



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

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**Date Submitted:** 2024 04 27

**DOCUMENT:** MDHA By-Law 2 Articles 4.9 to 4.13

**ORIGINAL ARTICLES:**

4.14 Convenor U7 shall:

- a) Oversee the operation of the U7 Program.
- b) Ensure that the Initiation Program is run in accordance with the rules and regulations set by the HEO MINOR.
- c) Work with the Association Registrar to ensure all U7 Level children are duly registered with the Association.
- d) Ensure that all Instructors and Assistants are properly certified at the U7 Level.
- e) Bring to the Executive Committee a list of all exhibition and Fun Day activities the U7 Level players wish to participate in for Executive approval.
- f) Not allow any game to occur unless the proper MDHA and HEO MINOR guidelines are observed.

4.15 The Coach Mentor shall:

- a) Plan, organize and manage all matters relating to the mentorship program of all house league and competitive coaches.
- b) Review of all clinic tasks and other course requirements of all house league and competitive coaches.
- c) Take direction from and report to the VPs of all hockey programs within the MDHA.
- d) Plan and submit a mentoring plan to the MDHA Executive for approval.
- e) Represent the MDHA on all coach mentoring related matters.
- f) Will act as point of contact for all Coaches in the MDHA for the mentoring program.
- g) Will work in conjunction with the Risk and Safety Director for the screening process of all Coaching applicants within the MDHA and assist with the selection of House League Coaches.

4.16 The Player Development Director shall:

- a) Oversee the hockey development program within the MDHA.
- b) Report to the Vice-Presidents of the respective division (House League / Competitive).
- c) Be responsible for the implementation of all clinics held within the MDHA.
- d) Provide financials to the Board pertaining to all clinic operations.
- e) Plan the development strategies on player development for the coming season.
- f) Arrange for instruction from certified instructors to teach clinics to players and coaches.
- g) Work in conjunction with Division Convenors to organize evaluations for all players.
- h) Provide feedback to the Board on clinic programs.
- i) Work with HEO to set up Coaching Clinics and Trainer Clinics for the MDHA.

4.17 The Financial Assistance Coordinator shall be responsible and coordinate the following:

Financial Assistance Program

- a) Receive all FAP nominations and applications
- b) Approve or deny applicants based on their eligibility upon review of their application and financial disclosure.
- c) Once approved, the FAP Coordinator must determine how much financial assistance each applicant is entitled to.
- d) Together with the MDHA Treasurer and Registrar, ensure that the approved applicant has the granted amount credited to their MDHA Account.

#### Coach and Volunteer of the Year Nominations

- a) Receive all nominations for “Coach of the Year” and “Volunteer of the Year”.
- b) Along with three (3) chosen members of the board review all nominations and assist in selecting the winner of “Coach of the Year” and “Volunteer of the Year”

#### Bursary Program

- a) Provide secondary schools in the surrounding area with updated bursary information
- b) Receive all bursary nominations and applications
- c) Review all nominations and applications to ensure that the applicant is eligible, and that the application is complete
- d) Present each application to the members of the Board for approval.
- e) Receive and relay necessary bursary information from the GHA, HEO and Hockey Canada to all graduating players.
- f) Communicate with successful applicants and with the Treasurer, coordinate bursary presentation to recipients. Request from recipients an IP photo and graduation photo and well as post secondary plans for posting to MDHA social media.

#### 4.18 The Tournament Coordinator shall:

- a) attend all MDHA monthly meetings
- b) confirm that the MDHA President has completed and filed the Tournament Sanction form with HEO during off-season
- c) prepare and update the tournament registration forms posted on the Metcalfe Jets website for the three tournaments held in Metcalfe (U18 A, U18B and U7 Fun Day); dates are pre-determined and assigned by the GHA
- d) email blast to all hockey associations with tournaments dates and information
- e) respond/ confirm tournament requests via email
- f) confirm with MDHA Treasurer that all teams have paid fees
- g) email GHA Ice Scheduler with tournament referee request (include dates and times)
- h) prepare and distribute welcome package, including rules and regulations and schedule, to all teams registered in the tournaments
- i) prepare and manage a budget workbook
- j) send out volunteer schedule
- k) be present at all tournaments/Fun Day to coordinate event
- l) communicate with Webmaster tournament results for online TeamSnap Tournament site
- m) provide photos and results to be posted to MDHA social media and website
- n) present final feedback, including financials, at the end of each tournament

#### AMENDED ARTICLES:

#### **4.14 The Convenor (U7) 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) Oversee the operation of the U7 Program.
- c) Ensure that the U7 Program is run in accordance with the rules and regulations set by the HEO MINOR.
- d) Work with the Association Registrar to ensure all U7 Level children are duly registered with the Association.
- e) Ensure that all Instructors and Assistants are properly certified at the U7 Level.
- f) Bring to the Executive Committee a list of all exhibition and Fun Day activities the U7 Level players wish to participate in for Executive approval.
- g) Not allow any game to occur unless the proper MDHA and HEO MINOR guidelines are observed.

#### **4.15 The Player Development Director/Coach Mentor 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) Oversee the hockey development program within the MDHA.
- c) Report to the Vice-Presidents of the respective division (House League / Competitive).
- d) Be responsible for the implementation of all clinics held within the MDHA.
- e) Provide financials to the Board pertaining to all clinic operations.
- f) Plan the development strategies on player development for the coming season.
- g) Arrange for instruction from certified instructors to teach clinics to players and coaches.
- h) Work in conjunction with Division Convenors to organize evaluations for all players.
- i) Provide feedback to the Board on clinic programs.
- j) Work with HEO to set up Coaching Clinics and Trainer Clinics for the MDHA.
- k) Plan, organize and manage all matters relating to the mentorship program of all house league and competitive coaches.
- l) Review of all clinic tasks and other course requirements of all house league and competitive coaches.
- m) Take direction from and report to the VPs of all hockey programs within the MDHA.
- n) Plan and submit a mentoring plan to the MDHA Executive for approval.
- o) Represent the MDHA on all coach mentoring related matters.
- p) Will act as point of contact for all Coaches in the MDHA for the mentoring program.
- q) Will work in conjunction with the Vice President Discipline, Risk and Safety for the screening process of all Coaching applicants within the MDHA and assist with the selection of House League Coaches.

#### **4.16 The Financial Assistance Coordinator shall be responsible and coordinate the following:**

##### **Financial Assistance Program**

- 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) Receive all FAP nominations and applications
- c) Approve or deny applicants based on their eligibility upon review of their application and financial disclosure.
- d) Once approved, the FAP Coordinator must determine how much financial assistance each applicant is entitled to.
- e) Together with the MDHA Treasurer and Registrar, ensure that the approved applicant has the granted

amount credited to their MDHA Account.

### **Coach and Volunteer of the Year Nominations**

- f) Receive all nominations for “Coach of the Year” and “Volunteer of the Year”.
- g) Along with three (3) chosen members of the board review all nominations and assist in selecting the winner of “Coach of the Year” and “Volunteer of the Year”

### **Bursary Program**

- h) Provide secondary schools in the surrounding area with updated bursary information
- i) Receive all bursary nominations and applications
- j) Review all nominations and applications to ensure that the applicant is eligible, and that the application is complete
- k) Present each application to the members of the Board for approval.
- l) Receive and relay necessary bursary information from the GHA, HEO and Hockey Canada to all graduating players.
- m) Communicate with successful applicants and with the Treasurer, coordinate bursary presentation to recipients. Request from recipients an IP photo and graduation photo and well as post secondary plans for posting to MDHA social media.

### **4.17 The Tournament Coordinator 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) confirm that the MDHA President has completed and filed the Tournament Sanction form with HEO during off-season
- c) prepare and update the tournament registration forms posted on the Metcalfe Jets website for the three tournaments held in Metcalfe (U18 A, U18B and U7 Fun Day); dates are pre-determined and assigned by the GHA
- d) email blast to all hockey associations with tournaments dates and information
- e) respond/ confirm tournament requests via email
- f) confirm with MDHA Treasurer that all teams have paid fees
- g) email GHA Ice Scheduler with tournament referee request (include dates and times)
- h) prepare and distribute welcome package, including rules and regulations and schedule, to all teams registered in the tournaments
- i) prepare and manage a budget workbook
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- k) be present at all tournaments/Fun Day to coordinate event
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### **RATIONALE:**

4.14 Position title – adding the word “The” consistent with other titles in the Article 4

New 4.14 a) Revised wording around the expectation of attendance at MDHA Executive meetings

New 4.14 c) Replaced “Initiation” with “U7” consistent with name changes

Old 4.15 has been merged into new 4.15 – Combining the positions of Coach Mentor and Player Development Director because there are so many linkages between the two positions. New title to be “Player Development Director/Coach Mentor”

New 4.15 a) Revised wording around the expectation of attendance at MDHA Executive meetings

New 4.16 a) Revised wording around the expectation of attendance at MDHA Executive meetings

New 4.17 a) Revised wording around the expectation of attendance at MDHA Executive meetings

**Moved By:** Brian Gear

**Seconded By:** Cheryl Cooper

**Please email to MDHA Secretary :** [secretary@metcalfejets.ca](mailto:secretary@metcalfejets.ca)

**Date Received:** 2024 04 27