



CONSTITUTION & BYLAWS

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5555 Freshwater Dr, Mississauga, ON L5M 7M7

Article 1: Name and Vision Statement

- The organization shall be known as the Mississauga Dolphins Cricket Association, hereinafter referred to as MDCA
- Vision Statement: To provide Mississauga athletes the opportunity to reach their full potential through cricket. Serving to age groups such as but not limited to U14, U16 & U18.

Article 2: Aims & Objectives

- To encourage, promote and develop the game of cricket at a semi-professional and recreational level.

Article 3: Membership

- Membership of the MDCA is open to all ages and genders.
- Members registered with the organization cannot be registered with any other organization providing cricket program within the province (excluding, provincial and national sports body).
- Complaints will be resolved through a review process conducted by the legal and complaints review committee.
- Member has right to vote in AGM
- Right to sit on the committee as elected annually.
- A player's club membership lasts for one cricket season, every player needs to pay their annual due by May 1st every year to ensure remaining as a member in good standing.

Article 4: Board Members

The Executive shall consist of the following:

- President
- Vice President
- Director of Finance
- Director of Operations – External
- Director of Operations - Internal
- Business Development Manager
- Director of Membership Care
- Legal & Public Relations Manager
- Communications Manager

Core Committee

- President – Adeel Ahmed
- Director of Operations – External – Armaan Kapoor
- Director of Membership Care – Dhruv Patel
- Legal & Public Relations Manager – Muhammed Wajahat Faizan
- Club Member – Qasir Choudhary

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- a) Executive members are nominated /elected at the Annual General Meeting. The term of office for each Executive member shall be for two years. New executive members who would like to be considered for nomination/election are to send a nomination notice via email or written letter to the director of membership care, 48 hours prior to the start of the Annual General Meeting. Incumbents must confirm their intentions to stand for re-election at least 30 days before the Annual General Meeting which will be communicated to the membership at least 20 days before the Annual General Meeting.
- b) The board can fill vacancies as and when they occur during the year.
- c) All board members have the right to vote on any matters at the Annual General Meeting and Executive meetings.
- d) The president and vice president have the power to appoint additional members as needed, if needed. Any newly created position(s) will be considered temporary until confirmed at the next Annual General Meeting.
- e) The board members shall not be entitled to any remuneration for acting as such.
- f) The board members are entitled be re-elected at the Annual General Meeting for a subsequent term of two years.
- g) If the quorum is not complete, the vote of the core committee will count as the ninth vote for the purposes of decision making.
- h) A board member can be voted off the board committee by a 75 percent vote by a quorum of the Executive with the President in attendance for whatsoever reason, including but not limited to, non-performance of duty, disruptive behavior or missing 2 or more meetings.

Article 5: Regular Board Meetings

- The board shall meet on a monthly basis to review organizational affairs.
- Notice of board meetings will be given to all board members at least five (5) days prior to the scheduled meeting.

Article 6: Annual General Meeting (AGM)

- The AGM shall be held in or before November 29th.
- The AGM shall include an annual review of the financial statement by the board members and an annual report by the members of their designated operations.
- The AGM shall include the election of the board for the following two year.
- Public notice for the AGM must be made 21 days in advance of the AGM.
- Voting members at the AGM are limited to MDCA Executive Members & MDCA Members.
- Each member has a maximum of one vote pertaining to a proposed resolution.
- Voters must be physically present at the AGM.

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- A quorum for the transaction of business at the AGM shall consist of 70 percent of the voting membership of MDCA.

Article 7: Playing Rules

- All cricket played under the banner of Mississauga Dolphins Cricket Association is governed by the rules and conduct as laid out by the Cricket Council of Ontario and Cricket Canada.

Article 8: Financial Year

- The fiscal year for the Mississauga Dolphins Cricket Association shall terminate on October 31st.

Article 9: Amendments to Constitution and By-Laws

- The Constitution and By-Laws may be amended by special resolution at the Annual General Meeting: the amendments take force beginning at the first meeting of the newly-elected executive of the MDCA.
- Notice of proposed amendments to the Constitution and By-Laws must be submitted to the Director Finance at least 30 days before the Annual General Meeting.

Article 10: Termination of the MDCA

- If the MDCA disbands or ceases to exist, then the assets and the funds of the MDCA would be transferred either to another organization with similar goals.

Bylaw # 1: Registration for League

a. Registration consists of:

- Completion of the registration application form.
- Payment of the year's registration fee.
- Providing proof of age (upon request).

b. Prior to the start of the season, registration must be paid in full or payment arranged directly with the Director of Finance. If payment is not received or arrangements not made, the player shall not be permitted on the field.

c. The Code of Conduct shall be attached with the registration form and it shall be required that all MDCA members adhere such document.

- Full time playing members and their parents/guardians (if member is under the under the age of majority) will sign the code as part of their registration.
- House League players must accept the code electronically and/or sign the code when they register.

Bylaw #2: House League: Age Categories

- The MDCA shall register all playing members for play in one of the following MDCA House league teams, numbers permitting.
- Ages referred to are as of September 30th.
- Guidelines for the team include:
 - Youth: 13 to 17 years
 - Colts: 18 to 21 years
 - Intermediate: 22 to 26 years
 - Senior: 27 and over

Bylaw # 3: House League: Player Registration

Registration consists of:

- a) completion of the registration application form
- b) payment of the year's registration fee
- c) providing proof of age upon request

The following is included with registration:

- Uniform.
- Player insurance.
- Team and individual photographs.
- Award(s).
- Year-end Banquet.

Bylaw # 4: House League: Rules of Play

The following are the rules of play:

- a) No body checking is permitted at any level.
- b) The MDCA operates on the principle of equal game time – all players must receive equal game time both in House League regular season and House League playoff games. Continual violation of this rule by the coaching staff will result in disciplinary action by the Vice President.

Bylaw # 5: House League: Play

- Team standings will be kept based upon 2 points for a win and 1 point for a tie.
- League playoffs will be at the discretion of the board; the playoff format will be announced by the board.
- All rules' regulations to be per standards set by International Cricket Council.

Bylaw # 6: Equipment & Apparel

- All players must always wear the equipment for their own safety. Helmet, Pads, Gloves and abdominal guards are mandatory for all players to use while they bat.
- All players and officials must be in full uniform all the time during the game.

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Bylaw #7: Coaches

- a. Submissions for House League or Rep Team Coaching Positions are to be made in writing to the respective Director of Operations.
 - Coach applicants (both Rep & House League) must sign the “Code of Conduct” and submit with their application for a coaching position.
 - Rep coach applicants must submit a team budget to the Director finance, three months prior to the rep season.
 - Rep coach applicants must submit a seasonal team plan that outlines their intended approach to game awareness, intent to play positive, attacking game, fitness, playoffs and discipline and if awarded a team, adhere to this philosophy.
- b. The Executive shall approve the appointment of all Rep Coaches.
- c. A sub-committee, consisting of the House League Director and the House League conveners will approve the appointment of the House League Coaches.
- d. Rep Head Coaches will be responsible for appointing the remainder of the team staff, establishing a team budget and presenting it to the Director of Finance at a date set by the Director of Finance and will have financial accountability to the league for management of the team’s finances and should not undertake this role him/herself.
 - Team accounts must have three signing officers: Head coach, manager or Director of Finance and one other person on the team. Spouses / partners are prohibited from both having signing authority on the team account.
 - The Bank account must be set up to read that 2 out of 3 signing authorities are mandatory for the withdrawal of cash or writing of cheques.
- e. All Rep and Competitive coaches are required to submit an annual year-end team financial statement to the Director of Finance by date set by the Director of Finance.
- f. In selecting coaches, it is preferable that the Director of Operations and Membership Care department is not be appointed Head Coach within his/her own jurisdiction, except under exceptional circumstances.
- g. All coaches shall foster and promote the aims and objectives of the MDCA as per Article 2.
- h. Any person assisting on the bench must be properly registered with the organization and local cricket league(s).
- i. The ideal coaching staff will consist of a Coach, and a trainer.
- j. Coaches are responsible for the conduct of their team and are expected to adhere to the league officials.

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- k. Coaching staffs are responsible for ensuring that all players are wearing required equipment properly fastened.
- l. All players playing the game must have all the required equipment and safety guards including helmet at all practices and games.

Bylaw # 8: Rep Teams

- All players who have registered with the MDCA are eligible to try out for the Rep teams which represent the MDCA in tournament, friendly games and outside league play.
 - Youth: 13 to 17 years
 - Colts: 18 to 21 years
 - Intermediate: 22 to 26 years
 - Senior: 27 and over
- Rep players will be ineligible to play in House League on the day of Rep fixture.
- Rep team tryouts will be advertised.
- Scores must be filled up by end of day Monday after the game weekend.
- The MDCA board will have the final vote as to what is best for the players, the team and the MDCA
- All Rep fees must be paid in full no later than April 30th or the player is not eligible to participate with the team for any games or practices until all fees are paid in full.
- Rep team budgets including updates on expenditures to date and forecasts for remainder of season are to be handed out to all parents and operations director twice a year.

Bylaw # 9: Player Movement

- Players desiring to play at a higher division in the Rep league are required to write a letter to the Director Operations explaining the reasons. Exceptions will be at the discretion of the director.
- Rep Players must play at their own age group unless there is not a team of their caliber to play on. Board's approval is required.

Bylaw # 10: Request for Player's Release

- Individual wish not play under the MDCA organization must request release from the president by filling out release/cancellation form.

Bylaw # 11: Refunds: Rep & House League

a. Rep

- \$75 non-refundable at signing.
- No refunds after March 31st of the playing year or in circumstances where a player has to quit due to unseen circumstances (such as, but not limited to health or relocation) the board will evaluate on a case-by-case basis.

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- All refunds must be approved by the board after the team has confirmed in writing that no money is owed by the player.

b. House League

- PRIOR TO May 1st: Payment received less \$75.00.
- May 2nd – June 1st: Payment received less 50%.
- Jun 2nd – April 30th: NO REFUND.

Bylaw # 12: Dual Registration

- If a player is registered with the MDCA House League or Rep program, they cannot be registered to play with any other cricket team and/or league outside of the organization.

Bylaw # 13: Discipline

- Where situation warrants, the board can establish a Disciplinary Committee for the hearing of discipline issues attributed to a coach, player or parent/guardian, director or the advisor.
- Vice President Chairs Discipline Committee, In the event of a conflict of interest, the President will assume the Chair position
- The committee shall be comprised of Operations Director, Member Care rep, legal and public relations rep. In the absence of anyone above, the vacant spot shall be filled by a board member.
- In the case that player(s) and/or guardian/parents(s) is/are involved, the coach of the team or the convener of the group shall be the representative.
- If the event involves a board member, the matter shall be decided by the board where the involved member shall not take part in the decision.

Bylaw # 14: Cheque Signing Authority

- Board members with signing authority include the President, Vice President and Director of Finance.
- Any two (2) of the above-mentioned three (3) have signing authorities on an MDCA cheque.
- Decisions on behalf of the board which result in financial obligations more than \$500.00 must be approved in advance through a motion and voted on by a quorum of the board members.

Bylaw # 15: Special Meetings

- As required, the any board member can schedule a special meeting, with a minimum notice of four (4) working days.

Bylaw # 16: Conflict of Interest

- Board directors should not benefit financially, personally or otherwise from board events or activities. Preventing directors with conflicts from participating in discussion, reporting or voting on any issue where there is a real or perceived conflict.

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- All Directors have a duty to ensure that the integrity of the decision-making processes of the Board are maintained by ensuring that they and other members of the Board are free from conflict or potential conflict in their decision-making
- This policy applies to all Directors and Officers, including ex-officio Directors, and all non-Board members of committees. "Officers" means Officers appointed by the Board including the Chair, and others who perform functions for the organization similar to those normally performed by such Officers.
- Officers and non-Board committee members shall avoid situations in which they may be in a position of conflict of interest or perceived conflict of interest. The bylaws contain provisions with respect to conflict of interest that must be strictly adhered to. In addition to the bylaws, the process set out in this policy shall be followed when a conflict or potential conflict arises.

Bylaw # 17: Voting Eligibility

- Only an active member of the club shall be allowed to vote.
- If the club member is less than 18 years of age, then his parents or legal guardian will cast vote on his behalf.
- If the club member is 18 years old or more then he can cast his vote on his own.
- One household will be equal to one vote. Several members of the club living in the same household will have one vote.

Bylaw # 18: Complaints Resolution

- In case of a dispute between 2 or more board members, President of the club will form a disciplinary committee consisting of 2 neutral members. They will present their findings in a report within 15 days of the incident and appropriate actions will be taken in accordance with the findings of the report.
- In case of dispute between club members, the core committee will address all such matters and resolve them. The core committee will be liable to present a report of all the disciplinary actions taken to the President of the club.

Bylaw # 19: Criteria for becoming a board member

- An active member of the club affiliated with club for 2 years or more.
- Must not have a criminal record.
- 80% quota is fixed for the board members being Mississauga residents only.

Bylaw # 20: Executive Job Descriptions

All Executive members must provide a year-end financial summary of their portfolio and present it at the year-end meeting.

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a. President

Description:

- Oversees operation and supports departments as required

Primary Responsibilities:

- Organizes the board to carry out the management and supervision of MDCA.
- Liaises with governing bodies for sports as required
- Chairs the regular board meetings and the Annual General Meeting
- Sets up agenda for meetings
- Designates a board member to perform his duties in his absence
- Recruits' volunteers
- Has cheque signing authority for the organization.

b. Vice-President

Description:

- The Vice-President assists the President in his/her duties and assumes the duties of the President should the President become unable to do so and will preside over meetings in the absence of the President
- Oversees any volunteers who support this role
- Has cheque signing authority for the league

Primary Responsibilities:

- Assists in the organizing of the board to carry out the management and supervision of the MDCA
- Be available to assist any Director requiring assistance in the completion of his or her functions
- Recommend policy to the Board of Directors regarding the nomination and election of Directors of the Association and the organization and conduct of the General Meetings of Members of the Association
- Supervise special projects Give regular reports on behalf of special projects
- Discipline chair for the MDCA membership
- Carry out such duties as are assigned by the Executive or the President

c. Director of Finance

Description:

- The Director of Finance is responsible for the financial oversight of the MDCA
- Oversees any volunteers who support this role
- Solicitation and maintenance of sponsorship for the league
- Oversees any volunteers who support this role

Primary Responsibilities:

- Prepares an annual budget and financial statements (revenues/ disbursements for MDCA) with updates as required

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- Is responsible for maintenance of all MDCA league financial books and bank accounts (excluding Rep team-specific accounts) for the receipt and disbursement of funds.
- Has cheque signing authority for the league.
- Collects registration fees for House and Rep league players
- Oversees sponsorship and fundraising efforts for the organization
- Ensures sponsors get visibility / value for their support

d. Director of Membership Care

Description:

- The Membership Care Manager is responsible to maintain and/or record all official documents, policies and intellectual property and assets of the organization.
- Oversees any volunteers who support this role

Primary Responsibilities:

- Prepares correspondence approved by the board.
- Maintains the master files of all the member's information & documents
- Maintains background check master file
- Notifies Members of upcoming meetings.
- Maintains an up-to-date list of the Executive with address and phone numbers.

e. Director of Operations – External

Description:

- Oversees Operation of organization and its house/rep teams.
- Liaison between MDCA board & teams
- Oversees any volunteers who support this role
- Develops and oversees execution of a skill enhancement program for players and coaching staff of the MDCA

Primary Responsibilities:

- Acts as a liaison with the MDCA house/rep teams and other sports organizations.
- Develops criteria for Rep Coach Selection Committee and submits to the board for approval
- Develops Rep Coaching evaluation process and submits to the board for approval – Shares approved process with Selection Committee before coach interviews
- Oversees execution of skill enhancement plan
- Provides development information to appropriate Directors

f. Director of Operations – Internal

Description:

- Internal Operation of organization;
- Liaison between MDCA board & coaching staff
- Management of day-to-day affairs including, club practices, training camps and planning and purchasing of equipment for smooth running of the organization.

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g. Director of Communications

Primary Responsibilities:

- Drives awareness of the organization to the external community: May include, but not limited to:
- Develops press releases to external News Media in advance of special events and tournaments.
- Report's tournament results to social media
- Distribution of MDCA flyers & Posters
- Updates to organization's website and social sites– May include, but not limited to:
 - Ensures appropriateness of all information posted to web.
 - Ensures “Consent forms” are complete for entire team before posting photos or names.
 - Prioritizes the order of articles on the site as required
 - Adds photos to “Photo Gallery” in organized manner

h. Legal & Public Relations:

Description:

- Leads all internal and external communication to increase public awareness of the MDCA
- Oversees any volunteers who support this role

Primary Responsibilities:

- Drives awareness of Registration opportunities to the external community – May include, but not limited to:
 - Co-ordinates the distribution of registration information to other sports groups, rep
 - Communication with the regulatory and registration bodies
 - Ensuring compliance of the bylaw's protocols and rules within the organization.

i. Business Development Manager

Description:

- Initiating business proposals with sponsors
- Presenting proposals to the sponsors and creating awareness within the community about the organization's objective.