



**ASSOCIATION HOCKEY MINEUR DE GRAND-SAULT
GRAND FALLS MINOR HOCKEY ASSOCIATION**

60, rue Ouellette Street
Grand-Sault / Grand Falls, NB E3Z 1A6

Grand Falls Minor Hockey Association. (AGA 2018)

Article 1. Name and nature of the organism.

- a) This organism will be known under the name of « L'Association du hockey mineur de Grand-Sault. » in French, and « Grand Falls Minor Hockey Association. » in English.
- b) This organism is a community club as defined and recognized by the Hockey New Brunswick. Hereafter, wherever the word « club » appears in the text, this word refers to the Grand Falls Minor Hockey Association Inc., unless otherwise stated.
- c) This organism is a member of the Hockey New Brunswick and is subject to its constitution, its statutes and its regulations, as well as those of the New Brunswick Minor Hockey Committee and the Minor Hockey Association of Region 1. Hereafter, wherever the abbreviation HNB appears in the text, it refers to the Hockey New Brunswick.
- d) In the interpretation of the text, unless otherwise stated, the masculine consists of the feminine and vice versa, and the singular consists of the plural or group and vice versa.

Article 2. Territory.

The territory of the club includes the regions of Grand Falls, Drummond, Saint-André and New Denmark. The exact limits of the territory are set in collaboration with the Minor Hockey Association of Region 1.

The territory of the club includes the following regions:

- a) The Town of Grand Falls and Grand Falls DSL
- b) The Village of Drummond and Drummond DSL
- c) The territory of New Denmark
- d) The Rural Community of St. Andre, to the street address of 10820 Hwy 144

Article 3. Objectives.

The objectives of the club are:

- a) To create a program that will allow for the apprenticeship of basic hockey techniques, as well as teamwork and recreation.
- b) To create a program that encourages the development of each youngster's potential, as well as good sportsmanship, self-confidence and health.
- c) To create a program that encourages the development of coaches, defines the commitment undertaken by volunteers and the responsibilities of parents, and encourages our youngsters to respect others by their exemplary behaviour.

Article 4. Members and Registration.

- a) All individuals who qualify under the age criteria as established by the HNB and residing in the territory of the club can become a member/player in return for a registration fee for the current season. The club, on an annual basis, will establish the registration fees for members/players. An additional fee will be charged by the GFMHA for all registrations received past the set deadline.
- b) Any parent of a registered player and anyone from the community interested in minor hockey may attend the club's general meeting with the right to vote. This person will then have the right to be elected to the club's board of directors along with all the rights and responsibilities it entails.

Article 5. Administration.

- a) The club will be managed by a board of directors composed of a maximum of 14 persons elected at the Annual General Meeting on a basis of 6 per year. These people are elected for a two-year mandate during the Public Annual General Meeting, which gathers all citizens of the territory interested in the activities of the organism. If a member resigns or is dismissed from his duties before the end of his mandate, his replacement is elected to complete his mandate and does not initiate a new one.
- b) The committee members will elect an executive between them, which includes a president, a vice-president, a secretary and a treasurer. All members of the executive will retain their post for one year but may be re-elected at the next Annual General Meeting.
- c) The president who yields his place to a newly elected president obtains the title of past-president and is always part of the executive whether his mandate as member of the board of directors is expired or not.
- d) As much as possible, we will try to establish a balance between the club's three main regions, that is to say, Grand Falls, Drummond, Saint-André and New Denmark.

- e) Each member, except the president of a meeting, honorary members and public members will have, only once, the right to vote on each proposal. The president of a meeting will only vote on a proposal in the event of a tie.
- f) If necessary, the board of directors may hire one or several people to help with the development and progress of club activities. These people cannot be members of the board of directors at the time of interview or hiring. The employees may be invited to attend committee meetings. They could have the right to speak but never the right to vote.
- g) The Grand Falls Minor Hockey Association will have 2 honorary members. These members will stay on the committee as long as they decide to leave there function.
- h) The honorary members are members and contacts that can help to the good function of the association. They can be asked by the president to fill out certain responsibilities. They will have permission to assist and have the right to speak to all meetings (annual and monthly) but will not have permission to vote. They will be counsellors for the Grand Falls Minor Hockey Association.

Article 6. The committee members' responsibilities.

- a) Past-President: Part of the board of directors in an advisory capacity.
- b) President: Presides over meetings including all general meetings, assures the constitution is being respected and that all executive positions are filled, names the different committees as well as the selection of representatives for each committee. At the end of his mandate, all documents belonging to the Association are given to the newly elected president. If he decides to quit or resign his position, all documents are given to the Association who, in turn, will hand them over to his successor.
- c) Vice-President: Fills the position of president during his absence and fulfils all other club duties.
- d) Secretary: Keeps an account of the club's business, notifies all committee members of the time and place of each meeting at least 5 days in advance and 3 weeks in advance for the annual meeting; prepares all agendas and invitations, if necessary; and, is responsible for the distribution of these items; reads all correspondence; executes all duties assigned by the president; and upon leaving the position, all meeting summaries, books and records will be handed over to the successor.
- e) Treasurer: Receives all the money in the name of the club and emits all necessary receipts; deposits the money at the financial institution designated by the committee; gives reports of income and expenditures at meetings; upon leaving his post, the books and the accounts will be handed over to his successor.

- f) The other directors: To carry out the functions designated by the president, such as the responsibility of the different committees.
- g) Any member of the board of directors who is absent for more than 3 consecutive regular meetings without a valid reason will be relieved of his duties with the club.

Article 7. The committees.

The committees normally consist of at least one director. Nevertheless, it is allowed, indeed recommended, to recruit additional members not involved in the committee.

- a) The *finance and registration committee* is composed of the treasurer and at least another director. Their responsibilities are:
 - I. Establish the registration fees and verify the registration at the club and provincial level;
 - II. Administer the different fundraising activities approved by the committee;
 - III. Propose a budget for the upcoming year, at the beginning of September;
 - IV. Periodically, during the year, attend to the club's budget in order to recommend the necessary adjustments, if need be;
 - V. Receive the plans for fundraising activities from the committees (teams) at least one month prior to the activity in order to present his recommendations to the committee; and,
 - VI. Receive the proposed budgets from teams before the season begins, as well as the fundraising reports.
- b) The *technical and equipment committee* is composed of at least 2 people, a director and a coach. Nothing prevents them from being both director and coach at the same time. To avoid all conflicts of interest, a member of this committee will not be able to select players evolving to the same position and to the same age level as one of his own registered youngsters. Their duties include:
 - I. Prepare an annual program of development and coordination for the various levels and categories;
 - II. To recruit and select coaches for all levels and appoints the leaders for each level;
 - III. As much as possible, ensure that all coaches have the level of certification required in order to coach at the appropriate level;
 - IV. Steer players towards development categories responding to acquired abilities as demonstrated during evaluation sessions held prior to the formation of teams (No teams are formed prior to these evaluation sessions unless otherwise stated by the committee.);
 - V. Ensure that coaches respect the rules of the club, the committee's instructions and the sportsmanship philosophy along with respect towards the players, the officials, the parents and spectators and all other person involved with this program, as well as the coaches' contracts such as established by the Hockey Centre of Excellence; and,

- VI. Determine if equipment is needed and recommend all purchases of such equipment in order to assure a smooth operation of activities.
- c) The *social and publicity committee* is normally composed of at least 4 people. Their duties are:
- I. Schedule and organise the special activities of Minor Hockey Week and if necessary, the end of the season banquet as well as all other events of this kind foreseen by the committee;
 - II. Inform the media of local games, tournaments and special events with programs, schedules and calendars;
 - III. Announce all social activities or publicity approved by the committee;
 - IV. See to the preparation of a program booklet for all tournaments organized by the club, including schedule and names of sponsors;
 - V. Work in collaboration with the registration and finance committee.
- d) The *officials and discipline committee* is formed of 3 people. The president of the club will not be part of this committee. Their duties include:
- I. Recruit and assure the certification of new officials before the beginning of the season;
 - II. Ensure the best behaviour of members/players of the club and impose the appropriate sanctions, if necessary;
 - III. Work closely with the local officials' representative and ensure the coordination between the representative and the club;
 - IV. See to a schedule for the officials; and,
 - V. Work closely with the scheduling committee.
- e) The *scheduling committee* is composed of 2 people. Their duties are:
- I. Equally divide the ice times for the coaches and the games according to each youngster;
 - II. Determine the ice time to prepare the calendar for the house league and local and regional development and participation leagues. As well as the schedule of the different invitational tournaments and other activities taking part in the local arena of which it's the club's responsibility.
 - III. See to the preparation of the different tournament schedules organized by the club.
 - IV. If necessary, determine the hours of local games for the zone or the regional preliminary series.
 - V. Collaborate closely with the person in charge of scheduling at the local arena.

Article 8. Meetings and quorum.

- a) The club will hold its annual general meeting once a year during the month of May or at any other time during the year before the Annual General Meeting of HNB.

- b) Each committee will prepare a **written** end of the year report to be presented at the Annual General Meeting.
- c) The residents of the club's territory will be advised by the media of the date, the time and the location of the Annual General Meeting at least 14 days before the meeting.
- d) The committee can summon any other general meeting, as needed, at least 14 days before this meeting is held.
- e) The board of directors will meet at least once a month to treat matters of the club. Each committee will meet as often as necessary.
- f) The committees will have to bring their recommendations to the counsel to be approved.
- g) The club's representative will report of all deliberations from the most recent meeting of Region 1 Association Committee.
- h) The quorum for all meetings of the counsel and for all general meetings is 50 percent of elected members of the counsel plus one.
- i) The simple majority will be necessary to adopt all ordinary propositions. A two-third majority of the people attending an annual general meeting will be necessary to adopt all modifications to the constitution.

Article 9. Financial.

- a) Any team having the intention of having a fundraiser or any other profitable activity should present a financial budget at least one month prior to the beginning of the activity. All financial activities must be subjected to a final report submitted, as much as possible, at the last committee meeting before Christmas and at the last annual general meeting.
- b) All checks issued by the club must have the signatures of 2 members of the board of directors or 1 member of the board of directors and one other person authorized by the committee to sign the checks.
- c) Any solicitation of the club or any team or other part of the club will not take place without a written authorization by the counsel.
- d) All payments made by the club must be made by check.

Article 10. Lottery.

- a) The lottery is financially beneficial to the Grand Falls Minor Hockey Association. It allows the actual registration fees to remain the same or as low as possible. It also allows the necessary purchase of equipment such as equipment used for practices and for goaltenders.

- b) For each ticket sold, the money collected is divided as follows: for each \$30 ticket sold, \$15 goes to the winner of the half & half, \$10 goes to the GFMHA and \$5 goes to the team who sold the ticket.
- c) The money given to the teams must be used for additional ice time either for tournaments, games or practices.
- d) Notwithstanding the previous paragraph, for those teams who do not use the money received from the lottery, the GFMHA will give \$5 for each ticket sold to the team up to a maximum of \$150 for any other activity having received prior approval from the board of directors at least 30 days before the activity is to occur.
- e) The amount given to the teams is at the discretion of the committee. However, each team will receive a minimum of \$ 5 per ticket sold. In addition, a team that chooses to sell additional tickets will be rewarded as follows:
 - If the team sells 125 tickets, they will receive an additional \$ 1 for each ticket sold.
 - If the team sells over 200 tickets, they will receive \$ 2 extra for each ticket sold.

Article 11. General.

- a) The club respects the age levels and/or development as stipulated by HNB. This includes the initiation program and the philosophy surrounding the program.
- b) To complete this constitution, attached is a list of the responsibilities for the club, the coach, the volunteer, the parent and the player.
- c) This club believes in the principles of sportsmanship. Not to lay claim that it can change the opinions and the habits of all and of each, this club is agreed that it must promote its principles to the people and concerned organisms.

Article 12: Registration money for tournaments

At the beginning of each year, The Grand Falls Minor Hockey Association can give teams, "*but isn't obligated*", an amount of money to use towards registration of tournaments. A team that decides not to do/organize a local tournament will not receive this money.

Article 13: Affiliated players

The President of the Minor Hockey Association will appoint a person responsible for managing the use of affiliated players. To use an affiliated player, the coach must have the permission from this person.

Article 14: Team budget

At the end of the season, every team manager's are responsible to have a balanced budget. In case of a loss budget, the team is responsible to reimburse the minor hockey association. If the team's budget is in surplus, funds will be kept by the minor hockey association to help cover operating expenses

Responsibilities

Of the Association

Of the Coach

Of the Volunteer

Of the Parent

Of the Player

The Association must:

1. Ensure that all youngsters have an equal chance to develop their potential to the maximum and that coaches and volunteers are well aware of the objective « development » compared to « victory ».
2. Ensure that all ice time that is allotted be equally distributed and that its usage be maximized.
3. Ensure that all parents and youngsters are made aware of their responsibilities by giving them a pamphlet of information at the time of registration. They must understand the commitment towards the team, other players and parents. Everyone does his part.
4. Show the community, businesses and the general public that the money managed by the association is the better investment in order to ensure the development and survival of the association in the community.
5. Ensure that the coach, the volunteer, the player, the parent and even the referee respect the rules of the game and that harmony reigns at all levels displaying mutual respect.
6. Ensure that all rules of the Regional Hockey Association and the rules of HNB are respected at the team level of the Association.

Coach

1. Must promote team spirit (the team comes before the player); the development, he must make sure that the Association's objectives are followed.
2. Must offer each player an equal chance in order to assure each player's development.
3. By his own example, must show respect for the rules, the officials and adversaries. He is the leader of the group (language – behaviour). Never criticize an official.
4. Must put into practice what is learned during various training sessions for coaches and not be shy to ask for help to prepare practices or games in order to better develop our youngsters. One is always learning.
5. Must make sure never to show the image that losing is unacceptable. It's great to win, but with a lot of hard work, we can always win the next one.
6. Organize a meeting with the parents of the players before the scheduled games.
7. Must establish a plan for the season to be presented to the parents as soon as the league's schedule is received.
8. Must establish the team rules and distribute them to the players before the schedule begins.
9. Must choose a parent to act as team manager.
10. Must submit an update to the person in charge of all of the team's activities and also advise him of any problems.

Volunteer

1. Must be responsible towards your commitment. You must not forget that the Association is relying on your commitment and has accepted this commitment.
2. Must be available to work within the different committees and must make the effort to get along with everyone for the good of our youth and the association.
3. Must ensure that all decisions taken or proposed changes are beneficial to the majority of kids and not just to the advantage of a select few.
4. Must ensure an active participation to the development of our youth either by helping the coaches, management of teams or to make parents aware of the different objectives and goals of the association.
5. Must be available to participate and carry out proposed fundraisers accepted by the board of directors.

Parent

1. Must be available to players at the arena, at tournaments, for transportation, etc. All parents must travel their child to all games or tournaments out of town.
2. Must get involved along with the team and the player in all fundraising, etc. This is part of a person's development.
3. Must respect the officials. Never criticize an official. No verbal or other abuse towards the opposing players and their coach or supporters. We are the example our youth must follow.
4. Must support our youth. Never criticize a player in front of others, never criticize other players. It's not the end of the world if you lose.
5. Must discuss with the coach when not in favour with his decisions.
6. Must accept the coach's decisions and encourage the child to work harder.
7. Must complete a medical card at registration time and remit to the instructor at the first practice; if not, the child will not be permitted on the ice.
8. Must ensure that the player has the adequate equipment to play hockey.
9. Must ensure that all equipment used by the youth belonging to the Association be well maintained. Parents are responsible to repair this equipment.
10. All equipment belonging to the GFMHA must be returned no later than 2 weeks following the end of the season for his or her team. Failure to do so will result in additional fees being charged at registration the following year.

Player

1. Will follow team and coaches' rules and will put into practice the teachings of the instructor.
2. Must be a good sport – I win, I lose but I develop and I learn with each game.
3. Must respect the officials, the opposite team and their coaches and will never dispute an official. The coach or the captain is there for that.
4. Must respect their teammates as well as their language. Do not criticize but encourage them. Never criticize an official.
5. Must respect rules on the ice in order to avoid useless penalties, if not, I take away ice time from one of my teammates as well as harm my team.
6. Will keep equipment belonging to the Association in good order and will be responsible to return it in good condition at the end of the season.
7. Must not wear the game jerseys and socks, furnished by the GFMHA, other than for games or for special occasions approved by the team such as team photos.