



**CONSTITUTION, BY-LAWS, AND
REGULATIONS
OF THE
METCALFE AND DISTRICT
HOCKEY ASSOCIATION**

Approved at the MDHA Annual General Meeting

May 27, 2024

AMENDMENTS LOG

Number	Date	Entered by	Supporting Document
1	May 19, 2011	Karen Crotty	MDHA AGM Minutes May 18, 2011
2	July 19, 2011	Cheryl Sullivan	MDHA Executive Minutes July 18, 2011
3	August 15, 2011	Else Godo-Desjardins	Trade-Marks Certificate of Registration August 1 st , 2011
4	October 18, 2011	Stephanie Wade	MDHA Executive Minutes October 17, 2011
5	December 28, 2011	Stephanie Wade	MDHA Executive Minutes December 12, 2011
6	May 14, 2012	Stephanie Wade	MDHA AGM Minutes May 14, 2012
7	July 19, 2012	Stephanie Wade	MDHA Executive Minutes July 19, 2012
8	June 8, 2013	Stephanie Wade	MDHA AGM Minutes May 21, 2013
9	June 11, 2013	Stephanie Wade	HEO Name Change Announcement, June 11, 2013
10	June 10, 2014	Karen Crotty	MDHA AGM Minutes May 22, 2014
11	June 20, 2015	Karen Crotty	HEO-Minor Name Change Announcement – AGM June 13, 2015
12	June 27, 2016	Jim Atkins	Changes to Executive Board Descriptions - AGM May 25, 2016
13	June 27, 2016	Jim Atkins	Regulation 6, Police Records Checks Amendment – Executive Board Meeting June 20, 2016
14	July 12, 2017	Jim Atkins	Regulation 6, Police Records Checks Amendment – Executive Board Email Vote July 12, 2017
15	June 23, 2021	Stacey Heins	Amendments to Articles 1.2, 2.2, 3.1, 4.14, 4.6, 4.9 and Regulation 3. Addition of Regulation 7 and updated logo
16	June 9, 2022	Rosanna Ferguson	Amendments to Bylaw 2, Article 1.2, 2.2, 4.15, 4.17, 4.18; Bylaw 3, Article 2.2; Bylaw 5, article 3.5; Regulation 1, Article 2.3, 3.2 Voted May 30, 2022 at AGM

17	February 22, 2022	Darryl Swerbrick	Addition of Article 8, Portable Digital Device Policy to Regulation 1
18	July 17, 2023	Brian Gear, Secretary	Amendments to Bylaw 3, Articles 1.1 and 2.1 Voted May 29, 2023 at Annual General Meeting
19	October 20, 2023	Brian Gear, Secretary	Amendments to Regulation 1, Article 5.6 Ratified October 16, 2023
20	May 13, 2024	Brian Gear, Secretary	Amendments to: Regulation 1, Articles 1, 2, 3,4,5, 6, 7 Ratified May 13, 2024
21	May 28, 2024	Brian Gear, Secretary	Amendments to: Constitution Article 7.1 Bylaw 1, Articles 1.2-1.6 Bylaw 2, Articles 1.1, 2.2, 2.5, 4.1-4.18 Bylaw 3, Articles 1.1, 1.3, 1.4., 1.5, 1.6, 2.2, 2.3, 2.5, 2.6, 2.7 Bylaw 5, Article 2, 3.6, 3.8, 3.9 Voted May 27, 2024 at Annual General Meeting

Contents

CONSTITUTION	6
ARTICLE 1: NAME.....	6
ARTICLE 2: AIMS AND OBJECTIVES	6
ARTICLE 3: BOUNDARIES.....	6
ARTICLE 4: AFFILIATION.....	6
ARTICLE 5: MEMBERSHIP	6
ARTICLE 6: CREST.....	7
ARTICLE 7: AMENDMENTS TO THE MDHA CONSTITUTION AND BY-LAWS	7
ARTICLE 8: EFFECTIVE DATE.....	8
BY-LAW 1 – GENERAL.....	9
ARTICLE 1: REGULATIONS	9
BY-LAW 2 – EXECUTIVE.....	10
ARTICLE 1: RESPONSIBILITIES OF THE EXECUTIVE	10
ARTICLE 2: ELECTIONS	10
ARTICLE 3: NOMINATIONS	11
ARTICLE 4: DUTIES OF MEMBERS	11
BY-LAW 3 – MEETINGS.....	21
ARTICLE 1: GENERAL MEETINGS.....	21
ARTICLE 2: EXECUTIVE MEETINGS.....	22
ARTICLE 3: RULES OF ORDER.....	22
BY-LAW 4 – PROTESTS AND APPEALS.....	23
BY-LAW 5 – FINANCIAL.....	23
ARTICLE 1: FINANCIAL YEAR.....	23
ARTICLE 2: REVIEW OF FINANCES.....	23
ARTICLE 3: MDHA FINANCIAL ASSISTANCE PROGRAM	24
REGULATION 1 – TEAMS.....	25
ARTICLE 1: TEAM STAFF	25
ARTICLE 2: SUSPENSIONS	25
ARTICLE 3: TEAM FORMATION	27
ARTICLE 4: HOCKEY PROGRAM	27
ARTICLE 5: TEAM OFFICIAL RESPONSIBILITIES.....	28

ARTICLE 6: PLAYER RESPONSIBILITIES33
ARTICLE 7: END OF SEASON33
ARTICLE 8: PORTABLE DIGITAL DEVICE POLICY.....34
REGULATION 2 – HOUSE LEAGUE 34
REGULATION 3 – U7 PROGRAM 34
REGULATION 4 – CONDUCT, ETHICS & CONFIDENTIALITY..... 34
REGULATION 5 – FAIR PLAY..... 35
REGULATION 6 – POLICE RECORDS CHECKS 35
REGULATION 7 – ROWAN’S LAW 35

METCALFE AND DISTRICT HOCKEY ASSOCIATION

CONSTITUTION

ARTICLE 1: NAME

- 1.1 This organization shall be known as the “Metcalf and District Hockey Association”, hereinafter referred to as the MDHA.

ARTICLE 2: AIMS AND OBJECTIVES

- 2.1 To provide a recreational outlet by teaching fair play and sportsmanship as well as the game of hockey and its related skills to players under its charge.
- 2.2 To have and exercise supervision and direction over players, team officials and executives of the MDHA with emphasis on the enhancement of good character and citizenship.
- 2.3 To provide fun, recreation and healthy enjoyment through activities, development programs and competition for all who desire to participate in hockey, given due consideration to individual capabilities.

ARTICLE 3: BOUNDARIES

- 3.1 The boundaries of MDHA are: starting at a point on Mitch Owens Road and Manotick Station Road, south on Manotick Station Road to Nick Adams Road, then east along Nick Adams Road (right of way) to Stagecoach Road, then south on Stagecoach Road to Snake Island Road, then east along Snake Island Road to Dalmac Road, then south on Dalmac Road (right of way) to Devereaux Road right of way, then east on Devereaux Road right of way to Swale Road, then south on Swale Road to Springhill Road, then east on Springhill Road to Campbellcroft Road, then south on Campbellcroft Road to Belmeade Road, then east on Belmeade and Marionville Roads to Gregoire Road, then north on Gregoire Road and Boundary Road to Mitch Owens Road, then west on Mitch Owens Road to the point of commencement.
- 3.2 Further acceptance of registrants in the MDHA would be permitted under HEO MINOR rules regarding waivers, releases, and transfers and as approved by proper authorities.

ARTICLE 4: AFFILIATION

- 4.1 The MDHA is affiliated with the Gloucester Hockey Association (GHA) District 9 of the Hockey Eastern Ontario (HEO MINOR) and as such is a member of the Hockey Eastern Ontario (HEO) and the Canadian Hockey Association and operates under their general guidelines.
- 4.2 The MDHA Constitution, By-Laws and Regulations shall govern its structure, elections and operation in the delivery of minor hockey and shall not be in conflict with the Gloucester Hockey Association (GHA) By-Laws and Rules and Regulations. In cases where a conflict arises, the GHA By-Laws and Rules and Regulations shall prevail.

ARTICLE 5: MEMBERSHIP

The membership of the MDHA shall be:

- 5.1 Executive (elected and/or appointed)
- 5.2 Ex-officio Directors (team officials in good standing)
- 5.3 General Membership (all parents and legal guardians who have one or more children registered in the minor hockey program during the current season) and are members in good standing.
- 5.4 Ex-officio Membership (persons actively engaged by or in MDHA operations and immediate past executive members)

ARTICLE 6: CREST

- 6.1 The original MDHA crest shall consist of the words “Metcalfé Jets” with the “T” in the word Metcalfe and the “J” in the word Jets being formed by a hockey stick. Over the blade of the hockey stick forming the word Jets will be the letters MDHA. Behind the “S” in the word Jets there will be three (3) squares in a lateral pattern. An additional MDHA House logo consists of a black circle containing the words “Metcalfé Jets” on the top of the circle and “MDHA” on the bottom of the circle, with an inner white circle containing a large black “M” with a white, black and white jet flying across the M.

Original MDHA Crest and Additional MDHA Logo:



- 6.2 In accordance with the provisions of the Trademarks Act, Consumer and Corporate Affairs Canada, the original MDHA crest is duly registered, TMA Registration Number TMA803,291 File Number 1482573 effective August 1st, 2011. Renewal is every 15 years from the Registration Date.

ARTICLE 7: AMENDMENTS TO THE MDHA CONSTITUTION AND BY-LAWS

- 7.1 The Constitution and By-Laws of the MDHA shall not be amended except at the Annual General Meeting, except in cases where amendments to the By-Laws are administrative in nature as outlined in 7.2. Notice of the proposed amendments shall be given to the Secretary in writing no later than thirty (30) days prior to the Annual General Meeting. All proposed amendments to the Constitution and By-Laws shall require two-thirds (2/3) majority of the voting members at the Annual General Meeting. Sub-amendments to such amendments may be made and voted upon at the meeting provided that such sub-amendments do not change the original intent of the motion.

7.2 Amendments to the By-Laws that are administrative in nature and do not substantively change the intent, interpretation or application of the By-Law can be approved by the Executive, provided that there is consensus of the voting Executive members present that the amendment meets the standard of being administrative in nature. Examples of administrative amendments include: alignment with duly approved changes to By-Laws, Rules and Regulations by Hockey Canada, HEO MINOR, or GHA; consequential changes arising from approved changes to the MDHA Constitution or By-Laws; spelling or grammatical errors. Any administrative amendments approved by the Executive must be posted on the MDHA website and reported at the following Annual General Meeting.

ARTICLE 8: EFFECTIVE DATE

8.1 This Constitution replaces the Constitution of the MDHA dated 25th of May, 2016 and shall come into force upon its approval by the membership.

METCALFE AND DISTRICT HOCKEY ASSOCIATION

BY-LAW 1 – GENERAL

ARTICLE 1: REGULATIONS

- 1.1 Regulations may be created with the approval of the Executive and they shall govern the structure and operation of the MDHA and its programs. Regulations may add to but shall not conflict with Hockey Canada Rules, HEO Rules, HEO MINOR Rules, GHA Rules and Regulations and/or the Constitution and By-Laws of the MDHA and GHA.
- 1.2 Amendments to Regulations of the MDHA may be recommended at any time. For amendments to Regulations requiring a two-thirds majority vote, abstentions shall be counted within the total number of votes present and voting (having the same effect as a vote against) other than abstentions from positions which are not entitled, by Corporation Rule or By-Law, to vote on certain issues. For votes requiring only simple majority, this count of abstentions does not apply.
- 1.3 All amendments to Regulations must be submitted to the Executive at least seven days in advance.
- 1.4 Any proposed amendments to the By-Laws or Regulations, which may only be submitted by or through a voting member of the Executive, must include the original Article, the proposed amendment and the reasoning associated with said amendment.
- 1.5 The Executive shall have it made known to the membership the content of new or amended By-Laws or Regulations, by posting on the MDHA website.

METCALFE AND DISTRICT HOCKEY ASSOCIATION

BY-LAW 2 – EXECUTIVE

ARTICLE 1: RESPONSIBILITIES OF THE EXECUTIVE

- 1.1 The Executive, who shall act in accordance with the Constitution, By-Laws and Regulations of the MDHA, shall conduct the business and affairs of the MDHA.
- 1.2 The general management of the MDHA shall be vested in an Executive consisting of: President, Immediate Past President, Vice-President House Operations, Vice-President Discipline, Risk and Safety, Vice-President Competitive, GHA Convenor, Convenor U21, Convenor U18, Convenor U15, Convenor U13, Convenor U11, Convenor U9, Convenor U7, Secretary, Treasurer, Registrar, Equipment and Merchandise Coordinator, Ice Coordinator, Fundraising Coordinator, Player Development Director, Webmaster, Coach Mentor, Financial Assistance Coordinator and Tournament Coordinator who will serve on the Executive with responsibilities in accordance with the MDHA Constitution and By-Laws.
- 1.3 The term of office of the Executive of MDHA will commence following the Annual General Meeting (AGM) and continue until the next AGM.
- 1.4 Unless granted a leave of absence by the MDHA President, any member of the Executive who absents himself from three consecutive MDHA Executive meetings may have his/her office declared vacant by majority vote of the Executive.

ARTICLE 2: ELECTIONS

- 2.1 To be eligible for election as President of the MDHA, a person must have served on the Executive during one of the previous three years or approved to be a candidate by a carried resolution at the AGM.
- 2.2 The members of the Executive, with the exception of the Past President, shall be elected for a two (2) year term at the AGM. To provide continuity the President will be elected in odd years and the Vice-President House Operations in even years. Of the remaining, one-half (1/2) will be elected in alternate years. All members (except the President) who are elected to the Executive will determine which positions they hold at the first Executive meeting following the AGM. The Executive may appoint non-voting members to the Executive. Should a voting position be shared between two individuals (e.g. U9 Co-convenors) that position will only have one vote at Board meetings.
- 2.3 A person who has served as the President for two (2) consecutive years shall be ineligible to stand for election to that office for an additional year unless no other person or persons are nominated for the position of President.

- 2.4 The elections will be conducted by the Past President at the AGM. A vote by ballot may be conducted.
- 2.5 Should an Executive position become vacant, a new member may be elected until the next AGM by two-thirds (2/3) majority vote of the present Executive, but only after the position has been posted on the MDHA website for a two-week period and when possible, the Executive should take into account the player levels of present Executive members' children as to ensure input from all levels of competition. If no member is forthcoming, then the Executive may assign an individual or individuals from amongst themselves to fulfil the responsibilities of the vacant position until such time as a replacement can be found.

ARTICLE 3: NOMINATIONS

- 3.1 The vacant positions will be posted on the website 30 days prior to the May AGM. The nomination will be sent to the Secretary no later than midnight 14 days prior to the AGM.
- 3.2 Nominees must be members in good standing and must meet the eligibility requirements of volunteer screening.

ARTICLE 4: DUTIES OF MEMBERS

- 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 email, or by phone during all competitive level tryouts, house league sort-outs, and during the playing season and playoffs.
- 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 the 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 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 first 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 the 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 a 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 of 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 carryover 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 with 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 assume 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 with 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, Risk and 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 years 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

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 the respective level have been completed and finalized
- m) Attend or ensure MDHA 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 the 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 with 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 on 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, payments of expenses and other financial transactions following the required signing authorities (i.e. 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 and Rep B team budgets at all levels within the MDHA and review House and 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

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

4.10 The Registrar 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 all phases of player registration
- c) Be responsible for the registration of all MDHA players
- d) Coordinate and verify all player and team registrations within the MDHA
- e) Be guardian of all documents regarding registration of all players
- f) Be responsible for the accurate completion of HEO MINOR registration forms. Maintain all MDHA members in the Hockey Canada database
- g) Coordinate the identification of players, Executive officers and team officials along with the Treasurer to the HEO MINOR for insurance purposes
- h) Provide copies of players lists to Executive members
- i) Resolve an registration disputes

- j) In conjunction with the Vice President House Operations and 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
- k) Notify the Convenor where discrepancies exist regarding certification of team officials as per the Hockey Canada database
- l) Forwarding all completed team lists to the GHA Registrar prior to the first game of the season
- m) 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.
- n) Submission of all documentation to the GHA Registrar, on or before the specified dates as set out in the GHA Rules and Regulations
- o) Ensure all Police checks are completed by all MDHA volunteers, including all team officials (coaches, trainers and managers), minor officials, including timekeepers and scorekeepers and all on-ice volunteers and all Executive members
- p) 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 and Merchandise 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) Be responsible for all equipment belonging to 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 letter 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
- h) Report all ice purchases to the MDHA Treasurer on a monthly basis
- i) Assist the Coach Mentor/Player Development Director and Registrar with all conditioning camps, and any clinics the MDHA conducts within the current hockey season
- j) Provide regular status reports on ice allocation and usage to the Executive

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 for and coordinate the following:

Financial Assistance Program (FAP)

- 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 and IP photo and graduation photo as 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 tournament 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 the 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 on MDHA social media and website
- n) Present final feedback, including financials, at the end of each tournament

METCALFE AND DISTRICT HOCKEY ASSOCIATION

BY-LAW 3 – MEETINGS

ARTICLE 1: GENERAL MEETINGS

- 1.1 The Annual General Meeting (AGM) will be held during the month of May each year. Its purpose shall be to review the activities of the past season, to carry out elections, to consider Policies and Constitutional and By-Law amendments. The Executive may, at their discretion, choose to conduct the AGM by means of virtual conferencing. All business conducted at such meeting, including all motions duly made, seconded and carried at that meeting, will have the same force and effect as if the meeting had been held in person.
- 1.2 Only members in good standing are permitted to attend the AGM.
- 1.3 The agenda for the AGM shall be prepared by the President and shall be in the following format:
 - a) Minutes of the previous Annual General Meeting
 - b) Correspondence pertaining to the AGM
 - c) President's Report
 - d) Treasurer's Report
 - e) Executive Member's Reports
 - f) Committee Reports
 - g) Proposed Constitutional and By-Law Amendments
 - h) General Business
 - i) Election of the Executive
 - j) Appointment of Auditor
 - k) Adjournment
- 1.4 General meetings, with the exception of the AGM, may be called by the Executive with due notice of one (1) week. Notice for the AGM must be issued 30 days in advance.
- 1.5 Those with voting rights, who are members in good standing of the MDHA, attending the Annual General Meeting/General Meetings, shall be:
 - a) Executive members of the MDHA
 - b) One vote per family of a registered player, initiation level child, or a minor league player who resides with MDHA boundaries but is playing at a higher level (i.e. A, AA, AAA or B). This vote can be exercised by a parent or guardian or a registered hockey player over the age of 18.
- 1.6 There will be no voting by proxy.
- 1.7 No one member shall have more than one vote for each item requiring a vote.
- 1.8 The vote shall be taken by show of hands, by rising or by ballot. The method of voting shall be the decision of the President or the person presiding over the meeting. Voting by ballot can be ordered by a majority vote or by general consent.
- 1.9 The President, or Vice-President(s) acting in this capacity, may only cast the deciding vote in the event of a tied vote.
- 1.10 The quorum for general meetings shall be two-thirds (2/3) members of which 7 must be members of the Executive.

ARTICLE 2: EXECUTIVE MEETINGS

- 2.1 Executive meetings shall be at the call of the President. The Executive meeting may be held by means of virtual conferencing. All business conducted at such meeting, including all motions duly made, seconded and carried at that meeting, will have the same force and effect as if the meeting had been held in person.
- 2.2 Each member, holding a voting position of the Executive shall have one (1) vote and the President will have the tie-breaking vote only. In the event where more than one person is sharing a voting position, those individuals cumulatively will be accorded only one (1) vote.
- 2.3 Executive meetings shall be open to the public. Persons wishing to address the Executive Meeting should submit a request to the Secretary in advance of the meeting and if approved by the President will be placed on the agenda. The Executive may move to an in-camera session and bar the public from the meeting on a carried motion.
- 2.4 Notice of meetings shall be given by the Secretary to all Executive members prior to such meetings.
- 2.5 A quorum for Executive meetings shall be two-thirds (2/3) of voting Executive members, except as set out in Article 2.6 below.
- 2.6 Emergency meetings of the Executive may be held at any time provided that two-thirds (2/3) of the voting members of the Executive agree to such a meeting. If such a meeting is held, this meeting will become legal and constitutional. The quorum for Emergency Executive meetings will be five (5) of its members.
- 2.7 In cases where expeditious decisions are required, the President may authorize the use of electronic voting (i.e. through email or survey applications) to obtain decisions from the Executive. The Secretary will facilitate and notify the Executive of the outcome of the vote and the decision will be ratified at the next Executive meeting.

ARTICLE 3: RULES OF ORDER

- 3.1 In the absence of rules in the By-Laws or Constitution, all meetings shall be conducted in accordance with Robert's Rules of Order.

METCALFE AND DISTRICT HOCKEY ASSOCIATION

BY-LAW 4 – PROTESTS AND APPEALS

- 1.1 All protests of an internal nature lodged by MDHA teams or individuals must first be submitted to the MDHA President, within 48 hours, for their information and evaluation.
- 1.2 Where a coach, trainer, manager, parent, player, or other official under the jurisdiction of the MDHA is suspended by the decision of the MDHA President or Head Coach, an appeal may be filed in writing to the MDHA Vice-President Discipline within 48 hours after receiving the suspension decision along with a cheque made out to the MDHA for \$75 per appeal and Regulation 2.4 will be followed. A decision that overturns a suspension will result in the appellant being refunded their appeal fee.
- 1.3 All MDHA Panel Hearing Decisions can be appealed to the GHA District Chair as per GHA Rule and Regulation 21.

METCALFE AND DISTRICT HOCKEY ASSOCIATION

BY-LAW 5 – FINANCIAL

ARTICLE 1: FINANCIAL YEAR

- 1.1 The financial year of the MDHA shall terminate on the 30th day of April of each year.

ARTICLE 2: REVIEW OF FINANCES

- 2.1 A review of the MDHA finances must be completed after the closing of the financial matters for the financial year. Confirmation of the review along with the year end financial statement must be presented at the Annual General Meeting for the approval by the members.
- 2.2 The MDHA will establish an Audit Committee from the current Executive after each AGM. The members (at least three (3)) must not be signing officers of the MDHA. This committee's sole duty is to verify the revenue and expenses of the MDHA every two months. This committee will receive month statements/ reports from the bank and will use to verify the Treasurer's report.
- 2.3 The Executive will hire an independent auditor to review all financials for the MDHA every even calendar year.

ARTICLE 3: MDHA FINANCIAL ASSISTANCE PROGRAM

- 3.1 The MDHA will initiate a Financial Assistance Program which will be called the MDHA Financial Assistance Fund to be implemented for the start of the 2010 season.
- 3.2 The MDHA will set aside as a start up donation of One Thousand Dollars (\$1,000.00) to initially create the solvency of the MDHA Financial Assistance Fund.
- 3.3 The MDHA Financial Assistance Fund will be funded through donations from the MDHA membership, business donation contributions, a percentage of the net profits from the MDHA fundraising initiatives (as deemed necessary on an ongoing basis), and ten percent (10%) of the merchandise sales which shall be designated to replenish the MDHA Assistance Fund on a yearly basis.
- 3.4 The Fund will be open to eligible candidates within the MDHA for no more than two (2) consecutive years.
- 3.5 The maximum allowable financial assistance per accepted applicant shall be approved up to, but not exceeding, 100% of current membership fees, at the discretion of the FAP Coordinator; per calendar year. Should the FAP Coordinator deem it appropriate to provide additional funding, above the current membership fee (e.g. including top-up fees, team fees) he/she shall present this request to a sub-committee consisting of the President and three VPs for approval. This approval should then be presented to the Executive as a whole, as a part of the FAP Coordinator's report, at the next monthly Board meeting.
- 3.6 The MDHA Financial Assistance Fund shall be available to all players registered with MDHA with priority given to MDHA House League players.
- 3.7 All applicants must be in good standing within the MDHA and shall apply each year. All applicants must complete and submit an application along with any and all documentation requested within the application to support the application.
- 3.8 The FAP Coordinator will review all applications and, following guidance from the Executive, determine which applications will be accepted.
- 3.9 The amounts contributed to acceptable candidates shall be reported to the Executive by the FAP Coordinator however the names of recipients shall remain confidential.

METCALFE AND DISTRICT HOCKEY ASSOCIATION

REGULATION 1 – TEAMS

ARTICLE 1: TEAM STAFF

1.1 All team staff, including any subsequent changes, must meet the eligibility requirements of Volunteer Screening and be approved by the MDHA Executive. The team staff shall be comprised of:

- a) Head Coach (who is at least 18 years old)
- b) Assistant Coach(es)
- c) Trainer
- d) Manager

(NB – the MDHA will pay the insurance for 6 team officials and any additional officials will be paid by the team. Only up to 5 team officials are permitted behind the bench for a game at any one time.)

1.2 All team staff shall:

- a) Be in good standing with the MDHA and league(s) affiliated with GHA, HEO, HEO Minor and Hockey Canada
- b) Be supportive and representative of the MDHA Executive direction and philosophy of players and families for all minor hockey programs.
- c) Be knowledgeable and respect the Constitution, By-laws, Rules and Regulations of the MDHA, GHA, HEO, HEO Minor and Hockey Canada.
- d) Be accountable to the MDHA
- e) Meet the certification requirements as set out by HEO Minor, GHA and MDHA.

1.3 An individual cannot be the Head Coach for the same core group of players for more than two (2) consecutive years. (This will ensure that players and coaching staff are able to experience different coaching philosophies and methods.)

1.4 The MDHA Executive will appoint the Head Coach of each MDHA team.

1.5 No member of the bench staff can be under the influence of, or actively consuming, alcohol, cannabis or prohibited substances while performing their duties as a member of the bench staff at a hockey related event. No smoking or vaping shall be permitted in any dressing room.

ARTICLE 2: SUSPENSIONS

2.1 Any member of the team staff or player may be suspended by the MDHA President or the Head Coach for infractions of regulations, unsportsmanlike conduct, insubordination, misconduct or the applicable Code of Conduct. The MDHA Executive is to be notified immediately of such action and the circumstances detailed. The Head Coach will be notified by the MDHA Executive of the course of action taken by the Executive. GHA is to be notified of an coach-levied suspensions.

2.2 The President may suspend or expel a team or player under the jurisdiction of the MDHA for notorious or continued foul play, or unfair, unsportsmanlike or ungentlemanly conduct, individually or collectively, on the ice or in the arena where a hockey match is being played, or at any meeting or gathering in the interests of the game. For negligence to pay assessment, or for any persistent infringement of the laws of the game of the Rules and Regulations and applicable Codes of Conduct of the MDHA, GHA, HEO, HEO Minor and Hockey Canada.

2.3 HEO Minor Code of Discipline game infractions may, at the discretion of the Vice President Discipline, Risk and Safety, result in a MDHA Panel Discipline Review, if the infraction meets these parameters:

- a) 3rd Game Misconduct in a Playing Season
- b) 1st Gross Misconduct in a Playing Season
- c) 1st Match Penalty in a Playing Season

2.4 Panel Discipline Hearings will be convened in a timely manner and be chaired by the Vice-President Discipline, Risk and Safety and will comprise a panel of a minimum of 3 voting members of the Executive with no conflict of interest.

2.5 A Panel Discipline Hearing will generally proceed in this manner:

- a) Attendance will be at the sole discretion of the Chair
- b) All comments, questions and responses will be addressed through the Chair
- c) The Chair will describe the event(s) that lead to the hearing
- d) Each side will be allowed to state their case without interruption. Witnesses must provide substantiated statements. No hearsay evidence will be allowed.
- e) Panel members may ask clarifying or supplementary questions at the conclusion of a person's statement.
- f) At the conclusion, all those not members of the Panel shall be excused and the Panel members will deliberate. The Chair has no vote on these panels.

2.6 The Discipline Chair will notify each side of the Panel Hearing Decision within 24 hours.

2.7 Complaints concerning an individual, team, team official, parent, or fan who engages in activity which threatens the welfare of others or makes a travesty of the game should be sent to the appropriate MDHA Convenor, who will then contact the Vice President Discipline, Risk and Safety.

In sensitive and time-sensitive matters, the complainant can send their complaint directly to the Vice President Discipline, Risk and Safety.

- 2.8 Disclosure of the content of a written complaint will be provided to the defending party(ies) within 48 hours prior to the Panel Hearing taking place.

ARTICLE 3: TEAM FORMATION

- 3.1 The MDHA reserves the right to decide what teams will be iced at each level of play within the home association and must meet the requirements as set out in GHA Team Allocation Chart.

- 3.2 The GHA sets down the following R&R 10.7:

Member associations with teams at multiple levels with a Corporation House League division/category (e.g. "A", "B", "C") may have no more than one player more on the lower category team(s) as the higher category team(s) in that division (i.e. 57 players in U11= 13A+14B1+15B2+15C). The Association may choose to place more players on the higher category team if deemed in the best interest of the players. No adjustments to teams will be necessary for new registrants after November 15.

- 3.3 Where possible all players will be kept at the playing level that their age dictates as per Hockey Canada guidelines. Only in exceptional circumstances will MDHA permit placement of a players to a higher team level (e.g. Novice to Atom, Atom to Peewee, etc). Such exceptional circumstances are permitted only if player numbers of the team warrants movements (i.e. registration is low at a team level). Before any discussion takes place with the player or their family, recommendations for such consideration must be submitted by the Head Coach to the Executive.
- 3.4 The MDHA is responsible to balance all teams to the greatest extent possible. The GHA Board of Directors reserve the right, up to November 30th of each playing season to make changes to teams and the MDHA will adhere to these changes as set down by the GHA.

ARTICLE 4: HOCKEY PROGRAM

- 4.1 The MDHA determines the pre-season program which may include a separate conditioning camp dependent on the availability of ice and volunteers. The MDHA will as far as possible, ensure that such a program is offered to provide a conditioning period for players to gain their skating legs prior to the start of the formal tryout period. The MDHA controls both preseason and post season ice.
- 4.2 The formal tryout period for player selection and team formation is the start of the MDHA season. The process and schedule will be announced annually by the Executive.
- 4.3 During the player tryout and team formation stages of the season, the Convenor at each level will:
 - a) Follow the evaluation process that the MDHA has recommended and liaise with the previous Convenors and Coaches to ensure appropriate placement of the players at each level.

- b) Provide the head coaches with their team information so that they can advise the players of their placement.
 - c) Provide tangible assessment in language that the player can understand on technical ability, skating skills, position skills, etc, if requested. Notify the MDHA Registrar of the player placements as soon as the decision is made so that player movement during tryouts can be followed up to ensure a smooth transition for players and other coach candidates.
- 4.4 Head Coaches, once appointed by the MDHA Executive, are to ensure that communication to players and Registrar required in Article 4.3(c) is completed. A finalized team list must be provided to the Registrar to ensure that the team formation is finalized. There are additional requirements for Rep B teams (i.e. Affiliated/Designated Player Rules) for which the Registrar will provide the appropriate information.

ARTICLE 5: TEAM OFFICIAL RESPONSIBILITIES

- 5.1 All team staff responsibilities rest with the Head Coach. The Head Coach is responsible to select technically skilled assistants (The names of those selected must be submitted to their Division Convenors for approval prior to confirming the position of an assistant coach role with their teams) and create a team unit to maximize the team's progress. Should the head coach be unable to attend to the team (i.e. sickness, work conflict) they are responsible to contact the Division Convenor, Vice President House Operations or Vice President Competitive and confirm with them the appointment of a qualified substitute for league games and scheduled practices. (A substitute must have the certification in place to step into the role of Head Coach in their absence.) Should the Head Coach be unable to make arrangements for a substitute, the MDHA President or Vice-President House Operations is to be notified. This covers infrequent absences only. Permanent team staff changes require approval of the Executive.

All team officials are responsible for the safety and welfare of their players at ALL times during sanctioned events; this includes on-ice activities such as games and practices, off-ice activities including when players are changing in the dressing room both prior to and after on-ice activities, other team-related events being held away from the arena, such a dry land training or fundraising campaigns and team-related activities while attending out-of-town tournaments. All team officials shall ensure that appropriate adult supervision is in place for any and all team-related events. It is stressed to every volunteer to practise the "two-deep" method of supervision by having at least two adults providing supervision at all times during any team event.

5.1.1 Out-of-Branch Tournaments

A total of four (4) team tournament are permitted with a maximum of two (2) out-of-branch tournaments. In order to increase the number of out-of-branch tournaments a team attends, the Head Coach must ensure a team vote takes place. A minimum of 60% of the team families must

vote in favour of increasing the number of out-of-branch tournaments in order for a team to attend more than two (2) out-of-branch tournaments.

5.2 The Head Coach is responsible for the following:

- a) The conduct of team players and staff on and off the ice for all games and practices
- b) To ensure that the coaching staff is knowledgeable
- c) To suspend players for one game for insubordination to coaches or officials and without delay notify the MDHA President or Vice-President House Operations or Vice President Competitive as well as Vice President Discipline, Risk and Safety of such action and the details of the insubordination/infracton. Further he/she shall inform the player at the time of the suspension that an additional penalty may be imposed by the Executive. Abusive language, insubordination, and/or conduct detrimental to the team are unacceptable. MDHA expects that the Head Coaches and their staff will strictly enforce suspensions for all such infractions and will ensure players are aware that MDHA will, if warranted, impose additional penalties.
- d) To ensure that all players are aligned fairly to balance the team line/player composition allowing for the most equitable amount of ice time by all players in accordance with GHA Rules and Regulations.
- e) Ensure that players are physically and mentally ready to participate. Coaches should: set goals and objectives for all game situations and practices, provide constructive criticism to the individual players and to the team units as to their past accomplishments and provide direction for advancement of the team as a unit.
- f) Set lesson plans for practice which include drills to improve/challenge player skills for all positions. Do not waste previous ice time giving instructions or talks; these belong in the dressing room. Set the parameters and ensure maximum use of ice time. Ensure that qualified on ice instructors (coaching staff) are able and available to demonstrate drill objectives to players and the team.
- g) Follow all MDHA and GHA By-Laws, Rules and Regulations and Codes of Conduct. The GHA By-Laws and Regulations take precedence over those of the MDHA.
- h) Head Coaches are encouraged to affiliate players to their team and are required to ensure that all affiliated players are given the opportunity to attend no less that one (1) practice a month with their affiliated team as well as provide their Division Convenors the names of all affiliated players called up for practices and/or games on a monthly basis to ensure that affiliated players are being utilized.
- i) Head Coaches are responsible to have read and understand all the various Rules and Regulations of Hockey Canada, HEO MINOR, GHA and the MDHA and ensure all team bench staff have also read and understand.

5.3 The Team Manager is responsible for the following:

- a) Work in conjunction with the Executive to ensure that the team members (players and parents) receive all information directed to their team (i.e. letters, fundraising, etc.)
- b) Ensure all ice times are used and after exhausting all efforts to have another time use the ice, contact the Ice Scheduler.
- c) Inform the MDHA Ice Scheduler of any schedule changes/implications that the Ice Scheduler would not normally be aware of (e.g. tournaments, other off-ice events, game schedule changes)
- d) Ensure that team sweaters are used only for games
- e) Ensure team sponsor banners are displayed at home and away games to provide maximum exposure for the sponsor.
- f) Become familiar with all the various rules and regulations of Hockey Canada, HEO MINOR, GHA and MDHA.
- g) Ensure that all documentation on the team is complete and forwarded to the Convenor of their division in a timely manner
- h) Managers at the start of the season shall confirm with the MDHA Registrar that all team officials, players are correct (or request changes if necessary) as per the official team roster given to them by the MDHA Registrar. As well as ensure that all goalies are listed as such.
- i) Obtain a key to the change room and ensure the room is locked when the team is on the ice surface.
- j) Report to their Division Convenor each occurrence of an Assistant Coach taking on the role of the Head Coach in his/her absence.
- k) Responsible to prepare all game sheets, and ensure they are completed fully/properly and that the game results are reported to the GHA as per GHA rules and regulations.
- l) Obtaining travel permits as required and ensure that all respective approvals are in place and accepted prior to a team's travel.
- m) Report all discipline infractions to GHA as required by GHA rules and regulations.

5.4 The Trainer shall ensure the safety of the players and team on the ice by:

- a) Ensuring that players are equipped with CSA approved equipment, by performing regular visual inspections and physical measurements of equipment citing improper fit or deformities to players and parents.

- b) Ensuring that players who are prohibited from play due to injury be discouraged from being on the bench. If an injured player is allowed on the bench, it is mandatory that they be fully equipped.
- c) Ensuring the environment is safe, i.e. dressing rooms are supervised at all times by at least one staff member, ice surface is clean, boards and glass are safe, back-up goalies are warmed up in safe area to protect the spectators.
- d) Allowing the team to go on the ice only after the ice resurfacing is completed, arena staff and equipment have left the ice and a team staff member is supervising on ice activities and instruction.
- e) Ensuring that all players are given appropriate warm up prior to games and practices to avoid injuries.
- f) Being familiar with the availability of emergency services – medical and ambulance facilities in the vicinity of the arena, emergency phone numbers, etc. Ensure that a first aid kit with appropriate supplies is part o the team equipment and is stored near the player’s bench during practices and games, (See training course requirements by level/league.)
- g) Ensuring via the game referee that the play is stopped if a player is injured and further have the trainer attend to the player. Never allow an injured player to return to active play.
- h) Ensure that all Rules are adhered to as set out by Hockey Canada, HEO MINOR, GHA and MDHA.
- i) Responsible to complete the accident/incident reports and file with the Vice President Discipline, Risk and Safety.

5.5. The Minor Officials Role (Scorekeeper, timekeeper):

Official Scorekeeper:

- a) Each team shall ensure that at least one volunteer is assigned the role of minor official as a scorekeeper for their respective team and has completed the Official Scorekeeper course of the HEO
- b) Shall obtain lineup of each team and include the name and number of the Captain and Alternate Captains of each team. (This information shall be supplied by the team officials in charge of the teams)
- c) Advise the referees when the same player has received the second major penalty during the same game
- d) At the completion of the game have the official game report signed by each referee, sign it him/herself and give a copy to the Coaches without delay.
- e) Record all goals and assists as credited to the official game report

- f) Record all penalties assessed, during the game
- g) Be able to recognize the hand signals of the referee

Official Timekeeper:

- a) Each team shall ensure that at least one volunteer is assigned the role of minor official as a timekeeper for their respective team and is familiar with the operation of the clock.
- b) Record the time of the start and finish of each game and all actual playing time during the game.
- c) If any dispute regarding time, he/she shall refer the matter to the referee, whose decision is final.
- d) Have a sound knowledge of the rules, especially those pertaining to responsibilities of minor officials.
- e) Understand the coincidental major penalty rule
- f) Stop the clock only on the referee's whistle and automatically at the end of the period.

5.6 The Team Treasurer shall:

- a) Be responsible to open a bank account at a recognized Canadian financial institution soon after the first team meeting. Depending on the team's wishes, the account can be set up requiring two (2) signatures for all withdrawals or a process can be established where there is one designated individual who will pay all team expenses from their own personal funds and the team treasurer will be responsible for verifying all expenses and reimbursing the designated payer from the team account (i.e. only the treasurer is required to authorize the withdrawal). The designated payer must be identified to the MDHA Treasurer prior to the opening of the account.
- b) Have the option to obtain a deposit-only Debit Card for the team bank account and cheques are not permitted to be written out to Cash.
- c) Be responsible for closing the team bank account before May 30th each year.
- d) Be required to ensure, along with the team manager, that all fundraising money and sponsorship money are completely spent before refunds of team fees can be given to the parents, if there is money left in the team account at the end of the season. Funds must not be kept in an open account.
- e) Be responsible for keeping the team budget as set out at the first parent meeting up-to-date and provide each parent with an up-to-date financial report on a monthly basis.
- f) Provide their Division Convenor with their team budget for approval by October 31st and an actual-to-date team budget on or before January 31st for review.

- g) Ensure that no more than the maximum team fee of Three Hundred Dollars (\$300.00 shall be collected from each family for their team.
- h) Discuss with parents prior to any transactions taking place any unforeseen expenses/payments that may arise outside of the approved budget.
- i) Keep the Head Coach and Team Manager informed as to the team's finances and notify the Head Coach and Team Manager immediately if there are any discrepancies pertaining to the team budget/bank account.
- j) Ensure full disclosure of all sources of revenue and expenses paid out must be provided to all parents.
- k) Answer any financial questions or concerns raised by the parents along with the team manager.

ARTICLE 6: PLAYER RESPONSIBILITIES

- 6.1 Amateur hockey is to provide a recreational outlet and teach sportsmanship, hockey skills, and team play in a safe manner. To this end, players should:
- a) Conduct themselves in a sportsmanlike manner at all times
 - b) Show due respect for coaching staff, officials, opposing team members, property and spectators.
 - c) Endeavour to develop the skills of the sport of hockey.
 - d) Not enter the ice surface at any time without the full protective equipment for the purpose of a game or practice.
 - e) Abide by all By-Laws, Rules and Regulations as set out by the HEO MINOR, HEO, GHA and the MDHA.
- 6.2 No player shall be under the influence of, or consuming, alcohol, cannabis and/or prohibited substances while participating as a player at any MDHA activity. Smoking/vaping shall not be permitted in the dressing rooms.

ARTICLE 7: END OF SEASON

- 7.1 Teams are to clean and return team sweaters to the Equipment Manager. Players bars are to be removed. Goalie equipment, which has been loaned by the MDHA, is to be returned.
- 7.2 Evaluations will be given to players and parents to evaluate team officials on their individual teams. The Convenors of each level will summarize the evaluations and provide feedback to the individual team officials. Head Coaches will provide to their Division Convenors end of season evaluations on each player.

- 7.3 Teams will finalize all team financial transactions and close team bank accounts by May 30th and submit final team budget to Division Convenors for review.

ARTICLE 8: PORTABLE DIGITAL DEVICE POLICY

- 8.1 MDHA players are NOT permitted to have/use mobile phones in dressing rooms. It is the team officials' responsibility to monitor and control the use of such devices and ensure adherence to HEO Rule 6.1 Portable Digital Devices Policy: "The use of any form of Camera, Video Camera, Camera Phone or other portable digital device for the use of taking photographs, video recordings, or audio recordings is prohibited in an recreational facility change rooms, during any HEO sanctioned event." Should a player need to use his/her phone he/she may do so out of the dressing room area.

METCALFE AND DISTRICT HOCKEY ASSOCIATION

REGULATION 2 – HOUSE LEAGUE

The GHA Rules and Regulations shall govern the House League.

METCALFE AND DISTRICT HOCKEY ASSOCIATION

REGULATION 3 – U7 PROGRAM

The MDHA recognizes and promotes a U7 Level Program. The MDHA also recognizes that the U7 Level shall be run within HEO MINOR guidelines.

METCALFE AND DISTRICT HOCKEY ASSOCIATION

REGULATION 4 – CONDUCT, ETHICS & CONFIDENTIALITY

MDHA Executive will commit to the MDHA Executive Code of Conduct, Ethics & Confidentiality (attached as Addendum A).

METCALFE AND DISTRICT HOCKEY ASSOCIATION

REGULATION 5 – FAIR PLAY

The MDHA Executive will ensure all Coaches, Trainers, Managers, Players and Parents who participate will commit to Fair Play, by signing their respective Fair Play Pledge.

METCALFE AND DISTRICT HOCKEY ASSOCIATION

REGULATION 6 – POLICE RECORDS CHECKS

The MDHA will comply with Hockey Eastern Ontario Policy 6.6 HEO POLICY FOR POLICE RECORD CHECKS.

All MDHA Volunteers (Coaches, Assistant Coaches, U7 On-Ice Volunteers, Trainers, Managers and Executive members) must have a valid Policy Record Check for Service with the Vulnerable Sector on file with the Registrar. “Valid” is defined by it being verified by Ottawa Police Services with the “Date of Completed” section filled in and is signed by the officer, who confirms that the applicant has no criminal convictions, outstanding charges, nor pardoned sex offences have been found in the Canadian National Repository of Criminal Records as a result of a search based on the applicant’s name and date of birth. Volunteers residing outside of the City of Ottawa will be required to apply for the same with the Ontario Provincial Police (OPP).

METCALFE AND DISTRICT HOCKEY ASSOCIATION

REGULATION 7 – ROWAN’S LAW

The MDHA will comply with Rowan’s Law, to improve concussion safety in amateur competitive sport. If you are an athlete under 26 years of age, parent of an athlete under 18, a coach, team trainer or official and your sport organization has advised that you need to follow the rules of Rowan’s Law you need to:

- Review any one of Ontario’s official Concussion Awareness Resources before registering or service with MDHA
- Review the MDHA Concussion Code of Conduct provided to you; and confirm that you reviewed both of these resources every year with MDHA.