Constitution, Bylaws, Policies and Procedures

Table of Contents **Page**

Introduction

1. Overview

Transcona Ringette Association is one of the six urban associations in Winnipeg and is responsible for the local supervision of Ringette in Transcona.

The Transcona Ringette Association is a subsidiary body of Ringette Manitoba and therefore abides by its constitution and bylaws.

The Transcona Ringette Association is governed by a board of elected representatives.

2. Definitions

2.1 Constitution

Constitution of Transcona Ringette Association is comprised of

i) Name of the Association
ii) Mission Statement and Goals

2.2 By-Laws

By-Laws - Lay out the basic structures, purposes and management guidelines of the Transcona Ringette Association and its elected officers. The Transcona Ringette Association is covered by the letter of patent of Ringette Manitoba.

2.3 Policies

Policies - Are laid out by the membership and govern the day-to-day operation of the Transcona Ringette Association.

2.4 Procedures

Procedures - Describe how the Constitution, Bylaws, and Policies are carried out and detail the steps taken by the Board. Appointed Representatives and members to attain the goals of the Transcona Ringette Association. They are the external guidelines of the Association.

Constitution of the Transcona Ringette Association

1. Name of the Association

The name of the Association shall be Transcona Ringette Association (hereinafter called TRA).

2. Mission Statement and Goals

Following the guidelines of the Mission Statement of Ringette Manitoba (RMB) the primary goals of the TRA shall be:

a) To promote the greatest possible harmony, communication, cooperation, and coordination among and between the member clubs of the TRA in the interest of development of Ringette in the area, and

b) To provide the opportunity for all clubs and all interested individuals in the area to participate in organized Ringette, and

c) To promote to the highest level, improved Ringette coaching, officiating and player skills in this area.

d) To support and protect the right of each player to play Ringette to her ability on a team of equal caliber.

e) To inform the parents of the opportunities available for their children to play at the highest skill level appropriate to their ability, and the process for applying to play at that level.

f) To inform the players themselves of every aspect of decisions being made on their behalf in regards to playing at their highest level.

BY-LAWS

1. Membership

1.1 Composition

The membership of TRA is open to any individual registering in Transcona wishing to be involved with TRA, willing to abide by and comply with the objectives and bylaws of TRA and is good standing with TRA.

1.2 Membership Categories

a) Full membership - any person interested in TRA and registering in Transcona.

b) Ex Officio members - each member of the Board of TRA shall by virtue of his\her office be a member of TRA.

2. Governance

2.1 The board shall consist of:

The Executive Officers:
- President
- Vice President
- Secretary
- Treasurer
- Registrar
- Director of Minor Officials

The Directors:
- Coaching
- Player Development
- Publicity and Public Relations
- Tournaments
- Ice Scheduler
- Winnipeg Ringette League Representative
- R4U

Convenors
- Community Club - one from each club
- AA Convenor/High Performance Convenor (if applicable)

The Past President
- one year term.

2.2 The Board shall be elected at the Annual Meeting by secret ballot.

2.3 No person may assume the position of the President unless said person has served two years as an Executive Officer, Director or voting Convenor with TRA.

2.4 Members of TRA Board may not be elected by acclamation. If there is only one nominee, they must receive 51% of the votes present in order to be elected into the position. Voting will be by secret ballot and at least two (2) scrutinizers appointed by the chair will count ballots.

2.5 TRA Executive must approve Community Club Convenors onto the TRA Board. TRA reserves the right to refuse any Convenor.

2.6 The Board shall have the authority to fill by appointment any vacancy occurring during a board member's term. Any such appointment shall be ratified at the next Annual Meeting.

3. Nomination of Directors

3.1 Prior to the Annual General Meeting a Nominating Committee will be comprised of three individuals appointed by the Board of Directors. Nominating procedures shall be set out in the Procedures of TRA.

4. Qualifications

4.1 To hold an office on the Board of TRA, the individual should reside in Transcona.

5. Election of a Board of Directors

5.1 The Board of TRA will be elected for a two-year term by majority vote at the Annual Meeting of TRA.

5.2 The following: President, Treasurer, Director of Tournaments, Director of Publicity and Public Relations, Director of Minor Officials and Ice Scheduler shall-be elected on the odd years.

5.3 The following: Vice President, Secretary, Director of Coaching, Director of Player Development, WRL Representative, Director of R4U and Registrar shall be elected on even years.

5.4 The Executive Officers and Directors of the TRA shall be empowered to conduct the TRA business between Annual Meetings of the TRA and shall be responsible to the TRA in so doing.

6. Expulsion and Removal of Directors of the TRA

6.1 A member of the Board failing to fulfill the obligations of his\her office and to TRA may be replaced by a 2\3 majority vote of the Board.

6.2 Any Executive Member, Director of the Board or Convener not in attendance of meetings, without just cause, at 3 consecutive meetings may be asked by the Board of Directors to submit their resignation.

7. Responsibilities of the Board

The Board shall:

7.1 Assume full responsibility for the operation of TRA

7.2 Perform duties and take action as may be in the interest of TRA consistent with the constitution and bylaws.

7.3 Attend Annual General Meetings, Board, and other meetings of TRA as called by the President, as well as meetings called by Ringette Manitoba pertinent to each Board Member's office.

7.4 Exercise financial control over the affairs of TRA and set fees as necessary. The financial records shall be properly reviewed by a qualified accountant disassociated with the Board, every second year or as the Treasurer changes.

7.5 Receive and act on complaints registered regarding any grievance or violation of the constitution, bylaws or procedures of TRA.

8. Duties of each Board Member

8.1 Duties of the President

- Represent TRA at meetings called by the President of RMB
- Preside at all meetings of TRA at which he\she is present
- Decide all questions of order and announce results of voting
- Call all meetings of TRA
- Be an Ex Officio member of all committees
- Be a signing officer
- Attend the Annual Meeting of WRL and Ringette Manitoba
- Attend the Annual Amalgamation Meetings and Presidents Meetings

8.2 Duties of the Vice President

- In the absence or incapacity of the President assume the duties of the President
- Be a signing officer in the absence of a President
- Prepare for Board approval any changes to the constitution, policies and/or procedures in consultation with the President
- Shall attend the Annual Meetings of Ringette Manitoba and WRL, if possible, with the President
- Prepare and submit a year-end report at the AGM

8.3 Duties of the Secretary

- Shall keep record of the procedures of all TRA meetings.

- Shall conduct general correspondence of the TRA.
- Shall give notice of all meetings to persons necessary.
- Shall organize an agenda for meetings.
- Shall maintain a copy of the minutes of all meetings and supply a copy to executive members.
- Shall fill at year end the necessary forms and documents.
- Shall for emergency meetings phone or e-mail all officers on instruction of the President.

8.4 Duties of the Treasurer

- Is responsible for all the Association funds.
- Shall deposit funds in the name of the Association in a Chartered Bank or Credit Union as designated by TRA.
- Shall present a financial statement or report at each meeting of TRA.
- Shall oversee and keep records of all fundraising and financial activities.
- Shall prepare an Annual Report (audited if possible) and Statement of Income and Expenditures to be presented at the Annual Meeting.
- ShaII prepare and present a budget for the next playing season, no later than the October meeting of each year.
- Shall be a signing member, responsible for payment of monies TRA owes.

8.5 Duties of Director of Coaching

- Select coaches each season for all TRA teams from U10-U19
- Chair development committee of association coaches
- Promote coaching clinics for all coaches to become qualified as per RMB/WRL standards
- Attend TRA meetings.
- Promote good coaching practices
- Host coaches meeting with the WRL Rep and President and/or Vice President at beginning of season for all coaches within TRA.
- Work with Ice Convener to obtain ice for player camps and any tryouts if applicable.
- Chairing the team formation and coaching selection committees.
- Work with Registrar in making sure all coaching certifications are obtained in the timeframe allocated by Ringette Manitoba.
- Send coaching certification information and deadlines to all TRA coaches.

8.6 Director of Player Development

- Assist in coordinating district club tryouts or assessments
- Coordinate player development opportunities for players such as but not limited to ringette camps and 3x3 events
- Attend monthly meetings and Annual Meeting
- Prepare and submit a year-end report at the Annual Meeting

8.7 Duties of Registrar

- Shall ensure all players are registered in the RAMP system.
- Shall ensure payment of all registration fees in RAMP system.
- Assist in team formation and amalgamation where needed.
- Prepare the WRL and Ringette Manitoba fee submission form and send to TRA Treasurer and President.
- Collect all parent Code of Conduct and attach to rosters for TRA records in ramp
- Collect all paperwork needed to roster coaching staff and inform TRA Director of Coaching and Player Development what is outstanding.
- Prepare all transfer documents in RAMP for any players leaving TRA due to amalgamation.
- Prepare any additions or deletions of players or coaches to rosters in RAMP.
- Inform players/parents coming to TRA via amalgamation TRA fees, follow up to see if they are collected.
- Prepare upcoming seasons spreadsheet with numbers before registration if all return and send to TRA President after the TRA AGM.
- Work with President and Director of Coaching in organizing the Coaching meet and greet meeting at the beginning of the season.
- Shall work with the Tournament Director on all tournament registrations.

8.8 Duties of Director of Minor Officials

- Provide support and mentoring to the existing TRA Minor Officials, fostering a cohesive and efficient team environment.
- Act as a liaison between the association and relevant bodies such as RMB and WRL, to implement new rule change education and required certification upgrading.
- Oversee the online scheduling of Minor Officials for games in TRA.
- Oversee payroll processes twice a year, ensuring accurate and timely compensation for all Minor Officials
- Address and resolve any disciplinary issues that may arise, maintaining professionalism and fairness in all dealings
- Ensure shot clocks are available and in good working order for all games as required.
- Submit yearly report during TRA Annual General Meeting.

8.9 Duties of Director of Publicity and Public Relations

- Shall assist in implementing all programs initiated by TRA.
- Shall be responsible for the publicity and promotion of the sport of Ringette in Transcona.
- Shall manage website to the best of their abilities.
- Shall manage all TRA social media

8.10 Duties of Director of Tournaments

- Shall chair and direct Tournaments in Transcona.
- Shall chair the Transcona Ringette Tournament committee, and with assistance of other Directors involved delegate to maximize involvement of teams and parents.
- Shall within one month of each tournament return items used, hand in all bills to be paid including all receipts, finalize the tournament financial statement and submit it to the Treasurer.

8.11 Duties of Director of Ice Scheduler

- Shall allocate ice and prepare bills for all teams and give copy of same to Treasurer.
- Shall submit ice requirements for the upcoming season to the appropriate parties.
- Submit ice available to WRL.

8.12 Duties of Director of R4U

- Collect R4U Registrations from Registrar.
- Make sure all parents are emailed the assessment dates and any information needed.
- Attend all or as many as possible assessments in beginning of season.
- Oversee the squads/teams of the Transcona R4U program.
- Attend any R4U meetings including the R4U amalgamation meeting.
- Have a meeting with parents during assessments explain process of amalgamation.
- Give information to President or Registrar once squads are formed by Ringette Manitoba.
- Be available for any TRA Come Try Ringette to answer questions on R4U.
- Communicate R4U information to the TRA board.

8.13 Duties of Winnipeg League Representative

- Represent TRA at monthly WRL meetings and meetings called by chair.
- Attend all TRA meetings.
- Attend if possible the WRL Coaching (Townhall) meeting at the beginning of season.
- Attend the WRL Seeding and Realignment meetings.
- Advise executive of TRA of all business conducted by WRL which affects TRA and shall take to WRL meetings any items as directed by TRA.
- Attend the final WRL Playoff weekend to help council.

- Volunteer for WRL All Star Game.

8.14 Duties of Community Club Conveners

Each Community Club:

- Selected in a manner determined by each Club.
- TRA Executive must approve Community Club Conveners onto the TRA Board. TRA reserves the right to refuse any convener. If refusal is given the Convener will conduct ringette business as per outlined at their Community Club.
- Shall volunteer as requested by TRA Board or provide an alternate.

8.15 Duties of Past President

- Shall remain active for at least a year.
- Shall chair the Nominating Committee for election of officers at the Annual meeting.
- Shall be advisor to the Board.

8.16 Duties of AA Convenor/High Performance Convenor (if applicable)

- Shall be named by the Board each year.
- Will be a nonvoting position.
- Shall be on the BVRA AA Committee.
- Will assist with AA tryouts/evaluations when required.
- Will report any AA information to TRA Board.
- If position is vacant the President or VP or designated board member of TRA shall perform duties if required.

9. Duties of the Board

All Board members shall be responsible to abide by the Constitution, Bylaws, Policies and Procedures of TRA.

They shall:

i) Attend Board Meetings.
ii) Submit a written report to the Secretary at meetings.
iii) Present recommendations to the Board.
iv) Promote a positive image of TRA and Ringette.
v) Objectively outline decisions made by the Board.
vi) Other duties as outlined by Bylaws.

10. Duties of Committees

10.1 Standing Committees shall be chaired by the Board Member responsible for that jurisdiction and shall include:

i) Coaching
ii) Minor Officials
iii) Publicity and Public Relations
iv) Player Development
v) Games and Tournaments
vi) AA Convenor/High Performance Convenor (if applicable)

These members' names and addresses shall be sent to Ringette Manitoba immediately following the Annual Meeting.

10.2 Nominating Committee
Will be comprised of three individuals appointed by the Board of Directors.

10.3 Ad Hoc Committee
Can be established by TRA to deal with specific issues and are disbanded upon completion of the task.

11. Financial

11.1. Revenue

The revenue of TRA is derived from:
i) Player Registration
ii) Sale of TRA resources
iii) Tournament Profits
iv) Donations

11.2 Other fundraisers may be approved by the Board.

11.3 Disbursement of Funds

11.4 Treasurer prepares Cheques co-signed by two of the three signing officers.

11.5 Invoices of expenses must be approved by the Board.

12. Voting Rights of Members

a) Each member of the Board is entitled to one vote at all TRA meetings with exception of the chairperson who votes only in the case of a tie.

b) At the Annual Meeting all association members shall have voting privileges. Association members shall be defined as parents of registered players, and/or a player over eighteen years of age.

c) There will be no proxy votes at the regular or annual meetings.

d) Only members of the association present when a motion is fully put forth may cast a vote and no person may cast more than one vote.

13. Suspension or Cancellation of Membership

The Board shall have the right to suspend or cancel membership at any time, if a member's conduct is deemed inimical or detrimental to the welfare of the TRA. Any appeal shall be chaired by an officer of TRA.

14. Structure of TRA

a) The TRA is a member of Ringette Manitoba.

b) TRA has jurisdiction over Ringette in Transcona as provided by the Bylaws of RMB.

c) The TRA shall be managed by a Board who shall be elected in accordance with the TRA bylaws.

15. Meetings

15.1 Annual
There shall be an Annual Meeting of TRA, the dates and time to be determined by the Board.

a) The Annual Meeting of the full membership shall be held, if possible, before the Annual Manitoba Ringette Meeting. The date and time determined by the Board.
b) Notice of the Annual TRA meeting shall be given to the members at least fourteen days prior to the meeting.

15.2 Meetings of the Board
There shall be a meeting of the Executive Officers and the Directors at least five (5) times per year if possible, at the call of the President.

15.3 Special Meetings
Special Meetings of the TRA may be called as required.

15.4 Emergency Situations
The President shall call upon the Secretary or designate to contact via e-mail or phone all officers of the Association to:

a) Call emergency meeting or to
b) Obtain a majority vote regarding the emergency situation.

16. Quorum

- At the Annual Meeting and Special Meetings of TRA shall be those members in attendance.
- At the monthly meeting of TRA shall be 1\2 + one of voting members.

17. Financial

a) The fiscal year shall be from May 1st to April 30th

b) The signing authority of TRA shall be two: President, Vice President, and the Treasurer.

c) The books, accounts and records of TRA must be reviewed every second year or as the Treasurer changes, by a qualified accountant. These records may be inspected by any member of TRA at anytime upon giving reasonable notice to the Treasurer and President.

18. Dissolution

It is specifically provided that, in the event of dissolution or winding up of TRA, all its remaining assets after payment of its liabilities, shall be distributed to one or more recognized organization in Winnipeg whose objectives are similar to the TRA. The manner, in which the remaining assets, if any, are to be distributed, is to be decided by the Board.

19. Meetings

A) Board of Directors

- Shall meet monthly at least five (5) times per year if possible.
- TRA Board meetings will be closed to members and the public except by approved invitation of the board.
- President may call additional meetings.
- A quorum is half (1\2) plus one member of the Board.
- President votes only in case of a tie.
- An agenda shall be prepared by the Secretary.
- Minutes of Board meetings shall be made available to Board members after approved.

B) Annual General Meeting

- The TRA will hold its Annual meeting by the end of May if possible (prior to the Annual Ringette Manitoba meeting).
- Notice *of* Annual Meeting will be given at least fourteen (14) days prior to the meeting.
- Agenda for Annual Meeting shall include, but not be limited to
  a) Annual Reports of the members of the Board
  b) Annual Report of the President
  c) Financial Report of TRA

d) Nomination and election of the members of the Board by the TRA
e) Revisions to the Constitution, Bylaw, and Policies and Procedures of TRA

C) President's Meeting

- Held at least once a year.
- President of TRA is to attend (Vice President is encouraged to attend).

D) Special Meeting

- Agenda will be only those items meeting called for.
- Notice of Meeting must be given to membership at least five (5) days prior to the meeting.

20. Membership and Registration

1 Membership in TRA is detailed in the Constitution, Section ll.
2. Team registration fees are determined by Ringette Manitoba.
3. Registration - All teams playing must be registered with Ringette Manitoba: all players playing must be registered on RAMP, and thus with TRA.
4. Beginning players must supply proof of birth date if requested.
5. TRA will determine placement of teams in the appropriate age division and loop category.
6. Teams will be formed in accordance with numbers and ability.

21. Special Recognition

The purpose of the Special Recognition Program is to recognize nominees in the following categories:

- Inductees to the Hall of Fame
- Volunteer of the Year
- Coach of the Year
- Ringette Manitoba Shell Canada Scholarship

These awards are given each year and it is the responsibility of TRA to encourage nominations in the categories listed.

22. Insurance

a) Liability insurance is provided in each player's registration.
b) Player insurance is available from Ringette Manitoba for a fee. Open will be insured each year.

23. Amendments to the Constitution

23.1 The constitution or any policy and procedures may be amended by a 2\3 majority only at any monthly meeting or at the AGM. Any and all proposals must be

submitted in writing to the President, Vice-President or Secretary two weeks prior to the meeting. Any amendments made are to be reviewed at the next AGM.

23.2 Where no specific guidance is contained herein, the Ringette Manitoba constitution will be referred to for guidance.

24. Amendments to the Bylaws and Policies

a) Amendments to the Bylaws must be submitted to TRA at least fourteen (14) days prior to the Annual Meeting.
b) The Bylaws may be amended by a two-thirds (2\3) majority of the total available votes at any properly constituted meeting.
c) Amendments to the Policies shall be submitted to TRA not less than fourteen (14) days prior to the Annual Meeting.
d) The Policies may be amended by a simple majority of the total votes present at the Annual Meeting.

POLICIES AND PROCEDURES

1. Fees

a) The Club membership fee for each year shall be due and payable on or before October 31 annually.
b) Each team must be registered and fees paid in full to the TRA, and therefore Ringette Manitoba, in order to play in sanctioned tournaments, or leagues.

2. Sanctioning

a) All tournaments held in Transcona will be sanctioned.
b) Teams playing inter-provincially must apply for approval to Ringette Manitoba in writing.
c) Teams planning to play in tournaments outside of Winnipeg shall notify Ringette Manitoba in writing of their travel plans.
d) Teams planning to travel out of Canada for periods of two days or more shall notify Ringette Manitoba in writing.
e) All teams planning to travel outside Winnipeg to any of the above are asked to notify the TRA in writing.

3. Administration

1. The day-to-day business of TRA is the responsibility of the Executive and the Board of Directors.

The guidelines for the operation of TRA are divided into three (3) separate areas:
i) Constitution
ii) Bylaws
iii) Policies and Procedures

4. Insurance

A portion of RMB membership paid by TRA goes toward liability insurance as per Sport Manitoba policy.

Player insurance is offered through the Ringette Manitoba for players. Open will be insured by TRA each year.

5. Nominating Committee

The Board may appoint a Nominating Committee, which will be comprised of three individuals appointed by the Board of Directors. The nominating committee will be responsible to solicit nominations for the election of Directors.

Nomination – Any nomination of an individual for election as Director will:

a) Include the written consent of the nominee by signed or electronic signature; and
b) Be submitted to the Chair of the Nominating Committee seven (7) days prior to the Annual General Meeting.

Nominations from the Floor– Nominations **will not** be accepted from the floor unless a nominee was missed being brought forward by the Nominating Committee.

6. Meetings

6.1. Board Meetings

- Agenda will be prepared by the Secretary.
- TRA Board meetings will be closed to members and the public except by approved invitation of the board.
- Board members will submit a written report to the Secretary and may add items to the agenda under new business.
- President or Vice President, in the absence of the President, shall chair the meeting.
- A quorum must be present to conduct business of the Association - a quorum outlined in Bylaw #16.
- Decisions will be based on a majority vote.
- Directors are empowered to take action on decisions and recommendations of their Standing and Ad Hoc. Committees once reported and approved by the Board at a Board Meeting.

6.2. Annual Meeting

- Agenda shall be prepared by the Secretary.
- President shall chair the Annual Meeting.
- The agenda shall be approved as the first order of business and items may be added to new business.
- Each Director shall submit an Annual Report containing a summary of the Board Members activities during the preceding year.
- Election of Officers will be done.

6.3. President's Meeting

- Covered in Bylaw 19

Updated April 10, 2025