

# Belmont, Aylmer and Dorchester Girls Hockey Association

March 28, 2012 6th Edition

B.A.D. GIRLS HOCKEY CONSTITUTION

## **PART I**

WHEREAS the Belmont Blazers, BAD Girls Hockey Association of members and individuals, designed to promote and foster female hockey.

AND WHEREAS members and individuals participating in the activities and games sponsored by OWHA have confidence in the judgment of the Board of Directors of the BADGH.

AND WHEREAS it is declared that one of the purposes of this Constitution, and the Association's By-laws, Regulations and Rules shall be to confer upon the BADGH and it's Board of Directors all of the powers of a fully self-governing organization.

NOW THEREFORE be it enacted:

### **ARTICLE ONE**

#### Name

This organization shall be called the Belmont, Aylmer, Dorchester Girls Hockey Association, referred to as BAD Girls Hockey or BADGHA.

### **ARTICLE TWO**

#### Governing Body

- A. This Association is the governing body of female hockey in the Aylmer, Belmont, Dorchester and surrounding area.
- B. This Association is a member of the Ontario Women's Hockey Association and the Ontario Hockey Federation.
- C. Through the Ontario Hockey Federation, this Association shall be affiliated with Hockey Canada.

### **ARTICLE THREE**

#### Objects

The objects of the Associations are:

- A. To promote the participation of girls and women in all aspects of female hockey;
- B. To foster and encourage leadership programs in all areas related to the development of female hockey in Ontario and
- C. To promote hockey as a game played primarily for enjoyment but also fostering sportsmanship and life skills.

## **ARTICLE FOUR**

### Membership

Membership in the Association shall consist of:

A. Teams which:

- i. Have applied to and been accepted by the Board of Directors: and
- ii. Have agreed to abide by and comply with the Constitution, By-Laws, Regulations and Rules of the Association; and
- iii. Are in good standing.

B. Executive and Members of the Board of Directors.

## **ARTICLE FIVE**

### Executive

The Officers shall consist of the President, the Immediate Past-President, the Vice-President, the Secretary and the Treasurer.

## **ARTICLE SIX**

### Board of Directors

A. The Board of Directors shall be composed of;

a. Minimum of nine members; this includes five executive members; President, Vice President, Immediate Past President, Secretary and Treasurer and the other Board of Directors positions to include but not limited to; Ice Convenor, Coaches, Equipment, League Liaison, Tournament Convenor, Fundraising/ Sponsorship, Communications and Development .

B. The term of the Executive shall be for (2) operating years from June 1st of the first year to May 31st after the second full year. The terms of these positions will come due in alternating years as noted in section "C." Vacancies that arise during the term will be filled according to section "E." Should the Executive position remain open at the time of the AGM elections may be held to fill such vacancy for the remainder of the two year term.

C. Positions due to end May 31st or at the AGM in odd years and every two years after that are; Vice President, Treasurer. Positions due to end May 31st or at the AGM in even years, and every two years after that are; President, Secretary. Director terms shall be (1) year in length from June 1st-May 31st or after the AGM the following year. The exception is that of the Immediate Past President.

D. The Members of the Board of Directors shall not be subject to any personal legal liability for any actions taken by them in that capacity.

E. Any member of the Board of Directors can resign in writing to the President or Secretary, at any time. The Board of Directors shall have the power to fill any vacancies among the elected Officers by appointing other members of the Board of Directors as Officers. The Executive Committee shall have the power to fill vacancies among the elected Directors and Executive for the duration of the term.

F. The President may only vote when it is necessary to break a tie.

## **ARTICLE SEVEN**

### Authority of Board of Directors

- A. The Board of Directors shall have control of the affairs of the Association with the primary responsibility for achieving its objectives.
- B. The Board of Directors shall have the power to appoint such committees, as it considers necessary to assist in carrying out its responsibilities.

## **ARTICLE EIGHT**

### Annual General Meeting

- A. There shall be an Annual General Meeting with the date and location to be designated by the Board of Directors, based on membership recommendation at the previous Annual General Meeting.
- B. The agenda for the Annual General Meeting must include:
  - i. the minutes of the preceding Annual General Meeting;
  - ii. the presentation of the Annual Financial Statement which is in accordance with generally accepted accounting principals;
  - iii. the election of Officers and other Members of the Board of Directors; and
  - iv. the ratification of any expulsions, By-Laws, Regulations or Rule changes must be voted on at the Annual General Meeting.

## **ARTICLE NINE**

### By-Laws

- A. The Board of Directors may, from time to time, set, repeal or amend such By-Laws, as it deems necessary for the conduct of the business of the Association in a manner consistent with this Constitution.
- B. The powers in ARTICLE NINE (A) of this Constitution may be exercised by a majority vote at an Annual General Meeting.
- C. Any changes to the By-Laws by the Board of Directors shall be in force but subject to ratification by a majority vote at the next Annual General Meeting.
- D. Any changes to the By-Laws by the Board of Directors which fail to receive ratification may not be re-introduced and any changes made at an Annual General Meeting may not be modified by the Executive Committee, in both cases, for a period of two years.

## **ARTICLE TEN**

### Regulations and Rules

- A. The Board of Directors may, from time to time, set, repeal or amend:
  - a. such Regulations as it deems necessary for the structure of leagues and teams, age categories, fees membership and any other matter related to the carrying out of its objectives.
  - b. such Rules as are more restrictive than those established by the Canadian Hockey Association.
- B. The powers in ARTICLE TEN (A) of this constitution may be exercised by a majority vote at any General Meeting.

C. Any changes to the Regulations or Rules made by the Board of Directors shall be subject to ratification by a majority vote at the next Annual General Meeting.

D. Any changes to the Regulations or Rules made by the Board of Directors which fail to receive ratification may not be re-introduced and any changes made at an Annual General Meeting may not be modified by the Board of Directors, in both cases, for a period of two years.

E. All hockey played under the jurisdiction of the Association shall be governed by the Association's Regulations and Rules.

## **ARTICLE ELEVEN**

### Financial Year

The fiscal year of the BAD Girls Hockey Association shall terminate on the 30th day of May each year.

## **ARTICLE TWELVE**

### Constitutional Amendment

This Constitution may be amended at an Annual General Meeting by a two-thirds majority of all votes cast, provided that notice of proposed amendments are to be received in writing to the President or Secretary 30 days prior to Annual General Meeting.

## **PART II BY-LAWS**

### **ARTICLE ONE**

#### Board of Directors

A. The Board of Directors shall set the policies and conduct the business of the Association.

B. The Members of the Board of Directors shall report to and be subject to the direction of the Board of Directors in carrying out their responsibilities.

C. Delegation and Committees:

1. Wherever appropriate, Members of the Board of Directors shall encourage broader participation in the Association through the delegation of their functions to:

- (i) Other Members of the Board of Directors: and
- (ii) Other Persons in the Association Membership.

2. Such delegation may occur through informal assignment and designation as well as through the appointment of committees pursuant to ARTICLE SEVEN (B) of the Constitution.

3. When the Board of Directors appoints a committee pursuant to ARTICLE SEVEN (B) of the Constitution it shall:

- a. Specify whether such committee is to be a standing committee of unlimited duration or an ad hoc committee after which time it shall cease to exist:
- b. Specify the time frame for the work and reporting of each ad hoc committee after which time it shall cease to exist;
- c. Specify the general purpose for the committee: and
  - (i) its particular objectives:
  - (ii) its responsibilities by way of consultation or otherwise, and
  - (iii) any resources which will be provided to assist in the carrying out of its task:
- d. Specify whether the committee shall report through a Vice-President or directly to the Board of Directors and whether there shall be interim as well as final reporting

4. Executive Committee, anyone sitting on the executive will be exempt from selling Fundraising Raffle tickets (one exemption per Board member).
5. In order for Directors to be exempted from selling Fundraising Raffle tickets (similar to section 4), they must be at 75% of board meetings or be on a committee.

## **ARTICLE TWO**

### **Duties of Officers**

#### **A. President**

- a. The President shall be the chief executive officer of the Association.
- b. The President shall keep informed of all matters pertaining to the business of the Association
- c. The President shall preside at all meetings of the Executive Committee and at all General Meetings of the Association.
- d. The President shall be an ex officio member of any Committees appointed pursuant to ARTICLE SEVEN (B) of the Constitution.
- e. The President shall represent the Association in relation to other bodies and at events and shall have the prerogative to appoint any person to carry out this duty on behalf of the President.
- f. The President shall, from time to time, appoint persons to ad hoc Discipline Boards, Appeal Tribunals and Protest Committees.
- g. The President may designate, from time to time, the Vice-President who shall carry out the duties of the President when the President is absent or unable to act.

#### **B. Vice-President**

- a. There will be one Vice-president:
- b. The Vice-president, in the absence of the President, shall have the authority and perform the duties of the President.

#### **C. Secretary**

- a. The Secretary shall record and preserve the minutes of all meetings of the Executive Committee and all General Meetings of the Association.
- b. The Secretary shall deal with all correspondence of the Association as instructed by the President of the Executive Committee.

#### **D. Treasurer**

- a. The Treasurer shall have general responsibility for the finances of the Association and shall chair a Finance Committee to be appointed pursuant to ARTICLE SEVEN (B) of the Constitution.
- b. The Treasurer shall collect and record all funds received by the Association and shall record and pay all accounts. The Treasurer shall have joint signing authority together with another Board of Director designated by the Executive Committee in relation to all disbursements.
- c. The Treasurer shall be responsible for applying for all grants and for distributing, monitoring and accounting for any funds received.
- d. The Treasurer shall keep under review the financial position of the Association and shall make recommendations to the Executive Committee for the maximizing of revenues and the minimizing of expenditures.

- e. The Treasurer shall present at the Annual General Meeting a financial statement which is in accordance with generally accepted accounting principles.
- f. Once the fiscal year has closed an audited statement shall be presented to the Board of Directors. The audit will be performed a Finance committee. The Finance committee will perform a thorough review of the records quarterly or as determined by the Board.

## **ARTICLE THREE**

### Duties of Directors

#### Directors

1. A Director shall take responsibility and act as liaison between the Board of Directors and the Association.
2. A Director shall assist the Executive in the carrying out of their respective duties in the Association by providing information, delegating duties, identifying problems and co-operating in seeking solutions within the Association.
3. A Director shall assist the Executive in the Association in encouraging increased participation of the Membership in all areas of the Association.
4. Directors shall meet once a month or more or less often to conduct the business of the Association.
5. Directors and Executive will have one vote each at meetings. The President will only vote to break a tie.
6. The Executive and Board of Directors can with a vote replace any Director missing 3 consecutive meetings.

## **ARTICLE FOUR**

### Meetings

#### **General Meetings**

- A. A general meeting of the Association may be called by the Board of Directors from time to time as may be required.
- B. At least 30 days notice shall be provided to all members of the Association together with a statement of the purpose of the meeting and the proposed agenda.

#### Annual General Meetings

- A. Nominating Committee: At each Annual General Meeting a Nomination Committee shall be elected, consisting of the Immediate Past President and any other members elected from the floor of the current year, whose duty shall be to present a slate of candidates for election to the Board of Directors at the next Annual General Meeting. The slate must be received in writing by the Secretary at least 30 days in advance of the Annual General Meeting.
- B. Other Nominations: Members may nominate additional candidates for election to the Board of Directors, in writing and received by the Secretary at least 30 days in advance of the Annual General Meeting. All such nominations must have a nominator, be seconded and permission from the candidate.
- C. Amendments: All proposed amendments to the By-Laws, Regulations or Rules must be received in writing by the Secretary at least 30 days in advance of the Annual General Meeting.

D. Notice: At least 30 days in advance of the Annual General Meeting, the Secretary must send out to all members the notice of the Annual General Meeting, the agenda for the meeting, the Nominating Committee's Slate of Candidates, any other nominations which have been received and all proposed amendments to By-Laws, Regulations and Rules.

E. The AGM shall be held within 30 days the fiscal year end.

F. Amendments made during the year by the Board of Directors: All changes to By-Laws, Regulations or Rules made during the year by the Board of Directors, as authorized in the Constitution, ARTICLES NINE AND TEN, must be included on the list of amendments sent out by the secretary.

### **Voting at General Meeting**

A. Every member of the Board of Directors shall be entitled to vote at the general meetings.

B. The President may only vote in the event of a tie.

C. Quorum requires 5 board members including two executive and/or directors.

D. There shall be no proxy votes.

E. The Secretary shall inform the meeting of all notices received under this provision prior to any vote taking place and shall make them available for inspection by any other member of the Association at that time.

## **PART III**

### **Fee Schedule**

A. A fee will be determined by the Board of Directors prior to registration. Payment in full will be due by registration. Or pre-determined dates set by the President and the Treasurer.

B. Payment Schedule may be set up by a member of the Board of Directors on a case by case basis.

C. Multiple family discount: \$50.00 reduction in current year's registration will be applied to the third registrant or more per family.

D. All players must be registered to an OWHHA affiliation or register to BAD Girls Hockey to play house league or competitive, or to participate in try-outs.

E. Any tournament fees to be covered by the individual teams.

F. Late fees and dates will be established by the Board of Directors.

G. No refunds will be processed before October 1st, regardless of date of notification.

H. All refunds must be requested directly to the board in writing.

I. Refunds will be processed only upon confirmation of receipt of any property or equipment belonging to the association.

J. Calculations of refunds, date of withdrawal will be based on date the board is notified.

K. An administration fee will be deducted from all withdrawals. Refunds will be calculated based upon total registration fees paid, plus date of withdrawal,

a. Withdrawal before September 1st \$25.00 deducted.

b. September 1st- prior to first game \$75.00 deducted.

c. After 1st game - before November 15th 50 % registration deducted.

d. November 15th - January 1st 75% registration deducted

e. January 1st or beyond no refund.

f. All refunds are subject to review by the Board of Directors

L. Standard bank charges for NSF cheques will be applied

## **Coaches and Trainers**

- A. All teams must have a registered coach with a National Coaching Certificate (NCCP).
- B. All teams must have a registered female trainer with a HTCP Level 1
- C. BAD Girls Hockey Association will pay for one Coach, and one Trainer Level 1 per team where needed. We recommend that all coaches take the OWHHA sanctioned course.
- D. Coaches must present their team staff to the Board of Directors 7 days prior to the Roster registration date. The staff is subject to review by the Board of Directors for approval.
- E. The association will only cover five staff members on the bench per team, including the manager, due to insurance. At least two of the members must be trainers or only four will be covered. If a team wants more staff they must pay the additional costs.
- F. Up to four staff members per team on a (1) time basis will have the costs of mandatory courses paid for at the Board's discretion (i.e. Speak-out)

## **Coaches Responsibilities**

- A. The Coach shall assign staff to consist of a minimum of; one trainer, one assistant coach, one manager.
- B. Must conduct a Team Parent meeting at the beginning of the season and a second at mid season or prior to playoffs.
- C. Game rescheduling and cancellations to ice convener.
- D. Team problems report to the OWHHA Regional Chair in writing.
- E. All equipment must be signed out before it is given out
- F. All coaches must fill out and sign a coaching application agreeing to abide by BADGHA policies.
- G. Coaches are responsible to report to the Board of Directors about any suspensions that were given out at a game, along with a copy of the game sheet with the referees remarks and comments on the back.

## **Team Categorization - Age Group**

### **(A) 1)**

- Novice: 4,5,6,7,8 (to include Initiation to Play (IP) program)
- Atom: 9,10
- Pee wee: 11,12
- Bantam: 13,14
- Midget: 15,16,17
- Intermediate: 18, 19, 20
- Senior: 18 and above

2) If age categories are not filled players may be moved up to accommodate team sizes as necessary. Such changes must be approved by the Board of Directors. Teams may include underage players where team size permits and approved by the Board of Directors.

### **(B) 1) Teams may register maximum 15 skaters and 2 goaltenders**

2) For teams with more than 15 skaters or 2 goal tenders, the Board of Directors may approve the move of players to best suit the association needs.

(C) Competitive teams may have three imports per team. An import to be defined by a player who needs a permission to skate form in order to attend try outs. Registering more than three import players per team must be considered and approved by the Board of Directors.

- (i) Try outs will be posted to allow each member of the association an opportunity.
- (ii) Coaches may make cuts after the second try-out.
- (iii) To be selected on a competitive team with B.A.D.G.H.A. a player has to attend at least one tryout for said team, unless otherwise approved by the Board.

(D) All players must be registered in full to BAD Girls hockey to play house league or competitive.

### **Player Movement**

- 1) Player Permission to Skate (PTS) forms must be filled out and signed by President or an Executive if delegated. A report of all PTS forms executed must be presented to the Board of Directors.
- 2) A Player must move up one level higher than offered at that player's age group or make "AA" to be released.
- 3) Player release forms must be signed by President. The Board of Directors shall be made aware of all player releases.
- 4) Release forms for house league or competitive players will be denied if a player has money due to B.A.D.G.H.A.. All BAD Girls association or teams' property returned (i.e. sweaters, bags, trainer's supplies, etc.)
- 5) Any player moving from area will be released.
- 6) If more than three players apply for release, than the whole team will be looked at on the whole.
- 7) All releases must be requested before **Sept. 15**, and none will be issued after Sept.15.
- 8) It is your responsibility to request a Permission to Skate form or a Release on a timely basis. Any player requesting a PTS or a Release must provide sufficient notice for your requests, at least two days in advance.
- 9) There will only be Permission to Skate forms given out to players that would like to tryout at other centers. There will be no Releases given to any player without board approval.

If in case one center from BAD girls Hockey wished to go on their own, they may do so but must notify BAD girls Hockey by May 31 of that season of their intent. And they may not sign any other girls from other two centers for 1 year.

### **Tournaments/ Ice Time Cost**

- 1) Tournaments costs are the responsibility of the participating team. It is the responsibility of this team to reschedule any league games and to cover any additional costs that may result.
- 2) Each house league team and competitive will be given ice time hours from registration when this ice is used up team must pay extra.
- 3) Girls from our association cannot affiliate to another team if we have an existing team entered into a/the same tournament.

4) The Board of Directors and Executive will decide each year the length of each game and the length of each period to be played by all divisions within the Association as soon as possible after the AGM and before the registration fee for the season is set.

5) No member of the Association may approach sponsors for funds without prior approval of the Board.

6) The cost of the OWHA Provincial Championship tournament will be reviewed each year by the Board of Directors. The amount the association will offer to pay for each team if any will be determined based on the financial position of the association. Should it be decided by the Board of Directors that sufficient funds are available the Board can allocated funding to a maximum of 50% of the fee.

7) The cost of players attending a league All Star game will be reviewed each year by the Board of Directors. The amount the association will offer to pay for each team if any will be determined based on the financial position of the association. Should it be decided by the Board of Directors that sufficient funds are available the Board can allocated funding to the players to cover the associated costs of participating in the All Star game.