



Fundy Female Hockey Association
Constitution May 2026

Articles

1	Name and Identification	3
2	Glossary of Terms.....	3
3	Affiliation	3
4	Aims and Objectives.....	3
5	Members	4
6	The Officers and Directors	6
7	Amendments to the FFHA Constitution.....	7
8	FFHA Crest	7
9	FFHA Colours	8
10	Finances	8

By-Laws

1	Powers and Duties of the Executive	9
2	Powers and Duties of the Board of Directors.....	10
3	Duties of Officers and Directors	11
4	Team Officials.....	15
5	Affiliation	15
6	Finances	16
7	Membership	16
8	Player Movement	16
9	FFHA Equipment.....	16
10	Meetings	17
11	Fundraising	18
12	Standing Committees	19
13	Code of Ethics	22
14	Vulnerable Person Check	23
15	Audit.....	24

1 Name and Identification

- 1.1 This association shall be known as the Fundy Female Hockey Association, hereafter referred to as the FFHA.
- 1.2 The FFHA shall assume the responsibility for all Female hockey programs within the District 5. District 5 consists of players who reside in region 4 of HNB.
- 1.3 Administration of AAA teams will follow the [HNB Female Elite Hockey Committee Operations Manual](#).

2 Glossary of Terms

- 2.1 FFHA Fundy Female Hockey Association
- 2.2 HNB Hockey New Brunswick
- 2.3 FC Female Commission
- 2.4 HC Hockey Canada
- 2.5 NBMHC New Brunswick Minor Hockey Council
- 2.6 Executive the duly elected members of the FFHA Board of Directors
- 2.7 Directors the members of the FFHA appointed by the elected officers to assist in the operation of the FFHA
- 2.8 Board the elected officers, appointed directors and municipal representatives
- 2.9 Fiscal Year July 1 – June 30
- 2.10 “They/Them” Universal pronoun which can be read as “She/Her” or “He/Him” where applicable

3 Affiliation

- 3.1 FFHA is and shall be a member of the New Brunswick Minor Hockey Council (NBMHC) and HNB Female Commission (FC) and is affiliated and registered with Hockey New Brunswick (HNB) and Hockey Canada.

4 Aims and Objectives

- 4.1 To foster, encourage and improve all aspects of organized female hockey in the area by:

Articles

- 4.1.1 Organizing and financing female hockey for all age levels through membership fees, sponsors, grants, etc.
- 4.1.2 Teaching basic fundamentals of hockey as defined by the Minor Hockey Council of HNB, the FC and HC.
- 4.1.3 Providing enjoyment, recreation and competition through organized programs which give due consideration to the capabilities of all individuals from the area who register or have been registered with the FFHA.
- 4.1.4 Helping girls, through the above programs, develop and improve their personal skills.
- 4.1.5 Teaching fair play and sportsmanship.
- 4.1.6 Exercising general supervision and direction over players, teams, coaches, executives and officials.
- 4.1.7 Conduct fundraising activities, which contribute to the social development of all youth in FFHA.
- 4.1.8 To promote interest and involvement in ice hockey for girls and young women.

5 Members

- 5.1 Membership in the FFHA is open to all residents within the FFHA constituted geographical boundaries.
- 5.2 A member shall be defined as any parent or guardian of a registered FFHA player, member of the board, team official or any person taking an approved and active part in the affairs and/or operation of the FFHA during the fiscal year.
- 5.3 Residents living beyond the described geographic boundaries as constituted may be members of the FFHA and serve in a coaching, executive or other official capacity provided such is approved by the Board of Directors hereafter defined.
- 5.4 FFHA Constituted geographical boundaries will be District 5 of Hockey New Brunswick Minor District. District 5 consists of players who reside in Region 4 of HNB.
- 5.5 No player from outside the geographic boundaries may play hockey for the FFHA unless such has been approved in accordance with rules and regulations of the HNB.
- 5.6 The Board reserves the right to request proof of residency for any Member of the Association.
- 5.7 Members shall, at all times, abide by the Constitution, By-laws, Rules, Duties and Regulations of the FFHA.

Articles

- 5.8 The Board shall prepare and maintain a list of current Board Members, Active Members, Parent/Guardian Members, and Honorary Lifetime Members. This list shall be updated as necessary and made available to all Board Members
- 5.9 Unless otherwise determined by the Board, every Membership, other than Honorary Lifetime Memberships, shall commence on or after the 1st day of September of each year, and shall lapse and terminate on the 31st day of August of each year.
- 5.10 The Board shall establish fees annually. Members whose membership fees are in arrears as of the beginning of the regular hockey season shall be suspended from Membership and not permitted to vote, make nominations, hold office, or otherwise participate in the Association's activities. The Treasurer shall inform the Members in writing of any arrears in fees.
- 5.11 A membership will terminate:
- 5.11.1 Upon a Member's resignation or death;
 - 5.11.2 Upon failure to pay membership fees after receiving written notice from the Treasurer and subject to the Board's discretion;
 - 5.11.3 Upon conduct that is considered contrary to the Vision of the Association or to the Code of Conduct as stated by Hockey New Brunswick.
 - 5.11.3.1 The Member whose conduct is in question will be asked by the Board to explain or justify actions. If these Members are unwilling or unable to do so, they will be asked to resign.
 - 5.11.3.2 If they do not resign, the Board shall give proper notice of motion, to be considered at the next Board meeting, requesting the expulsion of the Member(s). A copy of this motion shall be communicated to the Member(s) concerned within a reasonable period of time for that person to make a written response. If a response is made, it shall be circulated with the notice of motion. Approval of such a motion shall require a two-thirds (2/3) majority vote in a ballot conducted at the Board meeting. The Members concerned shall be invited to attend the meeting and to explain their positions before the vote is taken.

Articles

6 The Officers and Directors

- 6.1 The business and affairs of the FFHA shall be conducted by an executive, who shall act in accordance with this Constitution and such By-Laws, as may from time to time be enacted by the FFHA.
- 6.2 The elected officers of the FFHA and executive shall consist of:
- 6.2.1 President
 - 6.2.2 Vice President
 - 6.2.3 Secretary
 - 6.2.4 Treasurer
 - 6.2.5 Immediate Past President
 - 6.2.6 Director of Divisions
 - 6.2.7 Director of Operations
 - 6.2.8 Director of Development and Growth
 - 6.2.9 Registrar
 - 6.2.10 Director of Ice
- 6.3 The FFHA executive shall be elected at the annual general meeting (AGM) by the members of the association.
- 6.4 Should one of the elected positions become vacant, the remaining executive members shall appoint a replacement at the earliest opportunity to fill the position until the next AGM.
- 6.5 The term of office of the executive shall commence following the AGM and remain for 2 years with the exception of the Past President, which shall be 1 year term.
- 6.6 The Election of the Executive positions will alternate as follows:
- 6.6.1 The President, Registrar, Director of Divisions, Treasurer and Director of Operations every **odd number year**.
 - 6.6.2 Vice President, Secretary, Director of Development and Growth, and Director of Ice every **even number year**.
- 6.7 The executive at their first meeting shall appoint the following positions to the Board of Directors:
- 6.7.1 Equipment Management
 - 6.7.2 Division Coordinators as required:
 - 6.7.2.1 Coordinator U7 Program
 - 6.7.2.2 Coordinator U9 Program

Articles

6.7.2.3 Coordinator U11 Program

6.7.2.4 Coordinator U13 Program

6.7.2.5 Coordinator U15 Program

6.7.2.6 Coordinator U18 Program

6.7.3 Coordinator of Tournaments

6.7.4 Goaltending Coordinator

6.7.5 Referee Scheduler

6.7.6 Public Relations / Communications

6.7.7 Other positions which from time to time are deemed necessary.

- 6.8 Executive members cannot hold more than one Executive voting position at a time. Therefore, if a sitting Executive member chooses to run for another position before their term is up, they must first vacate their current position. Once the member has resigned from that position, they will then be eligible to run for another executive position and the position that they have vacated will be open and eligible for nomination/appointment.

7 Amendments to the FFHA Constitution

- 7.1 The Constitution, By-laws, and Operations Manual of the FFHA may only be amended at an AGM or a general meeting. Any FFHA member can submit a notice of motion. Notice of a proposed amendment to the Constitution, By-laws, or the Operations Manual must be submitted in writing to the Secretary at least 15 days prior to the AGM or general meeting, as applicable.
- 7.2 To be adopted, all proposed amendments to the Constitution, By-Laws, or Operations Manual require two-thirds majority of those members present and voting at the AGM or general meeting, as applicable. Sub-amendments (changes to the proposed amendment) which do not change the intent of the proposed amendment shall be entertained and voted upon.

All amendments will come into effect following the conclusion of the AGM.

8 FFHA Crest

- 8.1 The FFHA uniform crest can be used by all members of the association with approval of FFHA.
- 8.2 Any apparel worn by any teams representing the FFHA shall use standard FFHA colors and FFHA crest. All apparel must use the approved crest/logo.



9 FFHA Colours

- 9.1 FFHA jersey color shall be a white base color with a light blue, red and dark blue trim for Away Jerseys; FFHA jersey shall be a Navy-blue base color with a white, red and light blue trim for Home jerseys.
- 9.2 FFHA socks will match jersey colors.

10 Finances

- 10.1 FFHA funds shall be obtained through membership fees, sponsors, fundraising, recreation association or municipal grants, etc. All monies shall be treated in accordance with FFHA By- laws.

1 Powers and Duties of the Executive

- 1.1 The Executive shall have full and ultimate operational control of the affairs of the FFHA and shall have the power to amend, within the terms of the Constitution, Rules, Duties and Regulations regarding the operation of the FFHA.
- 1.2 As elected officers, the executive shall meet at the call of the President regarding any matter within its jurisdiction. Rules of quorum and voting shall apply.
- 1.3 Unless granted a leave of absence by the executive, any executive member who absents themselves from three consecutive meetings without just cause may have their post declared vacant by the executive.
- 1.4 Any FFHA executive who participates in activities with interests conflicting with those of the FFHA may be expelled and their office declared vacant by a two-thirds majority vote of the executive.
- 1.5 Should a vacancy occur in the executive, an appointment may be made by the executive to fill the position. This requires a two-thirds majority vote of the executive.
- 1.6 The executive may reprimand, suspend or expel any non-elected officer, team official, player, parent, or guardian under the jurisdiction of the FFHA for any conduct, individual or collective that in the opinion of the executive is either:
 - 1.6.1 Contrary to the rules and regulations of the FFHA or the principles they stand for,
 - 1.6.2 Contrary to good sportsmanship or responsible citizenship,
 - 1.6.3 Detrimental to the interests of, or is a discredit to, the FFHA and its members
 - 1.6.4 A serious or continuing infraction of the playing rules, Constitution, By-laws, Duties, Rules and Regulations of the FFHA, FC, HNB, and HC.
- 1.7 The executive may re-admit by resolution and a two-thirds majority vote, any non- elected officer, team official, player, parent or guardian, under its jurisdiction, previously suspended or expelled by the FFHA.
- 1.8 Any non-elected officer, team official, player, parent or guardian affected by a decision of the FFHA may file an appeal with the President who shall call a meeting of the executive at the earliest opportunity to hear the appeal. The determination of an appeal will be by a two-thirds majority vote of the executive.
- 1.9 The executive shall determine all questions arising from emergencies not provided for in the Constitution, By-Laws, Duties, Rules and Regulations.

By-Laws

- 1.10 Each year the executive shall solicit applications for positions as coach, assistant coach, and manager and request such applications on a prescribed form by a date to be decided by the executive.
- 1.11 Non-elected, non-voting officers shall be appointed by the executive to assist in the operation of the FFHA. Confirmation of the appointment will be by a two-thirds majority vote.
- 1.12 The executive shall call upon non-voting officers to assist in the operation of the FFHA. Confirmation of the appointment will be by a two-thirds majority vote.
- 1.13 The executive shall determine all, or any fees deemed necessary in the operation of the association business as recommended by the Board of Directors.
- 1.14 The executive shall conduct annual membership for players in accordance with the constitution of the FFHA, HNB and HC.

2 Powers and Duties of the Board of Directors

- 2.1 The Board of Directors shall meet at least once a month to determine, discuss, coordinate and vote on administrative business and operational matters that affect the ongoing functioning of the FFHA, such as:
 - 2.1.1 The Board will recommend fees for membership etc. to the executive for approval.
 - 2.1.2 The Board will raise and direct all committees.
 - 2.1.3 The Board will ensure the supervision and discipline of team officials, players, parents or guardians.
 - 2.1.4 The Board will recognize and determine all monetary and logistical needs of the FFHA and make recommendations to the executive.
 - 2.1.5 The Board will select and direct members to coordinate and sit on Boards of other agencies and associations, etc. as required.

3 Duties of Officers and Directors

- 3.1 The President of the FFHA is elected to the executive at the AGM for a two-year term and shall have the overall responsibility for all matters regarding the FFHA. They shall preside at all executive and general meetings. They shall not vote except to cast the deciding vote. They shall be an ex-officio member of all committees. They shall exercise the authority of the association in cases of emergency, subject to ratification by the executive, within a reasonable period of time. They shall be the official spokesman for the FFHA. They may be one of the three executive members with financial signing authority. They shall sit as a member of the District Minor Hockey Council of the HNB.
- 3.2 The Vice-President is elected to the executive at the AGM for a two-year term and shall be an ex-officio member of all FFHA committees. They shall assist the President in their duties. They shall assume the duties of the President in their absence at which time they shall have all the rights and powers of the President. When acting as President they shall not vote except to cast a deciding vote. They may be one of the three executive members with financial signing authority.
- 3.3 The Immediate Past President shall attend all meetings and act in an advisory capacity with the right to vote. They may perform the duties of the President in their absence. When acting as President They shall have all the rights and powers of the President and shall not vote except to cast a deciding vote.
- 3.4 The Secretary is elected to the executive at the AGM for a two-year term. They shall issue notices of all meetings at the request of the President, take and maintain records of proceedings and meetings and see to the publication and distribution of these minutes in consultation with the President, prepare agendas for meetings, prepare correspondence for the President relating to matters concerning the FFHA, and serve as a voting member of the Executive and Board of Directors.
- 3.5 The Treasurer is elected to the executive at the AGM for a two-year term. They shall receive all monies payable to the FFHA and deposit same in the bank account of the FFHA, be *one* of three executive members of the FFHA with financial signing authority, see to the banking and investing of FFHA funds as per the direction of the executive, keep an accurate record of the finances and of the FFHA issued cheques in respect to invoices approved by the Executive, and serve as a voting member of the Executive and Board of Directors.

- 3.5.1 annual general report at the AGM which will include budget forecasts for the new year, and issue all monies owed to the HNB on the applicable dates as set out by the NBMHC.
- 3.6 The Registrar is elected to the executive at the AGM for a two-year term. They shall be responsible to the executive for the membership of all girls who live in the area and wish to play hockey in the FFHA. They shall maintain records and collect fees, which shall be given to the treasurer. They shall serve as a voting member of the executive and the Board of Directors.
- 3.7 The Director of Ice Scheduling shall be elected to the executive at the AGM for a two-year term. They shall be responsible to the executive for the procurement and distribution of ice. They shall serve as a voting member of the executive and the Board of Directors. They may be one of the three executive members with financial signing authority.
- 3.8 The Referee Scheduler shall be appointed by the FFHA executive at its first meeting for a two-year term. They shall be in communication with the RIC with regards to scheduling games, as needed. They shall also be responsible for scheduling all officials and timekeepers for all FFHA hockey games. The scheduler may liaise with the referee scheduler from a neighboring association (if applicable).
- 3.9 The Equipment Manager shall be appointed by the FFHA executive at its first meeting. The term of office is for one year and shall commence in the spring after all equipment has been returned and inventoried. They shall be responsible to the executive for the procurement, storage, and state of repair, distribution and collection of all FFHA equipment. They shall maintain records and carry out inventories. They shall sit as a member of the FFHA Board of Directors.
- 3.10 The Director of Operations (Technical Director) is elected to the executive at the AGM for a two-year term. They shall be responsible to the executive for ensuring that technical aspects of hockey rules and regulations are communicated to all team managers, coaches and officials. They shall ensure the availability of competent coaches for all levels of Association operation. They shall ensure the availability and implementation of safety and Risk Management Programs for the Association. This individual shall make every effort to educate the members of the Association on the importance of Safety Education and Risk Management. They may be one of the three executive members with financial signing authority and will serve as a voting member of the Executive and Board of Directors.

3.11 The Director of Divisions is elected to the executive at the AGM for a two-year term. They shall be responsible for coordination of all teams. All division coordinators will work under the direction of the Director of Divisions. The Director of Divisions is responsible for all hockey matters as pertaining to the recreation and competitive teams, and community hockey, including but not limited to season startup, team selection, and team balancing and will serve as a voting member of the Executive and Board of Directors.

3.11.1 It shall be the duty of the Director of Divisions to attend various games in his/her Division during the season and to ensure that the aims of the FFHA are being met to the greatest extent possible. The Director of Divisions is responsible for ensuring that an equitable draft of all players is held and that the players are evenly distributed, according to skill and ability, within each division/category. Their principal objective is to ensure that the teams within their area of responsibility are well balanced. The team's competitiveness within the League is not to be considered as a factor when balancing teams.

3.12 The Division coordinators shall be appointed by the FFHA executive at its first meeting and shall sit as a member of the FFHA Board of Directors for a one-year term to assist in the administration of teams at each division. They shall attend Monthly Board meetings, relay information to teams, help organize player evaluations and team selections and may become members of the Coach Selection committee. They may also help organize tournaments. Where there is no Division Coordinator, the Director of Divisions shall perform their duties.

3.12.1 It shall be the duty of the Divisional Coordinator to recommend to the Director of Divisions, the movement of players to teams of a level of hockey commensurate with individual abilities. Such moves may be made only with the approval of the Director of Divisions and in accordance with By-Law 8 Player Movement and only when it can be seen to be in the best interest of the player. The interests of the coach and league standing will not be considered.

3.12.2 The foregoing notwithstanding, players have the right to appeal to the Board. An appeal concerning the movement of a player up or down shall be made in writing through the Divisional Coordinator or the Director of Divisions to the Board

3.12.3 It shall be the Divisional Coordinator's duty and the Coach's responsibility to ensure that in all games every player shall play a regular shift and be afforded equal ice time on her team.

- 3.12.4 The Divisional Coordinator will take note of violations of the above principle, making the appropriate recommendations to the Director of Divisions who, in unresolved instances, will bring the matter before the Board.
- 3.12.5 The Divisional Coordinator shall receive all complaints, protests, matters warranting disciplinary action, and appeals within their division and promptly report them to the Board. In cases of flagrant misconduct, intoxication, public displays of anger or other actions deemed to be sufficiently severe, the Divisional Coordinator shall take such immediate temporary action as he/she deems necessary. Such action shall be immediately reported to the President who shall cause a meeting of the Disciplinary or Appeals Committee to be convened at the earliest possible time to deal with the matter.
- 3.12.6 The Divisional Coordinator, or his/her appointed representative, shall ensure that each team coach or manager provides a representative to serve as an official at each league home-game of that team (i.e. timekeeper, scorekeeper, etc.).
- 3.12.7 The Divisional Coordinator shall encourage the participation of parents in operating the division as well as arrange for the selection and training of a successor to ensure continuity within his Division. During periods of extended absence, the Divisional Coordinator is to ensure that a suitable replacement is available. The replacement is to be made known to the respective coaches and approved by the President. Selection of a successor must be approved by the Board.
- 3.12.8 The Divisional Coordinator will arrange for an individual to be present at all tryout sessions to cross reference registration forms with those on the ice to ensure that all players are registered. Those not registered will not be permitted on the ice until so registered.
- 3.13 Director of Development and Growth is elected to the executive at the AGM for a two-year term. The Director of Development shall be responsible for the development of AAA, AA and A programs and the growth of female hockey within our Region. This can include but is not limited to HC and HNB programs such as First Shift, Esso Fun Day, etc. They may be one of the three executive members with financial signing authority and will serve as a voting member of the Executive and Board of Directors.
 - 3.13.1 They shall work with appointed coordinators for each category as deemed necessary

By-Laws

- 3.14 The Coordinator of Tournaments shall be appointed by the FFHA executive at its first meeting for a one-year term. They shall be responsible for all teams registering for all tournaments. They shall be the liaison for FFHA of all inquiring teams from other associations. They shall maintain records of all tournaments and oversee tournament preparations. They shall sit as a member of the FFHA Board of Directors.
- 3.15 The Goaltending Coordinator shall be appointed by the FFHA executive at its first meeting for a one-year term. They shall be responsible to the Director of Operations for all issues concerning goaltenders. They shall promote the position of goaltender at all levels. They shall work with the Director of Ice to provide clinics for goaltender development. They shall work with the Equipment manager to track and advise on all goaltending equipment.
- 3.16 The Public Relations/Communications person shall be appointed by the FFHA executive at its first meeting for a one-year term. They shall be responsible to the executive for all means of furthering the good name of the FFHA through press releases, advertisements, and notices. They shall maintain records and collect fees, which shall be given to the treasurer. Maintain social media (Facebook, Website, etc)

4 Team Officials

- 4.1 Each team shall have a coach, assistant coach, a manager and a Hockey Safety Person (HSP), and any other persons as required per HNB, hereinafter referred to as team officials.
- 4.2 A volunteer accepting an appointment as a Team Official shall be listed as a member of the FFHA and shall abide by the FFHA Constitution, By-Laws, Rules, Duties and Regulations.
- 4.3 Appointments of all Team Officials shall be approved by the FFHA executive.
- 4.4 Team officials shall be familiar with all the rules and regulations of the FFHA, FC, HNB, NB Minor Hockey Council and the HC and particularly the playing rules as published.
- 4.5 All bench and on ice personnel 16 years and older require completion of the Respect in Sport Program, Shift Forward Program or any other required HC or HNB equivalent.

5 Affiliation

- 5.1 All HNB rules and guidelines regarding affiliation will be adhered to by the FFHA.

6 Finances

- 6.1 All monies raised by the FFHA shall be passed to the treasurer.
- 6.2 All monies of the FFHA shall be held in an approved financial institution to the credit of the FFHA.
- 6.3 Any Withdrawals of monies from this account made by cheque must be authorized by any two signatures of the executive with signing authority or by electronic funds transfer, approved by any two executives with signing authority.
- 6.4 FFHA Teams should establish and maintain a yearly budget, this must be shared with the team members upon request throughout the season. Teams will submit their budget for the year to the Director of Divisions who will review with the board.
- 6.5 All AAA teams will be required to maintain bank accounts and provide a budget to the executive to review.

7 Membership

- 7.1 The Membership date, fees and method shall be determined by the FFHA executive as recommended by the Board of Directors.
- 7.2 The rules shall follow those set out in the HNB /NBMHC Constitution, Rules and Regulations and may complement but shall not conflict with them.
- 7.3 Parents/guardians of a registered player must sign a HNB/FFHA parent code of conduct/fair play contract each year.
- 7.4 All players shall be registered in the Hockey Canada Registry as directed by Hockey New Brunswick.

8 Player Movement

- 8.1 All HNB rules and guidelines regarding movement of players will be adhered to by FFHA.

9 FFHA Equipment

- 9.1 The FFHA shall purchase and maintain equipment for the use of FFHA members according to the structure and schedules set out by the executive. This shall include jerseys, goaltending equipment, pant shells, and other equipment as deemed necessary by the executive.

10 Meetings

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

10.1.1 The election of the Executive for the next period (two fiscal years) shall take place at the AGM to be held annually.

10.1.2 A quorum of ten association members is necessary to conduct such meetings.

10.1.3 For the purpose of voting at the FFHA AGM, one vote shall be allotted to each family of members in good standing.

10.1.4 The agenda for the AGM shall include at least the following items:

10.1.4.1 Constitution Amendments

10.1.4.2 President's Report

10.1.4.3 Treasurer's Report

10.1.4.4 Awards/Presentations (if applicable)

10.1.4.5 Elections

10.1.5 The AGM shall be open to all members of the FFHA.

- 10.2 The Board shall meet once a month and other times as required.

10.2.1 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 people 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.

10.2.2 A quorum shall consist of 2/3 of the elected executive with voting rights

10.2.3 Notice of meetings will be given verbally or in writing or by email at the discretion of the Secretary.

10.2.4 General meetings may be called by the President when necessary to deal with incidents of importance affecting the operation of the FFHA through its By-laws and/or Operations Manual.

- 10.2.5 The executive shall meet or confer, as deemed necessary by the President and/or Vice President, to ensure effective operation of the FFHA and the discharge of its responsibilities.
- 10.2.6 Emergency meetings of the Executive may be called at any time by the President to deal with important issues that require immediate attention. In such cases, a quorum (for the purpose of emergency executive meeting only) will consist of five members of the executive.
- 10.3 When 2 or more board members, or 10 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.
 - 10.3.1 If the President fails to call a meeting within two weeks after having been requested to do so a meeting may be called and chaired by an elected officer. Such a meeting, subject to the rule of quorum, shall be legal and constitutional.

11 Fundraising

- 11.1 Fundraising is a responsibility of the FFHA and shall fall under the jurisdiction of the Board of Directors.
- 11.2 Fundraising in general shall be for the benefit of all the FFHA and not for individual teams, unless approved by Executive.
- 11.3 FFHA Fundraising will consist of tournament(s), try outs, skills session and/or such other fundraising as approved by the executive of FFHA.
- 11.4 Membership fees and FFHA fundraising provide for:
 - 11.4.1 Team Jerseys
 - 11.4.2 Goalie equipment
 - 11.4.3 Tournament, league and playoff ice time
 - 11.4.4 League membership fees
 - 11.4.5 Game Officials
 - 11.4.6 HNB meetings and training as required
 - 11.4.7 Volunteer Appreciation Night or Awards Banquet (if funds are available)
 - 11.4.8 Office Supplies
- 11.5 All team fundraising subject to FFHA and HNB guidelines.

12 Standing Committees

Standing Committees shall be as follows:

- 12.1 **The Nominating Committee** shall consist of the FFHA Past President or Vice President and at least one other member of the executive. Their responsibilities shall commence after being elected at the AGM and shall continue until after the elections of the following year.
- 12.1.1 The purpose of the Nominating Committee is to provide nominees to fill any vacancies that may occur within the FFHA executive and to provide a slate of nominations for the next AGM. This notwithstanding the fact there will also be open nominations from the floor during elections, will ensure there will be at least one candidate trying for each elected position. The Nominating Committee shall prepare a list of nominees for each position and present it to the members of the FFHA at the AGM.
- 12.1.2 Persons in "good standing" with FFHA, HNB and HC are eligible for nomination for positions within the Executive and/or Board of Directors. In good standing" is to be defined as without disciplinary measures issued by FFHA or Code of Conduct sanctions issued by another Association or Hockey New Brunswick within the last hockey season. A nominee must also model the actions and behaviors in accordance with the FFHA and HNB Code of Conduct and Conflict of Interest Policy. Any appeals surrounding disqualification can be submitted in writing to the Nomination Committee for appeal."
- 12.2 **The Coach Selection Committee** shall consist of the Director of Operations, President, Vice and/or Past President, and Director of Divisions. The President shall chair the committee and only vote if there is a tie.
- 12.2.1 The Director of Divisions shall contact the coordinators and gather their input regarding the applicants and their final recommendation for coach selection as needed.
- 12.2.2 The Director of Operations shall be responsible for providing the recommendation of the Committee to the Board respecting the selection of coaches and the acceptability of applicants for those positions.
- 12.2.3 The Committee will meet before the start of the season to determine timelines for coach selection. For AAA, coach selection should be completed before ID sessions.

12.2.4 The committee is to take into consideration the following when making their selections: Qualifications, Coaching Experience, etc.

12.2.5 Invitations and criteria required for coaching application are to be available to membership.

12.2.6 Announcements requesting coach's application should be made through local media, website and/or social media.

12.2.7 If a Coach Selection Committee member has applied for a coaching position, they will remove themselves from all communication for their respected division.

12.3 Team Evaluation Committee shall be chaired by the Director of Operations and consists of the Goaltending Coordinator and the Director of Divisions with input from relevant coaches.

12.3.1 This Committee will be responsible, in conjunction with the coaches, to create all AA and A FFHA teams.

12.3.2 Team evaluation for AAA teams will follow the [https://www.hnb.ca/images/2024/Female Elite Hockey Committee - _Operations_Manual.pdf](https://www.hnb.ca/images/2024/Female_Elite_Hockey_Committee_-_Operations_Manual.pdf)

12.3.3 This committee will review and follow the Team evaluation criteria set out in the FFHA Operation Manual.

12.3.4 This committee will monitor player try-outs to ensure the process is being followed.

12.4 The Discipline Committee shall consist of the President and the Director of Officials (Referee in Chief) of FFHA, and executive members as deemed necessary. If FFHA does not have a Director of Officials (Referee in Chief), they may invite one from a neighboring association to provide guidance on HNB Minimum Standards rules.

12.4.1 This Committee shall have the power to hear and rule on all discipline matters involving FFHA Hockey members. The President or designate shall act as Chairperson of this Committee.

12.4.2 This Committee shall be subject to the HNB Discipline and Appeals Board where applicable and may exceed decisions already reached but will never decrease a HNB Discipline and Appeals Board ruling.

12.4.3 With respect to matters of discipline:

12.4.3.1 HNB shall have jurisdiction over all infractions concerning match penalties, gross misconduct and the "Code of Ethics".

- 12.4.3.2 The Female Commission will be responsible for infractions occurring within HNB. They will render suspension decisions based on the HNB Discipline Guidelines.
- 12.4.3.3 Strict enforcement of the "Code of Ethics" and suspensions awarded to team officials being assessed as misconduct and game misconduct penalties must be adhered to.
- 12.4.3.4 FFHA President is responsible for all infractions involving Exhibition games and Sanctioned Tournaments played within the association. Except for match penalties, gross misconduct and the "Code of Ethics".
- 12.4.4 The Discipline Committee shall maintain minutes and records of all meetings.
- 12.4.5 The Discipline Committee shall meet at the request of any member of the FFHA to review any/all matter of discipline in their jurisdiction.
- 12.4.6 The Discipline committee shall prepare minutes and records of all meetings and maintain these until they are recorded at the next FFHA executive meeting.
- 12.4.7 The recommendations and decisions of the committee shall be effective immediately. The individual(s) involved will be notified of the recommendations and decisions within 48 hours of the meeting and the determination will be recorded at the next FFHA executive meeting.
- 12.4.8 The individual(s) have the right to appeal decisions to the FFHA executive. Any appeals shall be in writing. The appeal shall be heard at a regular or special FFHA executive meeting.
- 12.4.9 The committee, if it deems it necessary, may award decisions complementing those of higher committees, (FC, HNB, NBMHC, HC) but may not supersede those decisions by awarding less severe punishments.
- 12.4.10 In cases of flagrant misconduct, intoxication, drugs (use or sale), public displays of anger, or other actions deemed to be sufficiently severe, any one elected member of the FFHA executive shall have the right to take such action as they deem necessary. Such action shall not supersede the authority of the game officials by taking less action but may complement it by taking more severe action. Such action shall be reported immediately to the FFHA President who shall ask the Discipline Committee at the earliest possible opportunity to pursue the matter.

- 12.4.11 All matters of discipline resulting from other areas, leagues, organizations or associations that involve a FFHA player, team official, and parent/guardian shall be reviewed by the discipline committee.

12.5 The **Appeals Committee** shall consist of the whole of the FFHA executive.

- 12.5.1 All requests for appeals involving activities of members of the FFHA shall be heard by this committee at the earliest opportunity, at a regular or special meeting of the FFHA executive.
- 12.5.2 All Appeals shall be in writing and may be submitted to any member of the FFHA executive.
- 12.5.3 All determinations of this committee shall be final and binding as it applies to the FFHA Constitution.
- 12.5.4 This committee shall maintain minutes of all meetings and shall prepare a written response to all appeals, to be provided to the Female Commissioner, the appellant, a responsible team Coach as well as maintain a file copy.

13 Code of Ethics

13.1 FFHA adopts the NBMHC Code of Ethics

13.2 Managers, trainers, coaches and assistant coaches are expected to share with game officials the responsibility for orderly conduct of the game by the following:

- 13.2.1 By acknowledging the authority of the officials in a contest and by relating to them in a respectful manner
- 13.2.2 By exercising control over players in their charge and serving as a stabilizing agent during contentious moments of games
- 13.2.3 By exercising control of their own conduct to avoid inciting players, officials and spectators
- 13.2.4 By always conducting themselves in a manner which is appropriate to the responsibilities of their position

13.3 It is considered unethical for a manager, trainer, coach or assistant coach to comment in a disparaging manner to the media or make derogatory remarks publicly about another person, program or association.

- 13.3.1 The sanction may be up to a three (3) week suspension.
- 13.3.2 The second incident in the same hockey season may include suspension for the balance of the season.

- 13.4 The FFHA has adopted a Zero Tolerance Drug /Alcohol awareness policy for FFHA players. This policy prohibits the use of drugs/alcohol during activities sanctioned by a FFHA or Hockey New Brunswick. All incidents will be investigated and dealt with on an individual basis. The recommended minimum suspension for violations will be 30 days from all participation within the association. (This includes practices). This policy is to apply to all FFHA events, (games, tournaments, practices, fundraisers, etc.) Associations and teams have the responsibility to investigate all situations, if there are questions or concerns, please contact the President.
- 13.5 All FFHA rostered persons in a team management role (not limited to coach, asst. Coach, manager) must review and sign “Code of Ethics” document at the beginning of the season.

14 Vulnerable Person Check

- 14.1 The FFHA has the responsibility to provide a safe playing environment for our children.
- 14.2 We have long recognized the need for on-ice safety. However, the growing realization that children are the targets of sexual predators has led to the implementation of the following policy on Vulnerable Person Check on persons having access to the dressing room.
- 14.3 Police Vulnerable Person Checks are a necessary qualification for all prospective people wishing to volunteer in the FFHA and having access to players in the dressing room.
- 14.3.1 These checks will be conducted on all people volunteering for the first time in the FFHA or when re-volunteering after a break of continuity in volunteering and subsequently at two-year intervals.
- 14.3.2 Checks must be completed by December 1st of the current season and failure to comply will result in removal from the position.
- 14.3.3 This policy will be administered as follows:
- 14.3.3.1 The Registrar will be the administrator and custodian of all checks and the necessary administration (timings, completion records etc.)
- 14.3.3.2 Persons requiring a Vulnerable Person Check will be notified by the Director of Operations and requested to take a completed Form to the appropriate local law enforcement. The appropriate coordinator will be informed as well.

14.3.3.3 Upon completion of the check, this must be provided to the registrar for entering into the Hockey Canada Registry

14.3.3.4 Failure to provide CRC/VRC will result in member ineligibility and removal from team roster.

15 Audit

15.1 An internal financial audit must be carried out by the treasurer and two other board members at the end of each season, prior to the AGM.