 Notice of Motion

**\*\*PENDING THE PASSING OF THE MOTION TO INCREASE THE EXECUTIVE COMPOSITION\*\***

Prepared by: Kim West

Submitted on behalf of the 2018-2019 Executive

**MOTION**:

To amend section 6.19 of our by-laws to reflect the duties of the newly created Vice President roles. Also to add into our by-laws, following sub-section 6.26, a list of duties for the newly created Executive roles: Registrar, Ice Allocator, Equipment Manager, Player Development, Coach Development

a) **1st Vice President – Finance / Fundraising**

* In the absence of the president, shall assume the duties of the president
* Shall, in conjunction with the president, manage and supervise the financial affairs of DMHA
* Shall chair and support the Fundraising Committee
* Shall preform any other duties assigned by the President of the executive

b) **2nd Vice President – Risk Management**

* In the absence of the president and the 1st Vice President, shall assume the duties of the president
* Shall, in conjunction with the president, manage and supervise the training and certification of all DMHA coaches, trainers, and volunteers.
* Shall receive and maintain all criminal record checks for coaches and team staffs.
* Shall serve as Chair of the Discipline committee whose members will be appointed by the executive and shall include the Shamrock and Local League representative.
* Shall preform any other duties assigned by the President of the executive
* Shall serve on other committees as required

c) **3rd Vice President – Hockey Operations**

* In the absence of the president and the 1st and 2nd Vice President, shall assume the duties of the president
* Shall, in conjunction with the president, manage and supervise the Shamrock, Local League and Initiation programs within DMHA
* Shall sit on the coaches selection committee as a non-voting member
* Shall chair the annual coaches and managers meetings
* Shall preform any other duties assigned by the President of the executive
* Shall serve on other committees as required

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 describe and document the assigned duties for each of the above roles.

**RATIONALE**:

Should the initial motion to increase the Executive composition be passed a summary of duties would be required in order to update current bylaws at the same time.