Addendum B to the By-Laws of the Greater Moncton Football Association Inc.
February 2026

MANAGEMENT COMMITTEES

Committee Chairs may or may not be Directors, but they must be Members of the GMFA. A Chair can be responsible for more than one area. They are responsible for the duties listed for their portfolio, and they must also make sure at least one other committee member understands the work and can take over if the Chair can't continue. A Chair can delegate some or all tasks to other Members, but they still remain responsible for making sure the work gets done.

Committee Chairs are responsible for:

1. **Forming a committee of at least three Members** to help carry out the work of their portfolio.
2. **Providing a monthly status report to the Board**, submitted to the Administrator one week before each monthly meeting.
3. **Attending a Board meeting once every quarter** to present their report in person. The Administrator will schedule these dates and send them in writing to all Committee Chairs one month after the AGM.
4. **Creating and maintaining an annual budget** for their portfolio.
5. **Taking part in strategic planning** with the Board when needed.
6. **Carrying out their duties honestly and in the best interest of the GMFA.**

Coaching Development Committee

The Coaching Development Committee is responsible for supporting, training, and coordinating all coaches in the GMFA. The committee is chaired by the Regional Technical Director.
The Committee will:

1. **Be led by the Regional Technical Director.**
2. **Help recruit head coaches and position coaches.**
3. **Organize all coaching training**, including sessions, clinics, workshops, camps, and any seasonal coaching needs.
4. **Work with the Zone Development Chair** to recruit, train, and support coaches at every league level in the GMFA.
5. **Work closely with the Player Development Chair** to make sure training, programs, and resources are consistent and high-quality.
6. **Regularly evaluate coaching during the season**, with a focus on Safe Contact, creating a positive environment, and supporting player development.
7. **Represent the GMFA** at all league levels.
8. **Act as the link between the GMFA and all coaches** in the association.
9. **Work with the Technical Directors** from Football New Brunswick and Football Canada to promote coaching development and football growth.
10. **Understand key coaching models**, including LTAD, Safe Tackling, Fundamental Movement Skills (FMS), and Teaching Games for Understanding (TGFU).
11. **Make sure all GMFA coaches and assistant coaches** have (or are working toward) the required NCCP certification, vulnerable sector checks, and any other necessary training.

Communication Committee

The Communication Committee is responsible for all GMFA communication and public relations, both inside the organization and with the public.

The Committee will:

1. **Plan and coordinate all communication activities**, including digital content for the website and social media, and any communication through newspapers, TV, radio, Instagram, Twitter, and Facebook.
2. **Develop and manage overall communication and public-relations strategies** for the GMFA.
3. **Oversee all internal and external GMFA communications**, working closely with Directors and Committee Chairs.
4. **Coordinate and attend media activities**, such as press releases and events, when needed.
5. **Maintain positive relationships with local media**, including keeping the media contact list up to date.
6. **Represent the GMFA in the media** and at other relevant events.
7. **Identify the communication needs and goals of the GMFA.** The Committee Chair will regularly review how the GMFA communicates and identify gaps or opportunities for improvement.
8. **Help the Board develop and implement a branding plan** for the GMFA.
9. **Support and coach Directors and Committee Members** who represent the GMFA in any communication channel, including interviews, press releases, and social media.

Equipment Management Committee

The Equipment Management Committee is responsible for all GMFA equipment, from fitting and storage to inspections and returns.

The Committee will:

1. **Organize the volunteers and schedules** for equipment fitting, equipment return, and any other equipment-related tasks.
2. **Train, or arrange training for, all volunteers** who help with equipment fitting.
3. **Make sure equipment is stored properly**, uniforms are clean, and all equipment is ready before the season starts.
4. **Do regular inspections during the season** to check the condition of equipment and uniforms.
5. **Share updates about equipment**, including schedules, inspection results, and any equipment that may need to be purchased.
6. **Issue equipment to teams** and make sure coaches understand how to properly fit and care for it.
7. **Collect ALL equipment** from teams, players, and coaches at the end of the season.
8. **Work with the Registration Committee Chair** and be present at all equipment sessions.
9. **Set up and manage a bar-code system** to track equipment for inventory.
10. **Find suppliers and collect three written quotes** for every equipment-related purchase.

Events Planning Committee

The Events Planning Committee is responsible for organizing all GMFA events throughout the year.

The Committee will:

1. **Plan and coordinate all GMFA events**, such as end-of-season BBQs, coach appreciation events, volunteer appreciation events, and fall banquets.
2. **Review the events calendar** created by the Board and determine how much preparation time each event needs.
3. **Prepare an event plan and budget** and submit it to the Board for approval well before the event, whenever possible.

4. **Make sure there are enough volunteers onsite** to run each event smoothly.
5. **Provide a report after each event** to help the Board with future planning.

Fields Committee

The Fields Committee is responsible for organizing all field-related needs for practices, games, and football programs throughout the year.

The Committee will:

1. **Schedule fields for all football activities**, including:
    - Off-Season Conditioning
    - Spring Tackle Development
    - Spring NFL Flag
    - Summer Camp
    - Fall Tackle League
2. **Work closely with the Zone Development, Membership Management, and Team Management Chairs** to help recruit volunteers for league games and field operations.
3. **Arrange fields for practices and games** by working with the City of Moncton, Town of Riverview, City of Dieppe, and any other field operators as needed.
4. **Arrange all game-day personnel**, including referees, trainers, stick crew, timekeepers, conveners, and any other required staff.
5. **Make sure fields are properly prepared before games**

Film Committee

The Film Committee is responsible for managing all GMFA game-film equipment and making sure game footage is recorded, uploaded, and shared properly.

The Committee will:

1. **Manage the use, maintenance, storage, and funding** of the Pixellot cameras and tripods.
2. **Maintain the annual VidSwap subscription** and let the Board know if fees change from year to year.
3. **Schedule and organize camera setup** for all games where the GMFA team is the home team.
4. **Make sure game film is uploaded** at the end of each game.
5. **Share game film according to GMFA policies.**
6. **Organize training for coaches and players** on how to use film tools, when needed or requested.
7. **Do weekly equipment checks** to make sure cameras, cases, tripods, and control phones are all working properly.

Financial Administration Committee

The Financial Administration Committee is responsible for managing the GMFA's financial systems, bookkeeping, and administrative processes. This committee ensures accurate records, transparent reporting, and strong financial stewardship.

The Committee will:

- **Maintain accurate financial records**, including income, expenses, invoices, receipts, and reimbursements.
- **Support the Treasurer** by preparing monthly financial summaries and year-end documentation.
- **Manage bookkeeping systems**, including digital accounting tools and secure document storage.
- **Track budgets** for all committees and programs, ensuring spending aligns with Board-approved plans.
- **Process payments**, deposits, and reimbursements in a timely and transparent manner.

- **Support annual audits or financial reviews**, preparing required documentation.
- **Recommend improvements** to financial processes, controls, and administrative workflows.

Flag Football Commission

The **Flag Football Commission (FFC)** is responsible for designing, developing, and delivering the GMFA's Flag Football program for youth ages 5–17. The Commission operates as a sub-board under the authority of the GMFA Board of Directors.

The Commission will:

- **Design and propose the annual Flag Football program and budget**, including divisions, timelines, and program structure.
- **Recruit, support, and liaise with coaches** across all Flag divisions.
- **Coordinate scheduling, registration, and communications** for all Flag Football seasons.
- **Promote the program in the community** and support outreach to families, schools, and partners.
- **Ensure all program activities align with GMFA policies, mission, vision, and values.**
- **Report regularly to the GMFA Board**, through the Commission Chair.
- **Operate with autonomy** once the annual plan and budget are approved by the GMFA Board.

Fundraising Committee

The Fundraising Committee is responsible for planning and managing all fundraising activities for the GMFA.

The Committee will:

1. **Organize and coordinate all fundraising activities.**
2. **Research new fundraising ideas** and present options to the Board for approval.
3. **Plan and run the Fall Raffle**, including applying for permits, securing prizes, and printing and distributing tickets to members.
4. **Plan and run additional Spring and Fall fundraisers** as directed by the Board.
5. **Keep accurate records of all money raised** through fundraising activities.
6. **Treat all fundraising contacts as confidential** and use them only for GMFA business.
7. **Ensure all money and contracts**

Sponsorship Committee

The Sponsorship Committee is responsible for finding and managing sponsorships and funding opportunities for the GMFA.

The Committee will:

1. **Coordinate all corporate and provincial sponsorships.**
2. **Research provincial funding opportunities** and present recommendations to the Board for approval.
3. **Keep an up-to-date list** of all confirmed and potential funding opportunities.
4. **Renew sign-rental contracts each year by March 15** and work with the Operations Committee Chair to install the signage.
5. **Actively look for new business partners** for sign-rental sponsorships.
6. **Work with GMFA members** to pursue other corporate sponsorships, following the Board-approved sponsorship fee schedule.
7. **Build positive relationships with local elected officials**, including political dignitaries and city councillors in Riverview, Moncton, Dieppe, and Sackville.
8. **Submit all sponsorship agreements to the Board** for final approval.

Long Term Athlete Development (LTAD) Committee
The LTAD Committee is responsible for planning and supporting all player-development programs across the four football seasons.
The Committee will:

1. **Schedule all player-development activities**, including workshops, programs, training resources, and development needs for Winter Conditioning, Spring Development, Summer Camp, and Fall League.
2. **Represent the GMFA at meetings** and act as a liaison to the Board during the Spring, Summer Camp, and Fall seasons.
3. **Represent the GMFA at all league levels.**
4. **Work with the Coaching Committee Chair, the Regional Technical Director, and Football New Brunswick** to ensure proper training techniques are used and that the LTAD model is followed by all participants.
5. **Work with the Coaching Committee Chair** to recruit, train, and support coaches at all league levels.
6. **Work with the Zone Development Committee Chair** to promote character and life-skills development in the community, including Safety, Respect, Sportsmanship, Leadership, and Teamwork.
7. **Understand key development models**, including LTAD, Safe Tackling, Fundamental Movement Skills (FMS), and Teaching Games for Understanding (TGFU).
8. **Regularly evaluate player development during the season**, with a focus on Safe Contact, skill development, and FUN-damentals.

Membership Management Committee
The Membership Management Committee is responsible for recruiting, welcoming, and supporting all volunteer members of the GMFA.
The Committee will:

1. **Coordinate the recruitment of volunteers.**
2. **Create and carry out a volunteer-recruitment plan**, working with other Management Committees based on the needs of the GMFA.
3. **Actively recruit new volunteers** and help create communication materials focused on volunteer recruitment.
4. **Help organize one event or program each year** focused on volunteer recruitment and retention, depending on the budget.
5. **Create and distribute membership surveys** to understand volunteer needs and interests.
6. **Provide a Welcome Package** to all new volunteers when they join.
7. **Ensure all volunteers complete their annual Vulnerable Sector Check**, including Board members, coaches, and all other volunteers, as required by the By-Laws.
8. **Choose tools and strategies** to help recruit and retain volunteers.
9. **Build connections with local communicators and the local business community.**
10. **Manage all clothing and merchandise lines** for the GMFA.
11. **Help all teams with ordering team apparel**, working together with the Parent Representative Committee Chair.

Nominations Committee
The Nominations Committee is responsible for identifying, recruiting, and pre-vetting candidates for election to the GMFA Board of Directors. This committee ensures that nominees meet eligibility

requirements, understand the responsibilities of Board service, and align with the GMFA's mission, vision, and values. The Nominations Committee promotes a transparent, fair, and accessible nomination process that supports strong governance and long-term organizational stability.
The Committee will:

12. **Identify and recruit** potential candidates for the Board of Directors.
13. **Ensure all nominees** meet eligibility and vetting requirements.
14. **Conduct pre-screening interviews** or conversations with prospective candidates.
15. **Provide nominees with clear expectations** of Board service, including responsibilities, time commitments, and conduct requirements.
16. **Maintain a list of potential future candidates** to support long-term succession planning.
17. **Prepare a slate of qualified candidates** for the Annual General Meeting (AGM).
18. **Ensure nomination processes** are transparent, accessible, and aligned with GMFA values.
19. **Work with the Administrator to confirm eligibility**, documentation, and compliance with GMFA bylaws.
20. **Provide a report to the Board** summarizing the nomination process, candidate pool, and recommendations for future cycles.

Operations Committee
The Operations Committee is responsible for managing the GMFA Clubhouse and the Fitness Centre, and making sure both spaces run smoothly.
The Committee will:

1. **Coordinate all operations** related to the GMFA Clubhouse and the Fitness Centre.
2. **Make sure the building is accessible** for bookings, practices, and training sessions.
3. **Oversee basic building maintenance** and ensure all operational needs are set up and monitored throughout the year.
4. **Regularly check inventory** to make sure all non-football tools, equipment, and supplies are maintained, updated, and available.

Program Development Committee
The Program Development Committee is responsible for planning, improving, and expanding GMFA programs across all seasons and age groups. This committee ensures programs are high-quality, safe, and aligned with GMFA's mission and long-term development goals.
The Program Development Committee will:

- **Review and improve existing GMFA programs**, identifying strengths, gaps, and opportunities for growth.
- **Develop new programs or enhancements**, including pilot projects, seasonal add-ons, or age-specific initiatives.
- **Work with the LTAD Committee, Coaching Committee, and Zone Development Committee** to ensure programs follow best practices in athlete development.
- **Create program plans**, including goals, timelines, staffing needs, and resource requirements.
- **Support consistency across all GMFA programs**, ensuring fairness, accessibility, and alignment with GMFA values.
- **Gather feedback** from players, parents, coaches, and volunteers to guide program improvements.
- **Prepare an annual program-development report** for the Board, including recommendations for future seasons.

Registration Committee

The Registration Committee is responsible for managing the GMFA's registration system and making sure all players and coaches are properly registered before the season begins.
The Committee will:

1. **Maintain and update the online registration platform.**
2. **Learn and understand the registration software (TeamLinkt).**
3. **Open, activate, and monitor each season's registration** according to the program schedule.
4. **Create teams and assign all players and coaches**, making sure team caps are respected.
5. **Prepare and send team rosters** to the Coaching Committee Chair, the Parent Representative Committee Chair, and the Administrator.
6. **Support all leagues, divisions, and Committee Chairs** as needed.
7. **Work with the Equipment Committee Chair** and attend all equipment sessions.
8. **Make sure all gear-rental forms are completed** and deposits collected.
9. **Ensure all registration fees are paid** before any player steps on the field.

Team Management Committee
The Team Management Committee is responsible for supporting parent representatives, helping teams stay organized, and keeping communication flowing between families, coaches, and the GMFA.
The Committee will:

1. **Recruit and train parent representatives** for every GMFA team.
2. **Help Head Coaches choose a parent representative** within the first week of the season. Every team must have one.
3. **Meet with all parent representatives** to make sure they understand their roles and responsibilities.
4. **Stay in regular contact** (at least weekly) with parent representatives and support them as needed.
5. **Explain the importance of fundraising** and help parent representatives with all fundraising activities.
6. **Carry out all approved fundraising activities**, working together with parent representatives and the Fundraising Committee.
7. **Address concerns from coaches, players, or parents** and help solve problems when they arise.
8. **Help at GMFA events** where players, coaches, and families are involved.
9. **Organize and share information about team photos.**
10. **Make sure parent representatives recruit parents** from their team to help at events and games.
11. **Report any concerns to the Board.**
12. **Replace a parent representative, if necessary**, without prejudice.

Website Management Committee
The Website Management Committee is responsible for keeping the GMFA website accurate, up to date, and easy to use.
The Committee will:

1. **Monitor, update, and maintain the GMFA website.**
2. **Review and refresh website content regularly** to make sure information is current and correct.
3. **Maintain all links and documents** on the site and update them when needed.
4. **Work with the Registration Committee Chair** to ensure registration links are active and functioning properly.
5. **Review and update sponsor information** on a regular basis.

Zone Development Committee

The Zone Development Committee is responsible for growing football in each zone and supporting community-level programs, volunteers, and partnerships.
The Committee will:

1. **Coordinate development activities in each zone**, including recruiting players and volunteers, promoting programs, and providing support where needed.
2. **Ensure all GMFA programs are accessible and consistent** at the grassroots level across all zones.
3. **Work with the Coaching Committee Chair** to recruit, train, and support coaches at every league level.
4. **Work with other Management Committee Chairs** to promote character and life-skills development, including Safety, Respect, Sportsmanship, Leadership, and Teamwork.
5. **Build strong community relationships**, including player recruitment, school presentations, fundraising support, and helping with field access and field conditions.
6. **Develop positive relationships with local elected officials**, including political dignitaries and city councillors in Riverview, Moncton, Dieppe, and Sackville.
7. **Understand key development models**, including LTAD, Safe Tackling, Fundamental Movement Skills (FMS), and Teaching Games for Understanding (TGFU).