**Notice of Motion #1**

**(For 2023-2024 AGM)**

Constitution No.: 4

Page No.: 5

Submitted by: Lauren Baron

Seconded by: Julie Robillard

**Current Wording:**

The Executive Officers for the APMHA shall consist of:

1. President
2. Past President - Past President is a non-voting Executive member of the board.
3. VP of Operations
4. Director of House Program
5. Director of Risk and Discipline
6. Director of Finance
7. Director of Initiation Program
8. Director of Coach Development
9. Director of Registration
10. Ice Scheduler
11. Director of Community Engagement
12. Director of Tournaments
13. Director of Communications
14. Webmaster
15. Director of Equipment
16. VP of Administration
17. MTK Rep
18. Silver Seven Rep
19. Level Convenors: U7, U9, U11, U13, U15, U18, U21. Convenors are non-voting positions.
20. Clubwear Coordinator (selected if required)

**Proposed New Wording:**

The Executive Officers for the APMHA shall consist of:

* + 1. President
    2. Past President - Past President is a non-voting Executive member of the board.
    3. Director of House Programs
    4. Director of Risk and Discipline
    5. Director of Finance
    6. Director of U7 Program
    7. Director of Coach & Player Development
    8. Director of Registration
    9. Ice Scheduler
    10. Director of Community Engagement
    11. Director of Tournaments
    12. Director of Communications & Webmaster
    13. Director of Equipment
    14. MTK Rep
    15. Silver Seven Rep
    16. Level Convenors: U7, U9, U11, U13, U15, U18. Convenors are non-voting positions.

**Rationale for Change:**

The current executive finds that some roles are not needed because they overlap in roles and duties. Director of House Programs will take over the role of VP of Operations. The Director of Community Engagements will work with the Clubwear supplier. The Director of Communications will also become the Webmaster as both roles oversee the website. The VP of Administration's role will be added to the Director of House Programs because both positions oversee the association and assist the President.

**Motion Tabled:**

* + Motion Withdrawn
  + Motion Passed
  + Motion Defeated

**Should the above motion “pass” the following Executive positions will be referred to as the following:**

* + VP of Operations & Director of House shall be incorporated into one role hereinafter referred to as “Director of House Programs”
  + Director of Communications & Webmaster shall be incorporated into one role hereinafter referred to as “Director of Communications”
  + Director of Community Engagement & Clubwear Coordinator shall be incorporated into one role hereinafter referred to as “Director of Community Engagement”

**Notice of Motion #2**

**(For 2023-2024 AGM)**

Constitution No.: 5

Page No.: 7

Paragraph No.: 5.3 - VP of Operations

Submitted by: Lauren Baron

Seconded by: Julie Robillard

**Current Wording:**

**VP of Operations**

Exercise supervision over the executive positions and duties of:

* + - Director of Registration
    - Ice Scheduler
    - Director of Equipment
    - Coordinator of Off-Ice Officials (if required)
    - Responsible for the creation and maintenance of objectives, policies, processes, and procedures with respect to Operations with the assistance of Operations executive and with special committees as deemed required by the APMHA executive.

**Proposed Amendment:**

Remove this executive position entirely.

**Rationale for Change:**

The Director of House Programs oversees the association's house league teams, and the President oversees all the executive positions. No special committees are required within APMHA.

**Motion Tabled:**

* + Motion Withdrawn
  + Motion Passed
  + Motion Defeated

**Notice of Motion #3**

**(For 2023-2024 AGM)**

Constitution No.: 5

Page No.: 9

Paragraph No.: 5.8 - Director of Coach & Player Development

Submitted by: Mike Guthrie

Seconded by: Rob Baron

**Current Wording:**

Director of Coach & Player Development

* + Must have all required house league level coaching certifications and Respect in Sport Certification\* or equivalent, in accordance with the HEO guidelines
  + Exercise supervision and development of all APMHA coaches, trainers and managers.
  + Maintain a database of active, inactive, and candidate team coaches, trainers and managers. This database shall include training details, experiences, and positions held.
  + Utilize Coach Selection Policies and Processes in the selection of head coaches.
  + Utilize the APMHA Coach Development Model in recruiting, selecting, identifying development requirements, and provide ongoing mentoring and support of all coaches and volunteers.
  + Ensure all team volunteers have correct certifications and valid vulnerable sector checks in accordance with HEO guidelines and APMHA policies.
  + Convene regular coach meetings to keep coaches informed of any new rules or regulations and to provide support and mentoring.
  + Act as a liaison between parents, the executive, and team volunteers.

**Proposed New Wording:**

Director of Coach & Player Development

* + Must have all required house league level coaching certifications and Respect in Sport Certification\* or equivalent, in accordance with the HEO guidelines
  + Exercise supervision and development of all APMHA coaches, trainers and managers.
  + Maintain a database of active, inactive, and candidate team coaches, trainers and managers. This database shall include training details, experiences, and positions held.
  + Utilize the APMHA Coach Development Model in recruiting, selecting, identifying development requirements, and provide ongoing mentoring and support of all coaches and volunteers.
  + Ensure all team volunteers have correct certifications and valid vulnerable sector checks in accordance with HEO guidelines and APMHA policies.
  + Act as a liaison between parents, the executive, and team volunteers.
  + Establish and maintain close relationships with association coaches and promote a collaborative approach to coach and player development.
  + Provide mentorship, advice and guidance to coaches as required.
  + Ensure each association coach establishes and maintains an inclusive team environment that is conducive to learning and assures player development through positive reinforcement.
  + Host and coordinate coaching clinics as needed to ensure all association coaches can obtain the required certifications in a timely manner.
  + Coordinate player development clinics when feasible and as required. (including goalie clinics).
  + Identify and provide helpful resources and tools to coaches in support of player
  + development. (Examples include, but are not limited to skating clinics, online coaching resources, drill hubs, etc.).

**Rationale for Change:**

A couple previous duties are no longer relevant to APMHA. Newly added duties will improve the role of the Director of Coach and Player Development and therefore improve the overall development of APMHA players and coaches.

**Motion Tabled:**

* + Motion Withdrawn
  + Motion Passed
  + Motion Defeated

**Notice of Motion #4**

**(For 2023-2024 AGM)**

Constitution No.: 5

Page No.: 11

Paragraph No.: 5.11A - Clubwear Coordinator

Submitted by: Lauren Baron

Seconded by: Kristen Drynan

**Current Wording:**

Clubwear Coordinator

* + - Appointed by the Director of Community Engagement each year with the approval of the Executive.
    - Report to the Director of Community Engagement.
    - Assist the Director of Community Engagement with clubwear sales.
    - Organize clubwear days in coordination with the Director of Community Engagement.
    - Receive and deliver inventory to purchasers.

**Proposed Amendment:**

Include Clubwear Coordinator duties into the role of Director of Community Engagement.

**Rationale for Change:**

APMHA currently works with a clubwear supplier. Orders are made online, and the Director of Community Engagement collects and organizes all orders, therefore, APMHA no longer requires a Clubwear Coordinator.

**Motion Tabled:**

* + Motion Withdrawn
  + Motion Passed
  + Motion Defeated

**Notice of Motion #5**

**(For 2023-2024 AGM)**

Constitution No.: 5

Page No.: 12

Paragraph No.: 5.12- Director of Tournaments

Submitted by: Nicole Lane

Seconded by: J-F Meloche

**Current Wording:**

Director of Tournaments

* + Re-Inventory the past seasons trophy stock.
  + Review the Tournament web pages and update as necessary.
  + Coordinate with the Ice Scheduler to create a tournament schedule and submit to the President in September for ice allocations.
  + Submit HEO sanction applications directly to HEO as soon as confirmed ice allocation has been received.
  + Submit tournament budget to the APMHA Executive for approval by mid-October.
  + Purchase trophies, prizes, etc. required for all sanctioned tournaments run by APMHA, keeping within the approved tournament budget.
  + Work with Level Convenors to enlist teams for home tournaments. Use last season's tournament distribution email list to send out tournament invitations.
  + Maintain a registration log.
  + Act as the coordinator for all APMHA tournaments by receiving team entries, monies, and directing them to the Director of Finance as soon as possible prior to the tournament.
  + Ensure that all teams that have sent a request are answered via email in an appropriate time frame (48 hours is the target).
  + Create a schedule for the tournament, considering travel time.
  + Send a copy of the schedule to the ice scheduler, referee in chief and director of communications in a timely manner.
  + Provide the level convenors with the tournament schedule, rules and team contact
  + information as early as possible prior to the tournament. The level convenor will email teams the schedule and tournament information.
  + Provide the level convenors the tournament kit the week prior to the tournament and retrieve the kit following the tournament.
  + Shall keep all tournament game sheets for one (1) year.
  + Update the tournament email distribution list with the new email addresses from the season located in the season’s registration log.

**Proposed New Wording:**

Director of Tournaments

* + Review the Tournament webpages and update as necessary with the Director of Communications.
  + Coordinate with the Ice Scheduler to create a tournament schedule and submit to the President in September for ice allocations.
  + Submit HEO sanction applications directly to HEO as soon as confirmed ice allocation has been received.
  + Purchase trophies, prizes, etc. required for all sanctioned tournaments run by APMHA, with the Director of Community Engagement.
  + Enlist teams for home tournaments. Use last season's tournament distribution email list to send out tournament invitations.
  + Maintain a registration log of all registered and paid teams.
  + Act as the coordinator for all APMHA tournaments by receiving team entries, monies, and directing them to the Director of Finance as soon as possible prior to the tournament.
  + Ensure that all teams that have sent a request are answered via email in an appropriate time frame (48 hours is the target).
  + Create a schedule for the tournament, considering travel time.
  + Send a copy of the schedule to the ice scheduler, referee in chief and director of communications in a timely manner.
  + Provide the home team managers with the tournament schedule, rules and team contact information as early as possible prior to the tournament.
  + Provide the home team managers with the trophies, prizes, game sheets, and rules a week prior to the tournament
  + Shall keep all tournament game sheets for one (1) year.
  + Update the tournament email distribution list with the new email addresses from the season located in the season’s registration log.

**Rationale for Change:**

The level convenors will be acting as a liaison between parents and executive members moving forward. APMHA managers will be working with the Director of Tournaments to ensure successful APMHA home tournaments.

**Motion Tabled:**

* + Motion Withdrawn
  + Motion Passed
  + Motion Defeated

**Notice of Motion #6**

**(For 2023-2024 AGM)**

Constitution No.: 5

Page No.: 14

Paragraph No.: 5.16- VP of Administration

Submitted by: Rob Baron

Seconded by: Julie Robillard

**Current Wording:**

VP of Administration

* + In the absence of President, and VP of Operations exercise the powers to perform the duties of President
  + Oversee the administration needs of APMHA
  + Coordinate the yearly audit/review with the Director of Finance
  + Coordinate the APMHA Registration with the Director of Registration
  + Coordinate all the necessary communications to APMHA members with the Director of Communications
  + Participate in APMHA committees as requested
  + Attend APMHA Executive board meetings as scheduled
  + Attend D4 meetings as required

**Proposed Amendment:**

Eliminate this executive position.

**Rationale for Change:**

APMHA is a small association, and the President can oversee all the executive members' roles as necessary. When the President is unable to attend D4 meetings the Director of Risk and Discipline's role is to go in his/her place.

**Motion Tabled:**

* + Motion Withdrawn
  + Motion Passed
  + Motion Defeated

**Notice of Motion #7**

**(For 2023-2024 AGM)**

Constitution No.: 5

Page No.: 15

Paragraph No.: 5.22- House League Level Convenors

Submitted by: Rob Baron

Seconded by: Lauren Baron

**Current Wording:**

House Level Convenors

* + Shall be appointed by the Director of House Programs with approval of the Executive.
  + Shall coordinate activities for their level including pre-season conditioning, house league evaluations, and any other level related activities.
  + They shall communicate with all members of any such activities pertaining to the level their child is registered in.
  + Shall coordinate experienced evaluators and submit selection of evaluators to the Director of House Programs of approval.
  + Each level convenor shall act as a representative for all players, parents, and team staff as needed at the regular APMHA Executive monthly meetings.
  + Shall be the main point of contact and tournament organizer for the home tournament for their level.
  + Shall liaise between the Director of Tournaments and the team managers. Shall be present as the league tournament organizer the day of the tournament. Shall be responsible for organizing and implementing all on-ice events of the day including communication with visiting teams, set up of the day game sheet completion, coordination of finals and handing out trophies.
  + Shall be the main point of contact between parents/team staff regarding questions or concerns, prior to escalating to the executive level.

**Proposed New Wording:**

* + Shall be appointed by the Director of House Programs with approval of the Executive.
  + Shall communicate with all members of any such activities pertaining to the level they are the convenor for.
  + Shall assist the Director of Coaching and Player Development in ensuring all players and parents have the proper certification requirements completed in a timely manner.
  + Each level convenor shall act as a representative for all players, parents, and team staff as needed at the regular APMHA Executive monthly meetings.
  + Shall be the main point of contact between parents/team staff regarding questions or concerns, prior to escalating to the executive level.
  + Shall assist the Director of House Programs with APMHA conditioning and sort-out registration and distribution of sort-out jerseys.

**Rationale for Change:**

Team managers will assist with the home tournament duties moving forward. The level convenors will attend meetings and be the primary contact for parents with questions and concerns relating to APMHA.

**Motion Tabled:**

* + Motion Withdrawn
  + Motion Passed
  + Motion Defeated