**CONSTITUTION**

**OF**

**LANCASTER MINOR HOCKEY ASSOCIATION**



Updated 2022

Revision History

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Version | Date | | | Revisions  by: | made | Revised | sections |
| ORIGINALLY  DRAFTED | 1962 | | |  | |  | |
| Amended | May | 17, | 2005 |  | |  | |
| Amended | May | 2013 |  | Kelli | Lester | Article | 6.7 (new |
|  |  |  |  |  | as | approved |
|  |  |  |  |  | at | May 7, |
|  |  |  |  |  | 2013 | AGM) |
| Amended | May 24, 2018 | | | Jennifer Ervin | | Article 5.6 (new as  approved at May 22, 2018 AGM) | |
| Amended | May 14, 2019 | | | Jennifer Ervin | | Article 4.7 (new), Article 6.2 (revised), Article 10.1 (revised), Appendix A boundaries revised for female division | |
| Amended | May 13, 2021 | | | Jennifer Lively | | Article 6.2b (revised), Article 6.3 (revised), Article 6.5 (revised), Articel 6.7 (revised), Article 7.1d (revised), Appendix A boundaries (revised ) | |
| Amended | May 10, 2022 | | | Jennifer Lively | | Article 10.1 (revised) | |
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**Table of Contents**

**CONSTITUTION OF LMHA ARTICLES**

**ARTICLE 1 Name and Identification**

* This association shall be known as the Lancaster Minor Hockey Association, hereafter referred to as LMHA.
* LMHA shall assume the responsibility for all Competitive and Recreational hockey programs within its boundaries.

**ARTICLE 2 Glossary of Terms**

|  |  |  |
| --- | --- | --- |
| 2.1 | LMHA | Lancaster Minor Hockey Association |
| 2.2 | HNB | Hockey New Brunswick |
| 2.3 | HC | Hockey Canada |
| 2.4 | NBMHC New | Brunswick Minor Hockey Council |
| 2.5 | Executive | The duly elected members of the LMHA Board of Directors |
| 2.6 |  | Appointed Members of LMHA appointed as Directors by the Executive to assist in the operation of LMHA. |
| 2.7 | Board | The elected officers and appointed directors of LMHA |
| 2.8 | Fiscal Year | May 1st – April 30th |

2.9 "He/His" Universal pronoun which can be read as "She/Her" where applicable

2.10 Majority Unless otherwise specified, the majority required for the purpose of carrying a seconded motion at a meeting shall consist of one half plus one votes cast by those present and voting.

2.11 AGM Annual General Meeting

**ARTICLE 3 Affiliation**

3.1 LMHA is a member of NBMHC and by virtue of this, affiliated with HNB and thus with HC.

3.2 In the case of conflicts between the documentation of LMHA, HNB and/or HC, the hierarchy shall be HC, HNB, and then LMHA.

**ARTICLE 4 Aims and Objectives**

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

4.1 Organizing and financing competitive and recreational hockey for all age levels through registration fees, sponsors, grants, etc.

4.2 Teaching basic fundamentals of hockey as defined by the NBMHC and HC.

4.3 Providing enjoyment, recreation and competition through organized programs which give due consideration to the capabilities of all individuals from the area who register or have been registered with LMHA.

4.4 Helping boys and girls, through the above programs, develop and improve their personal skills.

4.5 Teaching fair play and sportsmanship.

4.6 Exercising supervision and direction over players, teams, coaches, executives, officials and spectators.

4.7 Establishing, promoting, and maintaining female only teams for minor age players.

**ARTICLE 5 Membership**

5.1 Membership in LMHA is open to all those who reside within the constituted geographical boundaries of LMHA. See Appendix A for the boundaries of LMHA.

5.2 A member shall be defined as any parent or guardian of a registered LMHA player, member of the

Board, team official or any person taking an approved and active part in the affairs and/or operation of LMHA during the current fiscal year.

5.3 Residents living beyond the described geographic boundaries as constituted may be members of the LMHA and serve in a coaching, executive or other official capacity, provided such is approved by the Board hereafter defined.

5.4 No player from outside the geographic boundaries may play hockey for LMHA unless such has been approved in accordance with the rules and regulations of HNB.

5.5 Members shall at all times abide by the Constitution, By-laws, rules, duties and regulations of LMHA, HNB and HC.

5.6 The executive of the association has the right to refuse membership or revoke membership of any player, parent, coach, or volunteer at any given time without prior notice. Membership in the Lancaster Minor Hockey Association is a privilege, not a right, of those that fall within our jurisdictional boundaries.

**ARTICLE 6 Officers and Directors**

6.1The business and affairs of the LMHA shall be conducted by an Executive, who shall act in accordance with this Constitution and such Bylaws, as may from time to time be enacted by LMHA.

6.2 The elected officers of LMHA and Executive shall consist of:

1. President
2. Vice Presidents, as recommended by the Nominating Committee.
3. Secretary
4. Treasurer
5. Technical Director
6. Immediate Past President

6.3 The LMHA Executive shall be elected at the annual general meeting by the members of the association. Voting will be by one Parent or Guardian from the players primary residence, no matter the number of players in the household.

6.4 Should one of the elected positions become vacant, the remaining executive members shall appoint a replacement at the earliest opportunity to fill the end of the positions term.

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6.5 The term of office of the Executive shall commence following the AGM and remain for three years.

6.6 The election of the Executive positions will alternate as follows: the President, one or two Vice Presidents and Secretary will alternate election years with the Treasurer, Technical Director and two or more Vice Presidents.

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6.7 The individual(s) considered for nomination for an elected position shall currently serve or have served on the Board of Directors of the LMHA for a minimum term or one year, prior ro being eligible for the position.

6.8 The Executive shall endeavor to appoint the following positions to the Board of Directors in a timely fashion:

1. Ice Scheduler
2. Registrar
3. Referee-in-Chief
4. Equipment Manager
5. Director of Tournaments
6. Director of Communications
7. Director of Fundraising
8. Other positions which from time to time are deemed necessary.

**ARTICLE 7 Meetings**

7.1 (a) The Annual General Meeting (AGM) of LMHA shall be held no later than the last day of May each year. Its purpose shall be to review the activities of the past year, to consider constitution amendments, to carry out elections, and to consider policies aimed at improving the operation of the LMHA for the coming year.

(b)The agenda for the AGM shall include at least the following items in order:

|  |  |  |
| --- | --- | --- |
| : |  | |
|  | 1) | Approval of the minutes from the previous AGM |
|  | 2) | Business arising from the previous AGM |
|  | 3) | Constitution amendments |
| Updated | 2019 |  |

4) President's Report

5) Treasurer's Report

6) Elections

7) New business

(c) The Annual General Meeting shall be open to all residents of the area and members of the LMHA.

(d) Members of voting age i.e. those persons eligible to vote provincially or nationally, shall have the right to vote on any business requiring majority vote. Those exercising voting rights must be members in good standing. Voting will be by one Parent or Guardian from the players primary residence, no matter the number of players in the household.

7.2 Meetings of the Executive, Board, and the Annual General Meeting shall be chaired by the President or, in his absence, by the Vice President designated in Bylaw 3.2. The chair shall vote on matters only in case of a tie.

7.3 The Board shall meet on a regular basis at the call of the President, under the following rules of procedure:

1. A quorum shall consist of a majority of the Board members.
2. A monthly meeting shall be held throughout the playing season of each fiscal year.
3. LMHA members in good standing may attend board meetings with the understanding that they may not participate in any way in the meeting unless they have given at least one weeks advance written notice to the Board regarding the issue(s) they wish to address with the Board. The Board reserves the right to conduct closed meetings or to close portions of open meetings in order to address sensitive issues such as those dealing with personal, financial and/or legal matters.
4. No member is entitled to require disclosure of any information with respect to the details or conduct of LMHA business which, in the opinion of the Board, is not expedient and in the interests of the membership to communicate to the public.

e. Notice of meetings will be given verbally, in writing or by e-mail, at the discretion of the

Secretary.

f. In lieu of physical meetings, other means of conducting a vote by the Board may be utilized

to ensure the efficient and timely operation of LMHA i.e. phone polls, conference calls, e-

mail, etc.

g. If the President fails to call a meeting within two weeks after having been requested to do so

by two or more members of the Board, a meeting may be called and chaired by an elected

officer. Such a meeting, subject to the rule of quorum, shall be legal and constitutional.

h. The Board shall meet or confer as deemed necessary by the President and/or Vice

President to ensure effective operation of the LMHA and the discharge of its

responsibilities.

7.4 General meetings may be called by the President when necessary to deal with incidents of

importance affecting the Bylaws or the operation of the LMHA through its Bylaws.

**Article 8 Amendments to the LMHA Constitution**

8.1 The constitution of the LMHA shall only be amended at an Annual General Meeting. Any LMHA

member can submit notices of motions. Notice of an amendment proposal to the Constitution

shall be given in writing to the Secretary at least thirty days prior to the Annual General

Meeting.

8.2 To be adopted, all proposed amendments to the Constitution shall require

two thirds majority of those members present and voting at the Annual

General Meeting. Sub-amendments which do not change the intent of the

original amendment shall be entertained and voted upon.

**ARTICLE 9 LMHA Crest**

See Appendix B

**ARTICLE 10 LMHA Colors**

10.1 For competitive teams, the primary sweater colors shall be blue and white. The LMHA Crest shall be displayed in a conspicuous location. Sponsor names may be displayed on the back of the sweater. Name bars will only be permitted on sweaters for U7 and U9 divisions.

**ARTICLE 11 Finances**

11.1 LMHA funds shall be obtained through registration fees, sponsors, fund raising, or municipal grants, etc. All monies shall be treated in accordance with LMHA Bylaws.

**ARTICLE 12 Bylaws**

12.1 LMHA shall, at an Annual General Meeting, by a two thirds majority of those members present and voting, establish Bylaws governing the conduct of meetings, voting, elections, and duties of the Board of Directors and without being limited by the foregoing, Bylaws concerning such constitutional matters as properly fall within the jurisdiction of LMHA.

**BY-•LAWS OF THE LANCASTER MINOR HOCKEY ASSOCIATION**

These Bylaws are established under the authority of Article 12 of the LMHA Constitution.

**BY-•LAW 1 Powers and Duties of the Executive**

1.1 The Executive shall have full and ultimate operational control of the affairs of LMHA and shall

have the power to amend, within the terms of the Constitution, rules, duties and regulations

regarding the operation of LMHA.

1.2 As elected officers, the Executive shall meet at the call of the President regarding any matter

within its jurisdiction. Rules of quorum and voting shall apply.

1.3 Unless granted a leave of absence by the Executive, any Board member who absents himself

from two consecutive meetings without just cause may have his post declared vacant by

the executive.

1.4 Any Executive member, appointed director or association volunteer who participates in

activities with interests conflicting with those of LMHA may be expelled and his office declared

vacant by a two thirds majority vote by the entire Executive.

1.5 Should a vacancy occur in the Executive, an appointment may be made by the Executive to

fill the position. This requires a two thirds majority vote of the entire Executive.

1.6.1 The Executive may reprimand, suspend or expel any non-elected officer, team official,

player, parent/guardian or spectator under the jurisdiction of LMHA for any conduct,

individual or collective, which in the opinion of the executive is either:

1. contrary to the rules and regulations of LMHA or the principles they stand for,
2. contrary to good sportsmanship or responsible citizenship,
3. detrimental to the interests of, or is a discredit to, LMHA, HNB and/or HC and its members,
4. a serious or continuing infraction of the playing rules, Constitutions, Bylaws, duties, rules and regulations of LMHA, HNB, or HC.

1.6.2 Action taken to expel or suspend any person requires a two-thirds majority vote of the entire

Executive.

1.7 Any person suspended or expelled as per Bylaw 1.6.1 shall be deemed a member not

in good standing.

1.8 The Executive may re-admit, by resolution and a two thirds majority vote, any non- elected

officer, team official, player, parent/guardian or spectator, under itsjurisdiction, previously

suspended or expelled by LMHA

1.9 Any non-elected officer, team official, player, parent/guardian or spectator affected by a

decision of LMHA may file an appeal with the President who shall call a meeting of the

Executive at the earliest opportunity to hear the appeal. The determination of an appeal will

be by a two thirds majority vote of the Executive.

1.10 The Executive shall disposition all questions arising from situations not provided for in the

Constitution, Bylaws, duties, and/or rules and regulations.

1.11 Each year the Executive shall solicit applications for positions of coach, assistant coach,

manager, etc. and request such applications on a prescribed form.

1.12 Non-elected, non-voting officers shall be appointed by the Executive to assist in the

operation of LMHA. Confirmation of the appointment will be by a two thirds majority vote.

1.13 The Executive shall call upon Appointed Directors to assist in the operation of LMHA.

Confirmation of the appointment will be by a two thirds majority vote.

1.14 The Executive shall determine all or any fees deemed necessary in the operation of the

association business as recommended by the Board of Directors.

1.15 The Executive shall conduct annual registrations for players in accordance with LMHA,

HNB and HC constitutions.

**BY-•LAW 2 Powers and Duties of the Board of Directors**

The Board of Directors shall meet at least once a month during the playing season to determine, discuss, co-ordinate and vote on administrative business and operational matters that affect the ongoing functioning of LMHA, such as:

2.1 The Board will recommend all fees for registration etc. to the Executive for approval,

2.2 The Board will raise and direct all committees,

2.3 The Board will ensure the supervision and discipline of team officials, players,

parents/guardians and spectators,

2.4 The Board will recognize and determine all monetary and logistical needs of LMHA and make

recommendations to the Executive,

2.5 The Board will select and direct members to co-ordinate and sit on boards of other agencies

and associations, etc. as required.

**BY-•LAW 3 Duties of Officers and Directors**

3.1 The President shall have the overall responsibility for all matters regarding LMHA. He shall

preside at all executive and general meetings. He shall not vote except to cast the deciding

vote. He shall be an ex-officio member of all committees. He shall exercise the authority of

the association in cases of emergency, subject to ratification by the executive, within a

reasonable period of time. He shall be the official spokesman for LMHA. He shall be one of

the two officers with financial signing authority, the other being the Treasurer.

3.2 At least one Vice-President shall be an ex-officio member of all LMHA committees.

They shall assist the President in his duties. One Vice President, as determined at

the first Executive meeting, shall assume the duties of the

President in his absence, at which time he shall have all the rights and powers of the President. When acting as President he shall not vote except to cast a deciding vote.

3.3 The Immediate Past President shall have the opportunity to attend all meetings and act in an

advisory capacity.

3.4 The Secretary shall issue notices of all meetings at the request of the President, take and

maintain records of proceedings and meetings and see to the publication and distribution of

these minutes in consultation with the President, prepare agendas for meetings, prepare

correspondence for the President relating to matters concerning the LMHA and serve as a

voting member of the Executive and Board of Directors.

3.5 The Treasurer shall receive all monies payable to LMHA and deposit same in the bank

account of LMHA marked "For Deposit Only to the Credit of LMHA”; be one of two officers of

LMHA with financial signing authority (the other being the President);see to the banking

and investing of LMHA funds as per the direction of the Executive; keep an accurate record of

the finances of LMHA; issue cheques with respect to invoices approved by the Executive;

publish financial statements monthly; present a final report at the Annual General Meeting

which will include budget forecasts for the new year; serve as a voting member of the

Executive and the Board of Directors; and issue all monies owed to HNB on the applicable

dates as set out by the NBMHC.

3.6 The Technical Director shall be responsible to the Executive for ensuring that technical aspects

of hockey rules and regulations are communicated to all team

managers, coaches and officials and serve as a technical liaison with the

Referee-in-Chief. He shall ensure the availability of competent coaches for all levels of Association operation by co-ordinating coaching clinics; ensure the availability and implementation of safety and risk management programs for the Association. This individual shall make every effort to educate the members of the Association on the importance of safety and risk management.

3.7 The Registrar shall be appointed by the Executive. He shall be responsible to the executive

for the registration of all players and association volunteers. He shall maintain records and

collect fees, which shall be given to the Treasurer. He shall sit as a member of the Board.

3.8 The Division Coordinator shall be appointed by the Executive. He shall be responsible to

the executive for liaising with the Ice Scheduler with respect to the procurement and

distribution of ice; liaising with the Vice Presidents with respect to the operation of divisions

and teams in accordance with Association purpose, policies and procedures; and liaising

with the Referee-in-Chief with respect to the scheduling of on ice officials. He shall

maintain records and collect fees, which shall be given to the treasurer. He shall sit as a

member of the Board.

NOTE: At the recommendation of the Nominating Committee, a Vice-president may fill this position.

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3.9 The Equipment Manager shall be appointed by the Executive. He shall be responsible to the

Executive for the procurement, storage, state of repair, distribution and collection of all LMHA

equipment. He shall maintain records, carry out inventories and collect fees, which shall be

given to the Treasurer. He shall sit as a member of the Board.

3.10 The Director for Communications shall be appointed by the Executive. He shall be

responsible to the executive for all means of enhancing communication amongst the

membership. He shall maintain records and collect fees, which shall be given to the

Treasurer. He shall sit as a member of the Board.

3.11 The Director of Fund Raising shall be appointed by the Executive. He shall be responsible to

the Executive for the raising of funds through various programs and activities in all areas other

than player registration. He shall maintain records and collect fees, which shall be given to the

Treasurer. He shall sit as a member of the Board.

3.12 The Tournament Director shall be appointed by the Executive. He shall be responsible to the

Executive for the organization and operation of all tournaments hosted by LMHA. He shall

maintain records and collect fees, which shall be given to the Treasurer. He shall sit as a

member of the Board.

3.13 The Referee-in-Chief shall be appointed by the Executive. He shall be responsible to the

Executive for ensuring all games hosted by LMHA are officiated by qualified referees and

linespersons basd on the Hockey Canada Pathway to Officiating; co-ordinate recertification

clinics and new officials' clinics with the Zone Director and on ice training clinics; and

oversee a program to assess on-ice officials. The Referee in Chief shall maintain records and

submit monthly invoices to the President and the Tresurer so they can provide each official payment

for games officiated. The Referee in Chief shall sit as a member of the board.

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3.14 The Ice Scheduler shall be appointed by the Executive. He shall be responsible to the

Executive for the procurement and distribution of ice time. He shall maintain records and

collect fees, which shall be given to the Treasurer. He shall sit as a member of the Board.

**BY-•LAW 4 Team Officials**

4.1 Each team shall have a coach, assistant coach and a manager, hereinafter referred to as team

officials.

4.2 A volunteer accepting an appointment as a team official shall be listed as a member of LMHA

and shall abide by the LMHA Constitution, Bylaws, rules, duties and regulations.

4.3 Appointments of all team officials shall be approved by LMHA Executive.

4.4 Team officials shall be familiar with all the rules and regulations of LMHA, HNB, NBMHC and

HC, particularly the playing rules as published.

**BY-•LAW 5 Affiliation**

5.1 LMHA favours player affiliation provided the player meets various stipulations, those being (a) his team’s needs come first and (b) all guidelines dealing with affiliation as outlined in LMHA, HNB and HC documentation dealing with affiliation are met.

Any concerns of team volunteers pertaining to a player’s commitment to his team should be addressed to LMHA Executive (or designate).

**BY-•LAW 6 Finances**

6.1 All monies raised by LMHA shall be passed to the Treasurer.

6.2 All monies of LMHA shall be held in an approved financial institution to the credit of LMHA.

6.3 Withdrawals of monies from this account shall be made by cheque, duly authorized by the

signatures of the President and the Treasurer.

6.4 Team or other committees approved by LMHA shall maintain separate accounts during the time

they are in operation and shall utilize a dual signing authorization authority.

**BY-•LAW 7 Registration**

7.1 The Executive, as recommended by the Board of Directors, shall determine the registration date,

fees and method.

7.2 The rules shall follow those set out in HNB/NBMHC Constitution, duties, rules and regulations

and may complement but shall not conflict with them.

7.3 When registering for the first time, a parent or guardian must sign the registration form with proof

of the player’s age being required.

7.4 Proof of a player’s residency within LMHA’s constituted geographical boundaries must be

presented upon demand.

7.5 All players shall be registered on approved player registration cards/team roster forms and copies

shall be forwarded to HNB.

**BY-•LAW 8 Player Transfers and Movements**

8.1 Any request for a division transfer, up or down within LMHA, (e.g. Peewee to Bantam; Peewee to Atom) must be approved by the NBMHC District Director. A player may be permitted to move only if there is a demonstrated need and only if the needs of LMHA are met first.

8.2 All division transfers are subject to the rules of the NBMHC, HNB and HC.

8.3 The Executive and the NBMHC District Director will approve all such transfers; HNB’s Director of Administration shall be advised.

8.4 Player movements between the levels of a division (e.g. Atom Recreation to Atom B;

Midget A to Midget Recreation) are subject to the rules of HNB and the NBMHC.

**BY-•LAW 9 Equipment**

9.1 LMHA shall obtain and maintain sweaters and goalie equipment, etc. for the use of LMHA members according to the structure and schedules set out by the Executive.

9.2 Any equipment donated by sponsors becomes the property of LMHA.

**BY-•LAW 10 Fund Raising**

10.1 As provided by Article 4 of LMHA Constitution, fund raising is a responsibility of LMHA and shall fall under the jurisdiction of the Director of Fund Raising.

10.2 Fund raising in general shall be for the benefit of all LMHA and not for individual teams, unless approved by Executive.

10.3 Registration fees and LMHA fund raising provide for, but are not necessarily limited to:

1. tournament, league, playoff and practice ice time
2. HNB player and team official registration and insurance fees
3. on ice officials
4. league entry fees
5. technical development
6. sweaters and goalie equipment
7. administrative expenses

10.4 The funding of budgets by teams for activities may be permitted. The methods of procuring, uses of and total amounts allowed shall fall within the rules and regulations of LMHA and HNB, but only with prior approval of the Executive.

**BY-•LAW 11 Standing Committees**

11.1 Standing Committees shall be as follows:

1. The Nominating Committee shall consist of at least two members of the Board. Their responsibilities shall commence immediately after being appointed and shall continue until after the elections of the following year.
2. The purpose of the Nominating Committee is to provide nominees to fill any. vacancies that may occur within the Board and to provide a slate of nominations for the next Annual General Meeting.
3. Any member in good standing who wishes to be considered for a position on the Executive would first need to serve as a non voting board member prior to submitting interest at the annual AGM. Those who have served a minimum of one years service is invited to submit such an application in writing, which must be received by the Nominating Committee no later than seven days prior to the AGM.

11.2

1. The Discipline Committee shall consist of a Vice President and at least two   
   otherwise independent volunteers as identified or appointed by the Executive.
2. This Committee shall have the power to hear and rule on all discipline   
    matters involving LMHA members. A Vice President shall act as Chair of   
    this Committee.
3. This Committee shall be subject to HNB Discipline and Appeals Board where applicable and may exceed decisions already reached, but will never decrease a HNB Discipline and Appeals Board ruling.
4. This Committee shall maintain minutes and records of all meetings.

11.3 a) The Appeals Committee shall consist of the whole of the LMHA Executive.

b) All requests for appeals involving activities of LMHA members shall be heard by this

committee at the earliest opportunity, at a regular or special meeting of the

Executive.

c) All appeals shall be in writing and may be submitted to any member of the

Executive within seven days of being informed of the Discipline Committee’s decision.

d) All determinations of this committee shall be final and binding as it applies to the LMHA Constitution.

e)This committee shall maintain minutes of all meetings and shall prepare a written response to all appeals, to be provided to the NBMHC District Director

and the appellant, as well as maintain a file copy.

**Appendix A**

**LMHA Constituted Geographical Boundaries**

Starting at a point on Partridge Island in Saint John Harbour and including said island, thence following the west bank of the Saint John River northerly to a point approximately 2 miles upriver from Hampstead, Queens County; thence running southwesterly paralleling the Kings and Queens County line to a point 2 miles west of the Lepreau River Charlotte County, then running parallel to the west back of the Lepreau River to a point 2 miles west of the Village of Lepreau on the Bay of Fundy, then easterly following the Bay of Fundy coast to the point of beginning. Also including all that portion of the Kingston Peninsula, so called, situate in the Parish of Westfield.

As of June 19, 2022 the LMHA boundries will include the following:

That portion of the City of Saint John to the east of Reversing Falls Bridge and to the East of the Harbour Bridge and shall include areas commonly known as Saint John South, Saint John Centre, Saint John North; further, it shall include all areas East of Marsh Creek Bridge and Causeway, commonly known as Saint John East, to the Easterly boundries of Kennebecasis Minor Hockey Association and Hampton Minor Hockey. Everything West of French Village to the Saint John County line ( Hampton - Saint John School Border)

**Appendix B**

**LMHA Crest**

