



**Field Hockey Nova Scotia
Annual General Meeting
Sunday May 27, 2018
8:15 PM Darrell's Restaurant
Halifax, N.S.**

Field Hockey Nova Scotia Annual General Meeting
Sunday May 27, 2018
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Halifax, N.S.
Agenda

1. Call to order
2. Determination of voting rights
3. Approval of 2017 AGM Minutes
4. Reports from Directors
 - 4.1 President
 - 4.2 Director of Finance
 - 4.3 Director of Development
 - 4.4 Director of Coaching
 - 4.5 Director of Leagues
 - 4.6 Director of Tournaments
 - 4.7 Director of Communications and Marketing
 - 4.8 PSO Administrative Assistant
5. Election of Directors
 - 5.1 Men's Programs – Vacant
 - 5.2 Umpiring – Vacant
 - 5.3 Director of Women's Programs - Vacant
6. Other Business
7. Adjournment

Field Hockey Nova Scotia
2017 Annual General Meeting Minutes
Sunday May 28, 2017
Darrell's Restaurant
Halifax, N.S.

1. Called to Order: The 2017 FHNS AGM was called to order by President, Sharon Rajaraman at 8:43pm. Minutes were taken by Patrick Thompson
2. Determination of Voting Rights: with a membership of 119 in 2016-17 quorum was set at 12.

Voting members present (22) –

Proxy forms from membership signing voting rights to (14):

Mal Rajaraman – 8 proxy forms

Sharon Rajaraman – 6 proxy forms

3. Approval of 2016 Annual General Meeting minutes: Motion to approve by Mario DeMello, seconded by JP Brien.
4. Board Reports: Note that only specific highlights and/or corrections are noted in these minutes. For full board reports please refer to the 2017 AGM Package on the FHNS website.

President's Report – submitted by Sharon Rajaraman

Some highlights from the 2016-2017 season saw a slight decrease in membership down from 124 to 113. Although the membership saw a slight decrease, we saw some increases in reaching junior high, high school and university members. Another highlight was seeing the indoor league grow from 7 to 10 teams and started an outdoor women's was started in summer 2017. Some goals heading into the next year will be around coach education, umpire education and getting improved participation in boys junior high.

Director of Finance – submitted Stephanie Turner-Chiasson

Field Hockey Nova Scotia continued to see success with funding through Sport Nova Scotia. FHNS continued on the same allocations of participation development funding - \$5000, block funding - \$2000, as well as receiving a few smaller grants to help off-set some costs of running programs.

Net assets are approximately \$17,000 nearly identical to approximately \$17,000 last year.

Stephanie will continue to provide monthly reports to the Executive that summarizes financials for each board members portfolio. The FHNS Board welcomes suggestions and input from the membership on ideas for applying for grants, starting new programs and running new initiatives. Coaching and Umpiring course that FHNS could pay for participants or bring someone in from outside of Atlantic Canada. Funds available to try and recruit and run a boys high school tournament.

Director of Development – Submitted by Hillary Tobin and Brittany Avery

The Wednesday evening development program has begun at SMU open to junior high girls as well as a women's league open to high school, university, and

Director of Leagues – Submitted by Marcia Peters

Marcia Peters was the director of leagues and operated the outdoor leagues. The league ran with a small surplus of

There was a slight raise in team fees for this summer due to a rise in SMU turf prices.

Director of Tournaments – Submitted by Lori Ann Andrews

4 teams at 2016 Atlantic Cup, registration fee

Director of Women's Program – Submitted by Janet Heppell

U16 team was run, skills sessions in the spring, provincial program

5. Election of Officers

5.1 Director of Men's Programs – no nominations, will remain vacant.

5.2 Director of Umpiring – no nominations will remain vacant.

5.3 Director of Marketing and Communications – Alex MacAdams nominated by Marcia Peters and Brittany Avery seconded. Unanimously elected.

6. Other Business

Thank you to Sharon Rajaraman and the board of directors for the hard work and everything they do.

Adjournment: Sharon motioned to adjourn the 2017 AGM at 9:08:pm. Seconded by Marcia Peters and seconded by Brittany Avery. Thanks to all who came out.



**Field Hockey Nova Scotia
Annual General Meeting
Director's Reports**

- President's Report
- Director of Finance Report
- Director of Development Report
- Director of Coaching Report
- Director of Leagues Report
- Director of Tournaments Report
- Director of Marketing and Communication Report
- PSO Administrator Report

Field Hockey Nova Scotia President's Report Year in Review Annual General Meeting

Activities / Achievements in 2017-18

FHNS has been receiving funding from Sport Nova Scotia for Block Funding of \$2000 per year and The Participation Grant of \$5000 per year. These grants aid in many projects to develop the sport in Nova Scotia. The grant that has assisted Field Hockey the most has been the Provincial Sport Organization Administrative Support Program Grant. Through this FHNS has been able to have a person to manage the web site, distribute e-mails and also provide a connect with Sport Nova Scotia. The Administrative Assistant who we are fortunate to have in his 3rd year is Patrick Thompson who continues to do an excellent job. Sport Nova Scotia is changing its funding program to amalgamate the grants, so the funding comes from one funding process. A great deal of time has been spent by FHNS Board members in the application process for this funding. It looks promising that FHNS will maintain the funding it has been receiving.

Field Hockey Nova Scotia was able to attain facilities to run their leagues in 2017/18. The Outdoor programs were held at Saint Mary's University Turf. This year saw a Women's Outdoor League as well as a Mixed Outdoor League and the Atlantic Cup Tournament. The Indoor Leagues were held at the Needham Recreation Center with a Women's Indoor League as well as a Mixed League. A better indoor facility continues to be a goal for the Indoor Leagues, a difficult feat with the restrictions placed on field hockey within the HRM facilities but this issue has been brought to the attention of Sport Nova Scotia for future needs analysis planning.

The FHNS Board of Directors

- This year saw many accomplishments achieved and goals met, thanks to a very active Board. Filling the Board positions is vital in achieving greater success in the coming year.

Our Employees

- Patrick Thompson's position with FHNS is a funded position in partnership with SNS and is extremely important in the management of the Administrative duties, web site and the partnership with Sport Nova Scotia.

Finances

- FHNS is in a good financial position especially with over the past few years receiving the Block and Participation Grants. This allowed FHNS to be able to offer support in the development of athletes & Coaches as well as Outreach Programs, new projects and equipment funding. It is the hope that with the new Sport Nova Scotia Funding model, FHNS will continue to receive this support.

Marketing & Communications

- This position was filled this year by Alex MacAdam who was a well needed addition. A Bi-yearly addition of the SCOOP was produced and was informative in letting FHNS members know what is happening throughout the year. Also, information was posted on the FHNS Web and Facebook page. Alex also helped with the promotion of the Atlantic Cup Tournament.

Tournaments & Leagues

- Lori Ann Andrews Organized the Atlantic Cup – 5 Teams
- Sharon Rajaraman ran the Women's Indoor League – 3 Teams
- Sharon Rajaraman ran the Mixed Indoor League – 5 Teams
- Marcia Peters ran the Outdoor League – 4 Teams

Schools Programs

- Fun sticks Program offered to Elementary Schools
- JRHS Tournament
- High School Girls League – 11 Teams

Umpiring

- Mario DeMello ran Indoor & Outdoor Umpiring Sessions this year
- Mario organized the Umpires for the Outdoor League & Atlantic Cup
- John Rickett organized the umpires for the High School League
- Brittany Avery organized the umpires for the Junior High School Tournament.
- Mario attended the CIC Indoor Tournament as an Umpiring Technical delegate
- A huge thank you to Mario for his work in Umpiring for FHNS

Development

- Hillary Tobin & Brittany Avery organized the Women's Outdoor League which was very successful.
- Brittany Avery organized a booth at the Sport Nova Scotia Milk Fair held in Halifax in the fall.
- The Nova Scotia Teachers Work to Rule Campaign in 2017 affected the Field Hockey Programs at both the High School and Junior High Levels. FHNS worked very hard to reinstate the High School League which was very successful. The Junior High Program was much more difficult as teachers in the schools in all sports have not reinstated the programs that had been there in the past. FHNS worked hard to have a Day Tournament and hope to build on this in the coming years. The Tournament was held at Armbrae Academy – A huge thank you to Susan Beazley for assisting with the School Programs.

Women's Programs

- Janet Heppell has been the director of Women's Programs for the last several years. Janet's key role was running the Women's U-18 Provincial Program. Janet is stepping down from this position and FHNS wishes to thank Janet for her contribution to field hockey in the province. For this summer's program, an ID Camp was held in the High School's in March run by Shane Rajaraman. The High School Allstar Team has been selected to represent Nova Scotia at the Atlantics in PEI June 29th-30th, 2018. A pool of coaches has been identified to work with these athletes. Brittany Avery, Mandy Avery, Shane Rajaraman, Drew Rajaraman and Hillary Tobin.

Coaching

- FHNS has 3 certified LF's & MLF Course Conductors in the NCCP, Sharon Rajaraman, Stephen Goosen and Janet Heppell. A great deal of time this past year was spent replacing coaches in the

Schools and Provincial Programs. There is a great need to certify new coaches into the system in the coming year.

High Performance & Touring Teams

- Shane Rajaraman continues to train with the Canadian Indoor National Squad. A team from Nova Scotia Attended the Canadian Indoor Classic, the premier Indoor Field Hockey event in Canada. The team was successful losing a close match in the semi final at the event.
- Nova Scotia players have represented at over 10 different competitive or recreational tournaments both Men's and Mixed over the past year. Thanks to JP Brien and Shane Rajaraman for being active in promoting and organizing these tours which gives our members a greater opportunity for Active for Life in the Sport of Field Hockey in Nova Scotia.

Identified Focus Areas 2018-19

- Fill position on the FHNS Board for the Director of Men's Program's. A key issue arising is the lack of new male players to the leagues and retention of these players. There are no programs to develop male players in the province and this is becoming a critical situation for the future.
- Build back the JRHS Program – Boys & Girls.
- Offer a Community Coaching Course in NS and send out Coaches for the High Levels.
- Develop Umpires especially Women in the province and offer the opportunity to get certified.
- Build the U-18 Provincial Program back to attending Nationals.
- Send a Women's team to the Canadian Indoor Classic Tournament.

Thank you

- It took a great amount of time and effort on behalf of all the volunteers and executive members in Field Hockey Nova Scotia this year. Thank you goes out to all involved in Field Hockey in Nova Scotia.

Respectfully,

FHNS Executive 2016-17

PSO - Administration Coordinator – Patrick Thompson

President – Sharon Rajaraman

Director Finance – Stephanie Turner Chiasson

Director Coaching – Sharon Rajaraman

Director Administration – Brittany Avery

Director of Leagues – Marcia Peters

Director Development – Hillary Tobin & Brittany Avery

Director of Tournaments – Lori Ann Andrews

Director of Marketing & Communications – Alex MacAdam

Submitted by: Sharon Rajaraman (President)

**Field Hockey Nova Scotia
Director of Finance
Report to the Annual General Meeting 2018**

I am presenting to the membership unaudited Field Hockey Nova Scotia (FHNS) financial statements for the March 31, 2018 year end. Details for some of the more significant accounts in the financial statements are as follows:

- **Cash** - the balance in the bank account for FHNS as of March 31, 2017 was \$22,642 compared to a cash balance in the financial statements of \$20,888. The difference is due to an amount of \$100 deposited after year end and \$1,854 in outstanding cheques that had not been cashed yet as of March 31, 2018.
- **Payables** – represents the amount due to Field Hockey Canada for membership fees collected during the indoor season, \$1,932.
- **Net assets** – The financial position of Field Hockey Nova Scotia at year end is strong again this year with net assets of \$18,956.
- **Statement of operations** - consistent with prior years, most of our revenue is derived from the following sources:
 - FHNS memberships:
 - \$1,816 net of the portion remitted to Field Hockey Canada
 - Sport Nova Scotia funding:
 - \$5,000 in Participation funding annually to help us increase participation in the sport (year 4 of 4)
 - \$2,000 in Block funding annually (year 4 of 4)

We will need to continue to monitor spending to ensure we are directing the funds towards the purpose for which they were granted, and with a common goal of continuing to develop the sport in Nova Scotia.

To achieve this, we try to keep the internal controls as tight as possible given it is a small organization, including requiring two people to sign all cheques, and most cheques are approved at the Board meetings. We have also continued to encourage everyone to make payments to FHNS via cheque to ensure we handle cash as little as possible, since cash is easily lost or stolen and doesn't leave a paper trail.

I would like to thank the other Board Members for all the support they have given me over the past year. I welcome any questions or suggestions that members may have about the finances or financial processes of FHNS, please feel free to contact me anytime.

Respectfully submitted,

Stéphanie Turner-Chiasson, CPA, CA

Field Hockey Nova Scotia
Balance Sheet UNAUDITED
CAD \$

	2017-2018	2016-2017
Assets		
Cash	20,888	18,855
Receivables	-	-
Prepaid expenses	-	609
	<u>20,888</u>	<u>19,464</u>
Liabilities		
Payables	<u>2,282</u>	<u>1,989</u>
Net assets		
Operating	12,209	11,519
Sr Outdoor	2,413	1,421
Sr Indoor	-	-
Junior Development	675	1,954
Jr High Indoor	829	829
Men's Olympic Trust	1,500	1,500
U-18 Provincial	599	26
Women's Development	153	220
Umpiring	(0)	(0)
Tournaments	153	6
Marketing	76	-
Total net assets	<u>18,606</u>	<u>17,475</u>
Total Liabilities & Net Assets	<u>20,888</u>	<u>19,464</u>

Field Hockey Nova Scotia

Statement of Net Assets for each Division UNAUDITED

CAD \$

	Opening Balance, April 1 2017	Excess Transfers (deficiency) of Revenue over Expenses	in (out)	Closing Balance, March 31 2018
Operating	11,519	1,190	(500)	12,209
Sr Outdoor	1,421	992		2,413
Sr Indoor	-	-		-
Junior Development	1,954	(1,278)		675
Jr High Indoor	829	-		829
Men's Olympic Trust	1,500	-		1,500
U-18 Provincial	26	573		599
Women's	220	(68)		153
Umpiring	(0)	-		(0)
Tournaments	6	147		153
Marketing	-	(424)	500	76
Total	17,475	1,132	-	18,606

Field Hockey Nova Scotia
Statement of Operations UNAUDITED
CAD \$

	2017-2018	2016-2017
Revenue		
Operating	7,614	5,715
Block funding	2,000	2,000
Participation	5,000	5,000
Sr Outdoor	8,400	7,941
Sr Indoor	4,550	5,850
Junior Development	-	3,895
Jr High Indoor	-	730
Men's Olympic Trust	-	-
U-18 Provincial	4,221	4,365
Women's Development	3,660	600
Umpiring	-	200
Tournaments	3,550	3,430
Marketing	-	-
	<u>38,995</u>	<u>39,725</u>
Expenditures		
Operating	13,424	10,464
Sr Outdoor	7,408	7,638
Sr Indoor	4,550	5,850
Junior Development	1,278	5,013
Jr High Indoor	-	1,060
Men's Olympic Trust	-	-
U-18 Provincial	3,647	4,698
Women's Development	3,728	978
Umpiring	-	-
Tournaments	3,403	3,674
Marketing	424	-
	<u>37,863</u>	<u>39,374</u>
Excess Revenue Over Expenditures	1,132	352
Net Assets, Beginning of Year	<u>17,475</u>	<u>17,123</u>
Net Assets, End of Year	<u>18,606</u>	<u>17,475</u>

**Field Hockey Nova Scotia
Director of Development
Report to the Annual General Meeting 2018**

The majority of our role pertains to the summer women's development league, and also minor community outreach events to promote field hockey as a sport.

As Directors of Development it is our responsibility to organize and facilitate learning opportunities for youth and young adults. We need to ensure proper turf bookings, as well as appropriate time management within time allotted for each session. This planning involves scheduling and attending additional meetings to discuss league details.

May-August 2017

In the 2017 Women's Summer Outdoor League we had a moderate turn out. We registered 38 participants (5 seniors and 33 juniors) with 11 coaches.

For this upcoming summer of 2018, we currently have 26 participants registered (6 seniors and 20 juniors) after having a designated registration night on May 22, 2018. We are also aware of at least 8 further participants who have expressed interest but were unable to make the registration event. We expect to see no less than 7 coaches this summer. Furthermore, our summer league has been lengthened from 60 minutes of turf time in 2017 to 90 minutes for 2018. We hope this will give coaches more time to work on skills development with the players, on top of dedicated game time.

Furthermore, we have plans to bring a u18 Provincial team to PEI June 30th-31st 2018 for a tournament between teams from all Atlantic provinces (which we are calling Atlantics). Potential athletes have been contacted inviting them to participate and practices have been scheduled for the weeks leading up to the tournament.

October 2017

Participated in the Milk Sport Fair at Soccer Nova Scotia, a three-day event where exhibitors get young school kids to try their sport for a brief period. We were able to interact with thousands of kids and chaperones in order to spread the knowledge of our sport across the HRM.

May 2017

Jr. High Girls and Boys tournaments have been difficult to organize due to the teachers strike that happened last year and their limited participation in sport this year in HRM. However, a one-day tournament is planned for May 26th with three female junior high teams from Oxford, Armbrae and Sacred Heart. (This report has been written prior to its completion)

Goals for the Future

- Look to expand our summer league
- Continue a Provincial program in the years to come
- Participate in more outreach programs to extend the reach of our sport in Nova Scotia
- Next year, get more Jr High schools back into our program and participating in the annual tournament.

Respectfully submitted,
Brittany Avery and Hillary Tobin
Directors of Development

**Field Hockey Nova Scotia
Director of Coaching
Report to the Annual General Meeting 2018**

Activities / Achievements in 2017-18

- We are fortunate to now have 3 Coaches certified NCCP LF's and MLF's in Nova Scotia, Sharon Rajaraman, Stephen Goosen and Janet Heppell.
- A great deal of time was spent this last year in replacing coaches at the JRHS, High School and Provincial Team levels.

General Observations / Recommendations

- For the coming year there is a great need to develop and certify new coaches in the province.

Plans / Recommendations for 2018-19

- Offer a Community Coaching Course and have all the schools program coaches certified at this level.
- Send out identified Provincial Team Level Coaches to get their higher levels of certification.
- Have Ann Doggett from FHC meet with our Course conductors to do an update on the NCCP Training.
- FHC LTHD (Long Term Hockey Development) adopt a strategic plan to coincide with the development of Field Hockey in Nova Scotia in conjunction with Sport Nova Scotia.

Respectfully Submitted,

Sharon Rajaraman
Director, Coaching
FHNS

**Field Hockey Nova Scotia
Director of Leagues
Report to the Annual General Meeting 2018**

OUTDOOR LEAGUE

Activities / Achievements in 2017-18

- The 2017 season consisted of 4 teams: Beavers, Dragons, Privateers, & Panthers. Games were held on the traditional Sunday evenings. The season operated as a triple-round-robin during regular season, and matches occurred at the SMU turf. Matches were 1h 15m in length. Weekday evening pickup occurred on Tuesday evenings.
- The Privateers won the regular season, and the Panthers won the playoff title. Shane Rajaraman, Ghassan Hamam, and Steve Andrews shared the top scorer honours.
- The league operated with a surplus of approximately \$407.
- The 2018 season will consist of four teams: Beavers, Dragons, Panthers, & Privateers. It will be a triple-round-robin regular season, with all matches occurring at the SMU turf. Matches are to be 1h 15m. Weekday evening pickup is on Tuesday evenings.
- Team fees have decreased to \$1,950 this season due to compressed season schedule. The league will also be contributing new resources for team captains. The 2018 season will operate at a \$85 surplus for the current year.

Respectfully Submitted,

Marcia Peters

**Field Hockey Nova Scotia
Director of Tournaments
Report to the Annual General Meeting 2018**

The 2017 Atlantic Cup was held on August 5/6 at Huskies Stadium, St. Mary's University in Halifax.

Five teams battled over two days for the Cup. The round robin format produced some very competitive hockey. In the semi-finals the Andrews defeated the Dragons and the Privateers were victorious over the Outaouais team from Ottawa. The Andrews claimed the Cup in a hard fought final with the Privateers, winning in double over-time. The Saturday night social at the Gorsebrook Lounge proved to be a big hit. Good food, drink and music was enjoyed by all.

Halifax teams travelled to out of province tournaments this year participating at the UNB Indoor Tournament and the Canadian Indoor Classic in Toronto.

Many thanks to all those that assisted with the organization of the Atlantic Cup and the touring teams.

Respectfully submitted,

Lori Ann Andrews

Director - Tournaments

**Field Hockey Nova Scotia
PSO Administrative Coordinator
Report to the Annual General Meeting 2018**

What has been accomplished this past year:

- Completion of the new Sport Development Tool funding application
- New website implementation
- Assisted with Support4Sport funding applications
- Assisted with Block Funding and Participation and Development funding reports – Health & Wellness membership upload, Block Funding outcomes and outcomes reports. Participation and Development interview. Made sure all reports were submitted on time.
- Helped with program registration and membership database.
- Coordinate with Treasurer on invoices, cheques and receipts.
- Update Nova Scotia Joint Stocks Companies

Field Hockey Nova Scotia had a promising year in 2017. FHNS was once again successful in securing grants through Support4Sport which has been very beneficial to the organization. The grants have allowed for the purchase of new equipment, running of successful programs and helped create some financial stability. FHNS has seen a stabilized membership at approximately 130 members, with a strong group of senior players who play in the Indoor and Outdoor leagues. In large part to some of the outreach done by FHNS and its members we have seen some interest in field hockey leagues outside of HRM, particularly in the Valley and Bridgewater regions. This should continue to be a priority for FHNS, to try and support the development of consistent and sustainable field hockey in other areas of the province. Although FHNS is a small close knit community, communication through email, website, social media and other avenues should be re-evaluated to determine how improvements can be made. Although the membership numbers of FHNS have stayed stable over the past two years, I think we are in a place to develop a strategy to effectively transition more junior players from the school tournaments and leagues into FHNS designed programs to increase the development of our junior players.

This past year served as an important year for FHNS as a number of important funding cycles renewed – such as the PSO Administrative Position, Block Funding and Participation funding. In this past year these funding avenues were changed into the new funding avenue called the Sport Development Tool which was completed and results of the application process will be released in September for the next four years.

Respectfully Submitted,

Patrick Thompson
PSO Administrative Coordinator
FHNS, Row NS, KNS

**Field Hockey Nova Scotia
Annual General Meeting
Election of Directors**

The following individuals are the proposed slate of directors to be voted in for the 2018-2019 year:

President – Sharon Rajaraman

Director of Finance – Stephanie Turner-Chiasson

Director of Coaching - Sharon Rajaraman

Director of Administration – Brittany Avery

Director of Leagues – Marcia Peters

Director of Development – Hillary Tobin & Brittany Avery

Director of Tournaments – Lori Ann Andrews

Director of Marketing & Communications – Alex MacAdam

Director of Women’s Programs – Vacant

Director of Men’s Programs – Vacant

Director of Umpiring – Vacant