

# KENNEBECASIS VALLEY MINOR HOCKEY ASSOCIATION

## Meeting Minutes

October 30, 2025 | 6:35 p.m. | Meeting location: 640 Hampton Road, Quispamsis

Meeting called by	KVMHA Board of Directors	Quorum Membership:		
Type of meeting	General Meeting	President	Scott Nelson	P
Facilitator	Scott Nelson	Vice-President	Mike Conley	P
Note taker	Patrick Collins	Director of Recreational Hockey	Andrea Fenwick	P
Additional Members/Guests Present: Malcom Campbell Andrew Logan		Director of Competitive Hockey	Troy MacLeod	A
		Director of Communications	Kate Craik	A
		Director of Finance	Stephen Sutherland	P
		Director of U7/U9	Christian Belliveau	P
		Director of Administration	Patrick Collins	P
		Director of Revenue	Jenny-Lee Morais	P
		Director of Ice	Josh Guimond	P
		Director of Human Resources	Kamil Forgie	P
		Director of Technical Development	Shane MacDonald	P

### Our Mission:

The Kennebecasis Valley Minor Hockey Association is a disciplined hockey community which encourages personal growth and skill development in a positive environment that promotes safety, sportsmanship and teamwork.

### Our Values:

Placing our primary emphasis on "Kids First", our innovation and forward thinking secures a place for our association as a leader in the Canadian Hockey Community. We are accountable and conduct ourselves in a manner that provides opportunities and a positive and safe environment for all participants.

As a responsible group in our local community, we develop relationships and partnerships which contribute to our financial well-being and a shared pride in our accomplishments.

**General Administration | Presenter:** Mike Conley, Vice President (acting chair as the President was absent for this portion of the meeting).

1. Welcome, General Remarks, Administrative Topics
  - a. Call to order: 6:35pm

**Motion 1:** Approval of Previous meeting minutes, August 2025, see [appendix A](#)

Moved by: Patrick

Seconded by: Shane

Motion carried: unanimously

**Motion 2:** Approval of Previous meeting minutes, September 2025, see [appendix B](#)

Moved by: Patrick

Seconded by: Stephen

Motion carried: unanimously

**Actions:** None

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**Board Member Conduct | Presenter** Mike Conley, Vice President

2. Mike reinforced expectations regarding the conduct of Board members.

**Motions:** None

**Actions:** None

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**Referee Pay Increase | Presenter** Mike Conley, Vice President

3. A review of referee compensation across SNB revealed that KVMHA's current rates fall below the regional average. To address this, a proposal has been put forward to increase the rate by less than \$5 per game on average, aligning KVMHA more closely with standard compensation levels.
  - b. Mike and Shane abstain from vote due to a conflict-of-interest reasons (Scott was not present at the time of voting).

**Motion 3:** To align more with the regional referee rates, an increase, indicated in [appendix C](#) is suggested for the 2025/26 season.

i. Moved by: Patrick

ii. Seconded by: Kamil

iii. Motion carried: unanimously

**Actions:** None

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**Saint John Irving Field House Double Ice Surface Proposal | Presenter** Andrew Logan (Guest)

4. Andrew Logan, the Treasurer of the Saint John Fieldhouse steering committee, gave the Board a presentation on the proposed Saint John Field House double ice surface.
  - c. Two ice surfaces attached to the existing facility
    - i. Two NHL sized surfaces
      1. 1 ice pad with seating for 160 people
      2. 1 ice pad with seating for 555 people
      3. Two story design with a central glass area (5,700 SF) for an additional heated viewing area

- d. Currently finalizing design plans
- e. Seeking input from various stakeholders, including KVMHA

Motions: None

Actions: None

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#### Tournament Updates | Presenter Malcom Campbell (Guest)

- 5. Malcom briefed the Board on the Tournament Committee's strategic goals, objectives, and vision for expanding local tournament offerings. Central to the discussion was the Committee's strong commitment to prioritizing player experience. Notably, tournaments over the past three years have consistently generated positive profits, reinforcing the viability of future growth.
- 6. To support operational needs, the Committee proposed a \$5,000 float to cover upfront tournament expenses, with the intent to recoup costs post-event. The following divisional tournaments are planned for the 2025/26 season:
  - f. U18 Nov. 28 – 30th
  - g. U9 Jan. 16-18th
  - h. U11 Feb. 14-16<sup>th</sup>

**Motion 4:** Formally recognize a KVMHA Tournament Committee that will have a float of \$5000 to operate tournaments (bidding, reservations, upfront costs).

**Action 1:** Patrick to work with Malcom on a Tournament Committee policy. A DRAFT Policy will be presented to the Board in the near future.

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#### President's Update | Presenter Scott Nelson, President

*Note: President arrived at 8:pm and commenced update, Mike Conley departed the meeting at this time to attend a previously scheduled commitment.*

- 7. Highlights from SNBMHL Meeting (from October 21, 2025)
  - a. Suspension tracked by association. KVMHA VP (Mike C.) will be in charge of tracking our own suspensions and enforcing.
  - b. Season startup this weekend
  - c. Splits Sunday Dec 21st
  - d. teams will have 24hours to send in game sheets
  - e. Saint John rinks:
    - i. will be handing out fines this year again river valley as well. We will need to tell all teams they will need to take a picture of the dressing rooms before they leave.
    - ii. will also only allow teams in 30 minutes prior to icetime for dressing rooms
    - iii. absolutely no shooting pucks or balls in halls or Saint John rinks will kick us out

HNB District 5 meeting

- f. Rosters have to be added to HCR by Friday

- g. CRC needs to be done asap by all volunteers
  - h. U9 reschedule process to be done by associations. If a team needs to reschedule, they will have to message Christian and Mike Hellingwerf to cancel. Then they will have to arrange another date on their own with the other team.
  - i. Christian will have to monitor this and there will have to be a good reason why they are cancelling.
  - j. U9 full ice Jan 2nd
  - k. U9 pilot full ice all year happening in Ontario. Might trickle down to HNB next season, regarding full ice
  - l. U9 50/50 rule next year has to be followed. We had 4 and 6 this year and were told off about it.
  - m. U9 affiliation tier 2 can go u11a, tier 1 u11c
  - n. For Comp, Periods stay at 12min unless agreed upon by coaches and extra ice is available (other districts do 15 min periods)
  - o. Provincials u11c to u18c top 4 teams go to provincials
  - p. Comp provincials top 2 highest district 5 teams in AA will go to provincials
  - q. Same in A and B except u15A which will be discussed at the end of season since there are only 2 teams from our district (may have option for A or B)
  - r. Exhibition games and tournament game sheets only have to be submitted if there are suspensions. Otherwise, don't require to be submitted to snbmhl
  - s. No game sheets u9 either
  - t. Travel and events within the Province do not require a travel permit (confirmed by NHB District 5 Director).
  - u. Respect in Sport for parents course is not required for this season (2025/26).
8. Refund Policy – Policy for 'FEES' was updated and approved on April 10, 2025 (see [appendix E](#) for policy). *Note: see motion 3 regarding increase to referee fees.*

Motions: None

**Action 2:** Scott to contact Mike to discuss access to referee google doc spreadsheet, SPORDLE electronic game sheet for refs.

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Equipment Purchase | **Presenter** Christian Belliveau, Director of U7 U9

- 9. Bumper pad storage for Qplex and QMA as per town request  
\$1768

**Motion 5:** Approval to purchase two fabricated carts for storage at Qplex and QMA for less than \$2100, with approval to keep them through the rink managers.

- i. Moved by: Christian
- ii. Seconded by: Josh
- iii. Motion carried: unanimously

**Actions:** None

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**Various Topics | Presenter** Patrick Collins, Director of Administration

#### 10. Use of Logos

- i. A wide variety of team logos are currently in use across the association, particularly within recreational divisions. Some of these designs are original and do not reflect any formal connection to KVMHA branding. Other teams incorporate the association's branding into their team names, for example, logos that simply spell out "KVMHA" in red capital letters or incorporate the KVMHA hawk into team names.
- j. Discussion points:
  - i. Should the Board formally approve team logo designs before use?
  - ii. Is there value in distinguishing logo guidelines between recreational and representative teams?
  - iii. How do we balance a standardized branding of the KVMHA and allow room for team creativity and fun?



**Motion 6:** Competitive teams to use only the KVMHA Association's logo. Recreational teams can use a modified logo to represent their team; however, this modified logo needs to be approved by the Director of Communications.

- i. Proposed: Patrick
- ii. Second: Andrea
- iii. Motion passed: unanimously

- 11. Response from Hockey New Brunswick: there is no requirement for parents to take any certification course for the 2025/26 season, such as the Respect in Sport Parent Program. New volunteers and coaches are required to take the SHIFT FORWARD course if they do not have The Respect in Sport for Activity Leaders program.

**Actions:** None

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**Various | Presenter** Kamil Forgie, Director of Human Resources

#### 12. Review process for coaching applications

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Goalie coordinator budget | Presenter Shane MacDonald, Director of Technical Development

13. Discussion around a budget for the Goalie Coordinator in order to assist with goalie development.

**Motion 7:** For the Goalie Coordinator position to have a budget for the 2025/26 season of \$750 to assist with operational costs.

- i. Proposed: Shane
- ii. Seconded: Scott
- iii. Motion passed: unanimously

**Actions:** None

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Previous Actions, Round Table, Close-out | Presenter Patrick Collins, Director of Administration

14. Review of Motions and all Actions

Action 1: Patrick to implement approved changes to the constitution (on-going, in peer review phase).

Action 2: Mike to revise the draft Complaint and Disciplinary Process with consideration given to membership comments received. Mike is to present the new draft to the Board for approval (on-going).

Action 3: Kate to keep goalie responses and keep this item on the agenda to discuss options (on-going)

Action 4: Board members to review and comment on any updates to the description (on-going, see [appendix D](#)).

Action 5: Patrick to look for additional Board training quotes from vendors (on-going)

Action 6: Scott to explore additional options on how KVMHA U11/U13 can join the B league (completed) SNB voted against

Action 7: Patrick to work with Malcom on a Tournament Committee policy. A DRAFT Policy will be presented to the Board in the near future (new).

Action 8: Scott to contact Mike to discuss access to referee google doc spreadsheet, SPORDLE electronic game sheet for refs.

Motion 1: Approval of Previous meeting minutes, August 2025

Motion 2: Approval of Previous meeting minutes, September 2025.

Motion 3: To align more with the regional referee rates, an increase, indicated in appendix C is suggested for the 2025/26 season.

Motion 4: Formally recognize a KVMHA Tournament Committee that will have a float of \$5000 to operate tournaments (bidding, reservations, upfront costs).

Motion 5: Approval to purchase two fabricated carts for storage at Qplex and QMA for less than \$2100, with approval to keep them through the rink managers.

Motion 6: Competitive teams to use only the KVMHA Association's logo. Recreational teams can use a modified logo to represent their team; however, this modified logo needs to be approved by the Director of Communications.

Motion 7: For the Goalie Coordinator position to have a budget for the 2025/26 season of \$750 to assist with operational costs.

#### 15. Round Table – All

- a. President
- b. Vice President
- c. Director of Recreational Hockey
  - i. Discuss balancing of rec teams in a future meeting
- d. Director of Competitive Hockey
- e. Director of Communications
- f. Director of Finance
- g. Director of U7/U9
- h. Director of Administration
- i. Director of Revenue
  - i. Chase the Ace still going strong, each team selling tickets 5% goes back to the team
- j. Director of Ice
- k. Director of Human Resources
- l. Director of Technical Development
  - i. Future motion to consider pre-registering for competitive tournaments
  - ii. Technical skates (x2) have been full; going well

#### 16. Close-out, final comments

Adjournment

Moved by: Scott

Seconded by: Kamil

Meeting adjourn.

Motion Carried

Meeting adjourned at: 9:07

**Next proposed Board Meeting:** November 2025

## Appendix A – Approval of Previous meeting minutes, August 2025

# KENNEBECASIS VALLEY MINOR HOCKEY ASSOCIATION DRAFT Meeting Minutes

August 20, 2025 | 6:30 p.m. | Meeting location: 640 Hampton Rd, Quispamsis

Meeting called by	KVMHA Board of Directors	Quorum Membership:		
Type of meeting	General Meeting	President	Scott Nelson	P
		Vice-President	Mike Conley	P
Facilitator	Scott Nelson	Director of Recreational Hockey	Andrea Fenwick	P
Note taker	Patrick Collins	Director of Competitive Hockey	Troy MacLeod	P
		Director of Communications	Kate Craik	P
Additional Members/Guests Present:		Director of Finance	Stephen Sutherland	P
		Director of U7/U9	Christian Belliveau	P
		Director of Administration	Patrick Collins	P
		Director of Revenue	Jenny-Lee Morais	P
		Director of Ice	Josh Guimond	P
		Director of Human Resources	Kamil Forgie	P
		Director of Technical Development	Shane MacDonald	P

### Our Mission:

The Kennebecasis Valley Minor Hockey Association is a disciplined hockey community which encourages personal growth and skill development in a positive environment that promotes safety, sportsmanship and teamwork.

### Our Values:

Placing our primary emphasis on "Kids First", our innovation and forward thinking secures a place for our association as a leader in the Canadian Hockey Community. We are accountable and conduct ourselves in a manner that provides opportunities and a positive and safe environment for all participants.

As a responsible group in our local community, we develop relationships and partnerships which contribute to our financial well-being and a shared pride in our accomplishments.



## AGENDA TOPICS

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General Administration | Presenter: Scott Nelson, President

### 1. Welcome, General Remarks, Administrative Topics

- a Call to order: 6:40pm

Motion 1: Approval of Previous meeting minutes, June 2025, see [Appendix A](#)

- i Moved by: Kate
- ii Seconded by: Mike
- iii Motion carried: unanimously

Motion 2: Approval of Previous meeting minutes, July 2025, see [Appendix B](#)

- i Moved by: Scott
- ii Seconded by: Jenny-Lee
- iii Motion carried: unanimously

### Agenda Topics:

#### 1. President's Update

Season Startup:

- a. Registration – Fees are the same as last year as voted on earlier.
- b. Conditioning camps
  - Schedules are made. Capped at 30 players on the ice at a time.
- c. Try-outs
  - Starting on September 13<sup>th</sup>. \$150
  - Player capping – discussion regarding capping will be based on ice availability. KVMHA will then create a waiting list for any additional registrations.

#### 2. Director of U7/U9

- b McDonald's will sponsor the entire cost for the jerseys, jerseys to be returned to KVMHA at the end of the season.
- c Bumpers ordered (total of 18)
- d Purchase of two shooter tutors and four pass rebounders for the Qplex and QMA.
- e Total purchase cost including delivery is \$4,204 CAD of which \$1800 sponsorship for two shooter tutors has already been secured.

**Motion 3:** to purchase two shooter tutors and four pass rebounders for Qplex and QMA.

- Moved by: Christian
- i Seconded by: Kamil
- ii Motion carried: unanimously

#### 3. Director of Revenue

- f Online stores
  - i Rinkside Sports: <https://www.rinksideports.org/products/kvmha>
- g Tracksuits – discussion around handing out a coupon to coaches; to be carried in a future meeting.
- h Chase the Ace – 4 cards left. Second round of chase the ace will have four partners
- i Gear swap – Potential date of September 21<sup>st</sup>.

#### 4. Director of Human Resources

- j Costs for paid employees – discussion around how a committee should be formed to look at the costs and efficiencies for paid employees and work conducted throughout the season (for example, online system for referring/automatic scheduling tools).

Motion: to put a committee together to look at operational budget.  
Proposed: Kamil  
Seconded: Christian  
Carried: Unanimously

- k Remote/virtual meetings: As hockey season is busy, especially with startup to the hockey season the Board may have to meet and vote on decisions more than once a month. A discussion to have virtual meetings to augment any ad-hoc meetings was discussed and agreed to – meeting minutes will be taken for these virtual meetings.

Previous Actions, Round Table, Close-out | Presenter Patrick Collins, Director of Administration

#### Review of Motions and all Actions

Action 1: Patrick to implement approved changes to the constitution (on-going, in peer review phase).

Action 2: Mike to revise the draft Complaint and Disciplinary Process with consideration given to membership comments received. Mike is to present the new draft to the Board for approval (on-going).

Action 3: Kate to email a survey to the membership to seek information about retaining goalies (complete).

Action 4: Kate to keep goalie responses and keep this item on the agenda to discuss options (new)

Action 5: Board members to review and comment on any updates to the description (see [Appendix C](#)).

Action 6: Patrick to look for additional Board training quotes from vendors (on-going)

Action 7: Scott to explore additional options on how KVMHA U11/U13 can join the B league (on-going)

Motion 1: Approval of Previous meeting minutes, June 2025

Motion 2: Approval of Previous meeting minutes, July 2025

Motion 3: to purchase two shooter tutors and four pass rebounders for Qplex and QMA.

Motion 4: to put a committee together to look at operational budget.

#### 5. Round Table – All

President

Welcome Andrea!!

Vice President

Director of Recreational Hockey

Looking for coordinators for U11, U15, U18 divisions

Director of Competitive Hockey

Going to review competitive handbook; may propose changes in future meeting

Director of Communications

No cap on the number of kids who try-out  
Rec evaluations for comp players who don't make rep  
Paying for registration offline will not be allowed  
Director of Communications will communicate directly with the Registrar  
Director of Finance  
Director of U7/U9  
Coordinator positions for U7 and U9 are filled  
Director of Administration  
Director of Revenue  
Director of Ice  
Still working to optimize ice times with the city  
Director of Human Resources  
Proof of background check prior to applying as a coach  
Director of Technical Development

6. Close-out, final comments

Adjournment

Moved by: Scott

Seconded by: Mike

Meeting adjourn.

Motion Carried

Meeting adjourned at: 9:03

**Next proposed Board Meeting:** September 2025

## Appendix B - Approval of Previous meeting minutes, September 2025

# KENNEBECASIS VALLEY MINOR HOCKEY ASSOCIATION

## DRAFT Meeting Minutes

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September 3, 2025 | 7:30 p.m. | Meeting location: Virtual Meeting

Meeting called by	KVMHA Board of Directors	Quorum Membership:		
Type of meeting	General Meeting	President	Scott Nelson	V
		Vice-President	Mike Conley	V
Facilitator	Scott Nelson	Director of Recreational Hockey	Andrea Fenwick	V
Note taker	Patrick Collins	Director of Competitive Hockey	Troy MacLeod	V
		Director of Communications	Kate Craik	V
Additional Members/Guests Present:		Director of Finance	Stephen Sutherland	V
		Director of U7/U9	Christian Belliveau	V
		Director of Administration	Patrick Collins	V
		Director of Revenue	Jenny-Lee Morais	V
		Director of Ice	Josh Guimond	A
		Director of Human Resources	Kamil Forgie	V
		Director of Technical Development	Shane MacDonald	V

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## AGENDA TOPICS

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General Administration | Presenter: Scott Nelson, President

### 7. Welcome, General Remarks, Administrative Topics

I Call to order: 7:35pm

Motions: None

Actions: None

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President's Update | Presenter Scott Nelson, President

### 8. President's Update

Members of the board and parents of kvmha attended the quispamsis town council meeting where the topic of ice allocation was being discussed. A presentation by the independant third party hired by town of quispamsis highlighted the findings of their study on ice distribution but we were not permitted to ask questions. Councilor Kerrie Luck spoke up for the youth and councilor Kirk Miller spoke for an adult group who were in attendance. There were several councilors who spoke against allocation to youth including one who said the average age in quispamsis was in the 60s and that they should be looking at senior sports and activities instead.

I was permitted to stay after the meeting to ask questions but most of the councilors left without listening to my concerns. The ones who did stay were Mike Biggar, Kerrie Luck, Libby O'Hara, Ian Watson, Dana Purton Dickson, and Emil Olsen.

I addressed the concern around the lack of ice and the current waitlist. They were very receptive and said that they would take this into account next year when assigning the ice based on the independant study results. They didnt offer any solution to our issue and said they would try to talk to Qplex administration to see if we could get our Wednesday night icetime back that was given to an adult league.

I asked that we be involved in future discussions that may affect our icetimes since we are the largest client. We will follow up with council. Division Capping – Discussion ensued regarding **soft capping** to allow the greatest number of players to have access to play hockey this season.

#### m Waiting List

- 1 Before the Board moves forward with solutions for the waiting list they need to know the numbers for registration and numbers on the waiting list. The Board will wait until the final registration date has passed to work with the numbers on the final waiting list.
- 2 Acquire more Saint John ice time also look at St. Martins ice
- 3 Edza takes additional players, primarily at the U15 division
- 4 Pilot project, U11 and U13, every second week they have a shared skills week. Every other week they have their team practice.
- 5 Look into options at the U9 age group as they have ice up to 3 times a week; whereas, other age groups have 2 ice times a week.

- n Players living outside of the Kennebecasis Valley region - *players who were permitted to register were approved by HNB prior to season registration. Some of these families moved to the area after last season and before the cap was agreed to by the Board (August 2025).*

Motions: None

Actions: None

Review of Motions and all Actions

Action 1: Patrick to implement approved changes to the constitution (on-going, in peer review phase).

Action 2: Mike to revise the draft Complaint and Disciplinary Process with consideration given to membership comments received. Mike is to present the new draft to the Board for approval (on-going).

Action 3: Kate to keep goalie responses and keep this item on the agenda to discuss options (on-going)

Action 4: Board members to review and comment on any updates to the description (on-going, see [appendix A](#)).

Action 5: Patrick to look for additional Board training quotes from vendors (on-going)

Action 6: Scott to explore additional options on how KVMHA U11/U13 can join the B league (on-going)

9. Round Table – All

President

Vice President

Director of Recreational Hockey

Director of Competitive Hockey

Competitive Handbook for Tryouts was reviewed for its applicability this season's try-outs. No changes are necessary.

Director of Communications

Director of Finance

Director of U7/U9

Director of Administration

Director of Revenue

Director of Ice

Director of Human Resources

Director of Technical Development

10. Close-out, final comments

Adjournment

Moved by: Kate

Seconded by: Scott

Meeting adjourn. 8:38pm

Motion Carried

**Next proposed Board Meeting:** October 2025

## Appendix C – Proposed 2025/26 Increase Rates for KVMHA Referees

	2024-25	2025-26	SNB Avg
U9 –	\$15	Pre Jan 2 <sup>nd</sup> \$15 Post Jan 2 <sup>nd</sup> \$16	
U11 Rec	\$17 Ref	\$19 ref	\$23.17
	\$15 lines	\$16 lines	\$17.83
U11 Comp	\$19/20 ref	\$22	\$25
	\$16.50/17 lines	\$18	\$18.83
U13 Rec	\$20 ref	\$22	\$26.50
	\$18 lines	\$19	\$20.50
U13 Comp	\$24/22 ref	\$25	\$28.83
	\$20/19 lines	\$21	\$22
U15 Rec	\$24 ref	\$25	\$30.83
	\$20 lines	\$22	\$23.17
U15 Comp	\$30/26 ref	\$30	\$35.08
	\$24/22.50 lines	\$24	\$26.33
U18 Rec	\$31 ref	\$32	\$37
	\$25 lines	\$26	29.33
U18 Comp	\$55 ref	\$55	\$65
	\$35 lines	\$35	\$45

**Total per Game paid**

	2024/25	2025/26	Difference
U11 Rec	\$47	\$51	+\$4
U11Comp	\$54	\$58	+\$4
U13 Rec	\$56	\$60	+\$4
U13 Comp	\$64	\$67	+\$3
U15 Rec	\$64	\$69	+\$5
U15 Comp	\$108	\$108	+\$0
U18 Rec	\$112	\$116	+\$4
U18 Comp	\$180	\$180	+\$0



## **Appendix D - REVIEW OF: Board Position Descriptions:**

### **President**

Update Proposed:

Current Description:

The President shall preside at all Board meetings. He/she shall be entitled to one (1) vote except in the case of a tie when he/she shall cast a second and deciding vote. He/she shall be an ex-officio member of all Standing and Ad Hoc Committees. The definition of ex-officio for the purposes on these By-laws shall be: Ex officio members can sit on a committee and have the same rights, privileges, duties, and obligations as any other committee member. They can participate in debates, discussions, committee meetings and decision-making processes. They are permitted to vote on all matters, always acting in the organization's best interest. He/she or his/her designate will be the representative of the KVMHA to the District Five Board of Directors, the NBMHC, the Hockey New Brunswick, and subject to the by-laws, any other body or function requiring official representation. The President shall not chair or sit except as an ex-officio member on any other KVMHA committee during his tenure as President.

### **Vice President**

Update Proposed:

Current Description:

The Vice President shall assist the President on request to provide continuity and to ensure the long-term viability and success of the KVMHA.

The Vice President shall assume some or all of the responsibilities of the President as and when directed by the President and in the absence of the President he/she shall assume all of the duties of the President.

Additionally, the Vice President shall:

be responsible for the Referee in Chief and through that position, the officials;

be responsible for parent education (i.e. Code of Conduct);

be responsible for travel permitting and maintenance of travel permit records

### **Director of Administration**

Update Proposed: **Yes**

Current Description:

The Director of Administration shall:

- (a) maintain a Minute Book or Minute Books containing the Letters Patent, by-laws, Directors Register and Members Register and accurate minutes of all Board meetings and meetings of members and shall ensure that the by-laws, Members Register and appropriate minutes of previous meetings are available at all meetings of the Board or of the Members;
- (b) provide for safe-keeping of all KVMHA records, including all Minute Books but excluding financial records not provided to him/her or to the Board;
- (c) provide for the issuance of correspondence, directives, notices, reports, etc. to the officers, directors, members, general public, NBMHC, HNB, HC and all other parties as deemed appropriate;

- (d) interface with any KVMHA officials as required to promote timely dissemination of information;
- (e) interface with the Registrar, Coordinators of U11, U13, U15, and U18, and U7 and U9 Coordinators to ensure that registrations are transmitted to the appropriate bodies in a timely manner;
- (f) maintain records of coaches and volunteers certification;
- (g) be responsible for event sanctioning and maintenance of event records;
- (h) have such other power and duties as the Board or the President shall prescribe, subject always to the by-laws of KVMHA.

Proposed Description:

The Director of Administration shall:

- (b) maintain a Minute Book or Minute Books containing the Letters Patent, by-laws, Directors Register and Members Register and accurate minutes of all Board meetings and meetings of members and shall ensure that the by-laws, Members Register and appropriate minutes of previous meetings are available at all meetings of the Board or of the Members;
- (c) provide for safe-keeping of all KVMHA records, including all Minute Books but excluding financial records not provided to him/her or to the Board;
- (d) provide for the issuance of correspondence, directives, notices, reports, etc. to the officers, directors, members, general public, NBMHC, HNB, HC and all other parties as deemed appropriate;
- (e) interface with any KVMHA officials as required to promote timely dissemination of information;
- (f) interface with the Registrar, Coordinators of U11, U13, U15, and U18, and U7 and U9 Coordinators to ensure that registrations are transmitted to the appropriate bodies in a timely manner;
- (g) ~~interface with the registrar to~~ maintain records of coaches and volunteers certification;
- (h) be responsible for event sanctioning and maintenance of event records;
- (i) have such other power and duties as the Board or the President shall prescribe, subject always to the ~~constitution and~~ by-laws of KVMHA.

**Director of Communications**

Update Proposed:

Current Description:

Director of Communications – The Director of Communications shall be the Chair of the Communications Committee, and as such shall:

- (a) be responsible for monitoring and enhancing the image of the KVMHA. In addition to establishing and producing a newsletter on a regular basis, the Director of Communications shall provide the media with information on newsworthy events (i.e. registration, coach recruitment) and game results. This shall require the Director of Communications to interface with any Association official to coordinate release of information to the media as well as interface with Tournament Committees to provide consistency in media information release;
- (b) submit a Season Plan to the Director of Administration by July 1 identifying the objectives, initiatives and strategies for the coming season;
- (c) submit an annual publicity budget for the then current fiscal year not later than August 1;
- (d) arrange for the distribution of general information at registration (i.e. cost and commitment for competitive teams, newsletter, association budget, seminars, policies, rules and regulations, tryout process, boundary map, role of Board, etc.).
- (e) be responsible for all logo's and trademarks associated with KVMHA;
- (f) be responsible for content and maintenance of the KVMHA website. The position of Web Master shall therefore report to the Director of Communications.

#### **Director of Recreational Hockey**

Update Proposed:

Current Description:

Director of Recreational Hockey – The Director of Recreational Hockey is responsible for all hockey matters as pertaining to the recreation and competitive teams, and community hockey, including but not limited to:

- (a) season startup;
- (b) team selection;
- (c) team balancing.

The Director of Recreational Hockey or his/her designate will be the representative of the KVMHA to the Southern New Brunswick Minor Hockey League, the Southern New Brunswick Hockey League, and any other league in which KVMHA may so choose to place one or more teams. The U11, U13, U15 and U18 Divisional Coordinators and Coaches will report to this position on all hockey matters within the jurisdiction of KVMHA.

#### **Director of Competitive Hockey**

Update Proposed:

Current Description:

Director of Competitive Hockey – The Director of Competitive Hockey is responsible for all hockey matters as pertaining to the recreation and competitive teams, and community hockey, including but not limited to:

- (a) season startup;

- (b) team selection;
- (c) team balancing.

The Director of Competitive Hockey or his/her designate will be the representative of the KVMHA to the Southern New Brunswick Minor Hockey League, the Southern New Brunswick Hockey League, and any other league in which KVMHA may so choose to place one or more teams. The U11, U13, U15 and U18 Divisional Coordinators and Coaches will report to this position on all hockey matters within the jurisdiction of KVMHA.

### **Director of Recreational Hockey**

Update Proposed:

Current Description:

The Director of Finance shall:

- (a) act in a manner to ensure that the day-to-day and long-term financial operation of the KVMHA is maintained on a viable basis and budgetary matters are adequately addressed;
- (b) receive all monies payable to the KVMHA and deposit same with KVMHA's bank as determined by the Board;
- (c) pay all accounts by cheques, signed by him/her where possible and by any one of the President or Vice President or any Board Member with official signing authority, provided however that such cheques with the consent of or in the absence of the Director of Finance may be signed by any two (2) of the President, Vice President, or official signing authority.
- (d) keep an accurate record of all monies received and disbursed;
- (e) keep proper books of accounts and make them available to the Board on request;
- (f) submit a year end financial report at the Annual General Meeting;
- (g) in consultation with the Finance Committee prepare for the consideration and approval of the Board an operating budget for the current fiscal year prior to the next official season;
- (h) provide a monthly account of the current financial position of the Company in relation to its budget at each Board meeting;
- (i) arrange, with Board approval, for the investment and safekeeping of KVMHA funds;
- (j) have such other powers and duties as the Board shall prescribe subject always to the by-laws of KVMHA.

### **Director of Human Resources**

Update Proposed: **Yes**

Current Description:

Director of Human Resources – The Director of Human Resources shall be responsible to develop direction and strategies to ensure players and volunteers are given opportunities and resources to develop to their fullest and perform to their maximum potential, and as such shall have the position

of Volunteer Coordinator reporting to him. This role shall be responsible for the implementation of process improvements, new and creative initiatives intended to improve the organization, its players, parents and volunteers, organizational procedures, etc. The Director of Human Resources is also responsible in assessing the overall effectiveness of the Board and promoting methods that would increase the Board's success.

**Proposed Description:**

The Director of Human Resources shall be responsible to develop direction and strategies to ensure players and volunteers are given opportunities and resources to develop to their fullest and perform to their maximum potential, and as such shall have the position of Volunteer Coordinator reporting to him. This role shall be responsible for the implementation of process improvements, new and creative initiatives intended to improve the organization, its players, parents and volunteers, organizational procedures, etc. The Director of Human Resources is also responsible in assessing the overall effectiveness of the Board and promoting methods that would increase the Board's success. The Director of HR is also responsible for coach selection in working with the Director of Competitive and Director of Recreation.

**Director of Ice**

Update Proposed:

Current Description:

Director of Ice – The Director of Ice shall:

- (a) serve as Chairperson of the Ice Scheduling Committee, whose mandate is to allot and schedule (ice time available) to KVMHA among its players, subject always to the control and direction of the Board;
- (b) interface with the arena management on matters of mutual concern regarding ice issues;
- (c) submit a Season Plan to the Director of Administration by July 1, addressing all ice schedule activities of the season. This shall include, but not be limited to:
  - (i) game times and practice times per division;
  - (ii) times allocated for training (coaching clinics, power skating, goalie clinics, etc.);
  - (iii) tournaments;
  - (iv) recommendations for next season and recommendations of the Ice Scheduling Committee, if any;
- (d) prepare an annual budget for this role by August 1 and forward it to the Director of Finance, and manage this budget line item throughout the season;
- (e) liaise closely with the Ice Scheduler to provide optimal scheduling results for the KVMHA and the development of its' players.

**Director of U7 and U9**

Update Proposed:

Current Description:

Director of U7 and U9 – The Director of U7 and U9 shall be responsible for promoting continuity in HNB's four (4) year Initiation Program. This responsibility shall include the coordination of an annual Initiation Program coaches clinics and the provision of guidance to the Initiation Program coaches on a regular basis throughout the season.

The position will also be responsible for the day to day development and operation of the U7 and U9 divisions including responsibility for maintaining the practice/game ratio as defined by KVMHA and as such will have the positions of IP and Novice Coordinators reporting to it.

The position will:

- (a) At a time approved by the Director of Finance, submit a budget for the position to the Director of Finance.

### **Director of Revenue**

Update Proposed:

Current Description:

The Director of Revenue shall:

- (a) recommend to the Nominating Committee a Tournament Coordinator for appointment to act as Chairman for each KVMHA tournament to be hosted by KVMHA who may in turn select a subcommittee to assist in running each tournament;
- (b) be responsible for overseeing the organization, management and administration by the Chairmen and Committees appointed with respect to their respective tournaments, subject always to the direction and the control of the Board;
- (c) submit a Season Plan to the Director of Administration by July 1 identifying the objectives, initiatives, and strategies for the coming season;
- (d) prepare an annual budget for this role and forward it to the Director of Finance by August 1;
- (e) recommend to the Nominating Committee a Fundraising Coordinator for appointment who will be responsible for identifying and presenting to the Board any ideas or suggestions that may be viable or appropriate as a fund raising activity. Any fund raising event deemed to be in the best interest of KVMHA must be approved by the Board.

### **Proposed Description:**

The Director of Revenues shall:

- (a) recommend to the Nominating Committee a Tournament Coordinator for appointment to act as Chairman for each KVMHA tournament to be hosted by KVMHA who may in turn select a subcommittee to assist in running each tournament;
- (b) be responsible for overseeing the organization, management and administration by the Chairmen and Committees appointed with respect to their respective tournaments, subject always to the direction and the control of the Board;
- (c) submit a plan to the Director of Administration identifying the objectives, initiatives, and strategies for the coming season;
- (d) prepare a budget for each event forward it to the Director of Finance before proceeding with said event;

- (e) recommend to the Nominating Committee a Fundraising Coordinator for appointment who will be responsible for identifying and presenting to the Board any ideas or suggestions that may be viable or appropriate as a fund raising activity. Any fund-raising event deemed to be in the best interest of KVMHA must be approved by the Board.

### **Director of Technical Development**

Update Proposed: Yes

Current Description:

The Director of Technical Development is responsible for programs and initiatives to further the development of players and coaches. Therefore, reporting to the Director of Technical Development are the positions of Technical Director of Offense, Technical Director of Defense, and Technical Director of Goaltending; or alternatively, reporting to the Director of Technical Development shall be the position of Technical Director of Player and Coach Development who in turn may have the positions of Technical Director of Offense, Technical Director of Defense, and Technical Director of Goaltending reporting to him.

This position will also be responsible for ensuring that risk and safety issues are being properly addressed and as such will have the position of Technical Director of Risk and Safety reporting to it.

The position will:

- (a) by July 1, submit a Season Plan to the Director of Administration identifying the objectives, initiatives, and strategies for the coming season;
- (b) by August 1, submit a budget for the position to the Director of Finance;
- (c) by August 12, will establish a committee of four (4) persons representing all roles on the team to determine player tryout evaluation criteria and the required documentation. This plan will include such things as movement of players from "AA" to "A" to "B" to "Recreation", the number of ice times for evaluation, the philosophy that "Once chosen, the player remains on the team", the actual on ice content for each session, not releasing players after an early morning session, etc. The Director of Ice must be informed of these ice requirements;

by September 1, schedule a series of meetings with all necessary persons to ensure the tryout process is effectively planned. The "Season Startup Planning" document outlines this series of meetings and the execution details.

Proposed Description:

Director of Technical Development – The Director of Technical Development is responsible for programs and initiatives to further the development of KVMHA players and coaches. Reporting to the Director of Technical Development are the positions of goaltender development coordinator, as well as any additional coordinator positions deemed necessary by the board to further facilitate player and coach development. The technical director shall also be responsible for ensuring that risk and safety issues are being properly addressed including any guidance from HNB, as well as ensuring players who wish to tryout or play checking hockey complete a checking clinic prior to participating in any ice times involving body contact. They shall also communicate rules of play for all age groups at the start of each season aligned with HNB guidelines – i.e. ½ ice for u9 . Prior to season startup, the director of technical development shall work closely with the Director of Competitive Hockey and will establish a committee of four (4) or more persons representing all roles

on the competitive committee to determine player tryout evaluation criteria and the required documentation. This plan will include all matters related to the competitive tryout process including the ice time plan for technical skates and number of ice times needed per group. The Director of Ice must be informed of these ice requirements by September 1, or shortly thereafter. The Director of Technical Development and the Director of Competitive Hockey shall schedule a series of meetings with all necessary persons to ensure the tryout process is effectively planned. The "Season Startup Planning" document outlines this series of meetings and the execution details. After season startup the Director of Technical Development shall attend all HNB technical development meetings and share key learnings as appropriate. The director shall also run additional clinics throughout the year as ice time availability permits.



## Appendix E – Review of Policy: FEES



**Kennebecasis Minor Hockey Association**

**President: Scott Nelson**

**Director of Finance: Geoff Cochrane**

**Updated January 2025**

### **POLICY: FEES**

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#### **Purpose:**

To document and clarify KVMHA policy with respect to any fees associated with members including registration, try-out or conditioning camp fees.

All refund requests must be submitted in writing via email to the Registrar at the following email address:

KVMHA Registrar: **[kvmharegistrar@gmail.com](mailto:kvmharegistrar@gmail.com)**

#### **Try-out and Conditioning camps:**

All fees must be paid before your child participates in the first event/session (i.e. Try-out or conditioning camp).

Please refer to our separate refund policy if needed ([KVMHA-Refund-Policy-Updated-10-21-23.pdf](#)) .

## Registration fees:

Registration usually opens early to mid-August for the upcoming season. Participants will have 3 options to choose from for payment of fees:

- 1) Set up a payment plan within TeamSnap that will split your fee over 3 months starting in the 3<sup>rd</sup> week of August, 2<sup>nd</sup> payment will be 3<sup>rd</sup> week of September and final payment in the 3<sup>rd</sup> week of October and this will require you to have your credit card on file with TeamSnap. **(Oct 31, 20XX is the LAST DAY)**
- 2) Make a lump sum payment via credit card via TeamSnap
- 3) Etransfer all of the funds before the official start of the season in one lump sum payment to [kvmharegistrar@gmail.com](mailto:kvmharegistrar@gmail.com)

If you have not paid your fees by October 31, the Registrar will contact you during the first week of November by email to let you know you still have fees outstanding. If a confirmation of the email is not received the Registrar will contact you via phone or in person. **If you still do not have fees paid in full by December 31 you will run the risk of having your child removed from their team and not placed on an official roster for the remainder of the year. After all attempts have been made via communications from our Registrar you may then receive a communication from a Board member that you could be removed from your team roster.**

Our goal is to ensure all kids have the ability to play hockey. If assistance is needed, please refer to the Scholarship Fund terms of reference on our website [[Parent Information – Kennebecasis Valley Minor Hockey](#)] to apply for financial assistance if needed.

If your child was subject to a late registration fee, they may not necessarily be removed from their team roster but your account will be locked at the end of the year and will remain locked until the fee is paid preventing you from registering your child for the subsequent year.

If your child has unpaid fees by October 31 and one of the parents has assisted with try-out or balancing assessments and is entitled to a stipend for those hours, the monies they are entitled too will be applied against your child's outstanding fees.

Refunds regarding registration fees is covered under the Refund Policy (see link above) posted on our website.