

FUNDY HIGHLAND FEMALE HOCKEY ASSOCIATION

BY-LAWS

June 19, 2023

BY-LAWS

OF

FUNDY HIGHLAND FEMALE HOCKEY ASSOCIATION

1. DEFINITIONS AND INTERPRETATION
	1. In these by-laws:
		1. “Society” means Fundy Highland Female Hockey Association.
		2. “FHFHA” or “Association” also refers to Fundy Highland Female Hockey Association.
		3. “Registrar” means the Registrar of Joint Stock Companies appointed under the Nova Scotia Companies Act.
		4. “Special Resolution” means a resolution passed by not less than three-fourths of such members entitled to vote as are present in person or by proxy, where proxies are allowed, at a general meeting of which notice specifying the intention to propose the resolution as a special resolution has been duly given.
2. NAME AND STATUS OF THE ASSOCIATION
	1. The Society shall be called Fundy Highland Female Hockey Association (hereafter referred to as FHFHA or the “Association”) and shall be comprised of the Female Fundy Highland Zone as defined by Hockey Nova Scotia.
	2. Any current and future Clubs within the Society shall bear the name Fundy Highland in their titles.
	3. The Society is established as the governing and administrative body whose purpose is to provide an opportunity for female youth of Fundy Highland Female Hockey Zone to participate in Hockey Nova Scotia sanctioned hockey programs. The Society is bound by the by-laws and rules of Hockey Canada (HC), Hockey Nova Scotia (HNS), the Hockey Nova Scotia Female Council (HNSFC). All members of the Society will be bound by the terms of the Code of Conduct. FHFHA shall conduct itself to the betterment of female hockey within the Female Fundy Highland Zone, as set by HNS.
	4. FHFHA Memorandum of Association and By-Laws shall conform to the By-Laws of Hockey Nova Scotia and shall not at any time make any amendments to their own Memorandum of Association or By-laws which conflicts with the By-laws of Hockey Nova Scotia. Hockey Nova Scotia's Board of Directors through its Councils must approve such Memorandum of Association and on an annual basis any amendments to such Memorandum of Association or By-Laws.
	5. All games played under the Society, and the qualifications of all persons competing in such games as members of its Teams, Leagues or Associations shall conform to the By-Laws, Rules and Policies of FHFHA and with the rules and conditions of competition adopted and prescribed by Hockey Nova Scotia Female Council.
	6. The Fundy Highland Zone consists of members who are involved in female hockey and fall within the boundaries of Pictou, Colchester and Cumberland counties.
3. AMENDMENTS TO THE BY-LAWS
	1. Amendments to the by-laws may be made at the Annual General Meeting, Semi-Annual Meeting or any Special Meeting of the FHFHA, which involves the membership at large. With a quorum in place, a 3/4 majority is required to adopt an amendment to a by-law.
	2. At all meetings of the FHFHA, a quorum shall consist of at least 50% of members.
	3. Amendments or additions these by-laws can be made by a special resolution. No by-law or amendment to by-laws shall take effect until the Registrar approves of it.
4. MEMBERSHIP RIGHTS AND RESPONSIBILITIES
	1. The FHFHA is ultimately accountable to the members of the FHFHA.
	2. Every member is entitled to attend any members’ meeting of the FHFHA.
	3. A parent or legal guardian who has a child registered with the Society, and has paid all annual registration fees plus has no other outstanding fees owed within the FHFHA, will be considered a member in good standing of the FHFHA and may exercise the right to vote at the annual general meeting (one vote per family).
	4. Any member of legal age, or with their guardian’s written consent, is entitled to hold any office.
	5. Membership in the Society shall consist of:
		1. the minimum of 5 subscribers to the Memorandum of Association,
		2. those whose name and address is written in the Register of Members by the secretary,
		3. those who are a parent or legal guardian to a child registered with FHFHA, and are in good standing, as per by-law 12,
		4. coaches, managers, and Board of Directors members of the current playing season who do not have children registered with FHFHA, and any individuals appointed in accordance with FHFHA’s bylaws,
		5. and may also include those who are members from other Hockey Associations or Zones who are permitted by Hockey Nova Scotia and the Officers of the Board of Directors to play within FHFHA.
	6. Membership in the Society is not transferable.
	7. Membership in the Society shall cease:
		1. upon death, or
		2. if the member resigns by written notice to the executive of the Society, or
		3. if the member ceases to qualify for membership in accordance with these By-laws, or
		4. if, by a two-thirds vote of the Society at an Annual or Special General Meeting duly called and for which notice of the proposed action has been given, the Member’s membership in the Society has been terminated (see By-Law 17).
5. MEMBER EXPULSION
	1. Any member shall be subject to forfeiture or suspension in the event of failure to comply with any requirements of FHFHA or any decree or ruling of the FHFHA Executive Board of Directors and it is expressly stipulated that any decree of forfeiture or suspension when affirmed by two-thirds vote of the FHFHA members voting, shall be binding until the next Annual or Special General Meeting of FHFHA.
	2. Any violation of the By-laws or policies, or failure to accept and endorse all decisions of FHFHA or the Board of Directors shall render a member, or individual liable to expulsion by a two-thirds vote FHFHA members until the next Annual or Special General Meeting of FHFHA and the expulsion by a two-thirds vote of the directors voting at such meeting.
6. MEMBERS’ MEETINGS
	1. Every member, subject to by-law 4, shall have one vote and no more and there shall not be proxy voting.
	2. A general or special meeting of the members may be held at any time:
		1. If called by the President
		2. if requested to do so in writing by 25% of the voting delegates.
	3. Notice to members is required for general or special meetings. The notice must:
		1. specify the date, place and time of the meeting,
		2. be given to the members seven (7) days prior to the meeting,
		3. be given to the members by electronic mail, the FHFHA web site or by Social Media
		4. specify the nature of business, such as the intention to propose a special resolution, and
		5. the non-receipt of notice by any member shall not invalidate the proceedings.
	4. An annual general meeting shall be held within the Female Fundy Highland Zone no later than the last Saturday in May of each year and notice is required which must:
		1. specify the date, place and time of the meeting at the discretion of the Board of Directors of the FHFHA.
		2. be given to the members with a minimum 7 days notice
		3. be given to the members by way of electronic mail or by posting on the FHFHA website or by Social Media
		4. a notice of the annual meeting shall be sent by the President at least seven days prior to the date of such meeting and include a copy of the proposed agenda
		5. the non-receipt of notice by any member shall not invalidate the proceedings.
	5. At the annual general meeting of the Society the following items of business shall be dealt with and shall be deemed ordinary business and all other business transacted shall be deemed special business:
		1. minutes of the previous annual general meeting,
		2. consideration of the annual report of the directors,
		3. consideration of the annual financial report of the Society,
		4. the appointment of auditors for the ensuing year, and
		5. election and appointment of officers and directors in accordance with the process as contained in these by-laws
		6. to transact any other business which under these By-laws ought to be transacted at an ordinary general meeting
	6. At the Annual General Meeting, Semi-Annual and Special Meeting of FHFHA, the following shall be entitled to vote (one vote per family):
		1. A member as defined under By-Law Four (4) of this document;
		2. At all meetings of FHFHA or of its Committees, voting shall be by a show of hands, unless otherwise decided.
	7. At an annual or special meeting, a quorum shall consist of 50% of members. No business shall be conducted at any regular meeting unless a quorum is present to open the meeting and, upon request, before any vote.
	8. If a meeting is convened as per by-law 12(a) or 12(b) and quorum is not present within one-half hour from the time appointed for the meeting, it shall be adjourned to such time and place as a majority of the members present shall decide. Notice of the new meeting shall be given and at the adjourned meeting the members present shall constitute quorum only for the purpose of winding up the Society.
	9. If a meeting is convened at the request of the members as per by-law 12(c) and quorum is not present within one-half hour from the time appointed for the meeting, it shall be dissolved.
	10. The President, or in his/her absence, the Vice-President, or in the absence of both of them, any member appointed from among those present, shall preside as Chair at members’ meetings.
	11. Where there is an equality of votes the motion shall be lost.
	12. The Chair may, with the consent of the members attending the meeting, adjourn any meeting. No business shall be transacted at the subsequent meeting other than the business left unfinished at the adjourned meeting unless notice of such new business is given to the members.
	13. At any meeting a declaration by the Chair that a resolution has been carried is sufficient unless a poll is demanded by at least three members. If a poll is demanded it shall be held by show of hands or by secret ballot as the Chair may decide.
7. DIRECTORS
	1. Any member of the society shall be eligible to be elected a director of the Society and a director of the society shall be a member.
	2. The number of directors not less than 5. The subscribers to the Memorandum of Association of the Society shall be the first directors of the Society.
	3. For clarity, the elected members of the Board of Directors of FHFHA are the President, the Vice President at Large, Vice President -- Finance, Secretary, Vice President – Operations, Vice President – Administration, Vice President – Development, and two (2) Members at Large.
	4. The Board of Directors shall consist of the Executive members (President, the Vice President at Large, Vice President -- Finance, Secretary) and the Directors (Vice President – Operations, Vice President – Administration, Vice President – Development, and two (2) Members at Large)
	5. Directors shall retire from office at the end of each annual general meeting at which their successors are elected. Retiring directors shall be eligible for re-election. The following Directors shall be elected to two-year terms at the FHFHA Annual General Meeting:
		1. President
		2. Vice President at Large
		3. Vice President -- Finance
		4. Secretary
	6. The following positions shall be appointed for a two- (2) year term by the Board of Directors:
		1. Ice Scheduler and Coordinator
		2. Equipment Manager
		3. Registrar
		4. Risk Management
		5. Website and Social Media Coordinator
		6. Player Development Coordinator
		7. Coach Coordinator
		8. Referee-in-Chief
	7. The Past President is the previously elected President who has served a full term.
	8. Any persons who have been duly elected or appointed to a new position with FHFHA at the FHFHA AGM will start their new position immediately following the FHFHA AGM;
	9. Signing authority for financial matters or as an Officer of FHFHA is limited to the President, Vice President at Large, and the Vice President -- Finance.
	10. Each Board member shall have one (1) vote.
	11. The President shall only vote in the event of a tie.
	12. During the hockey season, any vacancy in the Board of Directors shall be filled by an appointment by the Board of Directors. All vacancy appointments shall be approved by the Board of Directors via majority vote and be in place until the next annual meeting.
	13. By a majority vote, the Board of Directors, at any meeting of the Board, may remove any Officer, any member of the Board of Directors who, by being remiss or neglectful to duty, or who by conduct intending to impair his/her use in FHFHA shall be deemed to have forfeited his/her position.
	14. The management of the operation of FHFHA is the responsibility of the directors.
	15. The Executive members may appoint by majority vote a number of chairpersons to organize and oversee various committees and projects which may from time to time be required.
		1. The standing committees of FHFHA are the Working Committees, which include Operations, Administration and Development.
		2. Other committees such as the Nominating Committee and Discipline Committee are considered ad-hoc committees to be convened when necessary.
	16. No Board member of FHFHA shall have any connection with or hold any position whatsoever with any club/team or league under the jurisdiction of Hockey Nova Scotia or Hockey Canada without permission from the Board of Directors via a vote.
	17. A potential conflict of interest is deemed to exist when a Board member of FHFHA is involved:
		1. As a member of an amateur hockey association, team or league;
		2. Receives remuneration of any amount for any position of an amateur hockey association, team or league; or
		3. In holding any position on an amateur hockey association, team or league.

**Conflict of Interest**

* 1. When a potential or actual conflict is deemed to have arisen, the member involved:
		1. Shall immediately notify the FHFHA Board of Directors;
		2. Shall not participate in discussions and shall withdraw/absent themselves from the meeting when any item is being discussed by the Board member or any of its committees which the presiding chair considers a conflict;
		3. Shall not solicit information on any such item;
		4. Shall not be provided any information on any such item by any committee member or employee; and
		5. Abide by the decision of the Board of Directors who retain the decision on the participation of any member to the contrary through vote

**Director Meetings**

* 1. The board of directors shall meet no less than six times each year.
	2. A meeting of directors may be held at the close of every annual general meeting without notice for the purpose of electing officers. For all other board meetings, notice is required and must:
		1. specify the date, place and time of the meeting,
		2. be given to the directors seven (7) days prior to the meeting,
		3. be given to the directors by newsletters, radio, public bulletin boards, e-mail, telephone,
		fax and/or other electronic means,
		4. the non-receipt of notice by any director shall not invalidate the proceedings.
		5. Notice can be waived for board meetings with the unanimous approval of the Board.
	3. Quorum shall consist of a majority of the directors. No business shall be conducted at any meeting of the board of directors unless a quorum is present to open the meeting and, upon request, before any vote.
	4. The President or, in his/her absence, the Vice-President or, in the absence of both of them, any director appointed from among the directors shall preside as Chair of the Board.
	5. At directors’ meetings, where there is an equality of votes the motion shall be lost
1. OFFICERS
	1. The Executive members of the FHFHA Board of Directors shall be the President, Vice President at Large, Vice President Finance, and Secretary. The Executive members shall also be known as the Officers of the Board of Directors.
	2. The additional voting members of the Board of Directors of FHFHA, known as the Directors, shall be: Vice President Operations, Vice President Administration, Vice President Development, two (2) Members at Large.
	3. The Directors shall oversee the day-to-day operations of FHFHA, which are carried out by the Working Committees. The members of the Working Committees include: Past President, Website and Social Media Coordinator, Registrar, Equipment Manager, Ice Scheduler and Coordinator, Risk Management Coordinator, Referee-in-Chief, Player Development Coordinator, Coach Coordinator. The members of the Working Committees are not voting members of the Board of Directors.
	4. The Officer positions, with the exception of Immediate Past President shall be elected for a term of two (2) years at the FHFHA Annual General Meeting. Any member may re-offer for their Officer position at the end of the two (2) year term. If there is more than one candidate for either position, then there shall be a vote within the group of elected members.
	5. Where possible, the board will be composed of members representing each of the counties of Nova Scotia that comprise Fundy Highland.
	6. The Vice President Finance is preferred to be a person with a financial background and/or holding a designation of CPA.
	7. Any Officer vacancy may be filled by the Executive members until the next Annual General Meeting.
	8. To be eligible as Past President, a person must have served one (1) complete two (2) year term as President. If a person fails to complete any subsequent term as President, such person shall not have the right to serve as Past President.
	9. Any person serving as an Executive Officer or on the Executive Committee cannot use their position for their own personal gain and must avoid any conflict of interest between their personal interests and their responsibilities to FHFHA. Without limiting the generality of the foregoing, unless the Association will directly benefit from an endeavor, the Executive Officer or Executive Committee Member cannot use the Association to promote or enhance their personal or business interest.
	10. Executive Officers and Directors may be removed from office for reasons of incompetence or actions that contravene the policies and principles of FHFHA as described in these bylaws. The removal of an Executive member or Director shall be in accordance with the Complaints procedure set out in the FHFHA Policies.
	11. For the election of Officers, the nominating committee will accept applications for Board of Directors positions, and present the candidates at the Annual General Meeting. Should more nominations exist than the number of positions, a vote will be held at the Annual General Meeting to determine who will hold those positions for the next year. The nine members elected to the Board of Directors will decide amongst themselves which person will fill which specific role. Due to the nature of the role, the election of the Vice President – Finance will take place separately from the other eight Board of Directors positions.
	12. **The duties of the President** include, but are not limited to:
		1. Preside at all meetings of FHFHA. He/she shall generally perform the duties usual to the Office of President and may at his/her discretion, order the calling of a Special General Meeting of FHFHA or its Committee(s)
		2. Be a voting member of the Board of Directors, only voting in the case of a tie;
		3. In the case of emergency, may exercise all the duties and powers of any of the Board of Directors, but such action shall be referred within fifteen (15) days to the Board of Directors for approval or rejection
		4. Has the power to suspend any member/volunteer under the jurisdiction of FHFHA to include but not limited to: player, parent, team official, league volunteer/board member, association volunteer/board member, coach or referee for any breach or violation:
			1. Of the provisions of the By-laws and Playing rules
			2. Of any decision or ruling of the Board of Directors
			3. Involving unsportsmanlike conduct on or off the ice
			4. Involving abusive language to any of the officials
			5. Involving an alleged infraction of the amateur definition
		5. Provided that the President or designate is satisfied that such player, coach, manager, team member or individual has committed such breach or violation. Such suspension will be automatically and continuously effective until dealt with by the Board of Directors who shall deal with such suspension within fifteen (15) days
		6. Convene Complaints Committees to investigate and recommend complaint resolutions to the Board of Directors for complaints that arise within FHFHA
		7. The President or designate shall have the power to impose such suspension in respect to any incident which may occur at any time whether having to do with a game of any kind (exhibition, regularly scheduled or otherwise). Such suspension automatically terminates at the expiration of the period of suspension. All FHFHA Teams will recognize such suspensions and the President shall notify those necessary of such suspensions and penalties. Any person so suspended shall have the right to appeal to Hockey Nova Scotia
		8. The President is an ex-officio member of all committees and shall have signing authority with any one of the designated signing officers approved by the Board of Directors
		9. Administer the applicable policies of the association
		10. The President shall be the official representative to Hockey Nova Scotia and shall attend the General and Special Meetings of Hockey Nova Scotia
		11. The President shall be the liaison with the HNS Fundy Highland Regional Director and HNSFC and ensure FHFHA acts in compliance with the rules, regulations and policies of HC, HNS, and HNSFC.
	13. **The duties of the Vice President at Large** include but are not limited to:
		1. Report directly to the President and in the absence of the President, shall exercise the powers and duties of the President and shall also perform all duties assigned by the President
		2. Be a voting member of the Board of Directors
		3. Confirming the appointment of all team Head Coach, Assistant Coach, Trainer, Treasurer and Managers and oversee business accordingly
		4. Be a member of the Development Committee
		5. Serve on other FHA committees as required
		6. Administer the applicable policies of the association
		7. Other duties as assigned by the President
	14. **The duties of the Vice President -- Finance** include but are not limited to:
		1. Be a voting member of the Board of Directors;
		2. Be responsible for all aspects related to finance including business planning
		3. Be responsible for budget development and maintenance and all aspects of financial support to ensure the effective operation of FHFHA
		4. Keep proper books of accounts
		5. Present to the Annual General Meeting and/or the Special General Meeting of FHFHA an Annual Report showing:
			1. The results of the yearly operation of FHFHA, including an annual budget
			2. Such other financial reports and matters as may appear to be of interest to FHFHA or that the Board of Directors of FHFHA may prescribe, including an annual budget
		6. Receive, in the name of FHFHA, all monies which shall be deposited in one or more chartered banks of FHFHA, and payout of the funds of FHFHA any costs, charges and expenses involved in the administration and operation of FHFHA in accordance with the policies and guidelines as laid down from time to time by the Finance Committee
		7. Invest money in the name of FHFHA in accordance with policies and guidelines as approved by the Finance Committee
		8. If directed by the Board, ensure the accounts of FHFHA are audited and reported upon annually by an auditor licensed pursuant to the Public Accountants Act, as may be appointed by the Finance Committee, as part of the cost of administration of FHFHA
		9. Serve on committees as required by the Board of Directors or the President
		10. Coordinate payment of all invoices and accounts in a prompt and orderly manner, include them in the financial statements and advise the Board of Directors monthly
		11. Work closely with the Registrar to ensure all fees are paid and accounted for
		12. Be responsible for the collection of delinquent accounts and in consultation with Executive members will take appropriate action to correct the situation of returned cheques. An approved fee (to be decided by the Board of Directors) will be charged to the individual member(s) for all returned cheques
		13. Administer the applicable policies of the association
		14. Other duties as assigned by the President
	15. **The duties of the Secretary** include but are not limited to:
		1. Responsible for taking a preparing the minutes of the General and Executive Committee meetings;
		2. Supplying copies of the minutes of all meetings as expeditiously as possible to the members.
		3. Producing meeting agenda from items submitted by members and vetted by the President. Put out a call for agenda items one (1) week prior to General and Executive Committee meetings
		4. Requesting committee reports prior to meetings and circulate them to the board members for review before all General and Executive Committee meetings
		5. Maintaining an archive of the minutes of all the meeting in soft copy (portable memory drive) and publish in a web-based forum (website)
		6. Work with Website and Social Media coordinator to provide regular communications to the membership
	16. The President, Vice President at Large, Vice President Finance and Secretary cannot be a Coach, Assistant Coach, Team official or On-Ice Official in the Association without prior approval by a simple majority of the Board of Directors and shall refrain from participating in discussions related to any team with which they are a Coach, Assistant Coach, Team official or On-Ice Official.
	17. The Past President may:
		1. be available to assist the current Executive to benefit from the knowledge and experiences of previous years
		2. Perform duties as assigned by the President
		3. Administer the applicable policies of the association
		4. Schedule A outlines the duties of all other directors and positions appointed by the Board of Directors.
2. FINANCE
	1. The fiscal year end of the Society shall be the last day of April.
	2. The directors shall annually present to the members a written report on the financial position of the Society. The report shall be in the form of:
		1. a balance sheet showing its assets, liabilities and equity, and
		2. a statement of its income and expenditure in the preceding fiscal year.
	3. A copy of the financial report shall be signed by the auditor or by two directors.
	4. A signed copy of the financial report shall be filed with the Registrar within fourteen (14) days after each annual meeting.
	5. An auditor of the Society may be appointed by the members at the annual general meeting and, if the members fail to appoint an auditor, the directors may do so.
	6. Directors and officers shall serve without remuneration and shall not receive any profit from their positions. However, a director or officer may be paid reasonable expenses incurred in the performance of his/her duties. The Society shall not make loans, guarantee loans or advance funds to any director.
3. CORPORATE SEAL
	1. The society may have a corporate seal in the form approved from time to time by the board. If a corporate seal is approved by the board, the secretary of the society shall be the custodian of the corporate seal which may be affixed to any document upon resolution of the board.
4. SIGNING AUTHORITY
	1. Contracts, deeds, bills of exchange and other instruments and documents may be executed on behalf of the Society by the President or the Vice-President and the Secretary, or otherwise as prescribed by resolution of the board of directors.
5. BORROWING POWER
	1. The Society may only borrow money as approved by a special resolution of the members.
	2. The Society shall not make loans, guarantee loans or advance funds to any person, entity or organization.

**PART 13 – INSPECTION OF BOOKS AND RECORDS**

13.1 The members may inspect the annual financial statements and minutes of membership and directors meetings at the registered office of the Society with one week’s notice. All other books and records of the Society may be inspected by any member at any reasonable time within two days prior to the annual general meeting at the registered office of the Society.

Schedule “A”

Director and Other Member Role Responsibilities

Vice President Operations

The duties of the Vice President Operations include but are not limited to:

* 1. Be a voting member of the Board of Directors
	2. Oversee duties of equipment manager, safety representative, ice coordinator

Serve on committees as necessary

Vice President Administration

The duties of the Vice President Administration include but are not limited to:

* 1. Be a voting member of the Board of Directors
	2. Responsible for monitoring registrar, risk management, social media, website, fundraising, clothing and other Fundy branded merchandise sales
	3. Serve on committees as necessary

Vice President Development

The duties of the Vice President Development include but are not limited to:

* 1. Be a voting member of the Board of Directors
	2. Responsible for management of association’s development program
	3. Perform activities during evaluation process
	4. Oversee duties of coach coordinator and player development coordinator
	5. Serve on committees as necessary

The Vice President Development cannot be a Coach, Assistant Coach, Team official or On-Ice Official in the Association without prior approval by a simple majority of the Board of Directors and shall refrain from participating in discussions related to any team with which they are a Coach, Assistant Coach, Team official or On-Ice Official.

Two (2) Members at Large

The duties of the Member at Large include but are not limited to:

* 1. Be a voting member of the Board of Directors
	2. Attend board meetings
	3. Serve on committees as necessary

Ice Scheduler and Coordinator

The duties of the ice Coordinator include but are not limited to:

* 1. Securing the rental of ice facilities for the Association. In performing this duty, the Ice Coordinator will follow the principles and policies established by FHFHA
	2. Liaising with the Vice President -- Finance in the preparation of the recommended budget. Special attention must be paid to potential inflation of ice rental costs for the upcoming season
	3. Acting as the liaison with Hockey Nova Scotia and the appropriate Female Hockey leagues and ensure the Association acts in compliance with the rules, regulations and policies of those bodies
	4. Administering the applicable policies of the association

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* 1. Be a voting member of the Board of Directors
	2. Attend board meetings
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* 1. Securing the rental of ice facilities for the Association. In performing this duty, the Ice Coordinator will follow the principles and policies established by FHFHA
	2. Liaising with the Vice President -- Finance in the preparation of the recommended budget. Special attention must be paid to potential inflation of ice rental costs for the upcoming season
	3. Acting as the liaison with Hockey Nova Scotia and the appropriate Female Hockey leagues and ensure the Association acts in compliance with the rules, regulations and policies of those bodies
	4. Administering the applicable policies of the association

Equipment Manager

The duties of the Equipment Manager include but are not limited to:

* 1. Maintaining an up-to-date inventory of all jerseys and equipment
	2. Issuing and obtaining receipt for all jerseys and equipment at the start of the season and ensure all jerseys and equipment are returned and accounted for at the end of season
	3. Arranging for the repair of jerseys and equipment where necessary. Advise Vice President – Finance to seek approval from Board of Directors to approve any associated costs to FHFHA
	4. Recommending purchase of jerseys and equipment to the Executive Committee where applicable
	5. Arrange for the purchase of sets of jerseys and team socks as required.
	6. If directed by the Board, arranging through the Vice President -- Finance, appropriate insurance coverage for protection of jerseys and equipment from loss due to fire or theft
	7. Assisting the Vice President -- Finance in the preparation of the budget with respect to the jerseys and equipment replacement requirements
	8. Under the direction of the Board, providing recognition to corporate team sponsors by ensuring that advertising crests are attached to the team jerseys appropriately
	9. Administering the applicable policies of the association

Safety Representative

This position was established during the COVID-19 pandemic during the 2020-2021 season, and may

*or may not continue after the pandemic ends.*

The duties of the Safety Representative are to keep people informed about new and changing guidelines and to keep the screening registry.

Registrar

The duties of the Registrar include but are not limited to:

* 1. Organizing, supervising and controlling all registration procedures and will supply designated members of the Executive with master registration lists as soon as reasonably possible
	2. Maintaining a record and work closely with the Vice President -- Finance to ensure all funds are collected and accounted for
	3. In conjunction with the President and Vice President -- Finance, establishing a pro-rata refund of Association fees based upon individual circumstances for cases partial membership when the member cannot participate for a full season and wishes to withdraw as per association policy
	4. Administering the applicable policies of the association

Risk Management Coordinator

The duties of the Risk Management Coordinator include but are not limited to:

* 1. Ensuring the members are properly insured
	2. Providing advice to the Executive on actions required to mitigate the Associations’ risk
	3. Managing team staff disciplinary activities
	4. Leading investigations or review panels when required and advise the President on the outcome and recommended action
	5. Distributing resource materials that will be used in the promotion of Risk and Safety Management in Hockey Nova Scotia program
	6. Promoting the STOP and Respect in Sport Programs
	7. Administering the applicable policies of the association
	8. Administering and track coaching certification requirements, communicate certification opportunities, and advise team liaisons of those coaches and team staff who are not in compliance with certification requirements as determined by Hockey Nova Scotia
	9. Recommending appropriate training courses for coaches where appropriate
	10. Recommending first aid training and special courses (e.g. power skating) where appropriate
	11. Performing other duties as assigned by the President

Website and Social Media Coordinator

The duties of the Website and Social Media Coordinator include but are not limited to:

* 1. Ensuring the Association membership is aware of activities, opportunities, successes and relevant issues by effectively using the association website, social media, email communication and other appropriate public media
	2. Administer the applicable policies of the association

Development Coordinator

The Development Coordinator is responsible for the management of the Association's development program and is the principal contact person within the Association for all skill development activities. More specifically, the Development Coordinator’s duties include but are not limited to:

* 1. Liaising with Hockey Nova Scotia's Development personnel and the Association's hockey development volunteers
	2. Outlining the budgetary requirements for the overall development program and provide the leadership within the Association to achieve the program objectives
	3. Performing activities during the FHFHA tryout process and development programs
	4. Administering the applicable policies of the association
	5. Performing other duties as assigned by the President

Coach Coordinator

The duties of the Coach Coordinator include but are not limited to:

* 1. Defining and managing the Coach Interview process
	2. Overseeing Coach Selection committee
	3. Organizing and hold annual Coaches and Managers Meeting
	4. Organizing and oversee the tryout process
	5. Administering the applicable policies of the association
	6. Performing other duties as assigned by the President

Referee-in-Chief

The duties of the Referee-in-Chief include but are not limited to:

* 1. Reporting to the President of the Association
	2. Recruiting and train qualified officials for use by the Association
	3. Coordinating the scheduling of Officials and Timekeepers within the Association
	4. Recommending an Officials’ fee schedule to the Executive for inclusion in the annual budget which will take effect at the beginning of the next hockey season
	5. Maintaining a work log on all Association Officials which may be requested from time to time by the Executive
1. Administering the applicable policies of the association
2. The Referee-In-Charge cannot be a Coach, Assistant Coach or Team official in the Association without prior approval by a simple majority of the Board of Directors and shall refrain from participating in discussions related to any team with which they are a Coach, Assistant Coach or Team official.