

**Constitution, By-Laws, Regulations, Rules  
And Operating Manual For the  
Belleville and District Girl's Minor Hockey Association  
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**PART I**  
**• CONSTITUTION •**

**VISION STATEMENT:**

The Belleville and District Girls Minor Hockey Association endeavors to provide and develop opportunities for females to participate in all aspects of ice hockey.

**ARTICLE ONE**

Name

- A) This organization shall be known as the Belleville and District Girl's Minor Hockey Association, hereafter referred to as BDGMHA.

**ARTICLE TWO**

Affiliation

- B) This association is a member of the Ontario Women's Hockey Association (O.W.H.A.) and is affiliated with the Canadian Amateur Hockey Association (C.A.H.A.)

**ARTICLE THREE**

Aims and Objectives

- C) The aims of this Association are:
  - i) To provide a forum for females in the association to participate in organized hockey, that will impart a spirit of co-operation and fair play.
  - ii) To foster and encourage skill development of girls and women in the organization without discrimination.

**ARTICLE FOUR**

Membership

- A) Membership in the Association shall consist of:
  - i) Players registered with the BDGMHA.
  - ii) Parent(s) and/or legal guardians of all players registered with the association.
  - iii) Coaches, assistant coaches, trainers and team managers.
  - iv) An elected board of directors (Executive).
- B) Membership may be revoked or suspended for:
  - v) Failure to abide by and comply with the Constitution, By-Laws, Regulations and Rules of the Association
  - vi) Conviction of a criminal offence that is deemed detrimental to the association.
- C) In order to enact a suspension or revoke a membership the Board of Directors/Executive must conduct a hearing and pass said motion by a two-thirds majority.

**ARTICLE FIVE**

Executive

- A) The BDGMHA Board of Directors shall hereafter be referred to as the "Executive."
- B) The Executive shall consist of a minimum of eight (8) and a maximum of fourteen (14) members. The Executive will be elected by the membership at the Annual General Meeting.

- C) Current members of the Association may run for a position on the Executive. Positions within the Executive will be delegated by the Executive members at the regularly scheduled Executive meeting following the AGM for the following year. The President will be selected by a vote of the Executive members for the following year at the regularly scheduled Executive meeting following the AGM.
  - i. Non-members of the Association must submit a letter of intent (including references) to run for an Executive position one month prior to the Annual General Meeting. The current Executive will review the applicant and advise on eligibility prior to the Annual General Meeting.
- D) The members of the Executive will be elected for a two-year term at the Annual General Meeting with the following exceptions.
  - i. Where a position has come open, an individual may be elected to complete the term of office.
  - ii. The immediate past president will be an inherent advisory position for a period of one year.
  - iii. Executive wishing not to complete their 2 year term must notify the Executive at the last regularly scheduled meeting before the AGM.
  - iv. Executive members ending their 2 year term must notify the Executive at the last regularly scheduled meeting before the AGM of their future intent.
- E) The members of the Executive shall not be subject to any legal liability for any action taken by them in that capacity.
- F) Open positions (after the AGM) on the Executive shall be posted. Applications from the general membership will be accepted for these positions. After 30 days the Executive may fill any vacancies among elected offices by appointment.
  - i. If suitable appointees are not found the remaining Executive members will assume the duties of the vacant office.
- G) Appointments must be passed by a two-thirds majority vote of the Executive.
- H) Appointees:
  - i. Will serve on the Executive until the upcoming Annual General Meeting at which time this position will be open.
  - ii. Will have voting privileges on the Executive.
- I) The President may only vote when it is necessary to break a tie.
- J) Newly elected Executive members shall commence their duties at the next scheduled Executive meeting after the Annual General Meeting. The outgoing and incoming Executives will operate jointly through a transition period consisting of two regularly scheduled Executive meetings after the AGM.
- K) The Executive Administrator has a right to vote at Executive meetings.
- L) In the event that an Executive member holds more than one Executive position, the Executive member will only have one vote.
- M) If an Executive position is shared by two Executive members, will each have a vote as long as no other position is held, otherwise see L.

## **ARTICLE SIX**

### **Authority of the Executive**

- A) The Executive shall have control of the affairs of the Association and bear the primary responsibility for achieving its aims and objectives.
- B) The Executive shall have the power to appoint such committees as it considers necessary to assist in carrying out its responsibilities.

## **ARTICLE SEVEN**

### **Annual General Meeting**

- A) There shall be an Annual General Meeting within the second quarter of the calendar year. The date and location designated by the Executive.
- B) The agenda for the Annual General Meeting must include:
  - i. The minutes from the preceding Annual General Meeting
  - ii. The presentation of the Annual Financial Statement
  - iii. The election of officers
  - iv. Vote on properly submitted notices of motion
  - v. An open forum for questions

## **ARTICLE EIGHT**

### **Executive Meetings**

- A) The Executive shall meet on a regular basis (monthly or more frequently as required, i.e. registration, tournaments) to conduct the business of the Association.
- B) All regularly scheduled Executive meetings shall be open to Association members (as per Article IV) for observation. One half hour will be set aside at the beginning of each meeting for members to bring forward issues or items for discussion.
  - i. The Executive has the right to call "in camera" sessions within the meeting.
  - ii. Observing members cannot participate in discussions or interrupt proceedings.
- C) Notice of regularly scheduled executive meetings shall be posted online on the BDGMHA website.
- D) The chairperson of Executive meetings shall be the President or delegate.
- E) The secretary shall record & distribute minutes.
- F) Minutes of the meetings of the current playing season will be available to members upon their written request. Requests for previous season's minutes must be submitted in writing to the executive for review. Costs incurred will be assumed by the Association Member.
- G) A quorum shall consist of 60% of the Executive.
- H) The Code of Conduct will be honored during all Executive Meetings (see Appendix 1)
- I) All Executive Members will obtain a current CIPIC

**ARTICLE NINE**

Special Meetings

The Executive may call a special "general" meeting when deemed necessary.

**ARTICLE TEN**

Fiscal Year

The fiscal year of the Association shall run from May 1 to April 30 of the following year.

**ARTICLE ELEVEN**

By-Laws, Regulations and Rules

- A) All hockey played under the jurisdiction of the BDGMHA shall be governed by the Associations Regulations and Rules.
- B) New or amended By-Laws, Regulations and/or Rules must be in accordance with O.W.H.A. and C.A.H.A. provisions.
- C) New or amended By-Laws, Regulations and/or Rules which fail to receive ratification at the Annual General Meeting may not be re-introduced or modified for a period of three years.

**ARTICLE TWELVE**

Amendments to the Constitution

- A) This Constitution may be amended at an Annual General Meeting by a two-thirds majority of all votes cast, provided the constitutional amendment is "posted" thirty (30) days prior to the annual General Meeting.
- B) Amendments must be consistent with the aims and objectives of the BDGMHA.

**PART II**  
**• BY-LAWS •**

**ARTICLE ONE**

**Executive**

- A) The Executive shall set policies and conduct the business of the Association.
- B) Members of the Executive shall encourage broader participation of Association members.
- C) When the Executive appoints a committee 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 general purpose of the committee and its particular objectives and responsibilities.
  - iii. Where applicable, specify resources available to assist in the carrying out of its task.
  - iv. Specify the time frame for the work and reporting procedure.
- D) In the event of an Executive member missing three consecutive meetings without notification or justification the Executive may remove this officer and declare the office open by a two-thirds majority vote of the Executive.
- E) If a member of the BDGMHA Executive participates in activities which conflict with the aims and objectives of the BDGMHA that office may be declared vacant by a two-thirds majority vote of the Executive.
- F) If an executive member participates in activities which conflict with the aims and objectives of the BDGMHA that office may be declared vacant by a two thirds majority vote of the executive.
- G) Executive members receive a 100% reduction in their first registration fee to play in the BDGMHA. This is to cover out of pocket expenses. This honorarium may be applied to the player of the executive's choice or may be donated to the Hockey Help Fund.
- H) All executive members will sign an oath of confidentiality. (see Appendix 2)
- I) Breaches of Confidentiality may result in removal of the executive member.

**ARTICLE TWO**

**Duties of Officers**

**A) PRESIDENT**

The President:

- i. Shall be the chief executive officer of the Association.
- ii. Shall keep informed of all matters pertaining to the Association.
- iii. Shall preside at Executive and General Meetings.
- iv. Shall represent the Association at relative functions and events and shall have the prerogative to appoint another member of the Executive to carry out these duties on behalf of the President.
- v. Shall have signing authority on Association documents.
- vi. Must call a meeting of the Executive at the request of three Executive members.

- vii. May only vote on a motion to break a tie.
- viii. May "table" a motion for further research and discussion if deemed to be in conflict with the aims and objectives of the Constitution.
- ix. Shall represent the BDGMHA at all O.W.H.A meetings or activities and shall have the prerogative to appoint another Executive member to carry out these duties on behalf of the President.

**B) VICE PRESIDENT IN CHARGE OF REP TEAMS**

The Vice President in Charge of Rep Teams:

- i. Shall, in the absence of the President, have the authority and perform the duties of the President.
- ii. Shall establish a discipline committee (three to five members) to deal with disciplinary matters involving players and/or coaches.
- iii. Shall have joint signing authority, together with another officer designated by the Executive, in relation to all disbursements.
- iv. Shall keep under review the financial position of the Association and shall make recommendations to the Executive for maximizing revenues and minimizing expenditures.
- v. Shall ensure league and teams are informed (through Executive) of all guidelines and time constraints of applicable OWH rules.
- vi. Responsible for Rep Teams.

**C) VICE PRESIDENT IN CHARGE OF HOUSE LEAGUE**

The Vice President in Charge of House League:

- i. Shall have the authority to perform the duties of the Vice President in Charge of Rep Teams or President in case of their absence.
- ii. Shall be responsible for overseeing the operation of the House League system, including the formation of teams, organization of the schedules and running of the season ending tournament.

**D) DEVELOPMENT COORDINATOR**

The Assistant to the Vice President (2):

- i. Shall assist the Second Vice President in the administration of the house league.
- ii. Shall act as the chairperson for all special events that are deemed to be fundraisers for the Association.
- iii. Shall act as a resource to all Executive members.
- iv. Shall be responsible for the developmental program (10 and Under House League Program).
- v. Shall be assigned duties as needed.

**E) SPONSORSHIP DIRECTOR**

The Sponsorship Director:

- i. The Sponsorship Director shall head up a committee to secure sponsors for all House League teams.
- ii. Make recommendations to the Executive on appropriate sponsorship fees.
- iii. Shall be responsible for the collection of sponsorship monies.
- iv. Shall provide sponsors with team schedules.
- v. Shall work with the Publicity Director to ensure sponsor gets weekly recognition in newspaper and website publication



- vi. Shall oversee the letters of appreciation and plaques to sponsors.
- vii. Establish and maintain contact with sponsors to insure that they are informed and to cultivate a positive relationship.
- viii. It is recommended that new sponsors be encouraged to make a two year commitment.

**F) TOURNAMENT DIRECTOR**

The Tournament Director:

- i. Shall ensure the tournament(s) meet O.W.H.A. criteria for sanctioning.
- ii. Shall oversee the running of the BDGMHA tournament(s).
- iii. Shall report to the Executive pertinent tournament information prior to and following the tournament(s).
- iv. Shall seek input from rep coaches regarding selection of tournament teams and scheduling.
- v. Shall be responsible for maintaining the Tournament account.
- vi. Shall provide the Executive with a tournament financial report.

**G) EQUIPMENT DIRECTOR**

The Equipment Manager:

- i. Shall be responsible for the distribution and collection of all Association hockey equipment.
- ii. Shall see to the appropriate storage and repair of equipment.
- iii. Shall be responsible for the purchase of new or replacement equipment as needed by the Association.
- iv. Shall ensure that Association equipment meets appropriate safety and affiliate standards.
- v. Shall develop and present to the Executive a budget for the purchase and maintenance of Association hockey equipment.
- vi. Co-ordinate all requests for equipment. Must present a "Request to Purchase" to the Executive before any purchases are made.
- vii. Shall attempt to obtain the best price relative to desired quality for all equipment, sweaters and cresting. Priority should be given to sponsors, Association members and Canadian made items where price and quality are comparable.

**H) PUBLICITY DIRECTOR**

The Publicity Director:

- i. Shall coordinate all publicity and advertising as directed by the Executive.
- ii. Shall advise the Executive on activities and special events which may be used to promote female hockey in Belleville and District.
- iii. Shall ensure a weekly report of Rep and house league teams for publication in the newspaper.
- iv. Shall be liaison with the webmaster and ensure an up to date and informative website.
- v. Shall develop Grant Proposals and funding requests.

**I) SECRETARY**

- i. Shall oversee all routine correspondence on behalf of the association.
- ii. Shall take minutes of all executive meetings.
- iii. Shall distribute minutes to all executive members.
- iv. Shall respond to membership requests for minutes.
- v. Shall assist in the coordination of meetings and the AGM.
- vi. Shall maintain notes for the AGM.
- vii. Shall ensure executive sign off on all minutes.
- viii. Shall maintain filing and pertinent documentation on behalf of the organization.

- ix. Shall, with input from the Executive members, set the agenda for Executive meeting.

**J) VOLUNTEER CO-ORDINATOR**

- i. Shall recruit, schedule and supervise volunteers for special events, tournaments and activities.
- ii. Shall facilitate the matching of volunteers.
- iii. Shall maintain documentation of volunteer activities.
- iv. Shall ensure that volunteers receive the necessary orientation training and appreciation.
- v. Shall oversee the collection of criminal record checks and or declarations for all volunteers.
- vi. Shall accept applications for rep teach coaches, executive administrators and ref-in-chief as required
- vii. Shall co-ordinate interview for coaches, executive administrators and ref-in-chief as required.

**K) FUNDRAISING DIRECTOR**

- i. Shall be responsible for developing and coordinating all fundraising activities for the Association.
- ii. Shall develop and promote new fundraising initiatives for the Association.
- iii. Shall present fundraising strategies to the executive for approval.

**L) BINGO CO-ORDINATOR**

- i. Shall report to the Executive Administrator.
- ii. Shall coordinate and oversee the operations of the bingo.
- iii. This position will be paid \$75.00 per bingo.

**M) LOWER LAKES FEMALE HOCKEY LEAGUE REP (LLFHL Rep)**

- i. Shall represent the BDGMHA at all LLFHL meetings and functions.
- ii. Will report to the executive all LLFHL information and updates.
- iii. Will ensure that all teams participating in LLFHL receive all pertinent information and registration.
- iv. Shall be the liaison between rep teams and the LLFHL.

**N) EXECUTIVE ADMINISTRATOR**

The Executive Administrator:

- i. Shall be responsible for the accounting and management of league funds including the general and bingo accounts and any fundraising accounts.
- ii. Shall provide monthly statements to the Executive.
- iii. Shall institute and manage a player information data base.
- iv. Shall liaison with city (Parks & Rec.) regarding ice allocation for all BDGMHA teams, leagues, tournaments etc.
- v. Shall co-ordinate with Referee in Chief, officials for house league and rep teams.
- vi. Shall liaison with tournament director re: handling of tournament fees, etc.
- vii. Shall organize registration as directed by the Executive.
- viii. Shall organize and maintain a resource library for access by coaches.
- ix. Shall be responsible for distribution of calls to appropriate executive members.
- x. Shall receive or be forwarded all BDGMHA correspondence for presentation at the next Executive meeting.
- xi. Shall assist with various association functions as directed by the Executive.
- xii. Shall attend Executive meetings.
- xiii. Shall coordinate with the Tournament Director the handling of the tournament(s).

- xiv. Shall work with the VP in Charge of House league to establish House League tournament budget.
- xv. Shall update the constitution.
- xvi. Shall be a voting position.
- xvii. Shall be an advertised position.
- xviii. A two year term – position under review at end of each year.
- xix. The candidate must be approved by the Executive.
- xx. May be removed from the position with a 2/3 majority vote by the Executive.
- xxi. Shall be paid an honorarium, the amount to be set by the Executive, in twelve equal payments.

**O) ICE MANAGER**

- i. Shall oversee the management, distribution, payment and return of all ice for the BDGMGA.
- ii. Will ensure that all ice transactions reconcile with the budgetary allotment for ice.
- iii. Will work with the Executive Administrator and Parks and Recreation with regards to all ice related issues.
- iv. Shall be responsible for allotment of ice times (house league, rep teams, tryouts).
- v. Shall be paid an honorarium, the amount to be set by the Executive, in twelve equal payments.

**P) PAST PRESIDENT**

The Past President:

- i. Shall serve on the Executive in an advisory capacity.
- ii. May make recommendations to the Executive based on past experience.
- iii. Shall not have voting privileges on the Executive.
- iv. Shall serve for a term of one year or more if requested by the Executive by a 2/3 majority vote.

**Non-Elected Personnel:**

It is recognized that many people beyond the Executive are needed to run this Association. Some of these individuals will hold specific non-elected positions with clearly defined duties and responsibilities. While the Executive may ask for input on pertinent matters from time to time, these positions do not have voting privileges at Executive meetings.

**A) House League Conveners:**

- i. Shall be appointed by the Executive for each of the house leagues: Junior, Intermediate and Senior.
- ii. Shall be responsible for overseeing their respective division.
- iii. Shall make a year-end report to the Executive.

**B) Rep Team Coaches:**

- i. Will be assigned by the Executive after an application, interview and selection process.
- ii. Will work with the Vice-President in Charge of Rep teams on matters pertaining to the rep teams, players, team staff and officials.

**C) Tournament Committees:**

- i. Shall be established and overseen by the Tournament Director.
- ii. Shall be responsible for the operation of tournaments hosted by the BDGMHA.

D) Sub-Committees:

- i. Shall be established by the Executive as required to perform specified tasks or work special events for the Association.
- ii. Shall be responsible to the Executive through the appropriate Executive director.

E) Referee in Chief:

- i. Shall be appointed by the Executive after an application, interview and selection process.
- ii. Refer to Appendix D of the Operating Manual for a complete Job Description.
- iii. Shall be responsible to the Executive through the President.
- iv. This appointment will be reviewed by the Executive at the end of each season.

F) Coaching Mentor(s)

- i. Shall be appointed by the Executive.
- ii. Shall be responsible to the Executive through the President.
- iii. This appointment will be reviewed by the Executive at the end of each season.

**ARTICLE THREE**

General Meetings

- A) An Annual General Meeting (AGM) of the Association membership must be held within the second quarter of the calendar year.
- B) Notice of the Annual General Meeting must be made thirty days in advance.
- C) The Executive may call a special general meeting of the membership as it deems necessary.

Notice for special general meetings must be made two weeks in advance along with a statement of purpose of the meeting and proposed agenda.

- D) Every member of the Association over eighteen years of age shall be entitled to vote at all general meetings.
- E) The President may only vote in the event of a tie.
- F) No quorum shall be required at general meetings including the Annual General Meeting.

**ARTICLE FOUR**

Executive Meetings

- A) The President acting with the Executive shall set a schedule of Executive meetings for the fiscal year. It is recommended that the Executive meet at least on a monthly basis.
- B) The schedule of the Executive meetings shall be posted for the benefit of the membership.

Should an Executive meeting need to be re-scheduled due to weather or unforeseen circumstances the meeting is postponed to the earliest convenient date.

- C) Should the Executive need to call an "emergency" meeting a minimum of three days notice must be given. In special cases the notice period may be waived if the Executive members are in one hundred per cent agreement on the urgency for an Executive meeting.

- D) All Association members are entitled to attend all regularly scheduled Executive meetings as observers.
- E) Association members may request, in writing to the President, to address a particular issue(s) at an Executive meeting. Such requests should be forwarded to the President one week prior to the Executive meeting.

## **ARTICLE FIVE**

### **Conflict of Interest**

- A) Executive members will not have a vote where there is a conflict of interest. These shall include:
  - i. Motions directly involving themselves or members of their immediate family.
  - ii. Coaching selection for a team for which they or a member of their family is eligible.
  - iii. Specific request for financial support from a team or organization with which they or members of their family are involved.
- B) In case of events such as draws, lotteries or other prize winning endeavors undertaken by the BDGMHA. Executive, members of the Executive are deemed to be ineligible.
- C) In situations where players are asked to represent the BDGMHA at specific functions, the said player(s) will be chosen through a fair and equal process.
- D) The President and or the First Vice President of the BDGMHA cannot be the head coach or the manager of a Rep. Team. If a coach has not been found prior to team selection the President or First Vice President could assume as acting coaching or manager position until such a time as a suitable candidate is found.
- E) Only one family member may join the Executive. For example only one parent of a BDGMHA player may be an Executive member.

## **ARTICLE SIX**

### **Amendments to the By-Laws**

Amendments to the By-Laws may be made by the Executive and approved at the Annual General Meeting of the membership. Any amendment must be consistent with the aims and objectives of the BDGMHA and not violate the Constitution.

All proposed amendments to the By-Laws must be received in writing by the Executive at least thirty days prior to the Annual General Meeting and must be passed with a majority vote.

**PART III**  
**• REGULATIONS •**

**REGULATION ONE**

**House League and Rep Teams**

Girls Hockey as operated by the BDGMHA shall consist of two separate divisions: House League and Rep Teams.

**House League**

- A) The BDGMHA House League shall consist of a developmental team, a Junior House League, an Intermediate House League and a Senior House League.
  - i. Players will be placed in an appropriate house league based on age and skill subsequent to player evaluations.
- B) House League teams will participate in a set league schedule.
- C) House League players are eligible to try out for rep teams. Such players must be registered with the OWHA through the BDGMHA.
- D) For skill, social and emotional development a player and/or parent guardian may make a written request to play up or down a level of House League. Final placement will be determined by the Executive.
- E) Only players who have made a written request to the Executive Administrator to play up or down a level of House League two weeks prior to the first house league game will be evaluated and no other persons may apply after that date.
- F) To maintain balance within the house league, requests for travel considerations etc. may not always be accommodated.
- G) House League teams may pick up a player or players from another house league team should the team have less than twelve skaters. Pick-up players may only be used to bring the team roster to twelve skaters plus a goalie.
- H) Pick-up players may not be used in playoffs except for a goaltender from a lower division.
- I) Rep team players, with the exception of those players exempt from House League, must participate in no fewer than fifty per cent of house league games or they will not be eligible for House League Playoffs. (To be monitored by convener and coach). Requests for exemptions will be considered by the Executive.
- J) When registration in house league is insufficient, the age related rep team may be requested to play house league.
- K) From Intermediate house league age and down, exempted rep players may have the choice of playing house league with the approval of the Executive.

- i. For individual players on rep teams where the whole rep team has been exempted from house league, the balance of their registration fees, after the administration fee has been deducted, will be used to reduce the Rep fee their team owes to BDGMHA.
  - ii. For individual rep players on rep team where the whole rep team has not been exempted from house league, who have requested an exemption from house league, the full amount of their registration fee will remain in the house league division and they will not be eligible for a reduction in their team's Rep fees.
  - iii. A maximum number of house league exemptions will be determined yearly by the Executive based on house league registration numbers.
  - iv. All individual applications for exemption from House League must be made in writing to the Executive by final registration.
- L) The above criteria is meant for a guideline only and all decisions will be made by the Executive bearing in mind the well being of the entire house league rather than individual players.
- M) In all unresolved special requests or conflicts due to extenuating circumstances, the decision of the Executive will be final and rendered without prejudice.
- N) Duties of a house league coach: see Appendix "A".
- O) **The Executive** may enact a "One goal per rep team player per game" rule at any point in the season at their discretion.

### **Rep Teams**

- A) All rep teams shall play within approved O.W.H.A. categories.
- B) All BDGMHA rep teams shall be called "Bearcats."
- C) Where numbers and interest is sufficient the BDGMHA shall field Rep Teams in each of the following categories:
  - Initiation: (tyke/novice developmental program): 6 years or younger
  - Novice: age eight (8) or under as of December 31 of the current year
  - Atom: age ten (10) or under as of December 31 of the current year
  - Peewee: age twelve (12) or under as of December 31 of the current year
  - Bantam: age fourteen (14) or under as of December 31 of the current year
  - Midget: age seventeen (17) or under as of December 31 of the current year
  - Intermediate: age twenty (21) or under as of December 31 of the current year
  - Senior: open age
- D) Any player may make a written request to the Executive to play up to another category. Players under that age of eighteen must have this request signed by a parent or guardian.
- E) Only players either from within BDGMHA or from an outside organization, who have made a written request to the Executive Administrator 30 DAYS prior to the first rep tryout will be evaluated and no other persons may apply after the scheduled date. Therefore it is only that player submitting the request who falls under Part III, Regulations, Regulation One, Rep Teams, and Item F).
- F) The Executive shall appoint a committee (minimum of three members) to review and make recommendations on the applications based upon the following criteria:
  - i. Appropriateness of skills for the level of competition
  - ii. Overall impact on the team the player is leaving and on the team the player is going to.

- iii. Players must be evaluated at their current age level as well as with the level they request each year they are outside their age category.
  - iv. The final decision will be made by the Executive.
- G) Each team may register, unless otherwise directed by the Executive, a maximum of seventeen skaters and a maximum of two goalies, except in Senior where each team may register a maximum of eighteen skaters and two goalies.
- i. Teams must register a minimum of thirteen players when available. Exceptions must be approved by the Executive.
  - ii. Rep team coaches are encouraged to carry and develop two goalies.
  - iii. Second entry coaches are encouraged to carry a full roster.
- H) A legal proof of age document shall accompany each player's registration in an age-restricted category.
- I) Rep fees (determined on a yearly basis) are to be submitted by the Rep team in full to the association in accordance with the current registration policy.
- J) All players registered with a Rep team pay equal rep fees. Players registered to a rep team will not have their fees prorated.
- K) Rep teams will be responsible to pay for the LLFHL Final Weekend Tournament. Membership in the LLFHL is mandatory with the exception of the Sr. team.
- L) Rep teams may find their own sponsors. Rep teams must submit the Rep sponsor fee to the BDGMHA. The sponsor must be informed of the amount required by BDGMHA for rep sponsor fees. Any contribution above that is negotiated between the team and the sponsor and may be retained by the Rep team to offset their expenses. If a Rep team is unable to find a sponsor BDGMHA will provide them with one. Rep teams must notify the Sponsorship Director that they have obtained their own sponsor.
- M) Rep teams may find their own sponsors. The sponsor must be informed of the amount required by BDGMHA for rep sponsor fees. Rep teams must notify the Sponsorship Director that they have obtained their own sponsor. Sponsorship needs to be approved by the executive prior to the collection of fees from the sponsor.
- N) To be eligible for a rep team, a player must have attended at least 2/3 of the tryouts of the team you intend to play on and must have paid for all missed tryouts. Exceptions to this rule may be given by the Executive.
- O) All first entry teams have a four (4) player (flexible) restriction for underage and/or import players subject to an Executive decision.
- An import player is defined as any player who comes to BDGMHA with a release.
- P) Managers are required to use approved budget special sheet that will be submitted to the executive administrated by September 30<sup>th</sup>.
- Q) Uniform Policy:
- i. All competitive players are required to wear a navy blue helmet, navy blue hockey pants, and navy blue or any combination of navy blue and white hockey gloves. In addition to the above "on ice" equipment, the players will follow the guidelines of the LLFHL for game jersey socks etc.



- ii. All competitive players are required to arrive at all exhibition games, league games and tournament games wearing the approved “off ice” team uniform. The approved uniform consists of: Belleville Bearcats jacket and yoga pants. Please note that any player wearing items not meeting fair and reasonable standards of wear will be required to replace the item immediately. Players are reminded that this is the uniform that is expected to be seen when you arrive at the rink before and after all exhibition games, league games and tournament games.
- iii. Female Coaches & Trainers: All female coaching staff must wear the Belleville Bearcats jacket, dark dress pants/slacks, dark dress or casual shoes (no running shoes except trainers).
- iv. Male Coaches & Trainers: All Male coaching staff must wear The Belleville Bearcats jacket, dark dress pants, dark dress or casual shoes (no running shoe except trainers).

Failure for the players or coaches to follow the uniform rules may result in discipline action being taken as determined by the executive.

## **REGULATION TWO**

### **Officials**

- A) All on-ice officials must be currently certified through the Canadian Hockey Officiating Program.
- B) All referees must provide proof of current certification.
- C) All referees shall act in accordance with the O.W.H.A. official’s handbook.
- D) The Executive Administrator shall be a liaison with the Association’s Referee-in-Chief.
- E) Complaints of abusive language or conduct unbecoming of an official will be referred to the First Vice President for investigation and referral for disciplinary action.

## **REGULATION THREE**

### **Coaches and Trainers**

- A) All BDGMHA teams must have registered at least one coach with minimum certification of the National Coaching Certification Program (NCCP).
- B) All BDGMHA teams are strongly encouraged to have at least one adult female on the bench as part of the team staff.
- C) All BDGMHA teams must have registered with the team a trainer who has a minimum HTCP level one certification. Coaches and trainers are encouraged to upgrade their levels of certification.
- D) All coaches and trainers, in addition to Executive members and all other team staff, are required to submit proof of completion of a Speak out Clinic to the Executive.

## **REGULATION FOUR**

### **Discipline**

- A) In all cases, discipline shall be as outlined by the O.W.H.A and BDGMHA.
- B) Abusive language or conduct unbecoming of a team official or player will be brought to the attention of the Executive for disciplinary action. In such cases a disciplinary hearing will be held within ten days of notice received by the Executive.

- C) Any players receiving a match penalty will not be allowed to resume playing until a disciplinary hearing has been held (within five days) by the Executive. Failure to appear for a disciplinary hearing will result in an automatic suspension unless specifically exempted by the Executive.
- D) Coaches must notify the Executive within 48 hours, through the First Vice President of any match penalties or other incidents which require a disciplinary hearing.
- E) Any concerns with the operation of the BDGMHA (teams, league, and officials) shall be directed to the Executive.

#### **REGULATION FIVE**

##### **Amendments to the Regulations**

Amendments to the Regulations may be made by the Executive. Any amendment must be consistent with the aims and objectives of the BDGMHA and not violate the Constitution.

Part IV  
• RULES •

**RULE ONE**

Rules of Competition

- A) Canadian Hockey Association (CHA) rules shall be followed, including the rules specific to female hockey.
- B) The Executive may amend CHA and/or OWHA rules of competition to be more restrictive in nature.
- C) All players must follow OWHA rules regarding equipment.
- D) As of the fall of 2007, it is recommended that all hockey players (including goalies) registered with BDGMHA wear an approved mouth guard at the discretion of their parents.
- E) BDGMHA teams may only play against OWHA registered teams unless sanction is received from the OWHA and BDGMHA.

**RULE TWO**

Tournaments

- A) BDGMHA teams may participate only in OWHA sanctioned tournaments.
- B) To be eligible to participate in tournaments not sanctioned by OWHA, a team must obtain written permission from the BDGMHA and the OWHA.

**RULE THREE**

Hosting Tournaments

- A) All BDGMHA Rep teams will support the BDGMHA Tournament(s).
- B) The Executive officer in charge of tournaments shall oversee the formation and operation of a tournament committee.
- C) BDGMHA Tournaments shall conform to OWHA regulations and rules.

**RULE FOUR**

Players

- A) All players competing in BDGMHA Tournaments must be registered with or approved by the OWHA.
- B) For the duration of a tournament a player must only play with the team with which she is entered and not with any other team or association.

**RULE FIVE**

Amendments

Amendments to the Rules may be made by the Executive. Any amendments must be consistent with the aims and objectives of the BDGMHA and not violate the Constitution.

**• OPERATING MANUAL •**

**Please note changes to the Operating Manual may be changed at an executive meeting.**

**Purpose:**

The purpose of the Operating Manual is to outline the procedures and operating policies to be used by the BDGMHA Executive, standing committees, coaches and managers to effectively operate the hockey teams within the Association.

**ITEM ONE**

**BDGMHA and O.W.H.A.**

- A) It is the responsibility of the Executive, coaches and managers to familiarize themselves with the constitutions, By-Laws, regulations and rules of the BDGMHA and O.W.H.A.
- B) It is the responsibility of the Executive to operate this Association in a manner consistent with the constitutions, By-Laws, regulations and rules of the BDGMHA and O.W.H.A.

**ITEM TWO**

**Section 1: Player Registration**

- A) Registration fees will be determined annually by the Executive and be payable to the BDGMHA.
- B) All players registered with the Association are required to comply with all Association By-Laws, regulations and rules. Failure to do so could result in suspension or expulsion from the Association.
- C) There will be no refunds of the association funds after October 31<sup>st</sup>. Exemptions maybe made subject to Executive approval.
- D) Any outstanding debt by a player after the end of the season becomes a family debt and must be paid before any family member is able to tryout and register for the next season at the discretion of the executive.

**Section 2: House League Player Registration**

- A) Registration dates and placement of players in the House League will be the responsibility of the Executive.
- B) Any House League player registering with BDGMHA after the first Monday in September a \$25.00 late fee. There will be no registration after October 1st. Exemptions will be made subject to Executive approval.
- C) Refunds will only be granted if withdrawal is for just cause as approved by the BDGMHA. An administration fee will be charged and refunds granted on a pro rated basis.
- D) Once registration on each team in a House League division reaches 14 players per team, additional registrations may be placed on a waiting list.

**Section 3: Rep Player Registration**

- A) All players must be registered in full prior to attending their first tryouts.
- B) First team rep players that have already been selected in spring tryouts must be registered and paid in full by the first BDGMHA contracted ice time.

- C) First Rep fee payment is due on August 31<sup>st</sup>, second rep fee payment is due on September 30<sup>th</sup>, and third rep fee payment is due on December 1<sup>st</sup>. There will only be three rep fees installments. The first and second rep fee installment will fall under the guidelines of the current registration policy.
- D) A player will be suspended from all BDGMHA activities if payment is not received in full and on time. Partial payment is not accepted. NSF cheques will be subject to a \$25.00 administrative fee.
- E) There will be no refund of rep team fees upon withdrawal from a team after October 30<sup>th</sup>. Exemptions may be made subject to executive approval.
- F) A replacement fee will be levied against any player not returning their BDGMHA Rep. hockey sweater. If the fine is not paid it will be levied against the next year's registration.
- G) Rep fees cannot be carried from one year to the next. All players must end the season with at a zero balance for both registration and rep fees.

### **ITEM THREE**

#### **Releases and Permission to Skate**

- A) Player releases will be unconditionally granted provided:
  - i. All fees are paid in full
  - ii. All equipment belonging to the BDGMHA is returned
  - iii. It does not impact the ability for a team to function as the level of intent
- B) A release from the BDGMHA will exclude the player from participating in all programs offered by the BDGMHA unless approved otherwise by the Executive.
- C) Anyone requesting a Player Release to play with another association will not be permitted to return the following season (at the discretion of the executive), if there was an available spot in our association at the same level or higher than where the player went to play. Players are required to sit out an additional season (can return after 2 years). This does not apply to players who had no place on a rep team to play.
- D) Permission to skate forms will be granted for a maximum of 30 days with the signatures of any of the following: President, First Vice President, Second Vice President and Third Vice President in order to obtain permission. The remainder of the Executive and coach must be notified.
- E) Permission to skate forms will be granted using the same criteria as player released in Operating Manual, Item Three, Referees and Permissions to Skate, A) i) & ii) and B).
- F) Requests for releases will be considered within seven days of the receipt of a written request by the Executive prior to September 30th. Any requests for releases received after September 30th will be dealt with at the next Executive meeting.

### **ITEM FOUR**

#### **Ice Time**

- A) The Executive shall ensure equal distribution of ice time allotment for practices and games.
- B) For the purposes mentioned in the BDGMHA Constitution, one game consists of fifty minutes of ice time.

## **ITEM FIVE**

### **Coaching Selection and Development**

- A) The BDGMHA shall establish a coach's selection committee consisting of:
  - i. A three to five member panel of Executive members and /or appointees.
  - ii. Members that are not in violation of conflict of interests.
- B) The committee is responsible for interviewing the coaching candidates and selecting a suitable candidate based on criteria to be determined by the Executive.
- C) After the coaching selection committee has made its selection it will be presented to the Executive for approval by a majority.
  - i. The coaching selection process should be initiated in March with all selections of first level coaches confirmed by the first of May when possible.
  - ii. Selection of additional coaches for a division will take place after the final registration and after the selection of the first team in the appropriate division.
- D) The BDGMHA will reimburse approved coaches and trainers to obtain minimum level of certification as required by the OWHHA and BDGMHA.
- E) The BDGMHA will
  - i. Coaches and trainers wishing to be reimbursed by BDGMHA for the cost of their certification/re-certification must notify, and obtain approval from, the Executive prior to the commencement of the course. The BDGMHA reserves the right to deny reimbursement if they feel that there are already an adequate number of coaches and/or trainers already present among the players or their parent/guardians.
- F) All coaches and their coaching staff must submit a current police check to the Executive prior to September 30<sup>th</sup>.
  - i. All police checks will be reviewed and approved by the Executive prior to the finalization of the coaching position.
  - ii. BDGMHA will reimburse all coaches and their coaching staff for out of pocket expenses relating to obtaining a police check.
- G) All successful coaching candidates must present to the Executive, for their approval, a list of potential coaching staff and managers prior to the completion of tryouts.

## **ITEM SIX**

### **Publicity**

It is the responsibility of each team to ensure that its sponsor receives adequate publicity through the press and radio. Each team will work with the Publicity Director in submitting a weekly news report.

## **ITEM SEVEN**

### **Harassment**

The BDGMHA will not tolerate harassment of Association members or by Association members. To this end the Association will follow the recommendations and procedures as outlined in the Ontario Women's Hockey Association. (See Appendix "C"- ONTARIO WOMEN'S HOCKEY ASSOCIATION COMPLAINT INTAKE FORM).

**ITEM EIGHT**

Disciplinary Action

Discipline procedures shall be as outlined by the OWHA and BDGMHA.

- i. It is the responsibility of the Executive to see that disciplinary matters are acted upon fairly and with expediency.
- ii. The establishment and overseeing of a discipline committee shall be the responsibility of the Vice President in Charge of Rep teams or the Vice President in Charge of House League where necessary.
- iii. The BDGMHA forbids the use of alcohol for all coaches and team staff before and during practices and all games. Coaches and their staff must provide a positive example of responsible drinking while interacting with their players.

**ITEM NINE**

Year End House League Tournament

- A) The Vice President in Charge of House League will organize a Year-End House League Tournament for all house league players which will include an awards ceremony.
- B) The cost of the Year-End House League Tournament and awards are to be covered by funds designated for this purpose by the Executive in the Annual Budget.
- C) Rep team coaches are responsible for the organization of a season's end celebration

**ITEM TEN**

Operational Expenditures

- A) Expenditures outside of a pre-approved budget must be brought to the Executive for approval.
- B) Fees charged by the BDGMHA must be substantiated by budgets. All charges to existing fees must be accompanied by a budget and approved by the Executive.
- C) Any coaching staff, parent or a player who wishes to be reimbursed for any out of pocket expense must notify, and obtain approval from, the Executive prior to the incurrence of the expense. The BDGMHA reserves the right to deny reimbursement if they feel the expense is not warranted.

**ITEM ELEVEN**

Honorariums

The Executive may review and award honorariums where it deems appropriate.

**ITEM TWELVE**

Duties of a House League Coach

See Appendix "A"

**ITEM THIRTEEN**

Duties of a Rep Team Coach

See Appendix "B"

#### **ITEM FOURTEEN**

##### **Shared Positions**

The duties and responsibilities of an Executive position may be shared by two individuals. If shared, each individual is entitled to one vote each.

#### **ITEM FIFTEEN**

##### **Awards**

Awards are to be awarded annually by the BDGMHA at the Year-End Celebration.

- 1) **Warren Hendricks Award** - This is awarded to a BDGMHA volunteer for their services.
- 2) **Penny Meitz Award** - This is awarded to a BDGMHA player for their outstanding spirit and sportsmanship.
- 3) **Susan Hooper Award** - This is awarded to a goalie.
- 4) **10 Year Honor Roll** - Current inductees to the 10 year Honor Roll

#### **ITEM SIXTEEN**

##### **Rep Team Operating Funds**

- A) The Executive of the BDGMHA will handle all rep team funds.
- B) A draft budget is due to the Executive for approval four weeks after the team is picked and prior to the first league game. All rep teams will submit, in writing, a budget of all proposed spending and fundraising to the Executive for their approval by September 30th. Failure to do so will result in the revoking of ice time until such time as the budget is submitted and approved.
- C) All monies collected by the Rep teams will be submitted to the Executive Administrator within 48 hours of its collection. This money will be debited to the account of the Rep team directly responsible for its collection.
- D) Rep teams must allow 48 hours for the request, to the Executive Administrator, of all monies required for its operation. The amount of the money forwarded to a Rep team will be credited to the account of the Rep team requesting the funds.
- E) The Executive Administrator will provide to each Rep team, on a monthly basis, a statement of their financial position.
- F) Monies left over in the account at the end of the season will be distributed to the individual Rep teams only up to the amount that each individual player or her parent/guardian contributed to the team. The Rep team must substantiate this amount. Any extra money will be transferred to the BDGMHA Help Fund.
- G) Monies owed to the league by the Rep team will be transferred in full to the league on their due date or upon the date of their incurrence. Exceptions to this rule will be considered by the Executive on a case by case basis upon receipt from the Rep team, in writing, of a letter outlining the reasons for the request for an exception.
- H) Rep teams may not end the season with a negative balance. Money owed to the league must be repaid by the Rep teams or their individual players and/or parents/guardians to remain in good standing with the league. If, at the start of the next season, any money is still owed to the league, a charge equivalent to their portion of the debt will be added to the registration fee of each member of the delinquent Rep team. Failure to pay the surcharge will result in the suspension of playing privileges until such time as the fee has been received.



- I) Any changes to the budget subsequent to September 30<sup>th</sup> must be submitted to the Executive for approval.
- J) Promotional or fundraising activities of individual rep teams must be consistent with the aims and objective of the BDGMHA and pre-approved as part of the operating budget.

**ITEM SEVENTEEN**

Amendments

It is the responsibility of the Executive to update the Operating Manual as required to reflect current procedures and policies enacted by the BDGMHA Executive.

Amendments to the Operating Manual may be passed by a two-thirds majority vote of the Executive.

APPENDIX "A"

• **Duties of a House League Coach** •

**Operations:**

1. Contact all members assigned to your team prior to the beginning of the season, identify yourself and inform players of first practice/game date.
2. Ensure that each player receives equal playing time throughout the season and in playoffs.
3. Allow players to experience playing different positions.
4. Designate team staff such as assistants, trainer and manager.
5. Distribute sweaters, collect them at the end of the season and ensure that they are clean and on hangers.
6. Make sure all players and staff are properly registered and fees are paid.
7. Ensure that all game sheets are properly completed.
8. Have a female assistant or female parent to assist in dressing room.
9. Attend coaches meetings or designate a team representative to attend.
10. Provide a means of communication between league, players and parents.
11. Co-ordinate team pictures and banquet night.
12. Provide the executive with a current Police Check.

**Well Being:**

1. Promote safe play, proper conduct and good fun.
2. See that players are wearing required protective equipment.
3. Have first aid supplies available for practices and games.
4. Have player/parent phone numbers and emergency procedures ready.
5. Be aware of specific medical problems such as asthma, allergies etc.
6. Provide a positive and nurturing environment for players on and off the bench.

**Development:**

1. Allow players to experience all positions
2. Develop basic skills (skating, stick handling, passing, shooting).
3. Teach and develop basic offensive and defensive strategies.

APPENDIX "B"

• **Duties of a Rep Team Coach** •

**Operations:**

1. Conduct team tryouts in a fair and positive manner.
2. Select a team based on skill, hustle, aggressiveness, team play, attitude and commitment.
3. Inform parents and players in advance of the level of commitment and financial input required.
4. Distribute sweaters and collect at end of season. Make sure sweaters are clean and on hangers and returned at a specified date and location determined by the Executive.
5. Select team staff (assistants, trainer, and manager).
6. Make sure all players and staff are properly registered and fees paid.
7. Ensure all game sheets are properly completed.
8. Make arrangements for exhibition games and extra ice.
9. Arrange for officials for all home games.
10. Have monthly parent meetings.
11. Keep an accurate financial record of all monies collected and disbursements.
12. Co-ordinate team fundraising.
13. Support BDGMHA tournament(s).
14. Attend coaches meetings or designate a team representative to attend.
15. Co-ordinate team pictures.
16. Arrange for a year end team celebration.
17. Follow the skills development manual.
18. Provide the executive with a current Police Check.

**Well Being:**

1. Promote safe play, proper conduct and good fun.
2. See that players are wearing proper protective equipment.
3. Have first aid supplies available for practices and games.
4. Have player/parent phone numbers and emergency procedures ready.
5. Be aware of specific medical problems such as asthma, allergies etc.
6. Provide a positive, nurturing environment for players on and off the ice.

**Development:**

1. Organize practices and extra ice time.
2. Plan practices in advance to make efficient and maximum use of ice.
  - i) Treat each player fairly and provide an equal opportunity for all players to develop and improve their skills and knowledge of the game.

**APPENDIX C**  
**• CANADIAN HOCKEY ASSOCIATION •**

To view the Canadian Hockey Association's Speak Out program and policy visit:

[www.hockeycanada.ca/e/develop/speakout/policies.html](http://www.hockeycanada.ca/e/develop/speakout/policies.html)

or contact the BDGMHA for a printed copy.

 <small>ONTARIO WOMEN'S HOCKEY ASSOCIATION</small>	<b>ONTARIO WOMEN'S HOCKEY ASSOCIATION COMPLAINT INTAKE FORM</b>	 <small>ONTARIO WOMEN'S HOCKEY ASSOCIATION</small>
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Please note the following:

- Complaints of harassment, abuse, bullying or cyber-bullying will not qualify a player for an automatic release.
- Definitions are provided.
- Substantiated allegations of harassment, abuse, bullying or cyber-bullying will be considered for sanctions ranging in severity from: no further action to expulsion.

The OWHA cannot guarantee complete confidentiality. The contents of

- this document may be shared in an effort to resolve this complaint here within. By completing the form, you agree that the OWHA may share some or all of this information in the process of resolving the complaint.
- Complaints will be addressed according to severity, resources and safety for participants.
- Fax or email completed form to 905-282-9982 or [fran@owha.on.ca](mailto:fran@owha.on.ca) or send/deliver to OWHA, #3-5155 Spectrum Way, Mississauga Ontario L4W 5A1

Please complete the following:

1. Person making the complaint: ☐ Player ☐ Parent ☐ Administrator ☐ Official ☐ Other \_\_\_\_\_

First Name		Last Name	
Address			
City/Town	Province	Postal Code	
Telephone Number	Fax Number	Email	

2. Person on whose behalf the complaint is made (to be completed if different from above)

First Name	Last Name
Birth Date (day/month/year)	

3. Name of person(s) against whom you are complaining:

First Name	Last Name	
Address		
City/Town	Province	Postal Code
Telephone Number	Fax Number	Email

4. When did the last incident occur? (date): \_\_\_\_\_

5. Please check the ground(s) that best describes your complaint:

A) ☐ **Harassment (refer to Definitions)**

Type of behaviour:

<input type="checkbox"/> Conduct	<input type="checkbox"/> Gestures	<input type="checkbox"/> Comments
----------------------------------	-----------------------------------	-----------------------------------

Based on:

<input type="checkbox"/> Race	<input type="checkbox"/> Ethnicity	<input type="checkbox"/> Disability	<input type="checkbox"/> Colour
<input type="checkbox"/> Religion	<input type="checkbox"/> Age	<input type="checkbox"/> Sexual Orientation	<input type="checkbox"/> Sex
<input type="checkbox"/> Marital Status	<input type="checkbox"/> Family status	<input type="checkbox"/> Pardoned Conviction	

B) ☐ **Abuse (refer to Definitions)**

<input type="checkbox"/> Physical	<input type="checkbox"/> Emotional	<input type="checkbox"/> Sexual	<input type="checkbox"/> Neglect
-----------------------------------	------------------------------------	---------------------------------	----------------------------------

Please note: Neither the OWHA, nor any Member thereof will investigate reports of abuse that meet the definition provided. This information will be provided to the appropriate authorities for follow up.

C) ☐ **Bullying (refer to Definitions)** ☐ **Cyber-Bullying (refer to Definitions)**

<input type="checkbox"/> Physical	<input type="checkbox"/> Verbal	<input type="checkbox"/> Relational	<input type="checkbox"/> Reactive
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**D) ☐ Misconduct (refer to Definitions)**

Please note: Complaints of misconduct will generally be directed for formal or informal resolution according to the OSHA's Handbook and/or policies.

6. Particulars: Provide a summary of the incidents you are complaining about. Your summary must answer the following questions. Section 6 is to be no longer than 2 pages. You may attach any additional documents as necessary.
  - a) Date incident(s) happened.
  - b) Where did the incident(s) happen?
  - c) Who was involved (Name and title/role)?
  - d) What happened?
  - e) How were you treated differently from others (if at all)?
  - f) How do the incident(s) relate to the ground(s) selected?
  - g) Remedy/Resolution(s) you are seeking.

This image shows a blank sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

Day/Month/Year

Signature of Complainant

## ***Appendix D***

### **Referee in Chief**

#### **Officials**

- i. Responsible for all On-Ice Game Officials.
- ii. Responsible for training, monitoring and evaluation performance of referees. Sets the level of game On-Ice Officials may officiate based on their skill level.
- iii. Has to ensure that all officials are OWHA certified.
- iv. Encourage promotion of female Officials as requested by the OWHA.
- v. Ensures all Game Incident Reports and attached game sheets are sent to the appropriate District Bodies.

#### **Scheduling**

- i. Responsible for having the House League schedule completed by October 30<sup>th</sup>,
- ii. Responsible for having the Rep Team schedule completed three weeks after the final scheduling meeting. Scheduling meeting is usually first Sunday in October.
- iii. Responsible for scheduling all relevant clinics.
- iv. Schedule and any following changes must be submitted in electronic format.
- v. Payroll must be submitted in an electronic format

#### **Duties**

- i. Responsible to the executive as a whole, may liaison through President, Vice President of Rep or Vice President of House League.
- ii. Must submit an electronic monthly report to the Executive

This position has a compensation rate of \$800.00. This rate is dependent on the acceptance of all of the aforementioned duties and responsibilities.

## ***Appendix E***

### **Executive Administrator Job 1**

Shall institute and manage a player information data base  
Shall organize registration as directed by the Executive  
Shall be responsible for the accounting and management of league funds including the general and bingo accounts and any fundraising accounts  
Shall provide monthly statements to the executive  
Shall liaison with Rep tournament director re: handling of tournament fees, etc  
Shall work with the VP in Charge of House League to establish House League tournament and budget  
Shall share responsibility of distribution of calls to appropriate executive members  
Shall receive or be forwarded all BDGMHA correspondence for presentation at the next Executive meeting  
Shall assist with various association functions as directed by the Executive  
Shall attend executive meetings  
Shall be an advertised position  
A two year term position under review at the end of each BDGMHA year  
The candidate must be approved by the executive  
May be removed from the position with a 2/3 majority vote by the Executive  
Shall be paid an honorarium, the amount to be set by the Executive, in twelve equal payments.

### **Executive Administrator Job 2**

Shall liaison with City of Belleville, Parks & Rec Dept., all information including, ice allocation for all BDGMHA teams, leagues, tournaments etc.  
Shall share responsibility for distribution of calls to appropriate executive members  
Shall coordinate with the Rep tournament Director the handling of the tournament(s) business  
Shall be responsible for allotment of ice times (house league, rep teams, tryouts etc.)  
Shall coordinate with Referee in Chief, officials for house league and rep teams  
Shall organize and maintain a resource library for access by coaches  
Shall attend executive meetings  
Shall be an advertised position  
A two year term position under review at the end of each BDGMHA year  
The candidate must be approved by the executive  
May be removed from the position with a 2/3 majority vote by the Executive  
Shall be paid an honorarium, the amount to be set by the Executive, in twelve equal payments.



## **DEFINITIONS**

The following are definitions will be used to determine the grounds on which the complaint is made and the process to address it. The OWHHA acknowledges and supports Hockey Canada's definitions of bullying and harassment and abuse.

### **Misconduct**

Misconduct refers to the behaviour or a pattern of behaviour that is found, by a formal (for example an independent investigation) or informal process (i.e. for example an internal fact finding); to be contrary to the OWHHA Code of Conduct and that is not harassment, abuse or bullying.

### **Bullying**

Bullying describes behaviours that are similar to harassment, but occur between children under the age of twelve, or behaviours between youth or between adults that are not addressed under human rights laws. Bullying is intentionally hurting someone in order to insult, humiliate, degrade or exclude him or her.

### **Cyber-bullying**

Bullying which is carried out through an Internet service such as email, chat room, discussion group or instant messaging. It can also include bullying through mobile phone technologies such as short messaging service (SMS).

### **Harassment**

Harassment is offensive behaviour – emotional, physical, and or sexual – that involves discrimination against a person because of their race, national or ethnic origin, age, colour, religion, family status, sexual orientation, sex or gender, disability, marital status, or pardoned conviction. Harassment occurs when someone attempts to negatively control, influence or embarrass another person based on a prohibited ground of discrimination.

### **Abuse**

Child abuse is any form of physical, emotional and/or sexual mistreatment or lack of care which causes physical injury or emotional damage to a child. A common characteristic of all forms of abuse against children and youth is an abuse of power or authority and/or breach of trust.

Abuse is an issue of child protection. Protection refers to provincial, territorial or Aboriginal band-appointed child protective services. A child may be need of protection from harm if abuse or neglect is suspected. Information about one's legal duty to report and circumstances under which reporting must occur according to child protection legislation is available at [www.hockeycanada.ca](http://www.hockeycanada.ca).

### **Emotional Abuse**

Emotional abuse is a chronic attack on a child or youth's self-esteem; it is psychologically destructive behaviour by a person in a position of power, authority or trust. It can take the form of name-calling, threatening, ridiculing, berating, intimidating, isolating, hazing or ignoring the child or youth's needs.

### **Physical Abuse**

Physical abuse is when a person in a position of power or trust purposefully injures or threatens to injure a child or youth. This may take the form of slapping, hitting, shaking, kicking, pulling hair or ears, throwing, and shoving, and grabbing, hazing or excessive exercise as a form of punishment.

### **Neglect**

A general definition of neglect is the chronic inattention to the basic necessities of life such as clothing, shelter, nutritious diets, education, good hygiene, supervision, medical and dental care, adequate rest, safe environment, moral guidance and discipline, exercise and fresh air. Neglect may apply in a hockey setting where there is a chronic inattention in the hockey context, for example when a player is made to play with injuries.

### **Sexual Abuse**

Sexual abuse is when a child or youth is used by a child or youth with more power or an adult for his or her own sexual stimulation or gratification. There are two categories of sexual abuse: contact and non-contact.



## **ONTARIO WOMEN'S HOCKEY ASSOCIATION**

### **Code of Conduct**

This Code of Conduct identifies the standard of behaviour which is expected of all Ontario Women's Hockey Association (OWHA) Members, including athletes, coaches, parents, directors, volunteers, staff, chaperones and others.

OWHA Teams, Associations, Programs and Leagues are committed to providing a sport environment in which all individuals are treated with respect. Members of the OWHA shall conduct themselves at all times in a fair and responsible manner. Members shall refrain from comments or behaviours which are disrespectful, offensive, abusive, racist or sexist. In particular, behaviour which constitutes harassment, abuse, bullying or cyber-bullying will not be tolerated by the OWHA.

During the course of all OWHA activities and events, members shall avoid behaviour which brings OWHA members or the sport of hockey into disrepute, including but not limited to abusive use of alcohol and non-medical use of drugs.

Members shall not use unlawful or unauthorized drugs/narcotics or performance enhancing drugs or methods.

OWHA members shall at all times adhere to the OWHA Team, Association, Program and League operational policies and procedures, to rules governing the OWHA events and activities and to rules governing any competition in which the member participates on behalf of the OWHA.

Members of the OWHA shall not engage in activity or behaviour which endangers the safety of others.

***Failure to comply with this Code of Conduct may result in disciplinary action, suspension or release from membership. Such action may result in the member losing the privileges that come with membership in the OWHA, including the opportunity to participate in OWHA activities.***

## **Appendix 1**

### **Code of Conduct**

The following conduct will be adhered to during BDGMHA executive meetings.

- The Chair will recognize members to have the floor
- One member at a time will have the floor
- No interrupting
- No side conversations
- One topic at a time will be discussed
- All members will treat each other with respect
- No raised voices
- No name calling
- Only items on the agenda will be discussed
- Agenda items must be submitted to the chair prior to the meeting
- Each agenda item will have a fifteen minute time limit
- Please inform chair of any absences
- If you cannot make a meeting the chair should be informed and a report should be submitted to the secretary in your absent for your portfolio.

## **Appendix 2**

### **Affirmation of Confidentiality**

#### **Policy**

The BDGMHA recognizes the importance of privacy and the sensitivity of personal information. Obligations relating to the protection of the privacy of personal information apply to all members of the association. The BDGMHA is responsible for the information it collects and holds.

Association members have the unconditional right to have their privacy respected and to expect that information given in confidence will remain in confidence. Unwarranted disclosure of information and insensitivity to people's privacy undermines the trust and supportive relationship between the executive and association members. Therefore the BDGMHA requires that this affirmation be signed and adhered to in all matters of executive duties.

As a member of the BDGMHA executive I agree to comply with the policy of confidentiality.

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Signed

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Witness

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Date