



**BADGHA**  
**Belmont, Aylmer, Dorchester Girls Hockey Association**

**PART I**  
**CONSTITUTION**

Ratified May 2025 8th Edition

**WHEREAS** the Belmont Blazers and BAD Girls Hockey Association (“BADGHA”) members and individuals, designed to promote and foster female hockey participation.

**AND WHEREAS** the members and participants involved in activities and games sponsored by the Ontario Women's Hockey Association (“OWHA”) have confidence in the judgment of the BADGHA's Board of Directors.

**AND WHEREAS** it is declared that one of the purposes of this Constitution, along with the Association's By-Laws, Regulations, and Rules, is to grant the BADGHA and its Board of Directors all the powers of a fully self-governing organization.

**ARTICLE 1 - Name of Organization**

The name of this organization shall be the Belmont, Aylmer, and Dorchester Girls Hockey Association, referred to as “BAD Girls Hockey” or “BADGHA.”

**ARTICLE 2 - Governing Body**

- 2.1** This Association serves as the governing body for female hockey in the Aylmer, Belmont, Dorchester, and surrounding areas.
- 2.2** This Association is a member of the Ontario Women's Hockey Association and the Ontario Hockey Federation.
- 2.3** Through the Ontario Hockey Federation, this Association is affiliated with Hockey Canada.

**ARTICLE 3 - Objectives**

The objectives of the Association are as follows:

- 3.1** To promote the participation of girls and women in all aspects of female hockey,

*Revised November*

*2025*



**BADGHA**  
**Belmont, Aylmer, Dorchester Girls Hockey Association**

- 3.2** To encourage and support leadership programs in all areas related to the development of female hockey in Ontario, and
- 3.3** To advocate for hockey as a sport primarily played for enjoyment while also promoting sportsmanship and life skills.

**ARTICLE 4 - Membership and Eligibility**

- 4.1** Membership in the Association shall consist of all parents and guardians of players, as well as players who have reached the age of majority and are registered with this organization.

A. Teams must:

- i. Apply for and be accepted by the Board of Directors,
- ii. Agree to abide by and comply with the Constitution, By-Laws, Regulations, and Rules of the Association, and
- iii. Maintain good standing with the Association.

B. This also includes the Executive and Members of the Board of Directors.

**ARTICLE 5 - Executive**

- 5.1** The Officers shall consist of the President, the Immediate Past President, the Vice President, the Secretary, and the Treasurer.
- 5.2** The term of the Executive shall last for two (2) operating years, beginning on June 1st of the first year and concluding on May 31st of the second full year. The terms for these positions will expire in alternating years, as outlined in section 6.2.
- 5.3** Any vacancies that arise during the term will be filled according to the procedures specified in section 6.4.



**BADGHA**  
**Belmont, Aylmer, Dorchester Girls Hockey Association**

- 5.4** If an Executive position remains vacant at the time of the Annual General Meeting (“AGM”), elections may be held to fill the vacancy for the remainder of the two-year term.

**ARTICLE 6 - Board of Directors**

**6.1** Composition of the Board of Directors:

- A. The Board of Directors shall consist of a minimum of nine members, which includes five executive positions: President, Vice President, Immediate Past President, Secretary, and Treasurer. The remaining Board positions may include, but are not limited to, the following: Ice Convenor, Coaching Convenor, Equipment Manager, League Liaison, Tournament Convenor, Fundraising/Sponsorship Coordinator, Communications Officer, Development Officer, and Registrar.

**6.2** Term Limits:

- A. The Board of Directors shall consist of a minimum of nine members, which includes five executive positions: President, Vice President, Immediate Past President, Secretary, and Treasurer.
- B. Positions that end on May 31<sup>st</sup> or at the Annual General Meeting (“AGM”) in odd-numbered years (and every two years thereafter) include: Vice President and Treasurer.
- C. Positions that end on May 31<sup>st</sup> or at the AGM in even-numbered years (and every two years thereafter) include: President and Secretary.
- D. Director terms shall last one year, from June 1<sup>st</sup> to May 31<sup>st</sup>, or until after the AGM the following year. The exception to this rule is the Immediate Past President.

**6.3** Legal Liability:

- A. Members of the Board of Directors shall not be personally liable for any actions taken in their official capacity.



**BADGHA**  
**Belmont, Aylmer, Dorchester Girls Hockey Association**

**6.4 Resignation and Filling Vacancies:**

- A. Membership in the Association is non-transferable and shall terminate upon a Board Member's resignation or death.
- B. A Board of Director may resign from the Association by submitting a written resignation addressed to the President of the Association.
- C. Unless otherwise determined by the Board, if a Board of Director is absent from three (3) consecutive Board meetings, this will be considered a resignation from the Board.
- D. If a Board of Director's conduct is deemed by the Board to be contrary to the stated Code of Conduct and the purposes of the Association, the Board will request an explanation or justification of their actions. If the member is unwilling or unable to provide a satisfactory explanation, they will be asked to resign from the Association. If they do not resign, the Board will follow the process below:
  - i. Determine Grounds for Removal
    - Violation of Bylaws or Policies
    - Detrimental Conduct (actions or behaviors that are harmful to the association's interests)
    - Failure to Meet Duties
    - Non-Participation (repeated absenteeism from meetings, or neglecting responsibilities)
    - Conflict of Interest or Unethical Behavior (engaging in conflicts of interest or unethical activities)
  - ii. Documenting Reasons for Removal
    - Maintain a detailed, objective record of the board member's problematic behaviors or actions that contradict the association's rules or mission.
    - Provide specific evidence and examples to support these claims.



**BADGHA**  
**Belmont, Aylmer, Dorchester Girls Hockey Association**

iii. Attempting Informal Resolution

- Consider a private conversation or meeting between board leadership (e.g., the President) and the board member.
- Use this opportunity to express concerns, allow the member to explain their side, and encourage them to step down voluntarily.

iv. Providing Written Notice

- Give the concerned board member written notice of the proposed action and the reasons for it.
- Ensure that the member has a reasonable opportunity to respond to the complaints in writing before a decision is made.

v. Holding a Board Meeting

- Call a board meeting to discuss the issue.
- Properly notify all members of the meeting's purpose.
- Allow the board member to present their side of the story during the meeting.

vi. Conducting the Vote

- The board will then vote on the removal according to the procedures outlined in the bylaws, which may require a majority or supermajority vote.
- A quorum of members or board members is typically required for the meeting and vote to be valid.
- A specific majority vote (e.g., two-thirds) may be necessary for the expulsion to be approved.

vii. Documenting the Outcome

- If the board member is removed, record the decision and official results in the meeting minutes.
- Notify the board member in writing that the action has been taken.

E. The Board of Directors has the authority to fill any vacancies among the elected Officers by appointing other members of the Board of Directors to these positions.

*Revised November*

*2025*



**BADGHA**  
**Belmont, Aylmer, Dorchester Girls Hockey Association**

The Executive Committee also has the power to fill vacancies among elected Directors and Executives for the remainder of the term.

**6.5 Voting:**

- A. The President may only cast a vote in the event of a tie.

**ARTICLE 7 - Authority of Board of Directors**

- 7.1** The Board of Directors shall oversee the affairs of the Association, bearing the primary responsibility for achieving its objectives.
- 7.2** The Board of Directors shall have the authority to appoint any committees it deems necessary to assist in fulfilling its responsibilities.
- 7.3** Notwithstanding any other provision in the Constitution and By-Laws, the Board of Directors shall have the power to create, amend, or enforce, without requiring confirmation or ratification by the Members of the Association:
  - A. Any rules, regulations, policies, and procedures it considers relevant to the operations of the BAD Girls Hockey Association, provided they do not conflict with the Constitution and By-Laws.
  - B. The purchase, lease, sale, exchange, or any acquisition or disposal of property or equipment necessary for conducting the Association's activities.
  - C. The discipline or suspension of any Board Member, team official, parent, referee, or other official associated with the Association or any of its activities.

**ARTICLE 8 - Annual General Meeting**

- 8.1** An Annual General Meeting ("AGM") shall be held, with the date and location to be determined by the Board of Directors. This decision will be based on recommendations made by the membership during the previous AGM.
- 8.2** The agenda for the Annual General Meeting must include the following items:
  - A. The minutes from the previous Annual General Meeting.

*Revised November*

*2025*



**BADGHA**  
**Belmont, Aylmer, Dorchester Girls Hockey Association**

- B. A presentation of the Annual Financial Statement, which should comply with generally accepted accounting principles.
- C. The election of Officers and other members of the Board of Directors.
- D. A vote on the ratification of any expulsions, amendments to By-Laws, Regulations, or Rule changes.

**ARTICLE 9 - By-Laws**

- 9.1** The Board of Directors may, from time to time, set, repeal, or amend By-Laws as it deems necessary for conducting the business of the Association in a manner consistent with this Constitution.
- 9.2** The powers outlined in ARTICLE 9.1 of this Constitution may be exercised by a majority vote at an Annual General Meeting.
- 9.3** Any changes to the By-Laws made by the Board of Directors shall take effect but are subject to ratification by a majority vote at the next Annual General Meeting.
- 9.4** Any changes to the By-Laws made by the Board of Directors that fail to receive ratification may not be reintroduced for a period of two years. Similarly, any changes made at an Annual General Meeting may not be modified by the Executive Committee for the same two-year period.

**ARTICLE 10 - Regulations and Rules**

- 10.1** The Board of Directors may, from time to time, establish, repeal, or amend:
  - A. Regulations that it deems necessary for the organization of leagues and teams, age categories, membership fees, and any other matters related to achieving its objectives.
  - B. Rules that are more restrictive than those established by the Ontario Women's Hockey Association, Ontario Hockey Federation, and Hockey Canada.

*Revised November*

*2025*



**BADGHA**  
**Belmont, Aylmer, Dorchester Girls Hockey Association**

- 10.2** The powers outlined in ARTICLE 10.1 of this Constitution may be exercised by a majority vote at any General Meeting.
- 10.3** Any changes to the Regulations or Rules made by the Board of Directors must be ratified by a majority vote at the next Annual General Meeting.
- 10.4** Any changes to the Regulations or Rules made by the Board of Directors that do not receive ratification may not be reintroduced, and any changes made at an Annual General Meeting may not be modified by the Board of Directors for a period of two years.
- 10.5** All hockey played under the jurisdiction of the Association shall be governed by the Association's Regulations and Rules.

**ARTICLE 11 - Financial Year**

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

**ARTICLE 12 - 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 is submitted in writing to the President or Secretary 30 days in advance.

**ARTICLE 13 - Standardized Apparel**

All equipment and apparel worn by any team, group, or individual representing the BAD Girls Hockey Association must consist of designs and colors approved by the organization and purchased from the designated provider, as determined by the Board of Directors.

**PART II**  
**BY-LAWS**

**SECTION 1 - Responsibilities of Board of Directors**

- 1.1** The Board of Directors is responsible for establishing policies and managing the operations of the Association.

*Revised November*

*2025*





**BADGHA**  
**Belmont, Aylmer, Dorchester Girls Hockey Association**

- 1.2** 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.
- 1.3** Delegation and Committees:
- A. The Board of Directors shall promote wider participation in the Association by delegating certain functions to:
    - i. Other Members of the Board of Directors: and
    - ii. Other Individuals within the Association Membership.
  - B. Delegation may be achieved through informal assignments, designations, or the formation of committees in accordance with ARTICLE 7.2 of the Constitution.
  - C. When the Board of Directors appoints a committee under ARTICLE 7.2 of the Constitution, it must:
    - i. Indicate whether the committee is a standing committee (with no set end date) or an ad hoc committee (which will dissolve after its purpose is fulfilled).
    - ii. Specify the duration for the tasks and reporting of any ad hoc committee, after which the committee will disband.
    - iii. Define the committee's general purpose, specific objectives, scope of responsibilities (including consultation as necessary), and any resources that will be allocated to assist in completing its tasks.
    - iv. Clarify whether the committee will report through a Vice President or directly to the Board of Directors, and whether there will be interim reports in addition to the final report.



**BADGHA**  
**Belmont, Aylmer, Dorchester Girls Hockey Association**

**SECTION 2 - Duties of Executive**

**2.1 President**

- A. The President shall serve as the chief executive officer of the Association.
- B. The President shall stay informed about all matters related to the business of the Association.
- C. The President shall preside over all meetings of the Executive Committee and all General Meetings of the Association.
- D. The President shall be an ex officio member of any committees appointed under ARTICLE 7.2 of the Constitution.
- E. The President shall represent the Association in interactions with other organizations and at events and shall have the authority to appoint individuals to perform these duties on their behalf.
- F. The President may, from time to time, appoint individuals to ad hoc Discipline Boards, Appeal Tribunals, and Protest Committees.
- G. The President may designate the Vice-President to perform the duties of the President in the event of the President's absence or inability to act.

**2.2 Vice-President**

- A. There will be one Vice President.
- B. In the absence of the President, the Vice President shall have the authority and perform the duties of the President.

**2.3 Secretary**

- A. The Secretary shall record and maintain the minutes of all meetings held by the Executive Committee, as well as all General Meetings of the Association.



**BADGHA**  
**Belmont, Aylmer, Dorchester Girls Hockey Association**

- B. The Secretary shall handle all correspondence for the Association as directed by the President of the Executive Committee.

**2.4 Treasurer**

- A. The Treasurer shall be responsible for overseeing the finances of the Association and will chair a Finance Committee appointed in accordance with ARTICLE 7.2 of the Constitution.
- B. The Treasurer shall collect and record all funds received by the Association and manage the payment of all accounts. The Treasurer will have joint signing authority with another member of the Board of Directors, designated by the Executive Committee, for 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 must regularly review the financial position of the Association and make recommendations to the Executive Committee aimed at maximizing revenues and minimizing expenditures.
- E. At the Annual General Meeting, the Treasurer shall present a financial statement that complies with generally accepted accounting principles.
- F. Once the fiscal year has concluded, an audited financial statement will be presented to the Board of Directors. The audit will be conducted by the Finance Committee, which will perform a thorough review of the financial records quarterly or as determined by the Board.

**2.5 Registrar**

- A. The Registrar will manage the registration process.
- B. The Registrar will keep an updated membership list for the BADGHA.
- C. The Registrar will process member resignations.



**BADGHA**  
**Belmont, Aylmer, Dorchester Girls Hockey Association**

- D. The Registrar will advise the Board on policies related to registration.
- E. The Registrar will handle any necessary refunds.
- F. The Registrar will maintain current records of VSCs.

**SECTION 3 - Duties of Directors**

- 3.1** A Director shall take responsibility and act as a liaison between the Board of Directors and the Association.
- 3.2** A Director shall assist the Executive in carrying out their respective duties within the Association by providing information, delegating responsibilities, identifying problems, and cooperating to seek solutions.
- 3.3** A Director shall support the Executive in encouraging increased participation from the Membership in all areas of the Association.
- 3.4** Directors shall meet at least once a month, or more frequently if necessary, to conduct the business of the Association.
- 3.5** Each Director and Executive member will have one vote at meetings. The President will only vote to break a tie.
- 3.6** The Executive and Board of Directors may, with a vote, replace any Director who misses three consecutive meetings.
- 3.7** If a Director resigns or cannot fulfill their term, the position will be declared vacant, and a search will begin within the existing BAD Girls Hockey Association membership for interested candidates.
- 3.8** Any candidate wishing to fill a vacant Director position will be considered and voted on by the existing Board, or may be appointed by the Executive Officers for the remainder of the term. If suitable candidates are not found, the Director position may remain vacant.
- 3.9** Prospective Directors, whether at an Annual General Meeting (AGM) or to fill a vacant position, are required to submit a letter expressing their interest in joining the Board.

*Revised November*

*2025*



**BADGHA**  
**Belmont, Aylmer, Dorchester Girls Hockey Association**

This letter should include their relevant past experiences and describe how they would contribute to benefiting the BAD Girls Hockey Association and its membership.

**3.10 Fundamentals Convenor**

- A. Hold or be willing to complete all required OWHHA certifications.
- B. Implement the Fundamentals Program effectively.
- C. Oversee a skills program that addresses the needs and abilities of participants in the Fundamentals Program.
- D. Liaise with corporate sponsors, such as Timbits Hockey.
- E. Assist in recruiting on-ice volunteers, ensuring that individuals are in place to lead each group, and provide support and feedback to these leaders throughout the season.
- F. Hold or be willing to complete all required OWHHA certifications.
- G. Implement the Fundamentals Program effectively.

**3.11 Tournament Convenor**

- A. Apply for all necessary tournament sanction permits from the OWHHA.
- B. Coordinate all activities related to BADGHA-sanctioned tournaments, ensuring compliance with OWHHA tournament regulations.
- C. Provide a financial report for each tournament to the Board.
- D. Serve as the chair of the Tournament Committee.

**3.12 Website/Social Media Convenor**

- A. Throughout the season, post photos and updates on Instagram, Facebook, and the BADGHA website as needed.

*Revised November*

*2025*



**BADGHA**  
**Belmont, Aylmer, Dorchester Girls Hockey Association**

- B. Send media releases to Hometown Play, The Aylmer Express, and Sign Posts as necessary during the season.
- C. Update the BADGHA website to reflect the new season following the AGM.

**3.13 WOGHL Rep**

- A. Serve as the primary contact for WOGHL and attend all related meetings.
- B. Advocate for the interests of BADGHA in the scheduling of WOGHL games.
- C. Manage all disciplinary matters arising from gameplay.
- D. Act as a liaison between WOGHL and the BADGHA Board.
- E. Ensure that each coach receives a copy of the WOGHL rules and regulations.
- F. Make certain that scores from all league games are reported to WOGHL.

**3.14 OWHA Rep**

- A. Serve as the main point of contact between the Association and the OWHA.
- B. Implement and uphold the OWHA Code of Conduct.
- C. Establish and maintain procedures for volunteer clearance, including tracking the completion of police background checks.
- D. Oversee the dispute resolution process as needed, in accordance with OWHA policies.
- E. Serve as the main point of contact between the Association and the OWHA.

**3.15 Equipment Manager**

- A. Maintain an inventory of all equipment owned by BADGHA.



**BADGHA**  
**Belmont, Aylmer, Dorchester Girls Hockey Association**

- B. Ensure that adequate equipment is available for all teams and properly stored.
- C. Provide recommendations to the Board regarding the purchase of equipment.
- D. Inform all coaches that they are responsible for their team jerseys and related equipment.
- E. Suggest to the Board the sale of used equipment and jerseys.
- F. Form an ad hoc committee to assist with the distribution of jerseys and equipment.
- G. Collect and distribute all jerseys at the beginning and end of each season.
- H. Take jerseys to have name bars added at the beginning of the season and removed at the end.
- I. Recommend inventory from approved vendors for sale to Association members.

**3.16 Referee Coordinator**

- A. Coordinate with the Referee in Chief to ensure there are enough certified referees and trained timekeepers available to officiate the games of the BADGHA.
- B. Create a schedule for referees and timekeepers.
- C. Send records of payment to the Treasurer.
- D. Make sure that complaints regarding referees and timekeepers are addressed and resolved promptly.

**3.17 Ice Convenor**

- A. Assess the ice requirements for the Association and enter into contracts with the East Elgin Community Complex, Belmont Arena, and Dorchester Arena to fulfill these needs.



**BADGHA**  
**Belmont, Aylmer, Dorchester Girls Hockey Association**

- B. Allocate ice time in a fair and equitable manner, and prepare a report on ice scheduling for the Board.
- C. Report any discrepancies in ice time recommendations to the President for resolution.

**3.18 Coaching Convenor**

- A. Distribute, collect, and recruit coaching applications.
- B. Schedule interviews for coaching applicants.
- C. Chair the coaching selection committee, which may consist of up to four other board members or external evaluators.
- D. Present the selected coaches to the Executive Committee for final approval.
- E. Provide support to all coaches and assist with their development.
- F. Offer guidance on drills, strategies, discipline, and expectations as needed.
- G. Ensure that all bench staff complete the required coaching and training certifications by the designated deadlines.
- H. Assist in facilitating tryouts by finding external evaluators and supporting coaches with team selection if necessary.

**3.19 Bond Convenor**

- A. Direct and administer the Volunteer Bond System.
- B. Collaborate with Team Managers to collect bond cheques from families.

**3.20 Development Coordinator**

- A. Develop a schedule for BADGHA players and goalies throughout the season.





**BADGHA**  
**Belmont, Aylmer, Dorchester Girls Hockey Association**

- B. Coordinate ice time and scheduling to ensure fairness and equality for all teams.

**3.21 Grievance Officer**

- A. Establish a complaint form and develop policies regarding valid complaints. Ensure that this information is accessible on the BADGHA website.
- B. Take responsibility for handling all submitted valid complaints.
- C. Evaluate all valid complaints in accordance with the OWHHA Code of Conduct and the BADGHA Constitution and By-Laws.
- D. Without the Board's prior consideration, have the authority to refer minor infractions of the Code to the OWHHA that cannot be addressed by BADGHA. Additionally, refer all major infractions under the OWHHA Code and all cases of Harassment, Abuse, or Bullying (HAB). When a referral is made, the complaint will follow the process outlined by the OWHHA.
- E. For matters not covered by bylaw 3.20(d), present complaint resolution options to the Board at the next Board meeting following the submission of the valid complaint.
- F. At the Board's direction, provide a written response to any valid complaints.

**3.22 Constitution and Bylaw Officer**

- A. Provide the Board with advice on matters related to the Constitution, By-Laws, and other policy and guidance documents.
- B. Track and evaluate any potential or recommended changes to the Constitution and By-Laws.
- C. Present and facilitate discussions at the Annual General Meeting ("AGM") regarding any proposed changes to the Constitution and By-Laws.
- D. Maintain an approved copy of the Constitution and By-Laws on file and post a reference copy on the BADGHA website.

*Revised November*

*2025*

17



**BADGHA**  
**Belmont, Aylmer, Dorchester Girls Hockey Association**

**3.23 Director at Large**

- A. The individual will help organize and facilitate special events, including fitting night, picture night, parade participation, the annual tournament, and the association banquet.

**SECTION 4 - Meetings**

**4.1 General Meetings**

- A. A general meeting of the Association may be called by the Board of Directors as needed.
- B. At least 30 days' notice must be given to all members of the Association, along with a statement detailing the purpose of the meeting and the proposed agenda.
- C. The following Order of Business shall serve as a guideline for all General Meetings:
  - i. Call to Order
  - ii. Approval of Minutes from the Last General Meeting
  - iii. Treasurer's Report
  - iv. Reports from the Board
  - v. Reports from Conveners and Committees
  - vi. Elections
  - vii. New Business
  - viii. Adjournment

**4.2 Voting at General Meeting**

- A. Each member of the Board of Directors is entitled to vote at general meetings.

*Revised November*

*2025*

18



**BADGHA**  
**Belmont, Aylmer, Dorchester Girls Hockey Association**

- B. The President may only cast a vote in the event of a tie.
- C. A quorum requires the presence of five board members, including at least two executive directors.
- D. Proxy votes are not allowed.

**4.3 Annual General Meetings**

- A. The AGM shall be held within 30 days of the end of the fiscal year.
- B. The Secretary must send out a notice of the Annual General Meeting to all members at least 30 days in advance. This notice should include the agenda for the meeting, the Nominating Committee's slate of candidates, any other nominations received, and all proposed amendments to the By-Laws, Regulations, and Rules.
- C. At each Annual General Meeting, a Nominating Committee shall be elected. This committee will consist of the Immediate Past President and any other members elected from the floor during the meeting. Their responsibility is to present a slate of candidates for election to the Board of Directors at the next Annual General Meeting. The slate must be submitted in writing to the Secretary at least 30 days prior to the meeting.
- D. Members may nominate additional candidates for election to the Board of Directors. These nominations must be submitted in writing to the Secretary at least 30 days before the Annual General Meeting. Each nomination must include a nominator, a seconder, and written permission from the candidate.
- E. All proposed amendments to the By-Laws, Regulations, or Rules must be submitted in writing to the Secretary at least 30 days before the Annual General Meeting.
- F. All changes to the 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 in the list of amendments sent out by the Secretary.

*Revised November*

*2025*



**BADGHA**  
**Belmont, Aylmer, Dorchester Girls Hockey Association**

G. The following order of business shall guide all Annual General Meetings:

- i. Call to Order
- ii. Approval of the Agenda
- iii. Approval of the Minutes of the previous AGM
- iv. Presentation of reports on the activities from the preceding year.
- v. Discussion of planned activities for the upcoming year.
- vi. Review and approval of the financial statements to date for the current year, which may include projections for the upcoming year.
- vii. Consideration of any proposed amendments to the Constitution or By-Laws.
- viii. Transaction of any other business related to the operation of the Association.
- ix. Election of the new Board.
- x. Adjournment.

**4.4 Voting at Annual General Meeting**

- A. Elections for Director positions shall be conducted by secret ballot, with one vote per voting delegate.
- B. Elections for Executive Officer positions or committee memberships that require an election shall also be conducted by secret ballot, with one vote per Director.
- C. If an election is unnecessary due to a lower number of interested candidates than available Director positions, or if there is only one interested participant for an Executive Officer or named Director position, that individual may be acclaimed to the position.



**BADGHA**  
**Belmont, Aylmer, Dorchester Girls Hockey Association**

- D. A quorum for an Annual General Meeting (“AGM”) shall consist of a minimum of five members who are eligible to vote and are present in person. No business may be conducted in the absence of a quorum.
- E. The President presiding over an AGM shall only have a vote in the event of a tie.

**SECTION 5 - Fees**

**5.1 Registration Fees**

- A. The Board of Directors will determine the registration fee prior to the registration period.
- B. Payment in full must be made by the time of registration or by the deadlines set by the President and Treasurer.
- C. A payment schedule may be established by a member of the Board of Directors on a case-by-case basis.
- D. Multiple family discount: A \$50.00 reduction in the current year’s registration fee will apply to the third registrant and any additional registrants from the same family.
- E. All players must be registered with an OWHHA affiliation or register with BAD Girls Hockey to participate in house league, compete, or attend try-outs.

**5.2 Tournament Fees**

- A. All tournament fees will be the responsibility of the individual teams.

**5.3 Late Fees**

- A. The Board of Directors will determine the late fees and the specific dates associated with them.



**BADGHA**  
**Belmont, Aylmer, Dorchester Girls Hockey Association**

**5.4 Refunds**

- A. No refunds will be processed before October 1st, regardless of the date of notification.
- B. All refund requests must be submitted directly to the board in writing.
- C. Refunds will be issued only after the board confirms the receipt of any property or equipment belonging to the association.
- D. The calculation of refunds and the date of withdrawal will be based on when the board is notified.
- E. An administration fee will be deducted from all withdrawals. Refund amounts will be calculated based on the total registration fees paid, and the date of withdrawal as follows:
  - i. For withdrawals before September 1st: \$25.00 will be deducted.
  - ii. For withdrawals from September 1st to prior to the first game: \$75.00 will be deducted.
  - iii. For withdrawals after the first game and before November 15th: 50% of the registration fee will be deducted.
  - iv. For withdrawals from November 15th to January 1st: 75% of the registration fee will be deducted.
  - v. For withdrawals on January 1st or later: no refund will be issued.
  - vi. All refund requests are subject to review by the Board of Directors.

**5.5 Bank Charges**

- A. Standard bank charges for non-sufficient funds ("NSF") cheques will be imposed on coaches and trainers.



**BADGHA**  
**Belmont, Aylmer, Dorchester Girls Hockey Association**

**SECTION 6 - Coaches**

**6.1** The Coach Selection Committee shall:

- A. Be composed of either the President or Vice-President, along with two other Directors elected by the Board, and/or an elected third party with a background in hockey, as determined at the November Board Meeting. No member of the Board may serve on the Coach Selection Committee if they intend to submit an application for a coaching position or become part of the bench staff.
- B. Interview candidates, evaluate applications, select coaches, and make recommendations to the Board for all divisions based on the received applications.
- C. Ensure that a minimum of three people are present for each interview and each coaching decision is voted on, with either the President or Vice-President in attendance.
- D. Establish an application deadline and promote the opportunity for applications on the BAD Girls Hockey Association website at least two months prior to the deadline.
- E. Select a coach only after all candidates have been interviewed.
- F. Inform all coaches in writing that they are responsible for the team uniforms and equipment belonging to the BAD Girls Hockey Association.
- G. Advise all coaches of the BAD Girls Hockey Association's rules and expectations, as well as provide necessary information for selected coaches (e.g., vulnerable sector/criminal check, certification records, and deadlines for roster submissions).
- H. The coaching committee and/or Board reserve the right to terminate a coach's duties at any point during the season due to negligence, lack of responsibility, or dishonesty. The committee will follow the OWHA guidelines throughout this process. Should a coach resign or be unable to fulfill their duties, the coaching committee may choose a suitable candidate to fill the vacancy, revisiting previous candidates if necessary.

*Revised November*

*2025*



**BADGHA**  
**Belmont, Aylmer, Dorchester Girls Hockey Association**

- 6.2** All teams are required to have a registered coach who holds a National Coaching Certificate (“NCCP”).
- 6.3** All teams must have a registered trainer with HTCP Level 1 at all OWHA sanctioned events. Additionally, all OWHA teams must have at least one female staff member registered, and it is recommended that at least one female coach be registered.
- 6.4** The BAD Girls Hockey Association will provide funding for one coach and one Level 1 trainer per team, if needed, up to a maximum of \$250 per team. We recommend that all coaches complete the OWHA sanctioned course.
- 6.5** The association will cover a maximum of five staff members per team on the bench, including the manager, due to insurance restrictions. At least two of these staff members must be trainers; otherwise, only four will be covered. If a team wishes to have additional staff, they will need to pay the extra costs.
- 6.6** The Board will cover the costs of mandatory courses, such as Respect in Sport, for up to four staff members per team on a one-time basis, at the Board’s discretion.
- 6.7** The BAD Girls Hockey Association will provide \$50 per season per team for first aid supplies. Teams must submit receipts by May 31 of the current season to receive the reimbursement.
- 6.8** Coaches Responsibilities
  - A. The Coach is responsible for assigning staff, which must include at least the following: one trainer, one assistant coach (with at least one female), one manager, one parent liaison, and at least one team representative.
  - B. A Team Parent meeting must be conducted at the beginning of the season.
  - C. Coaches are required to present their team staff to the Board of Directors at least 7 days before the roster registration date, which is July 15<sup>th</sup>. The Board will review and approve the staff.
  - D. All players and staff must be registered in RAMP by July 15<sup>th</sup>.





**BADGHA**  
**Belmont, Aylmer, Dorchester Girls Hockey Association**

- E. Any team-related issues should be directed to the Parent Liaison and must adhere to the 24-hour rule as outlined by OWHA.
- F. All equipment and jerseys must be returned to the Board by May 31<sup>st</sup>.
- G. All coaches must complete and sign a coaching application, agreeing to comply with the policies of the BAD Girls Hockey Association and OWHA.

**SECTION 7 - Team Categorization**

**7.1 Age Groups**

- A. Fundamentals
- B. U9
- C. U11
- D. U13
- E. U15
- F. U18
- G. Senior

**7.2** If the age categories are not filled, players may be moved up to accommodate team sizes as needed. Any such changes must be approved by the Board of Directors.

**7.3** Teams may include underage players if team size allows and with the approval of the Board of Directors.

**7.4** The team roster size will adhere to the current OWHA policy.



**BADGHA**  
**Belmont, Aylmer, Dorchester Girls Hockey Association**

**SECTION 8 - Tryouts**

- 8.1** Tryouts will take place in the Spring, and the schedule will be posted to ensure that every member of the association has an opportunity to participate.
- 8.2** Ice times will be available on the BADGHA website.
- 8.3** All players must be registered for tryouts on the RAMP platform and pay a non-refundable tryout fee regardless of the player's participation. Tryout fees may vary year-to-year based on ice rental costs and insurance.
- 8.4** Coaches will have a minimum of three ice times to facilitate tryouts.
- 8.5** It is recommended that all players attend all tryouts to have the best opportunity to make the team. To be selected for a competitive team with the BAD Girls Hockey Association, a player must attend at least one (1) tryout for that team.
- 8.6** If a player registers but fails to attend tryouts, she will be placed on the lowest team, provided there is a spot available. She is not guaranteed a spot on any team.
- 8.7** If a player is injured and unable to attend tryouts, she must provide the Executive with a doctor's note on or before the first tryout. At the discretion of the coach and the Executive, the player may be granted a spot on the team.
- 8.8** Tryouts will be evaluated by the coaching staff, coaching convenor, and non-bias evaluators.
- 8.9** The coach has full autonomy when selecting their team with exception to 8.8.
- 8.10** Coaches can make releases after the first skate.
- 8.11** Players will get 2 skates at each age category. If there are multiple tiers in an age level, the player is guaranteed 1 skate at the highest level.
- 8.12** Coaches must:



**BADGHA**  
**Belmont, Aylmer, Dorchester Girls Hockey Association**

- A. Follow the OWSHA policies and provide fair assessments to avoid bias towards any Players.
- B. Obtain tryout jerseys, prepare a tryout plan, and schedule exhibition games.
- C. Appoint a minimum of 2 additional evaluators who have no conflict of interest with the team.
- D. Find on-ice instructors for the tryouts.
- E. Document their decisions on why players were selected or released using evaluation sheets to ensure transparency and fairness.
- F. Contact the Executive before making final releases to review player numbers, as this may affect the number of players for second teams.
- G. Outline the expectations for the season, including financial and time commitments, to parents before offering positions.
- H. Post the final roster on the team page after the final selections have been made.
- I. Provide parents and players with explanations regarding releases or suggestions for skills development upon request. The Board is not responsible for explaining to parents why their player has been released.
- J. Send a complete list of all players and bench staff to the Registrar by June 1<sup>st</sup> at the latest.
- K. To ensure player commitment, a coach may use a formal offer letter that includes an expiry date, which must be signed by both the player's guardian and the coach. Additionally, the coach can request a deposit, which will be applied to the team fees.

**8.13 Practicing the 24 Hour Rule:**

- A. BADGHA encourages parents, players, and others involved in hockey to practice the 24 Hour Rule. We require that you wait 24 hours before addressing concerns

*Revised November*

*2025*

*27*



**BADGHA**  
**Belmont, Aylmer, Dorchester Girls Hockey Association**

with coaches about player releases. Mobile technology has made it easier for people to communicate, but this can sometimes lead to situations where individuals reach out too quickly. Taking time to step back, review, and assess the situation before responding can be much more constructive.

**SECTION 9 - Players**

**9.1** All players must be registered and have paid through RAMP for the tryout.

**9.2** Player Movement

- A. Player Permission to Skate ("PTS") forms must be completed and signed by the President or an Executive if delegated.
- B. A report of all executed PTS forms must be presented to the Board of Directors.
- C. All import players must present a PTS form before stepping onto the ice for their first tryout.
- D. Release forms for house league or competitive players will be denied if there are outstanding fees owed to the BAD Girls Hockey Association.
- E. All property belonging to the BAD Girls Hockey Association or its teams (e.g., sweaters, bags, trainer's supplies) must be returned if a player moves.
- F. Any player relocating outside the area will be released from the association.
- G. All release requests must be submitted before September 15<sup>th</sup>; no releases will be issued after that date.
- H. It is the player's responsibility to request a Permission to Skate form or a Release in a timely manner. Players must provide at least two days' notice when requesting a PTS or a Release.
- I. Permission to Skate forms will only be issued to players who wish to try out at other centers. Releases will not be granted without Board approval. If a center of the BAD Girls Hockey Association opts to operate independently, they must notify the

*Revised November*

2025

28



**BADGHA**  
**Belmont, Aylmer, Dorchester Girls Hockey Association**

BAD Girls Hockey Association of their intent by May 31<sup>st</sup> of that season. They may not recruit players from the other two centers for one year.

- J. All current BAD Girls Hockey Association players have the opportunity to fill available spots on teams. The level of the team will be considered, and positions are not guaranteed. The BAD Girls Hockey Association will strive to provide local players with as many opportunities as possible to remain within the organization at appropriate levels.
- K. Player Movement During the Season:
  - i. For levels higher than House League, a written request outlining the need for player movement, or the addition of new players must be submitted to the BADGHA Board of Directors.
  - ii. New-to-Hockey players may join a House League team at any time.
  - iii. Approval is required from both the sending and receiving coaches of the player.
  - iv. The BADGHA Board must also grant approval.
  - v. Before stepping on the ice, the player must be registered with RAMP and released from their original association.
  - vi. The player must participate in an evaluation (either through an on-ice session or based on previous knowledge from the Board).
- L. Cross-Association Affiliate Players ("AP"):
  - i. All opportunities to recruit AP players within BADGHA must be exhausted before pursuing the cross-association AP process.
  - ii. Approval from the BADGHA Board is required.
  - iii. Pending approval, follow the OWHHA policy regarding Cross-Association AP.



**BADGHA**  
**Belmont, Aylmer, Dorchester Girls Hockey Association**

**SECTION 10 - Tournaments**

- 10.1** Tournament costs are the responsibility of the participating team.
- 10.2** It is the responsibility of the team to reschedule any league games and cover any additional costs that may arise.
- 10.3** BAD Girls Hockey players cannot affiliate with another team if there is an existing team registered for the same tournament.
- 10.4** The cost of the OWHHA Provincial Championship tournament will be reviewed each year by the Board of Directors. The association will determine the amount it can offer to pay for each team based on its financial position. If the Board decides that sufficient funds are available, it may allocate funding up to a maximum of 50% of the fee.
- 10.5** The cost for players attending a league All-Star game will also be reviewed annually by the Board of Directors. The amount the association can offer for each team will depend on its financial position. If the Board determines that adequate funds are available, it may allocate funding to cover the costs associated with players participating in the All-Star game.

**SECTION 11 - Ice Time**

- 11.1** At the beginning of the season, each team will be allocated a minimum of two ice times per week.
- 11.2** Organization ice time will be available from September to the end of March. Any additional ice time will be fully paid for by the team.
- 11.3** The BAD Girls Hockey Association will adhere to OWHHA guidelines regarding game and period lengths.
- 11.4** All ice time will be scheduled by the Ice Convenor.

**SECTION 12 - Team Sponsorships/Fundraising**

- 12.1** No member of the BAD Girls Hockey Association may approach service clubs for funding without prior approval from the Board.



**BADGHA**  
**Belmont, Aylmer, Dorchester Girls Hockey Association**

**SECTION 13 - Volunteer Bond Policy**

**13.1** The Volunteer Bond is mandatory for all members to maintain good standing with the Association.

**13.2** Every family with a registered player must provide one (1) bond cheque for \$300 for each registered player. Exemptions can be found in Section 14.8.

**13.3** Each registered player requires four (4) bond hours for the first two players in a family. No additional bond hours are required for further players in that family.

**13.4** The Bond Convenor will:

- A. Direct and administer the Volunteer Bond System.
- B. Collaborate with Team Managers to track and record bond hours for each team.

**13.5** The Team Manager will:

- A. Collect the bond cheques and deliver them to the Bond Convenor by October 1st.

**13.6** Cheques:

- A. Must be made out to BADGHA and post-dated for April 30<sup>th</sup> of the following year (e.g., for the 2023/2024 season, cheques should be payable for April 30<sup>th</sup>, 2024).
- B. Will be cashed on April 30<sup>th</sup> of the following year for all families that have not fulfilled their bond hours.
- C. Will be shredded after the Bond Convenor confirms that the bond hours have been fulfilled.

**13.7** Cash:

- A. Cash will be accepted in a single payment if a family does not have a cheque.



**BADGHA**  
**Belmont, Aylmer, Dorchester Girls Hockey Association**

- B. Cash will be returned in full once the Bond Convenor confirms that the bond hours have been fulfilled.

**13.8** BAD Girls Hockey Board Members, Coaches, Trainers, and Team Managers are exempt from all bond hour requirements.

**13.9** Positions:

- A. Will be reviewed annually.
- B. Any changes for the coming year must be ratified by the board at the Annual General Meeting (“AGM”).
- C. Approved volunteer positions and roles will be listed on the BAD Girls Hockey website.
- D. As events are planned and volunteers are needed, additional opportunities will be posted on the website throughout the year.

**13.10** Team fundraising efforts do not contribute to the Volunteer Bond program.

**Section 14 - Insurance Policy**

**14.1** The BADGHA is a participant in the Hockey Canada Insurance Program, as purchased by the OWHA.

**14.2** Hockey Canada Insurance is active for OWHA sanctioned events, which include, but are not limited to, league and playoff games, tournaments, exhibition games, practices, training camps, and approved fundraising activities.

**14.3** Only individuals who are properly registered with BADGHA are permitted to participate in BADGHA sanctioned events.

**Section 15 - Social Media Policy**

**15.1** BADGHA agrees to adhere to the Social Media Policy established by the OWHA for all member organizations.





**BADGHA**  
**Belmont, Aylmer, Dorchester Girls Hockey Association**

- 15.2** Inappropriate behavior displayed on social media will not be tolerated and may lead to disciplinary action by BAD Girls Hockey or the OWHA.
- 15.3** No individual or group is allowed to represent the BAD Girls Hockey Association, its Board of Directors, Teams, Team Officials, Players, or Parents/Guardians in any public forum without the explicit consent of the BADGHA Board of Directors.

**Section 16 - Grievance Policy**

- 16.1** The BAD Girls Hockey Association will adhere to the following code of ethics:
- A. Abide by the Constitutions of the BAD Girls Hockey Association and the Ontario Women's Hockey Association ("OWHA").
  - B. Exemplify the highest standards of moral character, behavior, and leadership.
  - C. Respect the integrity and individuality of each athlete.
  - D. Follow the rules of the game both in letter and spirit.
  - E. Respect the integrity and judgment of the officials.
  - F. Demonstrate a commitment to continuous professional growth and improvement in coaching principles and techniques.
  - G. Encourage athletic participation that is free of violence.
  - H. Display humility in victory and graciousness in defeat.
  - I. Promote ethical relationships among coaches.
  - J. Encourage the highest standards of conduct among all players.
  - K. Strive to develop qualities of leadership, initiative, and good judgment in each athlete.
- 16.2** Any member of the BAD Girls Hockey Association who has a complaint, objection, or advice should follow this protocol:



**BADGHA**  
**Belmont, Aylmer, Dorchester Girls Hockey Association**

- A. First, speak with your coach privately. If the issue is not resolved, please wait 24 hours before contacting him or her again.
- B. If the matter remains unresolved, talk to your team manager or liaison privately.
- C. If the issue is still not resolved, you may then contact the Grievance Officer in writing.

**16.3** The Complaint Committee shall:

- A. Consist of the OWHHA Representative, the President, the Registrar, and up to two other Board Members.
- B. Establish a complaint form and policies regarding valid complaints, and ensure this information is available on the BAD Girls Hockey Association website.
- C. Be responsible for handling all submitted valid complaints.
- D. Consider all valid complaints in accordance with the OWHHA Code of Conduct ("the Code"), OWHHA Regulations, and the BAD Girls Hockey Association Constitution and By-Laws.
- E. Upon reviewing the evidence, the Complaint Committee may:
  - i. Dismiss the complaint and inform the complainant in writing.
  - ii. Initiate a formal investigation and interview all parties involved.
  - iii. Upon concluding the investigation, issue disciplinary actions if warranted by the findings.
- F. Have the authority to refer minor infractions of the Code, which cannot be addressed by the BAD Girls Hockey Association, as well as all major infractions under the OWHHA Code, and all cases of Harassment, Abuse, or Bullying (HAB) to

*Revised November*

*2025*

34



**BADGHA**  
**Belmont, Aylmer, Dorchester Girls Hockey Association**

the OWH. Following such a referral, complaints will follow the procedures set by the OWH.

- G. For matters not covered by clause 16.3(e), provide the Board with options for resolving complaints at the next Board meeting following the submission of a valid complaint.
- H. Report to the OWH, the arena(s), and local police if the response to a valid complaint includes any sanctions, suspensions, or disciplinary actions against an individual or team.
- I. Address conduct unbecoming of a Board Member or Coach that has not been handled by the OWH, and provide a recommendation to the Board, which must be voted on by secret ballot.
- J. At the direction of the Board, provide a written response to any valid complaints within 10 days of the Board's decision.
- K. Again, be responsible for reporting to the OWH, the arena, and the police if the response to a valid complaint includes any sanctions, suspensions, or disciplinary actions against an individual or team.

**16.4** Failure of any coach, player, parent/guardian, or board member to comply with the Code of Ethics may result in disciplinary action against the individual or family involved.

**16.5** Decisions made by the Board of Reference may be appealed in accordance with Section 17 - Appeals.

**Section 17 - Lottery Licensing Policy**

If the BADGHA is dissolved, the association's assets and property held or acquired from licensed lottery events (including lottery trust accounts and property purchased with lottery proceeds) will be distributed to charitable organizations eligible to receive lottery proceeds in Ontario. This distribution of proceeds and assets will require approval from the Alcohol & Gaming Commission of Ontario.

*Revised November*

*2025*

35



**BADGHA**  
**Belmont, Aylmer, Dorchester Girls Hockey Association**

**Section 18 - Appeals**

A coach, player, or parent may submit a written appeal regarding a discipline, protest, or suspension to the Vice President within 48 hours.

**Section 19 - Additional Committees**

**18.1** All committees must receive majority board approval to spend BADGHA funds.

**18.2** BAD Day

**18.3** Parade Committee

**18.4** Constitution Committee

**18.5** Swan Day

**18.6** 50/50 Raffles

**18.7** Coach Selection Committee

**18.8** Grievance Committee

**18.9** Banquet Committee:

- A. Nominations for association awards may be submitted by individuals and/or team bench staff.
- B. Association awards will be voted on by a committee consisting of at least three members, one of whom may be a person who is not currently a board member or bench staff.
- C. Recipients of association awards will be announced.
- D. A list of awards, their descriptions, and past recipients will be maintained.