 Notice of Motion

**MOTION**:

To add the duties outlined below for the Registrar, Ice Allocator, Equipment Manager, Player Development, Coach Development to our current by-laws following sub-section 6.26

6.27 duties of the **Registrar** shall include:

* Shall support the membership with the proper registration for all players
* Shall maintain the appropriate sections the Hockey Canada Registry with respect to registration for Dorchester Minor Hockey
* Shall adhere to policies and procedures with respect to fees and refunds
* Shall provide assistance to the OMHA representative in order to roster all players as per OMHA guidelines.
* Shall establish and maintain registration forms and provide recommendation to the Executive regarding registration policies and procedures
* Shall provide reports and updates to the Executive to support DMHA’s operations
* Shall preform any other duties assigned by the President or the Executive

6.28 duties of the **Ice Allocator** shall include:

* Shall preform any other duties assigned by the President or the Executive
* Shall schedule ice so that teams will have fair ice assigned each week.
* Shall arrange to re-schedule ice when not being used by designated groups
  1. duties of the **Equipment Manager** shall include:
* Shall preform any other duties assigned by the President or the Executive
* Shall submit a list of equipment needed annually
* Shall purchase equipment as approved by the Executive
* Shall maintain an accurate inventory of equipment and supplies
* Shall arrange for the storage, cleaning, repair and handling of inventory
* Shall call tenders for spirit wear, sweaters and equipment and make recommendations concerning the award of the tenders.

6.30 duties of the **Player Development Coordinator** shall include:

* Shall preform any other duties assigned by the President or the Executive
* Shall organize and plan hockey development for players
* Shall be responsible for the submission of financial reports for hockey development programs
* Shall submit annually ice requirements to the Ice Allocator

6.31 duties of the **Coach Development Coordinator** shall include:

* Shall preform any other duties assigned by the President or the Executive
* Shall organize training clinics for coaches, managers, and trainers

**OBJECTIVE**:

To list and document the assigned duties for each of the above roles.

**RATIONALE**:

Above roles were incorporated into the Executive. Summary of duties were required in order to update bylaws