



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

Date Submitted: 2024 04 27

DOCUMENT: MDHA By-Law 2 Articles 4.9 to 4.13

ORIGINAL ARTICLES:

4.9 The Secretary shall:

- a) Issue notice of all meetings and book venues as required on a monthly basis.
- b) Record and transcribe the minutes of all Executive meetings, Emergency/Special meetings and the Annual General Meeting.
- c) Have custody of all documents pertaining to the affairs of the MDHA with the exception of documents pertaining to team registration.
- d) Keep accurate account of all proposed amendments to the Constitution and By-Laws for their presentation at the next AGM and update the Constitution, By-Laws and Regulations immediately following any meetings where changes have been made to said documentation.
- e) Help the President with the agenda for all meetings.
- f) In conjunction with the Webmaster, maintain the filing system of all MDHA records, including past records.
- g) Collect and distribute all incoming MDHA mail.
- h) Coordinate the production of typed material at the request of the Executive/or Executive committees.
- i) Responsible to keep the records pertaining to accident and/or injury claims/reports for the MDHA.

4.10 The Registrar shall:

- a) Co-ordinate all phases of player registration.
- b) Be responsible for the registration of all MDHA players.
- c) Coordinate and verify all player and team registrations within the MDHA.
- d) Be guardian of all documents regarding registration of all players.
- e) Be responsible for the accurate completion of all HEO MINOR registration forms. Maintain all MDHA members in the Hockey Canada Database.
- f) Coordinate the identification of players, Executive Officers and team officials along with the Treasurer to the HEO MINOR for insurance purposes.
- g) Provide copies of player lists to Executive members.
- h) Resolve any registration disputes.
- i) In conjunction with the Vice-President House Operations & Vice-President Competitive be responsible for maintaining an up-to-date record of all team officials' certifications and for ensuring that all teams have on their rosters officials that are carded and/or certified at the level prescribed by the HEO MINOR.
- j) Notify the Convenor where discrepancies exist regarding certification of team officials as per the Hockey Canada database.
- k) Forwarding all completed team lists to the GHA Registrar prior to 1st game of the season.
- l) Point of contact for all teams with regards to affiliations of MDHA player members; ensure all requests are in compliance with the GHA Affiliation Guidelines. For Competitive teams/House teams.

- m) Submission of all documentation to the GHA Registrar, on or before the specified dates as set out in the GHA Rules and Regulations.
- n) Ensure all Police Checks are completed by all MDHA volunteers, including all team officials, (All Coaches, Trainers and Managers), minor officials, including timekeepers and scorekeepers and all on-ice volunteers, and all Executive members.
- o) Work in conjunction with the Vice-President House Operations and Vice-President Competitive to ensure all volunteers have met their certifications within the MDHA.

4.11 The Equipment & Merchandise Coordinator shall:

- a) Be responsible for all equipment belonging to the MDHA.
- b) Make recommendations for the purchase of new equipment to the Executive for approval when warranted.
- c) Provide estimates and upon approval of the purchase by the Executive Committee, obtain said new equipment.
- d) Arrange for distribution, handling, storage, repairing, cleaning and Inventory of all equipment.
- e) Arrange and make sure all equipment is returned after season.
- f) Inform the Treasurer when deposits on player's equipment can be refunded and if charges should be deducted for abused equipment.
- g) Exercise his/her discretion in the loaning of equipment of the MDHA.
- h) Ensure that the members of the MDHA have the opportunity to purchase MDHA merchandise for their teams.
- i) Ensure that the MDHA Logo remains as the property of the MDHA and manages all the merchandise that is created with the MDHA Logo.

4.12 The Fundraising Coordinator shall:

- a) Co-ordinate and supervise all fundraising activities sanctioned by the MDHA.
- b) Provide the Executive with written application for all Fundraising Requests within the MDHA.
- c) Be responsible for the issuing of letters thanking all sponsors and contributors for their support of the Association.

4.13 The Ice Coordinator shall:

- a) Coordinate ice times as requested for the ODMHL "B" Division teams, including playoffs.
- b) Coordinate ice times as required to the GHA Ice Scheduler for all Required House League games and playoffs.
- c) Coordinate ice times to the Initiation level participants.
- d) Set up practice schedule for all teams, ensuring equal ice time and the equal division of early practice times amongst all teams.
- e) Work in conjunction with all coaches to ensure ice is in use at all times.
- f) Report to the Executive when a coach has not used his ice allocation for a second occurrence so the proper disciplinary procedures can be applied.
- g) Report any ice purchases to the MDHA Treasurer on a monthly basis.
- h) Assist the Vice-President House Operations with all conditioning camps, and any clinics the MDHA conducts within the current hockey season.
- i) Provide regular status reports on ice allocation and usage to the Executive

AMENDED ARTICLES:

4.9 The Secretary 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) Issue notice of all meetings and book venues as required.

- c) Record and transcribe the minutes of all Executive meetings, Emergency/Special meetings and the Annual General Meeting.
- d) Have custody of all documents pertaining to the affairs of the MDHA with the exception of documents pertaining to team registration.
- e) Keep accurate account of all proposed amendments to the Constitution and By-Laws for their presentation at the next AGM and update the Constitution, By-Laws and Regulations immediately following any meetings where changes have been made to said documentation.
- f) Help the President with the agenda for all meetings.
- g) In conjunction with the Webmaster, maintain the filing system of all MDHA records, including past records.
- h) Collect and distribute all incoming MDHA mail.

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- c) Be responsible for the registration of all MDHA players.
- d) Coordinate and verify all player and team registrations within the MDHA. d) Be guardian of all documents regarding registration of all players.
- e) Be responsible for the accurate completion of all HEO MINOR registration forms. Maintain all MDHA members in the Hockey Canada Database.
- f) Coordinate the identification of players, Executive Officers and team officials along with the Treasurer to the HEO MINOR for insurance purposes.
- g) Provide copies of player lists to Executive members.
- h) Resolve any registration disputes.
- i) In conjunction with the Vice-President House Operations & Vice-President Competitive be responsible for maintaining an up-to-date record of all team officials' certifications and for ensuring that all teams have on their rosters officials that are carded and/or certified at the level prescribed by the HEO MINOR.
- j) Notify the Convenor where discrepancies exist regarding certification of team officials as per the Hockey Canada database.
- k) Forwarding all completed team lists to the GHA Registrar prior to 1st game of the season.
- l) Point of contact for all teams with regards to affiliations of MDHA player members; ensure all requests are in compliance with the GHA Affiliation Guidelines. For Competitive teams/House teams.
- m) Submission of all documentation to the GHA Registrar, on or before the specified dates as set out in the GHA Rules and Regulations.
- n) Ensure all Police Checks are completed by all MDHA volunteers, including all team officials, (All Coaches, Trainers and Managers), minor officials, including timekeepers and scorekeepers and all on-ice volunteers, and all Executive members.
- o) Work in conjunction with the Vice-President House Operations and Vice-President Competitive to ensure all volunteers have met their certifications within the MDHA.

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- 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 responsible for all equipment belonging to the MDHA.
- c) Make recommendations for the purchase of new equipment to the Executive for approval when warranted.

- d) Provide estimates and upon approval of the purchase by the Executive Committee, obtain said new equipment.
- e) Arrange for distribution, handling, storage, repairing, cleaning and Inventory of all equipment.
- f) Arrange and make sure all equipment is returned after season.
- g) Inform the Treasurer when deposits on player's equipment can be refunded and if charges should be deducted for abused equipment.
- h) Exercise his/her discretion in the loaning of equipment of the MDHA.
- i) Ensure that the members of the MDHA have the opportunity to purchase MDHA merchandise for their teams.
- j) Ensure that the MDHA Logo remains as the property of the MDHA and manages all the merchandise that is created with the MDHA Logo.

4.12 The Fundraising 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) Co-ordinate and supervise all fundraising activities sanctioned by the MDHA.
- c) Provide the Executive with written applications for all Fundraising Requests within the MDHA.
- d) Be responsible for the issuing of letters thanking all sponsors and contributors for their support of the Association.

4.13 The Ice Scheduler 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 ice times as requested for the ODMHL "B" Division teams, including playoffs.
- c) Coordinate ice times as required to the GHA Ice Scheduler for all required House League games and playoffs.
- d) Coordinate ice times to the **U7** level participants.
- e) Set up practice schedules for all teams, ensuring equal ice time and the equal division of early practice times amongst all teams.
- f) Work in conjunction with all coaches to ensure ice is in use at all times.
- g) Report to the Executive when a coach has not used his ice allocation for a second occurrence so the proper disciplinary procedures can be applied.
- g) Report any ice purchases to the MDHA Treasurer on a monthly basis.
- h) Assist the **Coach Mentor/Player Development Director** and Registrar with all conditioning camps, and any clinics the MDHA conducts within the current hockey season.
- i) Provide regular status reports on ice allocation and usage to the Executive.

RATIONALE:

New 4.9 a) Revised wording around the expectation of attendance at MDHA Executive meetings

New 4.9 b) Removed "on a monthly basis" as Executive meetings may need to occur more frequently than monthly.

Old 4.9 h) Removed as the production of typed material is not a need of the Executive anymore

Old 4.9 i) Accident and injury reports are now held by the Vice-President Discipline, Risk and Safety so this responsibility has been moved to Article 4.3

New 4.10 a) Revised wording around the expectation of attendance at MDHA Executive meetings

New 4.11 a) Revised wording around the expectation of attendance at MDHA Executive meetings

New 4.12 a) Revised wording around the expectation of attendance at MDHA Executive meetings

4.13 The title of the position to be changed to Ice Scheduler

New 4.13 a) Revised wording around the expectation of attendance at MDHA Executive meetings

New 4.13 c) typo fixed on “required”

New 4.13 d) “Initiation” replaced by “U7”

New 4.13 e) typo fixed on “schedules”

New 4.13 h) Changed from Vice-President House Operations to Coach Mentor/Player Development Director and Registrar in line with position responsibilities of Player Development Director and Registrar

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Date Received: 2024 04 27