



Appendix A

GOVERNANCE MODEL

LETTER OF UNDERSTANDING

Hockey New Brunswick

-and-

(TEAM NAME)

Do hereby enter into the following agreement for the 2024-2025 season.

The following represents an agreement between Hockey New Brunswick and the **(TEAM NAME)** regarding team operations.

The New Brunswick U15 AAA Hockey League provides elite level U15 hockey players a league in which to develop skills on and off the ice that will aid in their development as hockey players and young adults.

Designated franchises and Hockey New Brunswick must continually assess the needs of the programs, and to solicit the community for competent administration and management personnel, and to insist that all officials and other club members conduct themselves in an honourable manner.

In addition to information requested in this letter, there will be an in-depth quality assessment conducted once every 3 years.

Hockey New Brunswick Franchises must comply with the following requirements:

1. Team Executive

Teams must submit a list of team executive members annually for approval by Hockey New Brunswick by September 1st. This may include positions such as president, governors, secretary etc.

This list does not include team officials that are carded members of the team (i.e. Coaches, trainer etc.)

2. Annual Operating Budget

Teams must submit their team operating budget prior to September 1st annually to Hockey New Brunswick. A copy of financial statements will be made available to Hockey New Brunswick at any time if requested.

Note: Team operating budgets will be held internally and not shared between teams or other parties.

3. Team Selection Process

Teams must submit a copy of a Team Selection Process that will be part of the teams operations. This should outline the tryout process, player selections etc. This information is due by September 1st annually.

4. Team Fees/Refunds

Teams must submit their annual team fees to Hockey New Brunswick and outline what is included within the team fee, for example equipment, travel, accommodations etc. Also, please outline if there is any fundraising required for each player.

Teams must also submit their policy and process for the issuing of refunds if applicable. (i.e. a player requests a release or the team is releasing a player)

5. Complaint Resolution Process

Teams must submit a copy of a Complaint Resolution Process that will be part of the teams operations. This could relate to player selections, discipline, player release etc. This information is due by September 1st annually.

6. Team Officials

Teams must submit their list of team officials annually for approval by Hockey New Brunswick. This shall be submitted prior to their first regular season game annually. Teams agree that all team officials will obtain proper certification as outlined by Hockey New Brunswick and/or Hockey Canada.

Note: As per the requirement of Hockey Canada, all U15 Major “head” coaches must hold High Performance 1 coach certification (HP1).

7. Training Camp Dates

Training camps will begin on a mutually agreed date by each team and approved by Hockey New Brunswick. Teams must submit in advance of, their proposed training camp schedule.

8. Transfer of Franchise

Teams do not have the authority to transfer a team to another “management group” or location without the prior approval of the Hockey New Brunswick Board of Directors. If a team should cease the operations, then it is Hockey New Brunswick’s Board of Directors that will determine any process of how that team will be reassigned to another location or dissolved. Further to that, teams are not permitted to sell the “franchise” to another party. You may sell any assets acquired (i.e. equipment etc.) but you are not permitted to sell the rights to host a team.

9. Franchise Renewal

At the conclusion of the 3-year term Hockey New Brunswick will conduct a quality assessment. Upon satisfactory review of the terms of operations, Hockey New Brunswick shall renew the franchise agreement for an additional 3-year term. If Hockey New Brunswick should consider the withdrawal of a franchise from its existing management group, Hockey New Brunswick may provide prior written notice

to the franchise identifying areas of concern. Upon review, Hockey New Brunswick reserves the right to renew the franchise going forward, grant a probationary period, or withdraw the existing management group.

LETTER OF UNDERSTANDING

Hockey New Brunswick

-and-

(TEAM NAME)

The undersigned parties have read and agreed to the conditions outlined within this Letter of Understanding.

Agreed as of the ____ Day of _____, 2024.

Hockey New Brunswick

(TEAM NAME)

HNB Elite Hockey Chair

Team Representative

(Print)

(Print)

Signature

Signature

Date

Date

Hockey New Brunswick

U15 AAA League

Checklist

2024-2025

All items are due annually by September 1st

- ☐ Team executive
- ☐ Annual Operating Budget
- ☐ Team selection Process
- ☐ Team Fees/Refunds
- ☐ Complaint Resolution Process
- ☐ Team officials
- ☐ Training Camp Dates
- ☐ Other Operational Policies