**CONSTITUTION**

**OF**

**LANCASTER** **MINOR** **HOCKEY** **ASSOCIATION**



|  |  |  |  |
| --- | --- | --- | --- |
|  | Date | By: | Amendment Type |
| ORIGINALLY DRAFTED | 1962 |  |  |
| Amended | May 17, 2005 |  |  |
| Amended | May 2013 | Kelli Lester | Article 6.7 (New) |
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| Amended | May 14, 2019 | Jennifer Ervin | Article 4.7 (New) |
|  |  |  | Article 6.2 (revised) |
|  |  |  | Article 10.1 (revised) |
|  |  |  | Appendix A - Boundries |
|  |  |  | updated for female |
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|  |  |  | Article 6.3 (revised) |
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|  |  |  | Article 6.7 (Revised) |
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| Amended | May 15, 2024 | Jennifer Lively | Article 6.9 (New) |
|  |  |  | Article 10.1 (revised) |

**Table of** **Contents**

**CONSTITUTION OF LMHA ARTICLES**

**ARTICLE 1 - Name andIdentification**

• Thisassociation shallbe known astheLancaster MinorHockeyAssociation, 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 Board - Appointed Members of LMHA appointed as Directors by the Executive to

assist in the operation of LMHA.

2.7 Fiscal Year - May 1st - April 30th

2.8 "He/His" - Universal pronoun which can be read as "She/Her" where applicable.

2.9 Majority - Unless otherwise specified, the majority required for the purposeof carrying

a seconded motion at a meeting shall consist of onehalf plus one votes cast by those

present and voting.

2.10 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 activepart 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 hereafterdefined.

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 regulationsof

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**

6.1 The 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 fromtime to time be enacted by LMHA.

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

a. President

b. Vice Presidents, as recommended by theNominating Committee.

c. Secretary

d. Treasurer

e. Technical Director

f. Immediate Past President

6.3 The LMHA Executive shall be elected at the annual general meetingby 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

shallappoint a replacement atthe earliest opportunity to fillthe position until the next AGM.

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 Treasurer every even numbered year and the

Secretary,TechnicalDirectorandtwooroneVicePresidenteveryodd numbered

year.

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:

a. Ice Scheduler

b. Registrar

c. Referee-in-Chief

d. Equipment Manager

e. Director of Tournaments

f. Director of Communications

g. Director of Fundraising

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

6.9 Executive members cannot hold more than one Executive voting position at a time. Therefore, if a

sitting Executive member chooses to run for another position before their term is up, they must first

vacate their current position. Once the member has resigned from that position, they will then be

eligible to run for another executive position and the position that they have vacated will be open and eligible for nomination/appointment.

**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 outelections, 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

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 goodstanding. 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, underthe

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 ofeach 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.
5. Notice of meetings will be given verbally, in writing or by e-mail, at the discretion of the Secretary.
6. In lieu of physical meetings, other means of conducting a vote bythe Board may be utilized to ensure the efficient and timely operation of LMHA i.e. phone polls, conference calls, e-mail, etc.
7. 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.
8. 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 dealwith

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

theSecretary at least thirty days prior to the Annual General Meeting.

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

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

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

originalamendment 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 bars may be displayed on the back of the sweater. Name bars will be permitted on sweaters for U7 through to U18 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 theExecutive**

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 iseither:

1. contrary to the rules and regulations of LMHA or the principles they stand for,

b. contrary to good sportsmanship or responsible citizenship,

c. detrimental to the interests of, or is a discredit to, LMHA, HNB and/or HC and its

members,

d. 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 its

jurisdiction, 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 prescribedform.

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

thirdsmajority vote.

1.13 The Executive shall call upon Appointed Directors to assist in the

operationofLMHA. 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 operationof

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 theBoard 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,players,

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,

repare 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 thebank 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 thattechnical

aspects of hockey rules and regulations are communicated to allteam 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 Director of Operations 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 theBoard.

NOTE: At the recommendation of the Nominating Committee, a Vice-president may

fill this position.

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 linesmen; co-ordinate recertification and on-ice training

clinics; and oversee a program to assess 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.

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

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 aremet. 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** F**inances**

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 Proofofaplayer’sresidencywithinLMHA’sconstitutedgeographical

boundariesmust be presented upon demand.

7.5 All players shallbe registered on approved player registration cards/team rosterforms

and copies shall be forwarded to HNB.

**BY-•LAW** **8** **Player Transfers andMovements**

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

ofLMHA 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 limitedto:

a. tournament, league, playoff and practice ice time

b. HNB player and team official registration and insurance fees

c. on ice officials

d. league entry fees

e. technical development

f. sweaters and goalie equipment

g. administrative expenses

10.4 The funding of budgets by teams for activities may be permitted. The methods ofprocuring,

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:

a. 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.

b. 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.

c. 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 a. The Discipline Committee shall consist of a Vice President and at least two

otherwise independent volunteers as identified or appointed by the Executive.

b. 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.

c. 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.

d. 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 awritten 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)

Updated June 19, 2022

**Appendix B**

**LMHA Crest**