



**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 Hockey Canada

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 66% 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 six (6) 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 shall 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 no voting privileges 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, each will have a vote as long as no other position is held, otherwise see L above.

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 only. 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 "closed" sessions within the meeting where executive only will be present for the discussion.
 - 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 66% 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 Vulnerable Sector Check and follow the Hockey Canada Screening policy.



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 Hockey Canada provisions.
- C) New or amended By-Laws, Regulations and/or Rules which fail to receive ratification at the Annual General Meeting or by the Executive, where applicable, 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" fourteen (14) 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 two 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) Executive members receive a 100% reduction in their first registration fee to play in the BDGMHA. This honorarium may be applied to the player of the executive's choice or may be donated to the Hockey Help Fund. The executive member must remain an executive member in good standing to maintain the honorarium for the current season. Should a member leave the executive prior to the AGM for that season, payment of the honorarium (inclusive of amount) will be at the discretion of the executive.
- G) All executive members will agree to maintain confidentiality from the time they become a board member, including maintaining that confidentiality should they leave the executive. All executive members are expected to uphold the [OWHA Confidentiality policy](#).
- H) 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 O.W.H.A meetings as deemed necessary and shall have the prerogative to appoint another Executive member to carry out these duties on behalf of the President.
- x) Shall have joint signing authority, together with another officer designated by the Executive, in relation to all disbursements.
- xi) Shall be an individual that has been an executive member on a female hockey executive for a term of 2 years or more.
- xii) Shall be responsible for communication needs with the membership.

B) VICE PRESIDENT

The Vice President:

- i) Shall, in the absence of the President, have the authority and shall perform the duties of the President.
- ii) Shall, in the absence of the President, have the authority and shall perform the duties of the President.
- iii) Shall participate as needed in discipline committees (three to five members) to deal with disciplinary matters involving players and/or coaches and will be considered the lead in charge of this process only as required at the express request of as requested by the Director of Representative and Houseleague.
- 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 OWHA rules.
- vi) Make recommendations to the Executive, in conjunction with the Director of Representative, on appropriate processes for rep team sponsorship to ensure a consistent approach across all representative teams.
- vii) Shall have the authority to perform the duties of Director of Rep, Director of Houseleague or President in their absence or conflict of interest situations, in addition to supporting these roles as needed.
- viii) Shall support the Executive Administrator as required related to financial items.
- ix) Shall support all Administration activities of the association.
- x) Shall be responsible for communication needs with the membership in conjunction with the President and Executive Administrator.
- xi) Shall oversee all communication with association members and teams.
- xii) Shall maintain membership and/or support in all executive committees.
- xiii) Shall support all team management responsibilities for rep teams.
- xiv) Shall conduct the managers meeting with the support of the Director in charge of rep.
- xv) Shall work with the Director in charge of Rep and club coaches as needed in the application for coaches and volunteers, inclusive of the interview process.
- xvi) Shall be the OWHA representative in conjunction with the Executive Administrator.
- xvii) Shall be an individual that has been an executive member on a female hockey executive for a term of 2 years or more.

C) DIRECTOR OF REPRESENTATIVE TEAMS

The Director in Charge of Representative Teams:

- i) Shall, in the absence of the Vice President, have the authority and shall perform the duties of the Vice President.
- ii) Shall lead the discipline committee with the support of the Director of Houseleague and any other appointed executive member (three to five members) to deal with disciplinary matters



- involving players and/or coaches and will be considered the lead in charge of this process. If unable to assist due to scheduling or conflict of interest this will be given to the Vice President.
- 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) Make recommendations to the Executive, in conjunction with the Vice President, on appropriate processes for rep team sponsorship to ensure a consistent approach across all representative teams.
 - vii) Shall be the main contact for coaches of rep teams for any concerns or discussions around team needs/concerns. Responsible for all Rep Teams.
 - viii) Shall support the President and Vice President as needed.
 - ix) Shall support the coaches meeting in conjunction with the Club Coaches with the support of the VP.
 - x) Shall work with the VP in the application for coaches and volunteers.
 - xi) Shall be an individual that has been an executive member on a female hockey executive for a term of 2 years or more.

D) DIRECTOR OF HOUSE LEAGUE

The Director in Charge of Representative Teams:

- i) Shall, in the absence of the Vice President, have the authority and shall perform the duties of the Vice President.
- ii) The Director in Charge of House League:
- iii) Shall have the authority to perform the duties of the Vice President in Charge of Rep Teams or President in case of their absence.
- iv) 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 celebration.
- v) Shall be responsible for all pieces related to the House League program, inclusive of overseeing the financial pieces in support of the Association Executive Administrator.
- vi) Shall be responsible to support any House League events/activities.
- vii) Shall be responsible for receiving complaints through the official reporting process and for forming a discipline committee of 3-5 executive members should a need arise.
- viii) Shall run meetings as required for houseleague.
- ix) Shall support the Director of Representative as requested.
- x) Shall be an individual that has been an executive member on a female hockey executive for a term of 2 years or more.

E) EVENTS CO-ORDINATOR

The Events Co-ordinator:

- 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 work with the tournament group hired to schedule and select teams for the tournament as needed. Shall seek input from rep coaches regarding selection of tournament teams and scheduling.
- v) Shall be responsible for supporting the Executive Administrator in overseeing the Tournament account as needed.
- vi) Shall provide the Executive with a tournament financial report, with the support of the Executive Administrator.
- vii) Shall create schedules for executive volunteer requirements at the tournament and ensure equal participation where possible.
- viii) Shall work with the tournament group, in cooperation with the ice scheduler, to obtain where necessary additional ice for tournament needs.
- ix) Shall ensure that any tournament expenditures are voted on by the board as required (i.e., tournament giveaways, etc.)
- x) Shall reach out to local businesses to receive support for tournament needs (i.e., player of the game coupons, etc.)
- xi) Shall receive the support of other executive as needed for all items related to the tournament.
- xii) Shall recruit, schedule and supervise volunteers for special events, tournaments and activities as needed.
- xiii) Shall facilitate the matching of volunteers.
- xiv) Shall maintain documentation of volunteer activities.
- xv) Shall ensure that volunteers receive the necessary orientation training and appreciation.
- xvi) Shall ensure that all volunteers have been screened as required by the association and OWHA. This includes meeting the Hockey Canada screening requirements.
- xvii) Shall co-ordinate all events and activities, inclusive of the annual banquet and awards.
- xviii) Shall assist with duties as requested by executive.
- xix) Shall support any fundraising needs at the association level, inclusive of setting up events such as equipment swap.

F) DIRECTOR OF EQUIPMENT AND APPAREL

The Director of Equipment and Apparel:

- i) Shall be responsible for the distribution, logging and collection of all Association hockey equipment.
- ii) Shall see to the appropriate storage, organization 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) 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.
- vii) Shall source apparel providers for the association and present them to the executive every three years.
- viii) Shall ensure that the apparel providers sourced provide the highest quality product at the most reasonable expense to the association members.
- ix) Shall be the liaison between the association, and its members, and the sourced apparel provider, solving issues and raising concerns as needed.
- x) Shall be responsible for sharing the process for ordering apparel and advise the membership information required.
- xi) Shall support the overall needs of the organization and other executive positions, inclusive of supporting the discipline committee as requested.



G) WEBMASTER/Social Media

The Webmaster:

- i) Shall work with the Vice President and Executive Administrator to ensure all information on the website is up to date
- ii) Shall renew the annual subscription
- iii) Shall train and support rep managers/coaches in setting up and coordinating their team pages.
- iv) Shall be responsible for closing the teams pages at the end of the season and adversely for setting up the new season prior to tryouts.
- v) Shall respond to enquiries and requests in a timely manner for updates to online information.
- vi) Shall assist with all IT related needs if possible prior to sourcing out external companies
- vii) Shall manage and update social media pages as requested by the executive and association members.
- viii) Creates and manages social media and web content using graphic design tools (i.e. Canva, etc.) and other relevant platforms as needed. Support of other executive positions in creating graphic design content can be requested as needed.

H) SECRETARY

The 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 set the agenda for Executive meeting and circulate the agenda to the executive.
- x) Shall support with notetaking and meeting presence for all other executive positions as required (i.e. disciplinary discussions, coaching interviews, etc.)

I) DIRECTOR AT LARGE

- i) Shall support any of the identified roles as indicated above. Shall facilitate the matching of volunteers.
- ii) Shall fill in for other roles as required by the association due to absence, conflict of interest, etc.
- iii) Shall replace the secretary at any meetings where they are unable to be present.
- iv) Shall support the events coordinator and equipment and apparel director with all activities associated with those roles as required/requested.
- v) Support the communication needs with OWHA as needed in conjunction with the Vice President and Executive Administrator

J) ICE SCHEDULER

- i) Shall oversee the management, distribution, payment and return of all ice for the BDGMHA.
- ii) Will ensure that all ice transactions reconcile with the budgetary allotment for ice.
- iii) Will work with the Executive Administrator and City of Belleville and neighbouring municipalities Parks and Recreation with regards to all ice related issues.
- iv) Shall co-ordinate with the Referee in Chief, officials for house league and rep teams.
- v) Shall be responsible for allotment of ice times (house league, rep teams, tryouts).



- vi) Vi. Shall be responsible to share with the executive a season plan for ice allotment once ice is obtained by the municipalities for review and discussion.

K) EXECUTIVE ADMINISTRATOR

The Executive Administrator:

- i. Shall be responsible for the accounting and management of league funds.
- ii. Shall provide monthly statements to the Executive and rep teams.
- iii. Shall liaison with city (Parks & Rec.) regarding ice payments.
- iv. Shall liaison with tournament director re: handling of tournament fees, etc.
- v. Shall organize registration as directed by the Executive.
- vi. Shall organize and maintain the office files.
- vii. Shall be responsible for distribution of emails to appropriate executive members.
- viii. Shall receive or be forwarded all BDGMHA correspondence for presentation at the next Executive meeting.
- ix. Shall assist with various association functions as directed by the Executive.
- x. Shall attend Executive meetings.
- xi. Shall work with the VP in Charge of House league to establish House League celebration budget.
- xii. Shall be a voting position.
- xiii. Shall be an advertised position.
- xiv. A two-year term – position under review at end of each year.
- xv. The candidate must be approved by the Executive.
- xvi. May be removed from the position with a 2/3 majority vote by the Executive.
- xvii. Shall be paid an honorarium, the amount to be set by the Executive, in twelve equal payments.
- xviii. Shall be a non-voting member of the executive.

L) 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.
- v. Is welcome to attend meetings of the executive however attendance is not mandatory.

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) Rep Team Coaches:

- i. Will be assigned by the Executive after an application, interview and selection process.
- ii. Will work with the Director of Representative teams on matters pertaining to the rep teams, players, team staff and officials.
- iii. Coaches receive a 100% reduction in their first registration fee to play in the BDGMHA. This honorarium may be applied to the player of the coaches choice or may be donated to the Hockey Help Fund. The coach must remain a coach in good standing to maintain the honorarium for the current season. Should a coach leave the a team prior to the O.W.H.A



provincial weekend, payment of the honorarium (inclusive of amount) will be at the discretion of the executive.

B) Rep Team Manager:

- i. Will be proposed by the Coach of the team and provided to the executive for approval within the timeline of team selection.
- ii. Shall be responsible for the management of the rep team inclusive of but not limited to team budgets, receipt of sponsorships, fundraising, tournament bookings, team RAMP administration, team websites, etc. (duties may be delegated to team volunteers at the agreement of the coach and the manager however the manager must be party to all pieces of the team management, in particular as it relates to activities where funds are involved).
- iii. Shall not be related to the head coach of the representative team.
- iv. Shall a team be unable to identify a manager the BDGMHA Executive Administrator will act as the Manager until such time that one is identified. The executive will support the team in obtaining a volunteer.

C) Trainers:

- i. Shall be proposed by the Head Coach
- ii. Shall be at least 21 years of age and must be approved by the executive.
- iii. Shall, where possible, have previous experience in a role with administration of care related to the role of a trainer.
- iv. As per the training, will not be responsible for running a bench door and will be available to watch the game from the bench.

D) Assistant Coaches:

- i. Shall be proposed by the Head Coach
- ii. Shall be at least 21 years of age. Should a coach wish to have an individual under the age of 21 they must advise in writing to the executive why they are requesting the individual, inclusive of their experience. The individual will be added only at the consent of the executive by a majority vote of 66%.

E) 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.

F) On-ice Support

- i) Shall be proposed by the Head Coach
- ii) Shall be at least 2 years older than the oldest birth year of the team.
- iii) Where on ice help is needed by the team from another youth, these staff will be selected from within the BDGMHA or previous BDGMHA players to promote the mentoring and advancement of females in leadership roles.

G) 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 President and Vice President.the appropriate Executive director.

H) 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.

I) Coaching Mentor(s) (club coaches)

- 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.
- iv) Shall be permitted to attend closed executive meetings.
- v) Will be considered a non-voting member of the executive.

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. Only one vote per family is permitted, regardless of number of players in the Association.
- E) The President may only vote in the event of a tie.
- F) 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.
 - iv. Disciplinary action or discussions where they or a member of their family are identified in the concerns
 - v. Disciplinary action for the team on which their player is a rostered individual.
- B) 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.
- C) The President of the BDGMHA cannot be the head coach 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 coach until such a time as a suitable candidate is found.
- D) 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 fourteen days prior to the Annual General Meeting and must be passed with a majority vote.

ARTICLE SEVEN

Code of Conduct

- i) See Annex 2 for the Code of Conduct for the BDGMHA which must be agreed to and followed by all association members and volunteers. This code of conduct is in addition to the OSHA code of conduct that must also be followed.



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) Duties of a house league coach: see Appendix "A".

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: age six (6) or under as of December 31 of the current year (developmental program)

Tyke: age seven (7) or under as of December 31 of the current year
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) Registration fee of \$350 must be paid at tryout time. After that families are permitted to use fundraising or sponsorship monies to pay the remainder of their rep fees. Families are encouraged to raise through fundraising or sponsorship only what is needed to cover their rep fees, because at the end of the season refunds cannot include monies raised through fundraising or sponsorship. Monies refunded can only include fees paid by the family. Starting in the 2018-19 season, all team accounts will be closed at the end of each season. Reimbursement of "family paid" fees will be made at the end of the season, carry over to the next season is not permitted.
- J) 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.
- K) All players registered with a Rep team pay equal rep fees. Players registered to a rep team will not have their fees prorated.



- L) 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.
- M) Rep teams may find their own sponsors. If a Rep team is unable to find a sponsor BDGMHA will assist them in finding one. Rep teams must notify the Sponsorship Director that they have obtained their own 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. Flexible meaning at the executive's 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 30th.
- Q) Uniform Policy:
 - i. All competitive players are required to wear a navy-blue helmet, navy blue hockey pants or shell, and navy blue or any combination of navy blue and white hockey gloves (glove can have some red in them). 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 "off ice" uniform consists of: Belleville Bearcats wind suit, blue t-shirt and blue hoodie as per the website. 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. Coaches and Trainers: All coaching staff must wear a Belleville Bearcat jacket, dark dress pants, appropriate 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 Hockey Canada 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 Volunteer Coordinator.

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 BDGMHA Lower Lakes Rep within 48 hours 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) Hockey Canada rules shall be followed, including the rules specific to female hockey.
- B) The Executive may amend Hockey Canada 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.
- F) As of the fall of 2017, all BDGMHA rep players must have baseline concussion testing done before the start of the season.

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 Tournament Director 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 31st. 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 VP of House league.
- B) Any House League player registering with BDGMHA after the first Monday in October must pay a \$25.00 late fee. 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.
- E) 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.



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 31st, second rep fee payment is due on September 30th, and third rep fee payment is due on December 1st. 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 31st. Exemptions may be made subject to executive approval.
- F) 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.
- C) Anyone requesting a Player Release to play with another association will not be permitted to return the following season, 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. This policy is at the discretion of the executive.
- 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).

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 January with all selections of first level coaches confirmed by the first of April 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 staff, including dressing room Moms, must submit a current police check or declaration to the Volunteer Coordinator prior to August 15th.
 - i. All police checks will be reviewed and approved by the Volunteer Coordinator prior to the finalization of the coaching position.
 - ii. All dressing room Moms must complete the "Respect in Sports for Coaches and Activity Leaders" prior to their assignments.
- 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).



Cyberbullying Resources

<http://www.getcybersafe.gc.ca>

<http://www.needhelpnow.ca>

<http://www.preynet.ca>

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 Celebration and Awards:

- A) The Vice President in Charge of House League will organize a Year-End House League Celebration for all house league players which will include an awards ceremony.
- B) The cost of the Year-End House League Celebration and awards are to be covered by funds designated for this purpose by the Executive in the Annual Budget.

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
- 5) **Morgan Carleton Spirit Award** – This is awarded to a BDGMHA house league player who shares the same “Love of the Game” as Morgan did and smiling the whole time she’s playing.
- 6) **Coach of the Year** – Rep and House League

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 deposited by the Rep teams will be reported 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 30th 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.
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. Contact Ice Scheduler to book 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

or contact the BDGMHA for a printed copy.

	ONTARIO WOMEN'S HOCKEY ASSOCIATION COMPLAINT INTAKE FORM	
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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 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
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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
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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 OWHA'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.

Day/Month/Year

Signature of Complainant



Appendix D

Referee in Chief

Officials

- i. Responsible for all On-Ice and Off-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 referees booked according to the House League schedule.
- ii. Responsible for having the Rep Team schedule posted 48 hours after the final scheduling meeting. Scheduling meeting is usually last Sunday in September.
- iii. Responsible for scheduling all relevant clinics.
- iv. Any schedule 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 organize registration as directed by the Executive
Shall be responsible for the accounting and management of league funds.
Shall provide monthly statements to the executive and rep teams.
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 budget
Shall share responsibility of distribution of emails 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 emails 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 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 OSHA 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 OSHA 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.

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.