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PART I - ARTICLES

Article 1: Name of Association

The name of this organization shall be 'FUNDY FEMALE HOCKEY ASSOCIATION' (hereinafter referred to as the FFHA or the Association).

Article 2: Affiliation and Jurisdiction

2.1 FFHA is and shall be a member of the New Brunswick Minor Hockey Council (NBMHC) and is affiliated and registered with Hockey New Brunswick (HNB) and Hockey Canada.

2.2 FFHA is a female association open to Female players in District 5 of Hockey New Brunswick minor district. District 5 consists of players who reside in region 4 of HNB.

2.3 FFHA shall have jurisdiction to manage and administer all female hockey within District 5 and all female players in District 5 if there are no all-female teams for those female players.

2.4 FFHA shall explore all means possible to ensure female players play close to where they reside.

Article 3: Objectives and Purpose

This Association shall be a non-profit organization; the objective is to foster, encourage, support and improve all aspects of female hockey within both the recreational and competitive leagues in District 5. Our goal is to develop a clean, fun, professional brand of female hockey through good sportsmanship, fair play and good citizenship amongst the association. This will be accomplished by exercising general supervision and direction over players, teams, coaches, officials, volunteers, parents and guardians in support of providing consistent and compliant program delivery.

Purpose: The purpose and aims of the FFHA are as follows

1. To provide hockey instruction and competition for girls and young women
2. To develop and encourage sportsmanship, team spirit and fair play
3. To foster and improve recreation for all players regardless of ability
4. To promote interest and involvement in ice hockey for girls and young women

Article 4: Membership

The membership of this Association shall include all parents and guardians of minor females and females who are the age of majority registered with this association and any other persons whom the membership and/or Board of Directors shall deem beneficial to this Association.

Article 5: Executive Committee and Board of Directors

5.1 The Executive Committee of the Association shall consist of: Past President, President, Vice-President for each Zone, Treasurer for each zone, Secretary and Registrar, who shall all be elected by the membership at the Annual General Meeting to take place a minimum of two weeks prior to HNB General Meeting. The Executive Committee shall exercise such powers as the Board of Directors may authorize from time to time, including attending to the business of the Association and supervising the work of the officers. The Executive Committee shall keep minutes of its transactions and report it to regular meetings of the Board.

5.2 A provisional board of directors has been formed by the original organizing committee. This provisional board of directors will assume all board responsibilities as laid out in this document for the duration of the 2021/2022 hockey season.

5.3 This provisional board of directors is defined by the following individuals; Kathy Higgins (President), Jennifer Estey (Vice President), Tanya Boyer (Treasurer), Melinda Moore (HR / Secretary), Cindy Goggan (Registrar), Nick DeMerchant (Director of Hockey Operations & Technical Director), Member at Large, (Director of Special Events), Jennifer Urquhart, Member at Large (Director of Recreation & Competitive), Elizabeth Coleman, Member at Large (Director of Communications), Tara McGraw.

5.4 The term of office for the Board of Directors will be two years with the exception of the following positions; President (1 year), Vice President (1 year) and Member at Large (1 year).

5.5 Any member of the Executive Committee or the Board of Directors may resign, in writing, to the Secretary or the President, at any time. Should a position remain vacant at the time of the interim Annual General Meeting, elections may be held to fill such vacancy for the remainder of the two-year term.

5.6 The Board of Directors will increase by 3 members at large (2 year terms) at the 2022 Annual General Meeting

5.7 The Board shall have the power to fill any vacancies, which may occur.

5.8 The Board shall have the authority to appoint any committee(s) it deems necessary for the good of the Association. F.F.H.A

5.9 The Board may, by resolution passed at a duly convened meeting of the Board by not less than a three-quarters (3/4) majority of the directors present and entitled to vote, remove any director of the Association before the expiration of their term of office if any of the following circumstances apply

- (a) The board member is absent for three (3) consecutive duly called board meetings without reasonable excuse or failure to notify the board in advance of their absence
- (b) Participates in activities that conflict with the interests of the Association
- (c) Conduct detrimental to the association and/or other board member(s) or member(s) of the association
- (d) Failure to fulfill the duties of the board
- (e) Deemed necessary for the best interests of the Association

The director shall be given (7) days' notice of the board meeting at which their removal shall be effected

including written notice of the reason(s) for which their removal be considered

Article 6: Voting

6.1 For the purpose of voting that FFHA Annual General Meeting, one vote shall be allotted to each family of members in good standing.

6.2 At all Board and General Meetings (except those where amendments to the Constitution and Bylaws are proposed) a simple majority will be sufficient to carry the motion. In case of an equality of votes, the Chair shall have a second or casting vote

6.3 Amendments to the Constitution and By-laws will require a 2/3 majority of votes cast at the Annual General Meeting to pass such amendments.

Article 7: Elections

7.1 Elections are to take place at the Annual General Meeting of the Association

7.2 All names presented for such elections must be nominated seven (7) days prior to the annual general meeting.

7.3 Such persons must be present (in person or electronically) or have consented in writing to let their names stand.

Article 8: Meetings

8.1 Annual General Meetings

The Annual General Meeting of this Association shall be held yearly and a minimum of two weeks prior to the Hockey New Brunswick's General Meeting.

- a. The election of the Board for the next period (two fiscal years) shall take place at the Annual General Meeting to be held annually. Interim vacancies will be filled per Article 5 paragraph 5.4 of the Constitution.
- b. A quorum of ten members is necessary in order to conduct such meetings.

8.2 Board Meetings

- a. The Board shall meet once a month and other times as required.
- b. Participation by Telephone or Other Communications Facilities: If all the Directors participating consent, a Board meeting may be held by telephone, electronic or other communication facilities that permit all persons participating in the meeting to communicate adequately with each other at the same time, and a Director participating by such means is deemed to be present at that meeting.

8.3 Board and General Meetings may also be called under the following conditions:

- a. The President shall have the sole authority to call any meetings, and the Secretary shall notify all involved
- b. When ten or more members request (in writing) that a Board or General Meeting be called the President shall arrange for such a meeting to be held within three weeks.

Article 9: Order of Business

9.1 The following Order of Business shall be adhered to at all Board meetings of this Association:

- Call to Order
- Approval of last Board Meeting minutes
- Business arising from Minutes
- Correspondence
- Business arising from Correspondence

Fundy Female Hockey Association (F.F.H.A)

- Treasurers Report
- Reports of Executive
- Reports of Directors
- Reports of Committees
- Unfinished Business
- New Business
- Adjournment

9.2 The following Order of Business shall be adhered to at all General Meetings of this Association:

- Call to Order
- Approval of last General Meeting minutes
- Treasurer's Report
- Reports of Executive
- Reports of Directors
- Reports of Committees
- Elections
- New Business
- Amendments
- Adjournment

Article 10: Crests and Colours

10.1 Crest

The FFHA uniform crest can be used by all members of the association with approval of FFHA.

10.2 Team Apparel

Jackets, pants, sweat and hats worn by any teams representing the FFHA shall use standard FFHA colors and FFHA crest. All apparel must be approved by the president or designate prior to purchase.

10.3 Uniforms

TBD – Logo is Kraken colours and other designs are dependent on pricing

Article 11: Tournaments and Jamborees

11.1 All teams in the Association entering Tournaments must provide notification to the Director of their respective Divisions of all tournaments upon acceptance.

11.2 All other guidelines concerning tournaments must comply with the By-laws.

Article 12: Movement of Players

All **HNB** rules and guidelines regarding movement of players will be adhered to by the FFHA along with any rules and guidelines that the FFHA adopts standard as stated in our Bylaws.

Article 13: Constitution

13.1 This Board of Directors and any other member or representative shall recognize, observe and be bound by the provision of the Constitution and By-laws of FFHA as well as the HNB and HC. The Policies adopted shall conform to the Constitution and Bylaws of this Association and shall be recognized as providing the basic rules governing this Association. The President, in any meeting, with a quorum of 2/3 of the board members shall have the authority to interpret and make ruling on matters pertaining to this Association and not within this Constitution.

13.2 Amendments

- a. All proposed amendment(s) to the Constitution and By-laws must be submitted to the Secretary of the Association in a written and signed format and submitted to the Board of Directors for insertion into the Notice of Meeting. This shall be done one month prior to the Annual General Meeting commencement in 2022.

- b. The Board of Directors will review all proposed amendments and reserves the right to vote on a recommendation to bring forth to the floor
- c. The member(s) submitting the proposal must be present to make the formal motion
- d. Amendments must receive a 2/3 majority of votes cast to be passed

13.3 Notice of Amendment

This Constitution may be amended only by a two-third majority vote of the members present at the annual meeting of the Association. Notice of such amendments must be communicated to the members prior to the annual meeting

PART II – BY-LAWS

SECTION 1 - EXECUTIVE OFFICERS

1.1 President

The President, within jurisdiction of the Association, shall have the power to:

- a. Sign as a signing officer for the Association.
- b. Officiate at meetings - ex-officio at all meetings.
- c. Exercise the powers of the executive in case of an emergency.
- d. Assist members of the executive in carrying out their duties.
- e. Appoint at his/her discretion, an individual from the membership or Board of Directors, to replace the Director of Coaching if that person has applied to coach a competitive team for the FFHA.
- f. President or designate shall be the sole voice of FFHA.
- g. Appoint a Board member as chairperson to be responsible for forming a committee to determine a ruling in matters of discipline.

1.2 Vice President

The Vice-President shall perform all duties of the President in his/her absence and shall act as coordinator for any of the Directors.

1.3 Secretary

- a. Shall be a signing officer of the Association.
- b. Shall keep an accurate record of the proceedings of this Association
- c. Shall handle all correspondence on behalf of this Association.
- d. Shall publish an agenda for the General Meetings and distribute it to all in attendance at the meeting.
- e. Shall conduct any other business necessary for the welfare of this Association
- f. Shall conduct other administrative duties assigned by the President.
- g. Shall assist the Registrar with both registration and record keeping.
- h. Shall be responsible for any news releases with the local papers
- i. Shall be responsible for promotion and distribution of all literature of the organization including newsletters
- j. Only the Secretary or the President can issue a formal communiqué for the FFHA.

1.4 Treasurer

- a. Shall handle all monies of this Association and shall keep an accurate record of all monies received and disbursed and shall report such matters at all meetings.
- b. Shall ensure that a financial review of the Association be conducted by an independent professional accountant, at the end of the Association's fiscal year by person(s) approved by the Executive. The fiscal year shall be July 1 to June 30.
- c. Shall pay all accounts of this Association by cheque. The Treasurer and either the President or Secretary shall sign such cheques.

- d. Shall be responsible to submit registration fees payable to the **HNB**
- e. Shall receive any receipts from any member of this Association incurring out-of-pocket expenses, which may be reimbursed by this Association, if the Board deems the expense justified for the welfare of the Association.
- f. Shall receive from all members of this Association all monies collected on behalf of this Association.
- g. Shall be responsible for the annual budget and creation of the fiscal policy.

1.5 Registrar

- a. Is responsible for all aspects of hockey registration
- b. Recommends registration dates.
- c. Arranges for use of facilities for registration.
- d. Obtains volunteers and draws up a schedule of times for registration day duties.
- e. Provides copies of the registration lists to Directors
- f. Provides the Director of Officials a list of persons interested in refereeing.
- e. Provides a list of persons interested in volunteering in any capacity such as coaching, managing, etc.
- g. Maintains a continuing master list of registration throughout the year and supplies copies to the Secretary when required
- h. Collects all registration fees and forwards to the Treasurer, keeping records of collections.
- i. Ensures that all fees are paid prior to participation in hockey program.

1.6 Past President

- a. Shall have served one complete term as President and has not resigned from the Board.
- b. Shall assist the Association in any capacity he/she has either knowledge of or interest in.
- c. Shall retain all voting rights at the board level

1.7 Technical Director of Hockey Operations

- a. Shall be the liaison with the HNB Development Commission.
- b. Shall interview and recommend Coaches for all Teams.
- c. Shall ensure that all coaches possess suitable coaching level certification or are willing to advance for this certification by attending a coach's clinic during the year of their appointment as coach.
- d. Shall ensure that all coaches have agreed to allow a police background check is done and that this activity is favorably carried out.
- e. Shall ensure all coaches has signed and are operating in accordance to the Coaches Code of Conduct (both FFHA and HNB) and will in force such.
- f. Shall develop and oversee skills and development programs to meet the needs and abilities of participants at all levels.
- g. Shall be responsible for the evaluation and oversee the selection of all competitive teams.

1.8 Referee in Chief

- a. Shall have voting rights on the Board of Directors
- b. Shall coordinate all scheduling, development and recruitment of all hockey officials

1.9 Members at Large

- a. Shall have voting rights on the Board of Directors
- b. Will be required to actively participate in at least two or more FFHA committees

PART III – RULES AND REGULATIONS

SECTION 1 - OPERATING PROCEDURES

1.1 Rules

All playing rules in the FFHA will be NBMHC, HNB and CHA, except for rules that are prescribed and endorsed by the FFHA.

1.2 Registration

Each player must submit a registration application form properly completed and accompanied by registration fees as determined by the FFHA. Registration Fees to be set annually by the Board of Directors.

1.3 Sponsors

- a. No member of the FFHA other than the President, Vice President or Secretary, or person(s) appointed by the President may approach a sponsor for funds for any purpose.
- b. All teams who wish to campaign for extra funds must obtain permission from the Board in writing.
- c. Failure to comply with this By-law may lead to suspension as determined by the Board of the FFHA.

1.4 Equipment

- a. It shall be compulsory for all players in the FFHA to wear equipment approved by the Canadian Standards Association (CSA).
- b. Any players registered in the FFHA playing hockey, practicing or helping to coach, under the direction of the FFHA, must be dressed in the approved hockey equipment.

1.5 Suspensions

- a. The Board of Directors will review suspension decisions.
- b. A player may be suspended for infractions during, prior to or after any game or practice; for disrespect or abuse to any Board member, FFHA member, parents and/or player, officials or arena staff, for unsuitable conduct on or off the ice, for stealing property belongings to others or for destroying or mishandling property belonging to others
- c. All suspensions in the FFHA must be reported to the President.
- d. All suspensions which occur within the FFHA Association may be subject to standard appeal rule 3.12.

1.6 Injuries

When injury prevents a player or team official from continuing in the game or practice, the coach or manager will fill out a CHA injury report form and return it to the Director of Coaching within 24 hours. This report form must be filed with the HNB office immediately but no later than 60 days of the accident.

1.7 Use of Ice Time

- a. If allocated ice time is not going to be used the coach or manager shall notify the Technical Director
- b. The Technical Director must be given at least 48 hours notice of unused ice.
- c. Non-contracted ice used by any team will not be paid for by the FFHA without the prior approval of the Board of Directors

1.8 Playing Time for Players

All coaches in the FFHA association will endeavor to have all players receive equal ice time. **FFHA encourages and promotes Fair Play at all times.**

1.9 Penalties

For all penalties, the FFHA will abide by NBMHC/HNB and CHA rules, except where the FFHA has stricter penalties.

1.10 Appeals

- a. A coach, player or parent may appeal a protest or suspension in writing to the Vice-President within 48 hours, along with a \$250.00 fee which is non-refundable if the protest is upheld.
- b. Within 10 days of notification of a decision of the Board of Directors, the Griever has the opportunity to appeal the committee decision in writing to the FFHA President.
- c. A Board of Directors appeal hearing will be held within a reasonable time by the President and two members of the FFHA who were not involved in the Discipline Committee involved in the appeal.
- d. The decision of the President is final and binding.
- e. Any FFHA member has the right to appeal such decision with HNB if they are still not satisfied

1.11 Discipline

- a. The Director of Discipline shall appoint a nonpartisan committee to rule in matters of discipline. The committee shall consist of the chairperson and two others selected from the membership of the FFHA who are not directly involved in the issue in question.
- b. The Discipline Committee will provide an opportunity for a Discipline hearing to resolve the issue in question within a reasonable time of the receipt of the issue.

1.12 Rules of Deportment

- a. To foster reasonable behavior, to enhance sportsmanship and to make competition a developmental experience, the FFHA requires and expects its players and parents to meet minimum standards of conduct.
- b. The members of this Association will not condone nor encourage harassment, abuse, bullying or misconduct on or off the ice.
- c. Among both house league and traveling teams, CHA behavior modification penalties will be implemented. In exceptional circumstances, the Vice-President & President may impose additional penalties.
- d. In any team situation, in or around ice surfaces, dressing rooms or arenas, proper behavior is expected of the FFHA players and coaching staff. Acts of violence use, of offensive language and/or the consumption of alcoholic beverages or drugs are not acceptable behavior.
- e. Coaches are expected to discourage improper player language by means of immediate verbal reprimand followed in cases of repeated or serious occurrences, by loss of shift or shift suspension for a period, or removal from the hockey game or practice. Continuous infractions are to be brought to the President and the Board where suspensions will be encouraged.
- f. FFHA members must not post harmful statements on social media sites. Comments or remarks of an inappropriate nature which are detrimental to a Team, the Association, League, or an individual will not be tolerated and will be subject to disciplinary action. All members, volunteers, players and parents must adhere to the social media policy as laid out by HNB
- g. The use of any form of cell phone, camera, video camera, camera phone, or any other personal digital accessory capable of photographs is prohibited in any recreational facility change rooms during any FFHA sanctioned event. In the event that a coach or parent should need their device to take a phone call, such phone call must take place outside of any dressing room.
- h. Coaches and managers are expected to strenuously enforce this guideline in each category from Initiation to Senior. (The standard of what is acceptable is what is deemed acceptable in the presence of anyone).
- i. Consumption of alcoholic beverages or drugs (including cannabis), tobacco (vape pens) by players or coaching staff in a game or practice situation, or arriving inebriated in such a situation, is grounds for immediate dismissal.

LEAGUE ORGANIZERS' CODE OF CONDUCT

I will do my best to see that all players are given the same chance to participate, regardless of gender, ability, ethnic background or race.

I will absolutely discourage any sport program from becoming primarily entertainment for the spectators.

I will ensure that all facilities and equipment are safe and match the athletes' ages and abilities.

I will make sure that the age and maturity level of the participants are considered in program development, rule enforcement and scheduling.

I will remember that play is done for its own sake and make sure that winning is kept in proper perspective.

I will distribute the Fair Play codes to spectators, coaches, athletes, officials, parents and media.

I will ensure that coaches and officials are capable of promoting Fair Play as well as the development of good technical skills and I will encourage them to become certified.

I will ensure that discussions held in the course of meetings and/or discussions of league organizers are kept in strict confidence.

I understand that as a FFHA league organizer, I will support FFHA in general, its players, coaches, officials, volunteers and Board of Directors through both my actions and my communications.

I WILL LEAD BY EXAMPLE BY BEING A POSITIVE ROLE MODEL