

Manitoba High Performance Ringette League

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Acronyms used in this document

MHPRL : Manitoba High Performance Ringette League

RMB : Ringette Manitoba

WRL : Winnipeg Ringette League

AGM : Annual General Meeting

Association Constitution

1. Name

The organization shall be known as the “Manitoba High Performance Ringette League” (MHPRL).

2. Definitions

In this constitution:

- A. “The Association” shall mean the Manitoba AA Ringette League (MHPRL) as here in afterdefined. The physical boundary of the MHPRL is defined as province wide.
- B. “League” shall mean any League authorized to operate by the MHPRL.
- C. “Ringette” shall mean Ringette in all age groups.
- D. “Special Meeting” shall mean a meeting called by the President or a majority of the Executive to deal with a specific urgent matter requiring notice to all community representatives.
- E. “Community Representative” shall mean an individual member of the Association selected by a community belonging to the Association to attend annual and special meetings and/or to become eligible to serve on the MHPRL Executive.

3. Mission, Values & Objectives

Mission Statement:

The Manitoba High Performance Ringette League ensures that a healthy, competitive AA ringette program exists in Manitoba for athletes who wish to participate at this level, and to ensure that competitive teams are formed for success in interprovincial tournaments, the Western Canadian Ringette Championships, and the Canadian Ringette Championships.

Values that guide the work of Manitoba High Performance Ringette League:

- A. Providing equal representation from organizations hosting AA teams;
- B. Forming AA teams in a well-organized transparent manner;
- C. Being nonpartisan and open to change to ensure the longevity of Manitoba’s AA program;
- D. Maintaining healthy, open, and consistent communication within the ringette community;
- E. Using the principles of LTAD to guide the development of our athletes.

The objectives of the MHPRL shall be:

- A. To encourage and foster AA ringette and Open Elite ringette in Manitoba.
- B. By agreement with Ringette Manitoba, to operate AA Ringette and Open Elite Ringette in Manitoba and to decide and adjust any and all matters that may be in dispute.
- C. To provide a wholesome and rewarding experience to those participating in the sport of AA ringette and Open Elite Ringette, encouraging the development of the highest standards of skills among players, coaches, and officials.
- D. To conduct competitions within the various age categories to determine Provincial champions and to establish a format with respect to same.

4. Membership

- A. Membership of the MHPRL will consist of:
 - 1. The Executive
 - 2. Associations existing within Manitoba with one or more teams registered with MHPRL.

5. Executive

- A. The MHPRL Executive will consist of the following:
 - 1. President
 - 2. Treasurer
 - 3. Secretary
 - 4. League Coordinator
 - 5. Director of Officiating
 - 6. Director of Player Development
 - 7. Convenors:
 - a) Flames Convener
 - b) Angels Convener
 - c) Magic Convener
 - d) Open Convener
- B. Method of Election:
 - 1. Elections of the Executive shall be made at the Annual General Meeting.
 - 2. Nominations must be made and seconded from the floor by members of the MHPRL at the Annual General Meeting. Assent of such a nominee must be given personally at the meeting, or, if a nominee is not present at the meeting, his/her assent must be presented in writing.
 - 3. NOTE: in first year of league operation the Executive will be formed based on the membership of the old AA Committee and volunteers from Elite Open members. This initial executive is formed based on those who volunteer with positions assigned by consensus of the volunteers. The above method of elections will commence at the 2023 AGM.
- C. Term of the Executive:
 - 1. Executive members will take office immediately following the Annual General Meeting at which they had been elected.
 - 2. All members of the Executive shall serve a two (2) year term, with election for each position being staggered to occur in either an odd or even calendar year (as indicated under each position's individual responsibilities description).
 - 3. No Executive member shall hold the same office to which they are elected or appointed for more than four (4) consecutive terms, provided, however, provision may be suspended by a two-thirds (2/3) vote at the Annual General Meeting or at the special meeting held for this purpose enabling an Executive member to therefore hold

office for a further term.

4. Fulfilling an unexpired term of office shall be considered as one (1) term.

D. Responsibilities of the Executive:

1. The Executive shall have the power to oversee the affairs of the League, to conduct its business, and to authorize all expenditures and, without limiting the generality of the foregoing, the Executive shall have the power to:
 2. Fill any vacancies which may occur.
 3. Assist annually in the establishing of the League for teams in various age groups and assist in the conducting of competitions thereto.
 4. Register, with Ringette Manitoba, all clubs and players playing in the League.
 5. Hear and determine appeals from decisions from the League and/or club.
 6. Suspend any team, coach, manager, or player and lift any suspension when circumstances warrant.
 7. Determine all questions arising from situations which are not otherwise specifically provided for.
 8. Appoint committees as may be required from time to time to carry on the business of MHPRL.
 9. Accept or reject entries from other regions for participation in the MHPRL authorized League of competitions.
 10. Exercise all the powers and duties of Ringette Manitoba, as they from time to time, pertain to Ringette in MHPRL.
 11. Appoint and/or hire personnel to assist in conducting affairs of the Association.
 12. Establish or change by-laws as required.
 13. Conduct themselves and represent the League in a manner consistent with the ideals and philosophy of the Association. Conduct unbecoming by a member of the Executive will result in their dismissal from the Board.

E. Individual Responsibilities of Executive Officers:

1. President

The President, within the jurisdiction of the Association, shall have all the powers vested in such office by Ringette Manitoba and without limiting the generality of the foregoing, shall have the power to:

- a) Act as a signing officer for the MHPRL.
- b) Call and preside at all meetings.
- c) Exercise the powers of the Executive in the case of emergency.
- d) Sit on all committees as an ex-officio voting member.
- e) Suspend, in consultation with two (2) Executive members (which shall include the League Coordinator or designate and the President's designate) any team, coach, manager and/or player, and shall report these suspensions to the next Executive Meeting and to Ringette Manitoba.
- f) Two year term to end at the AGM on an even calendar year (i.e. 2024).

2. Treasurer:

- a) Receive all monies payable to the MHPRL and keep same on deposit with a registered financial institution.
 - b) Receive and record all accounts payable by the Association and, with the approval of the Executive, pay all such accounts.
 - c) Act as a signing officer for the MHPRL.
 - d) Make payment in all cases by cheque; the signing officers for each cheque being, in all cases, a combination of the Treasurer and any other Executive signing officer.
 - e) Keep proper books of account and make them available to the Executive at each monthly meeting or on special request.
 - f) Prepare and review an annual operating budget for the MHPRL.
 - g) Prepare registration fees for Executive meetings, Annual and Special meetings of the MHPRL, to all community representatives.
 - h) Attends and exercises a vote of the Executive Committee at all MHPRL Executive, Annual and Special meetings.
 - i) Two year term to end at the AGM on an even calendar year (i.e. 2024).
3. Secretary:
- a) Keep all the records of the MHPRL.
 - b) Conduct the special correspondence of the MHPRL and keep the MHPRL records.
 - c) Issue notice of all meetings.
 - d) Record and distribute minutes of all Executive, Annual and Special Meetings to all executive members and, where relevant, to Community Representatives.
 - e) Attends and exercises a vote of the Executive Committee at all MHPRL Executive, Annual and Special meetings.
 - f) Two year term to end at the AGM on an odd calendar year (i.e. 2023).
4. League Coordinator
- a) Calling, preparing an agenda and chairing meetings of the communities for the purpose of organizing the League.
 - b) Ensure that the ice convenors from all communities provide the necessary indoor ice allotments required for the conduct of MHPRL competitions.
 - c) Prepare a schedule for MHPRL league competition.
 - d) Preside at all League meetings.
 - e) Be the official spokesperson for the League.
 - f) Be charged with the general management and supervision of the affairs and operation of the League.
 - g) Be an Ex-officio member of all standing and adhoc committees.
 - h) Attends and exercises a vote of the Executive Committee at all MHPRL Executive, Annual and Special meetings and submits a report for ratification at each of its meetings.
 - i) At MHPRL meetings, not vote except in the case of a tie, when he/she shall cast
 - j) Act as a signing officer.

k) Two year term to end at the AGM on an odd calendar year (i.e. 2023).

5. Director of officiating

- a) Ensure that MHPRL officials are certified, mentored and evaluated according to Ringette Manitoba and Ringette Canada rules and programs.
- b) Provide appropriate on-ice official contacts and guidance to all communities to enable the communities to schedule officials for all MHPRL home games.
- c) Work with RM to plan and host clinics for on-ice officials.
- d) Attends and exercises a vote of the Executive Committee at all MHPRL
- e) Executive, Annual and Special meetings.
- f) Work with MHPRL President to deal with disciplinary issues.
- g) Two year term to end at the AGM on an even calendar year (i.e. 2024).

6. Director of Player Development

- a) Plan and organize MHPRL player development camps.
- b) Organize and run new programs, as required.
- c) Attends and exercises a vote of the Executive Committee at all MHPRL Executive, Annual and Special meetings.
- d) Two year term to end at the AGM on an odd calendar year (i.e. 2023).

7. Conveners

- a) Represent their Association/Program at all League meetings or ensure a designate is inattendance.
- b) Share registration information to facilitate team formation in MHPRL.
- c) Assist the League Coordinator with other duties as required to run the League.
- d) Terms to be determined by the Organization which these Conveners represent (AA or Open).

F. Compliance:

If the Executive members do not fulfill their required responsibilities or miss three (3) consecutive meetings of the Executive, they may be removed from their positions by a two-thirds (2/3) majority vote of the remaining members.

6. Meetings

- A. Annual General Meeting - There shall be held an Annual General Meeting of the MHPRL at the call of the Executive, but no later than May 30th of each year. At least three (3) weeks' notice to all members must be given for this annual meeting.
 - 1. The order of business at the Annual General Meeting shall be as follows:
 - a. Call to order
 - b. Adoption of Minutes of Previous Meeting and Subsequent General Meetings
 - c. Business arising out of the minutes

- d. The President's Report
 - e. The Treasurer's Report and Financial Statements
 - f. Motion to dispense with Auditor
 - g. Portfolio Reports
 - i. League Coordinator
 - ii. Games & Tournaments
 - iii. Officiating
 - iv. Player Development
 - v. Other
 - h. Election of MHPRL Executive
 - i. New Business
 - j. Adjournment
- A. Special Meeting - A special meeting of the MHPRL may be called at the discretion of the President. The President shall call such a meeting at the request of the majority of the Executive. Notice of Special Meeting of the MHPRL shall be given in writing no later than five (5) days prior to the holding thereof.
- B. Executive Meeting - There shall be a meeting of the Executive at the call of the President at least once during the first half and once during the second half of the playing season.
- C. Robert's Rules of Order - Robert's Rules of Order shall prevail at all meetings of the League except if they conflict with the Constitution and By- Laws.

7. Quorum

- A. The quorum for an Executive meeting and/or a Special Meeting shall be 50% + 1.
- B. The Quorum for the Annual General Meeting shall consist of the number of persons present.
- C. In the event of a tie vote, the President shall NOT have a second casting ballot. The matter shall be put down to the end of the agendas for further discussion, or in the case of an Annual General Meeting, a further Special Meeting could be called later to deal with the controversial matter only.

8. Remuneration

- A. Unless authorized at an Executive meeting of the MHPRL, no member of the Executive, or member of the League, shall receive any remuneration for his/her services.
- B. Reasonable expenses shall be reimbursed to the person incurring same upon authorization of the Executive.

9. Amendments to the Constitution

- A. This Constitution may be amended at the Annual General Meeting of the MHPRL by a two-thirds (2/3) majority of the members present and voting.
- B. Policies and Procedures may be amended by 2/3 majority vote by the MHPRL Board Members at any MHPRL Board Meeting or at the MHPRL's Annual General Meeting (AGM). Any Policy and Procedure amendment(s) passed at an MHPRL Board Meeting will govern but will be considered interim until ratified by a 2/3 majority at the subsequent AGM.
- C. Any and all proposed amendments to the Constitution must be in writing and submitted to the MHPRL at least twenty one (21) days prior to the date of the Annual General Meeting. MHPRL shall submit notice of the Amendment to the Constitution to the Community Representatives of record at least ten (10) days prior to the date of the Annual General Meeting.

10. Dues

- A. Each team registered in MHPRL competition shall pay an annual membership in the form of team registration fees to the MHPRL. Said registration fee shall be set by the Executive each year.
- B. The said fees shall be payable at the time the team registers for competition and shall be in addition to any dues or fees payable to Ringette Manitoba and Ringette Canada.

11. Team Registration

- A. All teams must be registered on Ringette Canada forms, which will be issued by the MHPRL and/or League upon receipt from Ringette Manitoba or any forms prescribed by Ringette Manitoba from time to time.
- B. Each community shall be responsible for the collection of membership and/or registration fees and shall submit the same with team entry forms to the League. The League shall in return remit the required fees to the MHPRL Treasurer.
- C. If a team is withdrawn before the registration date established by the Executive, all fees paid may be refunded by the Treasurer.

- D. Registration deadline dates shall be as per Ringette Manitoba policy procedures or, in lieu of, as determined by the Executive from time to time.

12. Dissolution

It is specifically provided that in the event of dissolution or wind up of the Association, all remaining assets, after payment of its liabilities, shall be distributed among the Member Communities on a share and share alike basis. If in the event that this cannot be accomplished for any reason whatsoever, any remaining assets shall be distributed as determined by the Executive to one (1) or more recognized organization of Canada whose objects are identical or similar to those of this Association.

League Constitution

13. Name

- A. The League shall be known as the Manitoba High Performance Ringette League hereinafter referred to as the League.
- B. Accountability – The League shall report to the MHPRL through its League Coordinator.

14. 14 Aims and Objective

- A. To run the League and set rules and establish from time-to-time by-laws and policies pertaining there to.
- B. To promote, administer and develop the game of Ringette.
- C. To teach fair play and sportsmanship with emphasis on the enhancement of good character and citizenship.
- D. To provide a competitive and fun environment for the participants.
- E. To exercise supervision and direction over community members, including the players, coaches, officials, parents and spectators.
- F. To ensure that all community members have their opportunity of presenting their view and having it heard.
- G. To provide support and opportunity to players, coaches, officials, and administrators with the view to improving their skills.
- H. To actively promote, adhere to and support the objectives and policies of the regional, provincial and national associations for Ringette.

15. Membership

- A. Membership in the League shall be open to all communities existing within the boundaries of Manitoba

Officers – Powers and Duties

- i. The League Coordinator shall:
1. Call, prepare agendas and chair meetings of the communities for the purpose of organizing the League.
 2. Ensure that all roles on the League Committee are filled (League Secretary, Community Representatives from each Eastman member community).

3. Ensure that all MHPRL League officers perform their duties.
 4. Ensure that the ice conveners from all communities provide the League Scheduler the necessary indoor ice allotments required for the conduct of MHPRL competitions.
 5. Work with the MHPRL Scheduler to prepare a schedule and assign ice for MHPRL league competition.
 6. Assist MHPRL Director of Games and Tournaments and MHPRL Statistician to schedule MHPRL playoffs.
 7. Preside at all League meetings.
 8. Be the official spokesperson for the League.
 9. Be charged with the general management and supervision of the affairs and operation of the League.
 10. Be an Ex-officio member of all standing and ad hoc committees.
 11. Attends and exercises a vote of the Executive Committee at all MHPRL Executive, Annual and Special meetings and submits a report for ratification at each of its meetings.
 12. At MHPRL meetings, not vote except in the case of a tie, when he/she shall cast the deciding vote.
 13. Develop a schedule for League competition and load said schedule onto the MHPRL Website.
 14. Ensure that no games are scheduled during the Christmas week without prior agreement.
 15. Load rescheduled games onto the website.
 16. Direct all enquires to league coordinator.
- ii. Association Representatives shall:
1. Represent their Association at all League meetings or ensure a designate is in attendance.
 2. Share registration information to facilitate team formation in MHPRL.
 3. Assist the League Coordinator with other duties as required to run the League.
 4. Maintain records of proceedings and meetings.
 5. Ensure that all correspondence is attended to and keep an accurate record of all business transactions of the League. He/she shall have custody of all documents and record, pertaining to the affairs of the League.
 6. Ensure payment of all accounts via the MHPRL Treasurer.
 7. Register all players with the MHPRL and Ringette Manitoba.
 8. Collect all dues from the membership as from time to time determined by the League, the MHPRL, Ringette Manitoba and forward same where applicable.
 9. Perform other duties from time to time assigned to the Secretary by the League.

16. Dues

- A. Each player and/or community member shall pay registration dues based on requirements as determined on an annual basis, by the MHPRL.

17. Representation and Voting at League Meetings:

- A. Each Association Committee member shall be entitled to attend and cast one vote at all League meetings.
- B. No individual can represent more than one vote at any meeting.
- C. There shall be no votes by proxy.

18. Quorum:

- A. The quorum for a League meeting shall be 50% + 1.
- B. In the event of a tie vote, the League Coordinator shall NOT have a second casting ballot. The matter shall be put down to the end of the agenda for further discussion or a further Special Meeting of the MHPRL could be called later to deal with the only controversial matter

19. Election of Officers

- A. The League Coordinator shall be elected at the MHPRL Annual General Meeting.
- B. The League Secretary, League Scheduler and League Statistician shall be elected from the League Community Representatives at the first meeting of the League following the Annual General Meeting.
- C. All members of the League Executive Committee, except as otherwise herein stipulated, and all member Association of the League in good standing shall have one (1) vote.

20. Standing Committees

- A. The Standing Committees of the League shall be as follows:
 - iii. Protest Committee – chaired by the League Coordinator or any other appointee designated by the League from time to time.
 - iv. Nominating Committee – chaired by an appointee chosen by the League
- B. Each year, the League Committee shall appoint at least two (2) others to serve on the committees above.
- C. The terms of reference for each of the committees established above shall be outlined in by-laws established by the League from time to time.

21. Amendments to the League Constitution

The League Constitution shall not be amended except at the MHPRL Annual General Meeting by a two-thirds (2/3) vote of the members present. Notice of the proposed amendments shall be given to the Secretary in writing at least twenty-one (21) days prior to the MHPRL Annual General Meeting. He/She/They shall provide copies of the proposed revisions to all community representatives as set out in the latest records held by the Secretary in this regard.

22. Annual General Meeting

The Annual General Meeting of the League and the MHPRL shall be one and the same.

23. Dissolution

It is specifically provided that in the event of dissolution or wind up of the Association, all remaining assets, after payment of its liabilities, shall be distributed to one or more recognized organization in Canada whose objects are identical or similar to those set out herein. In any event, the manner in which the remaining assets, if any, are to be distributed shall be decided by the MHPRL

Association / League By-Laws

- A. The Manitoba High Performance Ringette League By-Laws are described within the *Manitoba High Performance Ringette League Operating Policies and Procedures* document (See Appendix 1)
- B. Representations to the Executive Board
 - i. All representations to the Executive Board of the MHPRL shall be made first in writing.
 - ii. The Executive Board may from time to time require further submissions and these submissions may be by supplementary written memoranda or by appearance and/or hearing before the Executive Board at such time as convenient to the Executive Board.
 - iii. The Executive Board reserves the right to reserve decisions.
 - iv. All decisions of the Executive Board will be communicated in writing by the Secretary of the Executive Board.
 - v. Any member of the Executive Board who has a special or extraordinary interest in any matter before the Executive Board shall disclose to the Board such special or extraordinary interest and either may voluntarily withdraw from the discussions and voting pertaining to this matter or shall be requested by a majority of the Executive Board to do so.
- C. Complaints and Other Team Responsibilities
 - i. Definition: "team" shall refer to any and all teams operating and authorized to be in existence within the Manitoba Region.
 - ii. Upon receiving complaints from parents, team members and/or team coaching staff on matters concerning teams, the MHPRL Executive members are hereby empowered to act upon these complaints as follows:
 - a. At any time, to call for an audit of financial affairs of any team for the year or years covered by the complaints, up to a maximum of two (2) years previous if they be of a financial nature.
 - b. To appoint an auditor or hire an auditor at the discretion of the Executive duly empowered at the time of receiving the complaint(s).
 - c. To freeze bank accounts that may be operating at the time of calling for the audit until such time as the audit is finalized and an Executive decision is made as a result of the audit, or an Executive decision is made as a result of recommendations from the auditor

appointed or hired by authority of Clause 2ii.

- d. To appoint committees of the Executive to address the situation, as is deemed necessary by the Executive.
- e. To request full cooperation from any team, coach, manager, and/or player, to turn over financial documents to the auditor and/or Executive members by a date and time specified by a Motion of the Executive.
 - Financial documents shall consist of bank statements, cancelled cheques, invoices, deposit slips, general journals and subsidiary ledgers, and any other documents that may be in the possession of the team, coach, manager and/or player that are not herein specifically named.
- iii. All provincial representative teams MUST provide and present a financial statement of their season to the committee.
- iv. Teams may be granted a start-up loan at the discretion of the Executive, and any start-up loans approved by the Executive and granted MUST be due and payable, in monetary form only, to the MHPRL on or before March 1st of the current season in which the loan was granted.

D. Amendments to the By-Laws

- i. The By-Laws of the MHPRL and the League may be amended by a two-thirds (2/3) vote of the members at the MHPRL Annual General Meeting, or a special meeting called for this purpose, provided at least seven (7) day's notice in writing has been given to all community members as set out in the latest records held by the Secretary in this regard.