meetings.**
- b) In the absence of the President, Vice-President House Operations, Vice-President Discipline assume all duties of the President
- c) Not vote when assuming the duties of the President except in the event of a tie when he/she will cast the deciding vote.
- d) Oversee the operation of the Rep B competitive teams and report to the MDHA Executive at meetings the status of the competitive program within the MDHA.
- e) Attend all Rep B meetings.
- f) Administer Coach Evaluations which are to be completed online by players and parents (guardians) twice (midway/end) and ensure feedback to the coaches in a timely manner, keeping all identities of evaluators strictly confidential.
- g) Assist in identifying development requirements and provide ongoing mentoring and support for all competitive coaches.
- h) Assist with the Coach Selection Committee and Try-Out Committee.
- i) Ensure that all Team Officials within Rep B are aware of and comply with all MDHA Executive decisions regarding the administration of the hockey program and team conduct.
- j) In collaboration with the MDHA **Vice President of Discipline and Risk & Safety** and MDHA Registrar ensure all Team Officials have the required qualifications **and requirements** by September 30th of each year.
- k) Notify the MDHA Registrar of all team formations, including list of players, team officials, and team managers immediately upon notification from the Head Coach.
- l) Attend or ensure MDHA executive representation at the first parent meeting for all teams.
- m) Approve all initial team budgets set out by the Head Coach(es) at their respective level and forward budgets to the Executive for reference. Shall twice yearly on Oct 31st and Jan 31st collect team budgets for review from their perspective divisions. If any concerns arise submit information to MDHA Treasurer for review.
- n) Attend, throughout the season, at least 10% of all games and 10% of all practices for each team to monitor equal ice time as well as player, parent, and coach conduct.
- o) Provide updates on team progress and development to the Executive and acknowledge team accomplishments on the MDHA website **and social media.**
- p) Provide guidance and assistance to the teams throughout the hockey season.
- q) Handle and address all parent concerns / complaints in accordance with the MDHA Dispute Resolution Process.
- r) Attend, when requested, Discipline Hearing panel meetings for a Rep B player, official, or parent.
- s) Be a signing officer of the Rep B financial bank account.

4.5 The GHA Convenor shall:

- a) **make best efforts to attend all MDHA Executive meetings and may be removed from the Executive if they miss more than two consecutive meetings.**
- b) Coordinate and track all game switches and reschedules as required in accordance with the GHA House League Rules.
- c) Attend GHA Convenor meetings with the GHA House League, as required.
- d) Liaise with the Ice Scheduler on game switches and reschedules.

- e) Oversee all balancing games at each level during house league sort outs.
- f) Provide recommendations to level Convenors and the Vice-President House Operations on player movement.

RATIONALE:

4.1 (o) “evaluations” instead of “tryouts”

4.2 (a) Revised wording around the expectation of attendance at MDHA Executive meetings

4.2 (c) “Hockey Canada” instead of “CHA”

4.2 (d) Removal of the word “tryouts”

Old 4.2 (e) removed because now part of the Coach Mentor responsibilities

New 4.2 (f) “Hockey Canada” instead of “CHA”

New 4.2 (h) Reflecting position title of VP Discipline, Risk and Safety. Specifying that team officials must meet all requirements, not just certifications. Also specifying the VP House only responsible for House League team officials.

4.3 (a) Revised wording around the expectation of attendance at MDHA Executive meetings

New 4.3 (k) Enhanced wording to describe responsibility around bullying and harassment.

New 4.3 (l) Specificity around being the first point of contact for trainers around injury reporting.

New 4.3 (m) “Hockey Canada” instead of “CHA”

New 4.3 (n) Relocation of a responsibility that resided in Secretary responsibilities

4.4 (a) Revised wording around the expectation of attendance at MDHA Executive meetings

New 4.4 (i) Reflecting position title of VP Discipline, Risk and Safety. Specifying that team officials must meet all requirements, not just certifications.

New 4.4 (o) To reflect the use of social media

4.5 (a) Revised wording around the expectation of attendance at MDHA Executive meetings

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Date Received: 2024 04 27