

Grand Falls-Windsor Minor AGM Meeting

Tuesday, May 7th, 2024

Meeting hosted by President Camille Bryan



Attended by: Cliff Boyd, Laura Janes, Amy Kenny, Chad Legge, Adam Fisher, Jeff Power, Jen Mercer, Christine Learning, Melanie Moores, Alicia Whiffen, Jenelle Grandy, Katrina Saunders, Lindsay Mercer, Mark Mercer, Robert Goulding, Mandy Connors, Megan Lynch, Kelly Bryan, Michael Gale, Melissa Pye, David Baker, Wayne Blake, Deanne Blake, Michael Brent, Peter Butler, Jason Saunders, Andrew Wallen, Rhonda French.

Meeting Called to Order: 701pm.

President Camille Bryan welcomed everyone to the AGM meeting.

Minutes from the last AGM were emailed out to everyone in the association, prior to the AGM. Camille Bryan asked for a motion to adopt the previous minutes. Chad Legge seconded this motion. **Motion is carried.**

Registration: Amy Kenny

Registration numbers were presented. We had 243 registered in the minor hockey system this year. We had 35 1st time skaters who availed of this program. After Christmas we also had an increase in kids who joined.

Camille Bryan mentioned we applied for the 1st shift program for this coming Sept. And should be hearing any day now if we got approved for this. For \$200.00 a child would be outfitted in hockey gear and will be given 6 hours instruction time and then if they want they can register for Minor Hockey. It was recommended that we steer this program more towards older kids who wish to join like U11 and U13s and Female for example. Usually the younger kids will avail of the 1st time skaters program.

Kelly Bryan had asked if minor hockey will be given the \$200.00 registration cost. This money will not go back to our association. The executive will have to look at a possibility of a reduced minor hockey registration for those who complete this program.

Rep Program: Cliff Boyd

There was a total of 7 minor teams for rep, 3 female, 2 U9 select teams.

Medals won

U11 with 2 bronze

U15A silver

U11 Female Silver

U13 Female Silver

U18 Female Hosted.

U9 Hosted and U9 select won Gold

Female U9, combined team won Gold

There was enough new jerseys ordered this season that we should be okay for a while. There was also Grad Jerseys ordered for the kids graduating this year.

Coaching supplies was also ordered this year so that the coaches were not using their own funds to supply their teams. For example, pucks, puck bags, etc.) The association also ordered several pieces of goalie equipment to help grow our goalies.

New Policies for Rep Selection:

The new selection policy this year was not the greatest. We hired Impact Hockey to do our TD and rep selection process. At the end of the day we decided to part ways. Please see the attached document for this new policy at the end of the minutes.

Jersey Policy was also introduced by Cliff Boyd. Also please see the attached document at the end of the minutes for this information.

People will get selected for these positions named in the Policies at the Fall AGM. The policies will also get voted on by your new executive.

Robert Goulding wanted to know why Impact hockey wasn't a good choice and had questioned what had happened for them to part ways. Cliff Boyd had mentioned it was a mutual decision and that Impact hockey no longer wished to continue to do this anymore.

Jennifer Mercer had concerns about how these people will be picked for their roles and how it will be biased. Was advised that the directors will not be able to pick the players nor will they be allowed to evaluate a team that their child plays on.

Robert Goulding said that we should look at why was it so bad last year? what did we do wrong as an association? and what can we do now to change that?

Divisional Directors for Rep teams will need to be in place before hockey starts for the season. And really need to try to find unbiased people to pick the teams.

Peter Butler said that the kids should get their evaluation forms once the selection is completed for Rep teams, that way they can see where they excel in stuff and where they need the most work.

It was also recommended that we have 15 players and 2 goalies and if that is what we are sticking to to make sure that when rep teams are selected that kids are trying out for the positions that they want to play and not trying out for all positions, i.e. Defense, Center, Forwards, and not just picking the top 15 kids and then placing them in their positions with the possibility of ending up with 7 forwards for example.

Kelly Bryan mentioned that Impact Hockey was hired on at the time to take the heat off of the minor hockey executive, like irate parents, kids etc., when it came down to them making a certain team or not making one at all. This way the full process was on Impact Hockey. At that time a contract was done up with us and them. Impact ranked the kids 1-15, picked the teams and then handed the list over Minor Hockey.

Because of the rush last year and dealing with the Bishop Falls merger there probably wasn't a contract done up for Impact Hockey in time for rep selections and then things went

sideways with them. A contract needs to be done up again and times and deadlines etc. needs to be written into this contract and presented again to whoever takes this on in Sept.

Peter Butler mentioned as well having rep team tryouts in 1 weekend isn't great and that maybe spreading it out longer over the course of several weekends would be more ideal. It was told that our rep selection process this year actually was almost a month long.

Financial Summary: Chad Legge

Please see the attached Financial summary that was presented.

A motion was made to adopt the Finances and the reports as read by Chad Legge. Seconded by Camille Bryan. **Motion carried.**

Proposed Amendments to the Constitution.

Cliff Boyd presented the following for amendments:

#1. Female Director. Please see attached document at the end of the minutes.

Melanie Moores made a motion to accept the amendment as presented. Seconded by Camille Bryan. **Passed by Unanimous Consent.**

#2 Equipment Manager. Please see attached document at the end of the minutes.

Peter Butler asked how many on the executive will now be voting members. Camille Bryan had advised that there is currently 6 voting members plus the 2 new additional ones that will be added.

Adam Fisher made a motion to accept the amendment as presented. Seconded by Amy Kenny. **Passed by Unanimous Consent.**

#3 Rep Director. Please see attached document at the end of the minutes.

This will be a non voting position and will be appointed by the executive.

Adam Fisher made a motion to accept the amendment as presented. Seconded by Melanie Moores. **Passed by Unanimous Consent.**

Fee Payments: Amy Kenny. Please see attached document at the end of the minutes.

Camille Bryan made a motion to accept the amendment as presented. Seconded by Melanie Moores. **Passed by Unanimous Consent.**

Divisional Directors: Sue Ann Sullivan-Amendment was read by Chad Legge.

Please see attached document at the end of the minutes.

Kelly Bryan had mentioned in the last amendment made by Sue Ann Sullivan last year was to remove the divisional directors from the executive and have them non voting positions and now with this new amendment she wants to create a new executive under the current one. Also in this amendment she mentions about ice scheduler position. Camille Bryan and Cliff Boyd had met with the town approximately a week ago and it was made clear to us that the

slots of ice we currently were given for the 2023 2024 hockey season will be remaining the same for quite some time. We have no input on ice slot times from the town.

Jeff Power also suggested that this looks like a recipe for disaster to try and set up a sub executive committee with that much power especially when it comes to ice time and spending money etc.

Chad Legge made a motion to **NOT** accept the amendment as presented. Seconded by Kelly Bryan. **Passed by Unanimous Consent.**

Executive Nominations

Chad Legge - Only 2 nominations came in for President for the 2024-2025 season. Both were Camille Bryan. Camille Bryan has accepted the position for President.

Vice President. Adam Fisher is the outgoing VP right now and does not wish to continue for the new season. Kelly Bryan nominated Adam Fisher. Adam Fisher declined. Cliff Boyd nominated David Baker for this position. Nominated was seconded by Camille Bryan. David Baker has accepted this position for Vice President.

Secretary. Chad Legge nominated Laura Janes for position of secretary. Seconded by Camille Bryan. Laura Janes accepted this position.

Treasurer. Adam Fisher nominated Chad Legge for the position of treasurer. Seconded by Camille Bryan. Chad Legge has accepted this position.

Registrar. Camille Bryan nominated Amy Kenny for the position of registrar. Seconded by Chad Legge. Amy Kenny has accepted this position.

Rep Director. David Baker nominated Cliff Boyd for rep director. Cliff Boyd declined the nomination.

Camille Bryan nominated Christine Learning for this position. Seconded by Alicia Whiffen. Christine Learning accepted this position.

Female Director. Melanie Moores nominated Cliff Boyd for female director. Seconded by Megan Lynch. Cliff Boyd accepted this position.

Equipment Manager. Cliff Boyd nominated Michael Brent for the position of Equipment Manager. Seconded by Adam Fisher. Michael Brent accepted this position.

Your new executive for the 2024-2025 season

President - Camille Bryan

Vice President - David Baker

Secretary - Laura Janes

Treasurer - Chad Legge

Registrar - Amy Kenny

Female Director - Cliff Boyd

Equipment Manager - Michael Brent

Rep Director - Christine Learning

Divisional Directors will be appointed in the fall AGM

U15 had a vacant position to be filled until the fall AGM. Adam Fisher nominated Alicia Whiffen to fill this position until the fall. Seconded by Camille. Alicia accepted this temporary position.

The U13 also has a vacant position because Christine Learning is moving to Rep Director. Camille Bryan nominated Megan Lynch and seconded by Laura Janes. Megan Lynch accepted this temporary position.

Katrina Saunders had questions regarding fair ice times and why other teams get more times for ice than others. Camille Bryan had mentioned that this is going to be looked at now with the new executive to ensure fair ice time is slotted for the appropriate divisions.

Motion to close the meeting by Camille Bryan. Seconded by Cliff Boyd. Meeting adjourned 8:46pm

Attached Documents below:



Overview

Jersey Policy

The following document outlines the roles and responsibilities of the individuals involved in the care, distribution and maintenance of the Grand Falls-Windsor Minor Hockey Association (GFWMHA) jersey inventory. Jerseys are the sole property of the GFWMHA and must be cared for and returned in a reasonable and timely manner. Jerseys are not cheap and have been paid for with your money so please respect them.

Members Involved

- Rep. Director
- Equipment Manager
- Divisional Director

Roles and Responsibilities Rep. Director

- Team Manager • Players
- Executive
- Ensure all involved individuals are informed of and accountable for their duties under the policy
- Ensure all individuals are supplied with an electronic copy of the policy • Bring any issues, purchases and other matters to the executive for review/approval
- Review all "Equipment/Jersey Incident" forms and bring to Executive if necessary • Review all "Jersey Order" forms and bring to executive for approval

Equipment Manager

- Ensure jerseys are distributed to divisional directors no later than 2 weeks post rep. team selection
- Ensure divisional directors are supplied with divisional "Jersey Inventory" form
- Ensure forms are properly filled out and a digital copy is posted to the association drive
- Ensure all association jerseys are labeled and stored in divisional lockers at end of season
- Review jersey inventory on a yearly basis and determine what/if any need to be purchased

Divisional Director (DD)

- Ensure jerseys and inventory forms are supplied to respective team managers
- Ensure inventory forms are properly filled out and returned to equipment manager when jerseys are loaned and returned
 - Return all jerseys to divisional locker at Windsor stadium at end of season

Team Manager (TM)

- Distribute jerseys to team players prior to first team game
- Ensure all information is recorded on "Jersey Inventory" form and promptly supplied to DD
- Collect all jerseys at the end of season, wash and return to DD. The best time to complete this is immediately following the last game.
- Expenses for cleaning can be submitted to the association Treasurer once completed
- Record any missing/lost jerseys on "Equipment/Jersey Incident" form and promptly supply to DD

Players

- Ensure jersey is properly cared for and respected
- Ensure jersey is returned to TM immediately after final game of the season
- Immediately inform TM of any damaged, lost, stolen or missing jersey so they can fill out an "Equipment/Jersey Incident" form

Executive

- Review and approve/deny any purchases made on recommendation of Equipment Manager
- Review all forms brought forward by the Rep. Director and action as necessary

Penalties

- If a player is found to be in fault for an unreturned jersey the penalty will be as follows for respective divisions:
 - U9 to U15 including female divisions:
 - Monetary penalty of \$100/jersey to be paid in full or applied to the following year registration
 - Removal of "Member in Good Standing" status until penalty has been paid
 - U18 including female division:
 - The association will withhold players' graduation jersey until rep. jersey is returned or paid for in full, \$100/jersey
 - Player will be ineligible to attend any year end functions until jersey is returned or paid for in full, \$100/jersey
 - Removal of "Member in Good Standing" status until jersey is

returned or paid for in full, \$100/jersey. This will include but is not limited to coaching, reffing, volunteering or any other involvement within the association



Representative Team Selection Policy

Overview

This document outlines the roles and responsibilities of the individuals involved in the Representative Team Selection Process (RTSP) within the Grand Falls-Windsor Minor Hockey Association (GFWMHA).

Executive (EX)

- Review all "Rep. Team Composition" forms, submitted by the RD, for approval
- Review all "Incident Report" forms submitted by the DC for approval
- Ensure this policy is posted on the association website at all times
- Post Rep. Teams to GFWMHA website

Rep. Director (RD)

Initiate RTSP on/before the start of week three (3) of the associations season
Ensure all team rosters are presented to the EX for review and approval
Ensure ice is booked for evaluations. Minimum of one (1) practice and three (3) games per division
Hold a DD meeting to compile the schedule once players are identified

Divisional Director (DD)

Working with RD's, identify a minimum of three (3) DE's per division where player numbers are sufficient to warrant a RTSP
Ensure DE's "Evaluation Package's" are complete and supplied to each DE
Attend all on ice sessions and answer questions from DE's or parents
Review divisional player and goaltender rankings to ensure all players are included, properly identified and have been ranked 1, 2, 3....
Collect and submit any "Incident Report" forms to the RD
Ensure all other relevant documentation is submitted to the RD

Team Selection Committee (TSC)

Consists of the association RD, DD and DE's for each division
Review ranking submissions and come to a consensus on roster composition for teams A, B, C, etc.
Identify any un-rostered players, discuss, and compile a "Player Evaluation" form.

Divisional Evaluators (DE)

Attend DE's meeting to ensure they are familiar with the "Selection Process", "Evaluation Package" and their duties under this policy
Attend all on ice sessions for the division they are evaluating
Rank all divisional players and goaltenders 1, 2, 3.... and so on until all players have been assigned a number
Attend TSC meetings as required
Will not be permitted to evaluate a division in which their child is a player

Players

Must attend all on ice sessions at times provided by the DD
If attendance is not possible a valid reason must be submitted to DD two (2) days prior to on ice sessions for review and approval. Things such as sudden onset illness will be reviewed on a case by case basis by the TSC.
Must bring a positive attitude to all on ice sessions, refrain from any horseplay or other distracting behaviors. Any instances will be used in the player evaluation ranking process

Parents/Guardians

Must refrain from discussing any player, including their own child, or the TSP with any member of their child's TSC. Any such incidents will be recorded on an "Incident Report" and supplied to the association DC
Must never harass, in any way shape or form, a member of the TSC's. Abusive behavior will be reviewed by the DC and if warranted, penalized. This could include suspensions and in severe cases removal of "member in good standing" from the GFWMHA
At no point in time is a parent to make contact with one of their child's DE, this may be considered a form of harassment
All comments, questions or complaints are to be directed to the players respective DD

Disciplinary Committee (DC)

Review all Incident Report forms received and recommend disciplinary action to the EX

Representative Team Selection Process

Timeline

The RD must initiate the selection process no later than the beginning of week three (3) of the associations commencement for the season. Working with each DD they must identify the DE. Once identified the DE list must be submitted, by the RD, to the EX for approval.

Once approved the DD's must supply each DE with an "Evaluation Package."

The DE meeting must be held before the first on ice session for each division takes place. The best time to hold this meeting is just prior to the first on ice session for each division. It shouldn't be long and should just familiarize the DE's with the process and address any questions.

The selection process will take place no later than the fourth weekend after season commencement. The Evaluation Weekend will consist of events on Friday, Saturday and Sunday. This will give DD's time to ensure DE's are in place, meetings have been held and prospective players are identified. This date will also be after AAA tryouts have concluded and teams are identified.

The respective TSC's are required to meet the week immediately following the "Evaluation Weekend" to select teams and must submit "Rep. Team Composition" forms to the EX no later than five (5) days post "Evaluation Weekend."

The EX must post teams to the association website, no later than seven (7) day post "Evaluation Weekend."

Guidelines

TSC's must assign ranked players to Rep. Teams starting with A and moving up in letter designation until all players have been assigned to a team.

All teams must consist of a maximum of 16 to 17 registered players, with a maximum of 15 skaters and two goaltenders. All teams must have a minimum of 12 registered players, at least one of whom must be a goaltender.

All players from the lower lettered Rep. Team are to be listed as Alternate Players (AP) for the next lettered team (Example: Players from the B team must be listed as AP's for the A team.) Any player not rostered on an association team or other association team is to be listed as an AP for the lowest lettered divisional team. The higher lettered team must "call up" any AP/s, if needed, for games/tournaments.

Appendices

- "Player Evaluation" form
- "Rep. Team Composition" form
- "Evaluation Package"
- "Incident Report"

GFWMHA
Cash Flow Statement
Period Ending April 30, 2024

Cash In Flow

Balance Carried over From 2022/23 Season			\$34,852.52
Registration From TeamSnap	\$119,844.25		
Registration From EMT's	\$19,429.90		
Registration From Assist Programs	\$1,956.00		
Unknown	\$250.00		
Total Registration to date 2023/24			\$141,480.15
Rink Boards			\$40,955.00
Raffle Box			\$31,167.09
Jibit+Jersey Sales			\$420.00
Donation - Buck or Two			\$108.00
HNL Insurance Refunds			\$81.00
Female Invitational			\$9,150.00
FU18 Provincial Surplus			\$233.95
FU9 Select Registration			\$1,250.00
U9 Jamboree			\$2,150.00
U9 Selects			\$4,735.00
U11 Invite Reg. + Donation			\$6,500.00
U13 Invite Reg. + Donation + Money Raised			\$10,592.00
U15 Invite Reg.			\$6,870.00
U18 Invite Reg. + Money Raised			\$6,810.00
Provincial Fees Collected			\$5,658.48
Team Collected Funds			\$1,672.80
U15A Provincial Tournament Surplus			\$1,300.00
Hockey Pool Money			\$875.00

Total Cash Inflow			\$306,860.99
Cash Out Flow			
Ice Rental		\$123,605.41	
HNL Insurance		\$17,396.00	
Registration Refunds		\$951.61	
Referee Costs		\$43,109.50	
TD Instructors		\$14,830.00	
Team Snap Fees		\$3,487.63	



Bank Charges		\$82.00	
Provincial Tournament Fees		\$8,747.00	
Raffle Box		\$20,219.79	
Equipment and Jerseys		\$19,358.63	
Banquets		\$2,886.86	
Tournament and Team Expenses		\$4,954.03	
Coach Education		\$891.50	
Miscellaneous		\$4,383.71	
Total Cash Out Flow			\$264,903.67
Net Cash			\$41,957.32



Amendment #1

Proposed By: Cliff Boyd, GFWMHA Rep. Director

Date Proposed: May 7th, 2024

Proposed Amendment:

- Amend **Article VII** of the Constitution to include the position of **FEMALE DIRECTOR** with the following list of duties:
 - I. Responsible for the operation of all female programs within the GFWMHA. II. Chair the "**Female Subcommittee**" and bring any requests to the executive level. ● Addition of a "**Female Subcommittee**" to our association's constitution. Similar to our current "Minor Subcommittee " composed of our current Rep. Director and minor divisional directors.
- Addition of directors for all of our current female divisions. To include "Female U9, Female U11, Female U13, Female U15 and Female U18" to sit on this subcommittee and represent their respective division.

Rational:

Female numbers are steadily growing in hockey across the Province and Country. For some reason this is not happening as quickly within our association. We, as an association, need to build the framework to improve the recruitment and retention of young females to/in our association as per our association's objectives listed in **ARTICLE V** of our constitution.

Player numbers are growing in our association and if we are to continue that trend we need to develop better ideas to bring more females in and retain them. We need to reach out to others, as well as, brainstorm new ideas to reach these goals. Having a group of individuals dedicated to these goals would go a long way to reaching them.

Cliff Boyd



Amendment #2: Equipment Manager

Proposed By: Cliff Boyd, GFWMHA Rep. Director(2023-24)

Date Proposed: May 7th, 2024

Proposed Amendment:

- Amend **Article VII: Appointed Positions to Include:**of the Constitution to remove the appointed position of **III. Equipment Manager**
- Amend **Article VII**of the Constitution to include the position of **EQUIPMENT MANAGER** with the following list of duties:
 - I. Maintain, disperse, collect and purchase the associations inventory of jerseys, including representative team, house league and practice.
 - II. Maintain, disperse, collect and purchase the associations inventory of goalie equipment.
 - III. Maintain, disperse, collect and purchase the association's inventory of training aids, pucks, coach, trainer and manager supplies.
 - IV. Organize the association's yearly "Player Gear Drive" and develop means of storage and distribution.
 - V. Liaise with the "Town of Grand Falls-Windsor" to accommodate storage of all association assets.

Rational:

The association has worked hard in the last number of years to compile an inventory of jerseys, equipment, coaching aids and supplies. This has been a large undertaking and includes considerable time, effort and money. In the past maintaining these items has been left to divisional directors, team managers and whomever else was willing to help. This, at times, has led to missing, mismatched and incomplete sets of jerseys, improperly stored equipment and supplies, along with, a lack of resources for our TD's and coaching staff. The equipment manager is responsible for all of these aspects which if not properly maintained can lead to considerable cost to the association. Due to the level of responsibility and associated cost it would be prudent to have this member as a voting member of our association's executive.

Cliff Boyd



Amendment #3: Appointed Positions

Proposed By: Cliff Boyd, GFWMHA Rep. Director

Proposed Date: May 7th, 2024

Proposed Amendment:

- Amend **ARTICLE VII: APPOINTED POSITIONS TO INCLUDE**:to remove the appointed position of **I. Canteen Chair**.
- Amend **ARTICLE VII: APPOINTED POSITIONS TO INCLUDE**:to add the appointed position of **I. Fundraising Chair**.
- Amend **ARTICLE VII: APPOINTED POSITIONS TO INCLUDE**:to add the appointed position of **III. Recruitment and Retention Chair**.

Rational: Since the divestment of the associations assets and responsibilities to the stadium canteens the position of Canteen Chair is no longer necessary for our association and should be removed.

One thing that our association has been missing for many years is a “**Fundraising Committee**.” With the increased cost of everything, including hockey, it has been hard for people to make the financial commitment required to have their kids play the sport we all love. A committee dedicated to raising funds could help lower the cost for our association and in turn get more kids from our communities playing the game. The responsibilities of the **Fundraising Chair**would include the formation and oversight of this much needed committee. This committee would also be responsible for developing policies around fundraising to ensure everyone is aware of their responsibilities and is protected while handling funds and conducting activities.

Our association numbers are on the rise but not at the same speed of similarly sized jurisdiction around the Province. We need to look at new ways of bringing more kids under our umbrella and have them stick around. Having a **Recruitment and Retention Chair**, with an associated committee, solely dedicated to this goal would go a long way to increasing our numbers and developing ways to retain them.

Cliff Boyd

Proposed by: Amy Kenny, GFWMHA Registrar 2023/24 Season

AGM Date: May 7, 2024

Proposed Amendment:

- Amend By-Law (4) to include the following additions regarding GFWMHA fees:
 - 4.1 - Representative Team Program (RTP) team fees shall be paid on or before the exact date three (3) weeks after RTP teams have been officially announced by the GFWMHA Executive and/or Rep Director.
 - 4.2 - HNL Insurance fee shall be paid before any player takes the ice at the beginning of each season.
 - 4.3 - The First Time Skaters (FTS) Grant offered by the Town of Grand Falls - Windsor (Town) requires a registration/application form and a survey be completed and returned to the GFWMHA Registrar. Deadlines for these submissions shall be decided by the Town and be communicated to the GFWMHA membership by the Registrar once notified. Both the FTS
Registration/Application and the Survey shall be completed by the player and received by the Registrar on or before the deadline in order to qualify for the grant.

If a player applies for but is denied the The FTS Grant, the registration fee shall be paid to GFWMHA immediately.

Rationale:

- RTP: This program starts very quickly once teams are selected and coaches are named, often there are several tournaments before Christmas. If fees are not paid, essentially players are participating in team games/practices/tournaments they aren't eligible for. Furthermore, with the HNL roster deadline in early January, it is not feasible to remove players and reorganize teams in such a short time span.
- HNL Insurance: There is little mention in the current bylaws that it is mandatory that the HNL insurance fee be paid before a skater goes on the ice. It would be a liability for this association if someone didn't have their fee paid and someone got hurt or there was an incident on the ice.
- FTS Grant: There is very little information in the current constitution/bylaws about the FTS program, the application process and what is expected if the grant isn't approved. This amendment clearly highlights the requirement of the program and the expectation if the grant isn't received.

Motion-Amendment to Divisional Directors Roles & Responsibilities

To be added to:

ARTICLE VII EXECUTIVE COMPOSITION AND DUTIES (Amended June 2015), ARTICLE IX MEETINGS EXECUTIVE MEETINGS

Be it resolved that changes under the ARTICLE VII EXECUTIVE COMPOSITION AND DUTIES (Amended June 2015) REPRESENTATIVE TEAM DIRECTOR be replaced with the following structure including Roles & Responsibilities and Article IX MEETINGS have EXECUTIVE MEETINGS IV added to coincide with the new structure:

EXECUTIVE REPRESENTATIVE TEAM COMMITTEE MEMBERS:

REP DIRECTOR

- I. As chair of committee sign all documents on behalf of the Executive Representative Team Committee.
- II. The Rep Director will call and preside over all regular meetings of the Executive Representative Team Committee during its term. For clarity purposes a meeting may be defined in terms of electronic media for the purposes of operational business, motions and voting.
- III. Call Executive Meeting on behalf of the Executive Representative Team Committee to include all GFWMHA elected persons.
- IV. May sit on all Executive Representative Team Committee Sub-Committees as ex-officio voting members and has the authority to assign such Representative Team Committees, appoint their memberships and establish their terms of reference (if needed), any resultant recommendations are subject to the ratification of the board before implementation.
- V. Assign duties to Executive Representative Team Committee members.
- VI. Assign duties to Executive Representative Team Sub-Committee members.
- VII. Assign duties to Executive Representative Team Sub-Committee members.

VIII. Assign direction and duties to the ice scheduler as per the direction of the Executive Representative Team Committee.

IX. Communicate in person with another elected GFWMHA person on behalf of the GFWMHA, directly to the Town of Grand Falls Windsor Recreation Department regarding all ice scheduling issues as per the needs of the Executive Representative Committee. Communication on such issues through email must include a copy of such communication to all elected GFWMHA executive persons. In-person meetings must have minutes and be provided to both executive bodies by the Rep Director.

X. During any vote taken at a meeting of the Executive Representative Team Committee or any said sub committees thereof exercise the right to cast a tie breaking vote.

XI. The Rep Director is permitted to have discussion on any motion on the floor at both Executive meetings as well as Executive Representative Team Committee meetings.

XII. Report back to Executive as a standing agenda item in meetings regarding the Executive Representative Team Committee.

EXECUTIVE DIVISIONAL DIRECTOR

I. The Executive Divisional Director will attend and participate fully in all regular meetings of the Executive Representative Team Committee meetings as well as Executive Meetings if scheduled during its term. For clarity purposes a meeting may be defined in terms of electronic media for the purposes of motions and voting.

II. May sit on any Executive Representative Team Committee Sub-Committees as ex-officio voting members if approved and/or assigned by the Rep Director. Any resultant recommendations are subject to the ratification of the board before implementation.

III. Responsible for the operation and implementation of the Representative Program, policies and directives as determined by the Executive Representative Team Committee, within their respective division.

IV. Responsible for ensuring said program operates within their division in a manner compliant with its constitution, by-laws, guidelines and policies.

V. Responsible to communicate breaches of the program requirements to the Rep Director in a timely manner.

2

VI. Responsible to participate fully in the development of the seasonal ice schedule in a manner that best serves the entire association divisions to ensure equity, transparency, as well as to ensure both House League Programs and Rep Programs are not competing and take precedence always.

SECRETARY

IX. Shall attend and keep minutes of all Executive Representative Team Committee meetings.

X. Shall provide minutes of both Executive meetings and Executive Representative Team Committee meetings to all elected persons of the GFWMHA.

ARTICLE IX

MEETINGS

EXECUTIVE MEETINGS

IV. The Rep Director will call regular meetings of the Executive Representative Team Committee during its term. These meetings must include season planning, ice planning, ice allocation, subcommittee formation, any divisional operational agenda items, etc. Agenda items or issues that cannot be resolved or addressed by the Executive Representative Committee meetings should be referred to the Executive via the President through the Rep Director. If the Rep. Director receives in writing (email) a request to meet with both executive bodies, at least 75% of the voting Executive Rep Committee will be required to be in favor at which point, a meeting shall be called by the President within 7 days to address said issues/agenda items. As always, all meeting minutes will be provided to all elected GFWMHA Executive members in a timely manner.

Rationale:

The above changes are necessary to ensure the intent of the creation of the committee is defined so that the Executive Representative Team Committee can ensure that the divisions have voting abilities as well as clear and transparent communication paths.

It defines their ability to develop and implement a representative program that provides the resources each division needs to be successful. It also places the responsibility of the ice scheduling on the Executive Representative Team Committee table where directors as a collective make decision requiring a 2/3 majority vote to ensure parity for all divisions and

places GFWMHA House League Programs and Representative Programs above all other ice user groups.

These changes make clear the role of the committee is to decide how the association operates its rep program including Ice Scheduling planning/implementation, Equipment Management and Referee Management/Communications.

It is the role of the Rep Director to communicate ice scheduling needs and committee to the ice scheduler. Directors may communicate with the scheduler regarding questions/concerns while keeping the committee in the loop to address any overlapping issues or solutions.

General game or house league issues regarding referees should be communicated to the Referee in chief by the Rep Director however again Directors may communicate with the chief regarding questions/concerns while keeping the committee in the loop as to address any overlapping issues or solutions.

Equipment issues can be dealt with directly by Directors with the Equipment manager. Any helpful information can be shared with the committee to avoid some issues from being repeated.

The Rep Director should call out to all 3 appointed positions before meeting with either Executive Body to table any concerns from their point of view.

Open communication and transparency are key to creating a positive team environment where executives, volunteers, players and parents can all work together in a healthy way to improve our awesome Cataract Association. Go Cats Go!!!