



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

Date Submitted: 2024 04 27

DOCUMENT: MDHA By-Law 2 Articles 4.6 to 4.8

ORIGINAL ARTICLES:

4.6 Convenor All Divisions (U21, U18, U15, U13, U11 AND U9) shall:

- a) Be Head Convenor and oversee the operation of all House and assist the Vice- President of Competitive in the Operation of Rep B teams for their respective division.
- b) Take direction from and report to the Vice-President House Operations for all House teams, and Vice-President Competitive for Rep B teams.
- c) Participate on various committees as warranted.
- d) Act as a liaison for all teams within their Division in the MDHA.
- e) Ensure team officials within their division are aware of and comply with all MDHA Executive decisions regarding the administration of the hockey program and team conduct.
- f) Review player evaluation guidelines and processes with the Vice-President House Operations prior to the start of the season.
- g) Obtain sufficient supplies required to conduct evaluations from the Equipment Director.
- h) Solicit volunteers for on-ice instructors, off-ice evaluators and helpers as required for the House evaluation processes. Ensure all volunteers are versed in the evaluation processes implemented for their respective division.
- i) Prepare an evaluation schedule, detailing times, and places for each evaluation grouping in their division and notify all players, parents of said scheduling.
- j) Submit a list of all coaching applications for the position of Head Coach, which are required to be approved by the MDHA Executive prior to team formations and notify perspective applicants of their acceptance or non-acceptance for the coming season.
- k) Notify the MDHA Registrar of all team formations, including a list of all players, team officials, team manager immediately after the evaluations at their respective level have been 14 completed and finalized.
- l) Attend or ensure MDHA executive representation at the 1st Parent meeting for all teams within their division.
- m) Approve all team budgets as 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) Convenors shall discuss principles and policies with team officials when they feel it necessary and must at all times be accorded this right by team officials.
- o) Throughout the season Convenors shall attend at least 10% of all games and 10% of all practices for each team within their division to monitor equal ice time and players, parents and coaches conduct.
- p) Communicate with their respective Vice-President any issues relating to the teams within their division.
- q) Provide updates on team progress and development to the Executive and acknowledge team accomplishments on the MDHA website.
- r) Provide guidance and assistance to their teams throughout the hockey season.

- s) The Convenor shall handle and address all parent concerns / complaints in accordance with the MDHA Dispute Resolution Process.
- t) Attend Executive meetings and update the Executive as to the status of team operations at their respective level.
- u) Sit on the Discipline Hearing panel when requested by the Vice-President Discipline when a hearing is required.
- v) Fair Play Pledge has been signed by each player and guardians.
- w) Medical Information form has been completed for each player.

4.7 The Past-President shall:

- a) Be available to assist the President on request, be a stand-by for the President and Vice Presidents on all committee and meetings.
- b) Be a stand-by for the President and Vice-Presidents on all committee and meetings.
- c) Be the Committee Chairman of the Tournament Committee.
- d) Be in charge of the AGM for the election of officers.

4.8 The Treasurer shall:

- a) Pay all accounts by cheque, signed by him/her and one other member of the Executive. The signing authority shall be:
 - i. General House Operations Account & FAP/Savings Account - signatures of any two of: Treasurer, President or Vice-President House Operations.
 - ii. Rep B Account – the Treasurer and any two of Vice-President Competitive, Vice President House Operations, or Vice-President Discipline.
- b) Ensure the proper maintenance of all books and accounts.
- c) Shall authorize all expenditures and investments.
- d) Shall pay all bills; shall have custody of all monies and other evidence of assets, liabilities, credits or debts of the MDHA.
- e) Shall duly sign all cheques, instruments of credit and liability, along with one other of the approved signing officers.
- f) Provide the MDHA Audit Committee, appointed annually, with the necessary documents for internal audit. Bi-monthly dates set out by the GHA.
- g) Shall be responsible for having the MDHA's books and accounts audited by a competent accounting firm every second year.
- h) Give a report at all Executive meetings and a yearly report at the AGM.
- i) Provide information and assist the auditors appointed by the MDHA at the AGM.
- j) Deal with any team budget issues brought forward by the Convenors.
- k) Assist all Convenors where required to approve all House & Rep B team budgets at all perspective levels within the MDHA and review House & Rep B team budgets on a monthly basis.
- l) Provide all team managers with the required authorization letter to assist teams in opening up team accounts for the hockey season.

AMENDED ARTICLES:

4.6 Convenor All Divisions (U21, U18, U15, U13, U11, AND U9) 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) Be Head Convenor and oversee the operation of all House **League activities within their age group** and assist the Vice- President of Competitive in the operation of Rep B teams for their respective **age group**.

- c) Take direction from and report to the Vice-President House Operations for all House teams, and Vice-President Competitive for Rep B teams.
- d) Participate on various committees as warranted.
- e) Act as a liaison **with the Executive** for all teams within their Division in the MDHA.
- f) Ensure team officials within their division are aware of and comply with all MDHA Executive decisions regarding the administration of the hockey program and team conduct.
- g) Review player evaluation guidelines and processes with the Vice-President House Operations prior to the start of the season.
- h) Obtain sufficient supplies required to conduct evaluations from the Equipment **Coordinator**.
- i) Solicit volunteers for on-ice instructors, off-ice evaluators and helpers as required for the House evaluation processes. Ensure all volunteers are versed in the evaluation processes implemented for their respective division.
- j) Prepare an evaluation schedule, detailing times, and places for each evaluation grouping in their division and notify all players, parents of said scheduling.
- k) Submit a list of all **applicants** for the position of Head Coach **to the Executive, and inform the applicants of the decision by the Executive on who shall be the successful candidate.**
- l) Notify the MDHA Registrar of all team formations, including a list of all players, team officials, team manager immediately after the evaluations at their respective level have been completed and finalized.
- m) Attend or ensure MDHA executive representation at the 1st Parent meeting for all teams within their **age group**.
- n) Approve all team budgets as 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.
- o) Convenors shall discuss principles and policies with team officials when they feel it necessary and must at all times be accorded this right by team officials.
- p) Throughout the season Convenors shall attend at least 10% of all games and 10% of all practices for each team within their division to monitor equal ice time and players, parents and coaches conduct.
- q) Communicate with their respective Vice-President any issues relating to the teams within their division.
- r) Provide updates on team progress and development to the Executive and acknowledge team accomplishments on the MDHA website **and social media**.
- s) Provide guidance and assistance to their teams throughout the hockey season.
- t) The Convenor shall handle and address all parent concerns / complaints in accordance with the MDHA Dispute Resolution Process.
- u) Attend Executive meetings and update the Executive as to the status of team operations at their respective level.
- v) Sit on the Discipline Hearing panel when requested by the Vice-President Discipline when a hearing is required.
- w) Fair Play Pledge has been signed by each player and guardians.
- x) Medical Information form has been completed for each player.

4.7 The Past-President 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) Be available to assist the President on request, **and be available to represent** the President and Vice Presidents **at** all committees and meetings.

c) Be in charge of the AGM for the election of officers.

4.8 The Treasurer 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) execute the opening and closing of accounts, receipt of revenues, payment of expenses and other financial transactions following the required signing authorities (i.e. the Treasurer plus one of the President or the Vice-Presidents for all accounts). Payment can be made through cheque or e-transfer.
- c) Ensure the proper maintenance of all books and accounts.
- d) Shall authorize all expenditures and investments.
- e) Shall pay all bills; shall have custody of all monies and other evidence of assets, liabilities, credits or debts of the MDHA.
- f) Shall duly sign all cheques, instruments of credit and liability, along with one other of the approved signing officers.
- g) Provide the MDHA Audit Committee, appointed annually, with the necessary documents for internal audit. Bi-monthly dates set out by the GHA.
- h) Shall be responsible for having the MDHA's books and accounts reviewed by a competent accountant every second year.
- i) Give a report at all Executive meetings and a yearly report at the AGM.
- j) Provide information and assist the auditors appointed by the MDHA at the AGM.
- k) Provide guidance on team budget issues brought forward by the Convenors.
- l) Assist all Convenors where required to approve all House & Rep B team budgets at all levels within the MDHA and review House & Rep B team budgets at the beginning and the end of the season
- m) Provide all team managers with the required authorization letter to assist teams in opening up team accounts for the hockey season.

RATIONALE:

4.6 Revised wording around the expectation of attendance at MDHA Executive meetings

New 4.6 b) Wording changed for clarity. Specifically that "division" refers to "age group"

New 4.6 e) Wording added to clarify the convenor is liaison with the Executive

New 4.6 h) Reflecting position title of Equipment Coordinator

New 4.6 k) Wording clarified of coach selection process

New 4.6 m) Wording changed to specify that "division" refers to "age group"

New 4.6 r) Added "social media" as communications tool

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

New 4.7 b) and old 4.7 b) Wording clarified and combined to remove redundancy

Old 4.7 c) Deleted because Tournament Committee has been discontinued and responsibilities picked up by the Tournament Coordinator

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

New 4.8 b) This clause has been rewritten to reflect that there is no longer a Rep B Account and there is no distinction in the signing authorities for any of the MDHA accounts. The language also reflects that e-transfers are also allowed now for payment and not just cheques.

New 4.8 h) Language changed to reflect the new legal requirement of a review instead of an audit. Also clarified that the review needs to be conducted by a competent accountant, not necessarily an accounting firm. This provides additional flexibility on how to meet the requirement.

New 4.8 k) Changed wording from “Deal with” to “Provide guidance on” to clarify the Treasurer’s responsibilities

New 4.8 l) Changed the requirement of team budget review from monthly to “at the beginning and the end of the season”. Monthly review of all team budgets is not practical.

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Date Received: 2024 04 27