



BADGHA

Belmont, Aylmer, Dorchester Girls Hockey Association

CONSTITUTION

Revised May 2024 7th Edition

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 BADGHA.

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 BADGHA and its Board of Directors all of the powers of a fully self-governing organization.

ARTICLE 1- Name of Organization

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

ARTICLE 2- Governing Body

2.1 This Association is the governing body of female hockey in the Aylmer, Belmont, Dorchester and surrounding area.

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 shall be affiliated with Hockey Canada.

ARTICLE 3- Objectives

The objects of the Associations are:

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

3.2 To foster and encourage leadership programs in all areas related to the development of female hockey in Ontario and

3.3 To promote hockey as a game played primarily for enjoyment but also fostering sportsmanship and life skills.

ARTICLE 4- Membership and Eligibility

4.1 Membership in the Association shall consist of: all parents and guardians of players and players who are the age of majority registered with this organization

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.

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ARTICLE 5- Executive

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

5.2 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 6.2.

5.3 Vacancies that arise during the term will be filled according to section 6.4.

5.4 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.

ARTICLE 6- Board of Directors

6.1 The Board of Directors shall be composed of;

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 and Registrar.

6.2

- a. Positions due to end May 31st or at the AGM in odd years and every two years after that are; Vice President, Treasurer.
- b. Positions due to end May 31st or at the AGM in even years, and every two years after that are; President, Secretary.
- c. 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.

6.3 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.

6.4 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.

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

ARTICLE 7- Authority of Board of Directors



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7.1 The Board of Directors shall have control of the affairs of the Association with the primary responsibility for achieving its objectives.

7.2 The Board of Directors shall have the power to appoint such committees, as it considers necessary to assist in carrying out its responsibilities.

7.3 Notwithstanding any other provision contained in the Constitution and By-Laws, the Board of Directors shall have the power to pass, amend or enforce, without any confirmation or ratification by the Members of the Association:

- a) all necessary rules, regulations, policies, and procedures as they deem related in any way to the operations of the BAD Girls Hockey Association, provided such are not otherwise inconsistent with the Constitution and By-Laws;
- b) the purchase, lease, sell, exchange or otherwise acquire or dispose of any property or equipment necessary to conduct the Association's activities;
- c) the discipline or suspension of any Board Member, team official, parent, referee or other official connected with the Association or any of its activities.

ARTICLE 8- Annual General Meeting

8.1 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.

8.2 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 principles;
- 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 9- By-Laws

9.1 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.

9.2 The powers 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 by the Board of Directors shall be in force but subject to ratification by a majority vote at the next Annual General Meeting.



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9.4 Any changes to the By-Laws by the Board of Directors which fail to receive ratification may not be reintroduced 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 10- Regulations and Rules

10.1 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 are more restrictive than those established by Ontario Women's Hockey Association, Ontario Hockey Federation, and Hockey Canada.

10.2 The powers 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 shall be subject to ratification 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 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.

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 terminate on the 30th day of May 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 are to be received in writing to the President or Secretary 30 days prior.

ARTICLE 13 - Standardized Apparel

All equipment and apparel worn by any team, group or individual representing the BAD Girls Hockey Association shall only consist of approved organization design and colours and purchased from the approved provider, as determined by the Board of Directors.



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PART II BY-LAWS

SECTION 1- Responsibilities of Board of Directors

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

B. Such delegation may occur through informal assignment and designation as well as through the appointment of committees pursuant to ARTICLE 7.2 of the Constitution.

C. When the Board of Directors appoints a committee pursuant to ARTICLE 7.2 of the Constitution it shall:

(i) 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:

(ii) Specify the time frame for the work and reporting of each ad hoc committee after which time it shall cease to exist;

(iii) 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:

(iv) 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

SECTION 2 Duties of Executive

2.1 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 7.2 of the Constitution.



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- 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.

2.2 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.

2.3 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.

2.4 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 7.2 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 by a Finance committee. The Finance committee will perform a thorough review of the records quarterly or as determined by the Board.

2.5 Registrar

- A. The Registrar shall oversee the registration process.
- B. Maintain a membership list of the BADGHA
- C. Accept member resignations



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- D. Recommend policy to the Board regarding registration
- E. Oversee any required refunds.
- F. Maintain up to date records of VSCs.

SECTION 3- Duties of Directors

3.1 A Director shall take responsibility and act as liaison between the Board of Directors and the Association.

3.2 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.

3.3 A Director shall assist the Executive in the Association in encouraging increased participation of the Membership in all areas of the Association.

3.4 Directors shall meet once a month or more or less often to conduct the business of the Association.

3.5 Directors and Executive will have one vote each at meetings. The President will only vote to break a tie.

3.6 The Executive and Board of Directors can, with a vote, replace any Director missing 3 consecutive meetings.

3.7 In the event that a Director resigns, or cannot otherwise fulfill their term as Director, the position shall be declared vacant and a search from within the existing BAD Girls Hockey Association membership will commence for any parties interested in becoming a Director.

3.8 Any candidate wishing to fill a vacant Director position will be considered and voted upon by the existing Board or be or be appointed by the Executive Officers for the remainder of the term of the vacant Director position. If suitable candidates are not found the Director position may remain vacant.

3.9 Any prospective Directors, whether it be at an AGM or to fulfill a vacant position, are required to submit a letter detailing their desire and interest to join the Board, including their past experiences and expected contributions to which BAD Girls Hockey Association and its membership will benefit.

3.10 Fundamentals Convenor

- a. hold, or be willing to complete, all required OWHA certifications
- b. implement the Fundamentals Program



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- c. oversee a skills program to meet the needs and abilities of participants the Fundamentals Program
- d. Liaise with corporate sponsors, such as Timbits Hockey
- e. assist in recruiting on-ice volunteers, and ensure individuals are in place to lead each group, providing support and feedback to those individuals throughout the season

3.11 Tournament Convenor

- a. apply for all OWHA tournament sanction permits as required
- b. coordinate all activities concerning BADGHA sanctioned tournaments, and ensure OWHA tournament regulations are followed
- c. present a financial report for each tournament to the Board
- d. act as chair of the Tournament Committee

3.12 Website/Social Media Convenor

- a. Post photos and information blasts, as needed throughout the season, to Instagram, Facebook and the BADGHA website.
- b. Send media to Hometown Play, The Aylmer Express and Sign Posts, as needed throughout the season
- c. Switch the season on the BADGHA after the AGM

3.13 WOGHL Rep

- a. be the primary contact for and attend all meetings of WOGHL
- b. represent the interests of the BADGHA in WOGHL game scheduling
- c. be the contact in all matters of discipline stemming from game play
- d. liaise between the WOGHL and the BADGHA Board
- e. ensure that each coach has a copy of the WOGHL rules and regulations
- f. ensure scores for all league games are reported to WOGHL

3.14 OWHA Rep

- a. be the primary contact between the Association and the OWHA
- b. implement and enforce all OWHA Code of Conduct
- c. establish and maintain procedures with respect to volunteer clearance, including record of completion of police background checks
- d. oversee any dispute resolution process when required, following OWHA policies

3.15 Equipment Manager

- a. maintain an inventory of all equipment owned by the BADGHA
- b. be responsible for the availability of adequate equipment for all teams, and storage of the equipment
- c. recommend policy to the Board regarding purchasing of equipment
- d. inform all coaches that they are responsible for their team jerseys and all related equipment



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- e. recommend the sale of used equipment and jerseys to the Board
- f. form an ad hoc committee to assist with the handing out of jerseys or equipment
- g. Collect and distribute all jerseys at the beginning and end of season
- h. Take jerseys to have name bars put on at the beginning of the season and removed at the end of season
- i. Recommend inventory at approved vendors for sale to Association membership

3.16 Referee Coordinator

- a. liaise with the Referee in Chief to ensure there are enough certified referees and trained timekeepers to officiate games of the BADGHA
- b. schedule referees and timekeepers
- c. forward records of payment to the Treasurer
- d. ensure refereeing and timekeeper complaints are addressed and solved in a timely fashion

3.17 Ice Convenor

- a. assess the ice requirements for the Association and shall enter contracts with the East Elgin Community Complex, Belmont Arena, and Dorchester Arena to meet these needs
- b. apportion the ice and times in a fair and equitable manner and present a report regarding ice scheduling to the Board
- c. report any discrepancies of ice times recommendations to resolve the matter to the President

3.18 Bond Convenor

- a. direct and administer The Volunteer Bond System
- b. work with the Team Managers to collect bond cheques from families

3.19 Development Coordinator

- a. Schedule development for BADGHA players and goalies throughout the season
- b. Coordinate ice time and scheduling that is fair and equal to all teams

3.20 Grievance Officer

- a. Establish a complaint form and policies regarding valid complaints and make such information available on the BADGHA website
- b. be responsible for the handling of all submitted valid complaints
- c. Consider all valid complaints with regard to the OWHHA Code of Conduct and the BADGHA Constitution and By-Laws
- d. without the contemplation of the Board, have the ability to refer to the OWHHA any minor infractions under the Code that cannot be addressed by the BADGHA, all major infractions under the OWHHA Code, and all cases of Harassment, Abuse, or Bullying (HAB). Upon such referral, the complaint will follow the process as set forth by the OWHHA.



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- e. For matters not related to bylaw 3.20(d), provide complaint resolution options to the Board at the next Board meeting following submission of the valid complaint.
- f. At the direction of the Board provide a response to any valid complaints in writing

3.21 Constitution and Bylaw Officer

- a. Provide advice to the Board regarding matters related to the Constitution, By-Laws, and other policies and guidance documents
- b. Keep track and assess any possible or recommended changes to the Constitution and By-Laws
- c. Present and lead discussions at the AGM regarding any proposed changes to the Constitution and By-Laws
- d. Keep an approved copy of the Constitution and By-Laws on file and post a reference copy on the BADGHA website.

SECTION 4- Meetings

4.1 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.
- C. The following Order of Business shall be a guide for use at all General Meetings;
 - a. Call to Order
 - b. Approval of Last General Meeting Minute
 - c. Treasurer's Report
 - d. Reports of Board
 - e. Reports of Conveners and Committees
 - f. Elections
 - g. New Business
 - h. Adjournment

4.2 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.

4.3 Annual General Meetings

- A. The AGM shall be held within 30 days of the fiscal year end.
- B. Notice at least 30 days in advance of the Annual General Meeting must be sent out to all members by the Secretary. Members should receive 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.



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- C. 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.
- D. 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.
- E. 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.
- 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.
- G. The following Order of Business shall be a guide for all Annual General Meetings;
 - a. Call to order
 - b. approval of the agenda
 - c. approval of the minutes of the previous AGM
 - d. receiving reports of the activities for the preceding year
 - e. receiving information regarding the planned activities for the coming year
 - f. receiving and approving the financial statements to-date for the year ending and may include projected financial position for the coming year
 - g. consideration of any proposed amendments to the Constitution or By-laws
 - h. transaction of any other business which relates to the operation of the Association
 - i. election of the new Board
 - j. Adjournment

4.4 Voting at Annual General Meeting

- a. Elections for Director positions shall be conducted by secret ballot, one per voting delegate.
- b. Elections for Executive Officer positions or committee membership that requires an election shall be conducted by secret ballot, one per Director



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- c. If elections are not warranted due to a lesser amount of interested parties than open Director positions, or only one interested participant in either an Executive Officer position or named Director position, the person for the position may be acclaimed to such a position
- d. A quorum for an Annual General Meeting shall be a minimum of 5 members eligible to vote and present in person. No business shall be transacted in the absence of a quorum.
- e. The President presiding at an AGM shall have a vote only in the event of a tie vote.

SECTION 5- Fees

5.1 Registration Fees

- A. A fee will be determined by the Board of Directors prior to registration.
- B. Payment in full will be due by registration or pre-determined dates set by the President and the Treasurer.
- C. Payment Schedule may be set up by a member of the Board of Directors on a case by case basis.
- D. Multiple family discount: \$50.00 reduction in current year's registration will be applied to the third registrant or more per family.
- E. All players must be registered to an OWHA affiliation or register to BAD Girls Hockey to play house league or competitive, or to participate in try-outs.

5.2 Tournament Fees

- A. Any tournament fees to be covered by the individual teams.

5.3 Late Fees

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

5.4 Refunds

- A. No refunds will be processed before October 1st, regardless of date of notification.
- B. All refunds must be requested directly to the board in writing.
- C. Refunds will be processed only upon confirmation of receipt of any property or equipment belonging to the association
- D. Calculations of refunds, date of withdrawal will be based on the date the board is notified.
- E. 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 the first game \$75.00 deducted.
 - c. After the 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



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5.5 Bank Charges

- A. Standard bank charges for NSF cheques will be applied to Coaches and Trainers.

SECTION 6- Coaches

6.1 The Coach Selection Committee shall:

- A. Consist of either the President or Vice-President, two other Directors elected by the Board and/or an elected third party with a background in hockey at the November Board Meeting. No member of the Board shall sit on the Coach Selection Committee if they are intending to submit an application for Coach or become bench staff.
- B. Interview, consider, select and make recommendations to the Board based on applications received of coaches for all divisions.
- C. have a minimum of three people in attendance when each interview is conducted and each coaching decision is voted on along with the mandatory presence of either the President or Vice President.
- D. Establish an application deadline and advertise for applications on the BAD Girls Hockey Association website at least two months prior to the deadline.
- E. Only select any Coach once all candidates have been interviewed.
- F. Make all Coaches aware in writing that they are responsible for the team uniforms and equipment belonging to BAD Girls Hockey Association.
- G. Advise all Coaches of the BAD Girls Hockey Association rules and expectations, and information for a selected Coach (i.e: vulnerable sector/criminal check, certification records, deadline for roster submissions).
- H. The coaching committee and/or Board reserve the right to release a coach from his/her duties at any point of the season due to lack of care, duty, responsibility or dishonesty. The committee will follow OWHA guidelines throughout this process. At occurrence, the coaching committee may select an agreed upon candidate to fill the vacancy. They will revisit previous candidates should a coach step down or otherwise not be able to fulfill their duties.

6.2 All teams must have a registered coach with a National Coaching Certificate (NCCP).

6.3 All teams must have a registered trainer with a HTCP Level 1 at all OWHA sanctioned events. All OWHA teams must have at least one female staff registered and OWHA recommends at least one female coach to be registered.



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6.4 BAD Girls Hockey Association will pay for one Coach, and one Trainer Level 1 per team where needed up to \$250 per team. We recommend that all coaches take the OWHA sanctioned course.

6.5 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.

6.6 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. Respect in Sport)

6.7 The BAD Girls Hockey Association will give \$50 per season per team for first aid supplies with submitted receipts by May 31 of the current season.

6.8 Coaches Responsibilities

- A. The Coach shall assign staff to consist of a minimum of; one trainer, one assistant coach (1 of whom is female), one manager, one parent liaison and at least one team representative.
- B. Must conduct a Team Parent meeting at the beginning of the season
- C. Coaches must present their team staff to the Board of Directors 7 days prior to the Roster registration date of July 15. The staff is subject to review by the Board of Directors for approval.
- D. All players and staff must be registered in RAMP by July 15.
- E. Team problems should be directed through the Parent Liaison and follow the 24-hour rule as outlined by OWHA.
- F. All equipment and jerseys must be returned to the Board by May 31.
- G. All coaches must fill out and sign a coaching application agreeing to abide by BAD Girls Hockey Association and OWHA policies.

SECTION 7- Team Categorization

7.1 Age Groups

Age Groups

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



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7.2 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.

7.3 Teams may include underage players where team size permits and approved by the Board of Directors.

7.4 Teams may register maximum 18 skaters and 2 goaltenders

7.5 For teams with more than 18 skaters or 2 goaltenders, the Board of Directors may approve the move of players to best suit the association needs.

SECTION 8- Tryouts

8.1 Tryouts will be posted to allow each member of the association an opportunity.

8.2 Tryouts will include guaranteed 3 skates total.

8.3 Coaches may make cuts after the second try-out.

8.4 To be selected on a competitive team with BAD Girls Hockey Association, a player has to attend at least (1) tryout for said team, unless otherwise approved by the Board.

8.5 Ice times will be posted on the BADGHA website.

8.6 Coaches are responsible for;

- a. preparing a tryout plan and schedule exhibition games
- b. use a set of old jerseys for tryouts
- c. Prepare evaluation sheets for tryouts
- d. Prior to making final cuts, contact the president or board to review player numbers as this may determine number of players for 2nd teams
- e. Posting final roster on team page after final selections have been made
- f. Send a complete list of all your players and bench staff to the registrar by **June 1**

SECTION 9- Players

9.1 All players must be registered and paid on RAMP under a tryout.

9.2 Player Movement

- A. Player Permission to Skate (PTS) forms must be filled out and signed by the President or an Executive, if delegated.
- B. A report of all PTS forms executed must be presented to the Board of Directors.
- C. All import players need to show PTS prior to stepping on the ice for their first tryout.



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- D. Release forms for house league or competitive players will be denied if a player has money due to BAD Girls Hockey Association.
- E. All BAD Girls Hockey Association or teams' property must be returned (i.e. sweaters, bags, trainer's supplies, etc.) in the event a player moves.
- F. Any player moving residence from the area will be released.
- G. All releases must be requested before September 15, and none will be issued after September 15.
- H. It is the player's 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, at least two days in advance.
- I. There will only be Permission to Skate forms given out to players that would like to try out at other centers. There will be no Releases given to any player without Board approval. If in case one center from BAD Girls Hockey wishes to go on their own, they may do so but must notify BAD Girls Hockey Association by May 31 of that season of their intent. They may not sign any other girls from the other two centers for 1 year.
- J. All current BAD Girls Hockey Association players have an opportunity for available spots on teams. The level of the team will be considered. Positions will not be guaranteed. The BAD Girls Hockey Association will work to provide local players with as much opportunity as possible to stay within the organization at appropriate levels.

SECTION 10- Tournaments

10.1 Tournament costs are the responsibility of the participating team.

10.2 It is the responsibility of this team to reschedule any league games and to cover any additional costs that may result.

10.3 BAD Girls Hockey players cannot affiliate to another team if we have an existing team entered into the same tournament.

10.4 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 allocate funding to a maximum of 50% of the fee.

10.5 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 allocate funding to the players to cover the associated costs of participating in the All Star game.



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SECTION 11- Ice Time

11.1 At the beginning of the season every team will be given a minimum of 2 ice times per week.

11.2 Organization ice will be given from September to the end of March. Additional ice time will be paid for in full by the team.

11.3 BAD Girls Hockey Association will follow OWHA guidelines for game and period lengths.

11.4 All ice will be booked by the Ice Convenor.

SECTION 12- Team Sponsorships/Fundraising

12.1 No member of the BAD Girls Hockey Association may approach service clubs for funds without prior approval of the Board.

SECTION 13- Volunteer Bond Policy

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

13.2 Every family with a registered player must provide one (1), \$300 bond cheque for each registered player. Exemptions see 14.8.

13.3 Four (4) bond hours for each registered player are required for the first two players in a family. No further bond hours are required for additional players in a family

13.4 The Bond Convenor will;

- A. direct and administer The Volunteer Bond System
- B. work with the Team Managers to track and record bond hours for the teams.

13.5 The Team Manager will;

- A. will collect funds 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 30th of the coming year. (example for the 2023/2024 season cheques payable for April 30th, 2024)
- B. will be cashed on April 30th of the coming year from all families with unfulfilled bond hours.
- C. will be shredded after the bond hour has been confirmed as fulfilled by the Bond Convenor.

13.7 Cash

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



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B. be returned in full after the bond hour has been confirmed as fulfilled by the Bond Convenor.

13.8 BAD Girls Hockey Board Members, Coaches and Trainers and Team Managers are exempt from all Bond hours.

13.9 Positions

- A. will be reviewed annually.
- B. Any changes for the coming year will require board ratification at the 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, more opportunities can become available and posted on the website throughout the year.

13.10 Team fundraising does not contribute to the bond program.

Section 14- Insurance Policy

14.1 The BADGHA participates in the Hockey Canada Insurance Program as purchased by the OWHA

14.2 Hockey Canada Insurance is in effect for: OWHA sanctioned events including but not limited to league & playoff games, tournaments, exhibition games, practices, training camps, and sanctioned fundraisers

14.3 Only participants properly registered with BADGHA will be allowed to participate in BADGHA sanctioned activities

Section 15- Social Media Policy

15.1 BADGHA agrees to follow and abide by the Social Media Policy set forth by the OWHA for all member organizations.

15.2 Inappropriate behavior exhibited through Social Media will not be tolerated and may result in disciplinary action being taken by BAD Girls Hockey or the OWHA.

15.3 No individual or group may represent BAD Girls Hockey Association, the Board of Directors, Teams, Team Officials, Players, or Parents/Guardians in any public medium without the expressed consent of BADGHA Board of Directors.

Section 16- Grievance Policy

16.1 BAD Girls Hockey Association will follow this code of ethics;

- a. Abide by the Constitutions of the BAD Girls Hockey Association and OWHA.
- b. Exemplify the highest moral character, behavior and leadership.



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- c. Respect the integrity and personality of each individual athlete.
- d. Abide by the rules of the game in letter and in spirit.
- e. Respect the integrity and judgment of the officials.
- f. Demonstrate a continuing interest in coaching principles and techniques through professional growth and improvement.
- g. Encourage athletic participation that is free of violence.
- h. Display modesty 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 in each athlete the qualities of leadership, initiative and good judgment.

16.2 Any member of the BAD Girls Hockey Association who has a complaint, objection or advice must go through the following route:

- A. Speak to your coach privately and if necessary wait 24 hours to call him/her – if not resolved.
- B. Speak to your team manager/liaison privately – if not resolved,
- C. Contact the Grievance Officer in writing.

16.3 The Complaint Committee shall:

- a. consist of the OWHA Rep, the President, the Registrar and up to two other Board Members
- b. Establish a complaint form and policies regarding valid complaints and make such information available on the BAD Girls Hockey Association website;
- c. be responsible for the handling of all submitted valid complaints.
- d. Consider all valid complaints with regard to the OWHA Code of Conduct (the Code), OWHA Regulations, the BAD Girls Hockey Association Constitution and By-Laws
- e. The Complaint Committee may upon review of the evidence;
 - i. Dismiss the complaint and so inform the complainer in writing.
 - ii. Begin a formal investigation and interview all parties involved.
 - iii. Upon conclusion of the investigation, issue discipline if the findings of the investigation warrant it.
- f. without the contemplation of the Board, have the ability to refer to the OWHA any minor infractions under the Code that cannot be addressed by the BAD Girls Hockey Association, all major infractions under the OWHA Code of Code, and all cases of Harassment, Abuse, or Bullying (HAB). Upon such referral, the complaint will follow the process as set forth by the OWHA.
- g. For matters not related to bylaw 16.3 (e), provide complaint resolution options to the Board at the next Board meeting following submission of the valid complaint.
- h. Be responsible to report to the OWHA, the arena(s), and local police if a response to a valid complaint includes any sanctions, suspensions or disciplinary action against an individual or team.
- i. Contemplate conduct unbecoming of a Board Member or Coach that has not been addressed by the OWHA and provide a recommendation to the Board that must be voted on by the Board by secret ballot.



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- j. At the direction of the Board provide a response to any valid complaints in writing within 10 days of the Boards decision.
- k. Be responsible to report to the OWHA, the arena, and the Police if a response to a valid complaint includes any sanctions, suspensions or disciplinary action 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 the discipline of the individual/ family involved.

16.5 Decisions of the Board of Reference may be appealed as per Section 17-Appeals.

Section 17- Appeals

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

Section 18- Additional Committees

18.1 All committees need 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

Section 19- Dressing Room Policy

19.1 BADGHA will follow the OWHA Dressing Room Policy