



CONSTITUTION OF THE ST-BONIFACE ST-VITAL RINGETTE ASSOCIATION

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ARTICLE I | NAME AND GOALS

The name of the Association is the “St.Boniface - St. Vital Ringette Association”; also known as the Bonivital Ringette Association and District 5 (hereinafter called the BVRA or the “association”)

Mission Statement and Goals

To develop, encourage, and promote the sport of ringette for the enjoyment of District 5 participants by providing programs, services, information resources, and opportunities to play and learn in a community based environment.

The BVRA is a volunteer and not-for-profit Association.

ARTICLE II | DEFINITIONS

In this constitution:

- A. Committee, as established by and reports to the president, and is dissolved by the president in that year.
- B. Community Centre Boundary, as defined by the Greater Winnipeg Community Centre area.
- C. Convenor, person elected annually by their respective Community Centre as the Ringette co-ordinator.
- D. “Ringette” as defined by; Ringette in all age groups, and both genders, up to and including OPEN.
- E. Ringette Program, a Community Centre, including the AA Program, having an annual registration for Ringette and an active Convenor

ARTICLE III | OBJECTIVES

The objectives of the Association are:

- A. To promote and develop the sport of Ringette in the BoniVital area and in keeping in the priority of decision making of the Board, 1) the Association, 2) the area Community Centres programs and teams, and 3) the individual participants/players.
- B. To provide the opportunity for all interested individuals within BoniVital to participate in organized Ringette
- C. To support and maintain the individual integrity and territorial jurisdiction of the member Community Centres within the district.
- D. To recognize and support the obligation of every Community Centre to give priority to its resident Ringette players in the district
- E. To provide a wholesome, safe, and rewarding experience to those participating in the sport of Ringette by encouraging the development to the highest standards of skills among players, coaches and officials.

ARTICLE IV | MEMBERSHIPS

Membership of the BVRA is available to any person wishing to be involved with the Association, willing to comply with the constitution and policies of the BVRA. Community Centre representatives must be members in good standing.

ARTICLE V | BOARD OF DIRECTORS

A Board of Directors consisting of shall govern the affairs of the Association:

- 1) The Executive Officers of the Association elected at the Annual Meeting;**
 - A. President
 - B. Secretary
 - C. Treasurer
 - D. Registrar
 - E. Director of Officials (Senior and Minor)
 - F. Ice Convenor
 - G. WRL Representative
 - H. AA Director
 - I. Director of Coaching Development
 - J. Director of Player Development
 - K. U9 Convenor

- 2) The Ringette Convenors of each member Community Centre appointed at their respective Annual Meeting.**

- 3) Method of Election**

Elections of the Executive shall be made at the Annual General Meeting

 1. The Nominating Committee of the BoniVital Ringette Association shall accept nominations
 2. Nominations may be made by any member of the Association, proposed and seconded on a nomination form to be supplied by the Secretary. If such nominee is not present at the meeting, his/her assent must be presented in the form of his/her signature on that section of the nomination form provided for that purpose
 3. Nominations may be made and seconded from the floor by members of the Association. Assent of such a nominee must be given personally or in writing at the meeting.

4. When nominees for any executive position are absent from the AGM, the absent nominees must send a formal letter to be read at the AGM at the time of the election of their position stating:
 - a) reason for being absent;
 - b) their philosophy regarding the duties of the position (not to exceed 2 minutes)
5. All Parents or Guardian of a Registered Ringette Player or player over the age of 18, are allowed to cast one vote for each of the Board of Director Positions.

Other:

1. The BVRA may appoint any such committees as they deem necessary
2. The Board Members hold their position from date of election until they are replaced or they resign.
3. Board members may resign upon written notice to the board's president, with notification to the board members
4. The BVRA shall have the authority to fill by appointment, any vacancy occurring during a board member's term. Any such appointment must be ratified by the members at the next board meeting.
5. The Board is empowered to appoint additional directors if the expansion of the sport in the area justifies such appointment and must be ratified at the next board meeting.

4) Responsibilities of the Executive

A. President

- a) Be a member of the Nominating Committee
- b) Chairs district meetings
- c) Exercise the powers of the Executive in the case of an emergency
- d) Sit on all committees as an ex-officio voting member
- e) Exercise the powers of committees in case of emergencies
- f) Prepare and review an annual operating budget for the Association, with the assistance of the Treasurer
- g) Appoint/elect other necessary board members as required
- h) Represents district at various meetings and events
- i) Signing authority for the district
- j) Attends MRA and WRL meetings and carries the district's vote
- k) Assigns board positions as he/she sees fit
- l) Assigns a tournament chair and committee for annual hosting duties.

B. Secretary

- Apart from the records kept by the Registrar, the Secretary shall keep all the records of the League and shall;
- a) Conduct the official correspondence of the League
 - b) Issue notice of all meetings
 - c) Record and distribute minutes and agendas of all Council, Executive, Annual and Special Meetings to all Council, Executive Members and Local Association President.

- d) Communicates and Allocates all Bingo Responsibilities Ensures that the bingo's designated to the BoniVital Association are equitably distributed among the Membership of the Bonivital Association including the AA Program
- e) Ensures through good communication that each respective Member will have their Required personal to work allocated Bingos
- f) In conjunction with the Treasurer, ensure funds received for the bingos are distributed correctly
- g) Keep attendance records of all voting board members

C. *Treasurer*

- a) Receive all monies payable to the Association and keep same on deposit in a Chartered bank as directed by the Council
- b) Receive and record all accounts payable by the Association and with the approval of the Executive pay all such accounts
- c) Pay all accounts payable not exceeding one hundred dollars without prior approval of the Executive. Payment of referee fees does not require Council approval although a statement must have been provided by the Senior Official
- d) Make payment in all cases by cheque, the signing officers for each cheque being in all cases the following two Executives Members: Treasurer, President
- e) Keep proper books of accounts 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 Association
- g) Prepare registration fees for Council approval
- h) Take office fifteen (15) days following his/her election. His/Her term of office shall normally be from 15 days after the Annual Meeting to May 30th of the following year (or the date of the AGM). The Treasurer shall make a financial report to the Annual Meeting.

D. *Registrar*

- a) Responsible that all teams and players are registered on Ringette Canada registration forms and shall forward a copy to the Manitoba Ringette Association of such registration
- b) Each year prepare a listing of all those community centres that comprise the membership of the League
- c) Maintain a record of birth certificates of all players in the League
- d) Maintain roster information
- e) Maintain communications with Loop Convenors
- f) Maintains all Social Media.

E. *Director of Officials (Senior and Minor)*

- a) Ensure all area officials are notified of their required clinic dates for training
- b) Ensure all area officials are evaluated annually (when necessary). Also ensure their knowledge and ability is to the level compatible with their assigned games
- c) The assignment of referees for all Winnipeg Ringette League games involving players at U14 level and younger
- d) Ensure all Officials are paid on a timely basis (at least twice per season)
- e) Ensure all area officials are notified of their required clinic dates for training

- G. *Ice Convenor*
 - a) The equitable division of all ice allotted by the Winnipeg Parks and Recreation Association to the BoniVital Association.
 - b) Ensure that unused ice is returned to the Winnipeg Parks and Recreation Association within the specifies time so as not to cause a financial burden on the BoniVital Association
 - c) Understand the Winnipeg policy for distribution of ice time

- H. *Winnipeg Ringette League Representative*
 - a) Attending all Meetings of the Winnipeg Ringette League as well as the BoniVital Meeting and communicate to the board on all matters that are of interest

- I. *AA Director*
 - a) With the assistance of the BVRA Executive, select a committee to co-ordinate the BVRA AA Ringette Program
 - b) With the assistance of the AA Committee be responsible for advertising and selection of coaches for the respective age groups
 - c) With the assistance of the AA Committee, oversee the AA tryouts including co-ordination, selection of player evaluators, and player notification of team selections.
 - d) Make recommendations to the BoniVital Association of required equipment purchases, and the care of such equipment during her/his term as Director.
 - e) Ensures that the AA policy (see appendix) is adhered to regarding all AA matters.

- K. *Director Coaching Development*
 - a) Chairs development committee of district coaches
 - b) Promotes coaching clinics within the district for club coaches to become qualified as per MRA/WRL standards
 - c) Attends MRA coaching meetings
 - d) Promotes good coaching practices
 - e) Develops/updates a coaching manual and expectations
 - f) Assists in dealing with annual coaching evaluations

- L. *Director of Player Development*
 - a) Assists in coordinating district club tryouts
 - b) Coordinates player development opportunities for players in the district

- M. *U9 Convenor*
 - a) Communicates and co-ordinates all matters for the current U9 program.

ARTICLE VI | MEETINGS

1. Annual Meeting of the Association

The Annual Meeting of the Association shall be held within sixty (60) days following April 30th of every year. At least ten (10) days notice shall be given to all members.

2. Special Meetings of the Association

A special meeting of the Association may be called at such times and in such places as the Board of Directors may determine and must be called upon the written request of two or more members in

good standing of the Association. Such requisition shall state the objective of the proposed meeting and must give at least seven (7) days notice to all members

3. Executive Meeting

There will be a meeting of the Executive at the call of the President on at least seven days notice to all Executive. The president shall call at least 10 meetings per year.

4. Committee Meetings

As required from time to time, for the efficient operation of the Association.

5. Robert's Rules of Order

Robert's Rules of Order shall prevail at all meetings of the Association except if they conflict with the Constitution and By-Law.

6. The BVRA may appoint any such committees they deem necessary

ARTICLE VII | QUORUM

- The quorum of all Special and Annual Meetings of the Association shall be a majority of the elected members of the Association – therein being no less than 50% of the members present
- The quorum at all Board Meeting of the Executive shall be a majority of the elected members of the Board – therein being no less than 50% of the members present

ARTICLE VIII | VOTING PRIVILEGES

- Each member of the Board of Directors shall have one vote at all regular Meetings of the Board, Special and Annual Meetings of the Association.
- Each member Community Centre shall have one vote at all Special and annual Meetings of the Association, cast by such delegate or alternate delegate as selected by the Community Centre. Such delegate or alternate delegate to be communicated in writing by each Community Centre to the Board of Directors at least 10 days prior to the Annual Meeting.
- If a board member misses three (3) consecutive meetings; his/her voting privileges will not be reinstated until they have attended two (2) consecutive meetings.

ARTICLE IX | EXECUTION OF DOCUMENTS

The President shall sign contracts, engagements, and cheques on behalf of the Association with the Secretary or Treasure of the Association.

ARTICLE X | FISCAL YEAR

The fiscal year of the Association shall end on the 31st day of March in each year

ARTICLE XI | MEMBERSHIP FEES

The Membership fees of the Association shall be determined at each Annual Meeting

ARTICLE XII | FINANCIAL RESPONSIBILITIES

The Association is responsible for managing the expenses and revenues from the following: AA Program, Ice Allocations, Membership Association Fees, Player Fees, Team League Fees, Game Officials, Insurance for Players, Officials, and Coaches, Association Fundraising and Publicity Costs.

The President shall present a Proposed Budget for the Association by June 1st of each year and the previous year Actual Budget shall be closed ten (10) days prior to the Annual General Meeting.

Revenue and Expense Statements for Association activities shall be presented to the Board at the next regular Board meeting.

ARTICLE XIII | AMENDMENTS TO THE CONSTITUTION

The Constitution and Bylaws may be amended by a 2/3 vote of the total available votes present at any properly constituted Annual or Special Meeting provided such a proposal be distributed to all members at least ten (10) days prior to the meeting. The member submitting the amendment may only move the proposal in person at the Annual or Special Meeting.

ARTICLE XIV | NOMINATING COMMITTEE

The Nominating Committee shall be made up of the President and a representative from the Ringette Community.

ARTICLE XV | BOARD OF DIRECTORS HONORARIUM

The BVRA, in an effort to recruit and sustain an active board, will pay volunteer board members in good standing an honorarium of \$300.00 per year. This honorarium is available to board members who commit to a minimum of two years, and is paid out at the end of each year of service following the BVRA AGM. To receive payment board members must “regularly” attend board meetings and AGMs, and fulfill the duties of their individual role.

BVRA AA Ringette Program Policy and Procedure Manual



The name of this program shall be “Angels AA Ringette”, hereafter referred to as “Angels”. Angels AA Ringette program is an integral part of and reports directly to the BVRA board of directors. Angels AA hence forth encompasses all AA teams hosted out of BVRA .

OBJECTIVES

The objective of the Angels program shall be:

1. To offer and administer a AA Ringette program on behalf of participating Associations.
2. To provide a venue and an opportunity for any athlete from the participating associations; BVRA & TRA, to attempt to qualify and, if successful, to play Ringette at the AA level.
3. To promote and encourage Ringette and to operate as a responsible member of the greater Ringette community.
4. To foster a philosophy of the highest level of competitive play and sportsmanship during the game for all athletes.
5. To provide a structure to carry out the operation of a AA Ringette program.
6. To ensure that the rules of Ringette Canada and the Manitoba Ringette Association, and the participating Associations are adhered to, where applicable, by all participating athletes, coaches, referees, parents and spectators.
7. To provide supplemental funding to any AA BVRA team or individual AA BVRA Registered player that attends the Western Canadian Championships, National Ringette Championships. Funds will come from the Angels funds which are the responsibility of BVRA.
8. BVRA AA teams that are provincial champions and who attend the Western Canadian Ringette Championships or the National Ringette Championships as Team Toba, will receive funding from the BVRA AA Program account to cover the cost of the respective registration fee, if monies are available.

MEMBERSHIP AND ADMINISTRATION

1. The Angels program is currently composed of :
 - a. BVRA
 - b. TRANSCONA
2. BVRA AA Director, will administer the Angels program. The AA Director shall serve a minimum two year term and report directly to the BVRA Board.
3. Should any Director not carry out his/her duties in the best interests of the Angels program, the BVRA board shall advise that member of their concern, and, if deemed necessary, shall be empowered to call a special meeting of the Board. A majority vote of the entire Board shall require the Board to provide documentation of their concern to the BVRA president, and strongly encourage that Association to provide a new AA Director.
4. Should the AA Director have a conflict of interest on any matter he/she shall not vote on that matter.

Future Proposal: Remove this and add a Conflict of Interest Section to the Constitution for all levels under Page 6, section 8, voting priviledges.
5. The AA Director will not simultaneously serve as AA Director and Head Coach.
6. It will be the responsibility of the AA Director to provide monthly updates to participating Associations.
7. Angel's policy shall not contravene the policies of the MRA or Ringette Canada.
8. All uniform costs (on-ice uniforms; supplementary apparel) shall be the players' individual expense. The Angels logo must be consistent on all sweaters and team apparel to protect the organization's brand. No change to the Angels uniform, whether colours, patterning or logo, may be made without prior approval of the AA Director. The Angels logo is the property of the BVRA board and cannot be reproduced without prior approval from the AA Director.
9. Consistent standard will be maintained for the Angels Team Jackets in regards to thread color and logo size. This is to ensure that graduating players will not incur additional costs when advancing. Current standard is black jacket with logo on front left and full back.
10. All supplementary Angels' apparel will be communicated on a team by team basis by the AA Director.
11. Any AA Player in financial arrears from the previous season will not be allowed to try-out for a AA BVRA team the following season until that debt is paid in full.

12. Only BVRA registered AA players can receive funding.
13. All parent(s)/guardian(s) must sign the BVRA code of conduct prior to the beginning of the season. By signing the code of conduct, parent(s)/guardian(s) agree to the consequences laid out therein.
14. Injuries and roster alterations shall be dealt with on a case by case basis. Should an injury occur during the season which affects participation, coaches shall contact the AA director.
15. All athletes on the team roster, including those who are injured, are responsible for all associated costs incurred by the team.

TEAM SELECTION

1. Angels' teams shall be selected annually through the tryout process each spring as organized by the AA Committee. All spots on all Angels rosters are undeclared and open before the tryouts commence regardless of number of returning players.
2. Based on the number of skaters registered for tryouts in each age group, the AA Committee will determine minimum roster size along with the AA Director.
3. The respective Angels coaches will use the evaluation results provided by the HPC as a tool for the team's protected list first, and final team selection after that. All players eventually selected to Angels teams must be within the top 75 per cent of the evaluated players.
4. For U16 and U19, the top 6 ranked BVRA skaters will automatically be placed on that team's roster.
5. The AA Director, in consultation with the BVRA President and HP Director, will have the final endorsement on a team formation and reserves the right to challenge any player selection that contradicts the spirit and integrity of the organization. This will be communicated up front to all coaches prior to tryouts.
6. The AA Director will monitor and be available to help out with tryouts as requested by the AA Committee. AA Director assigned to assist with tryouts should not be involved with any evaluation or processing of data, resulting from evaluations. The AA Director and the BVRA President will be provided with the AA rankings.
7. Once teams are formed, the AA Director will submit final official rosters to MRA and BVRA registrar by the deadline date of May 30th of each year. Rosters are to include players, coaches and managers for the selected teams. It is the responsibility of the AA Director to submit all additions and deletions to any AA roster to MRA.

8. Coaches will provide the AA Director with copies of any signed player expectation documents that they hand out to Angels players as an FYI.
9. In any season where BVRA hosts more than 1 team at any age level, all teams will be referred to as Angels (Green, White, Black, etc)

COACHING SELECTION

1. The MRA will announce a call for coaches. Applications for the upcoming season will be sent to MRA. The AA Director will look for other cost effective methods of recruiting, if required.
2. The AA Director, in conjunction with the BVRA President will create a selection committee comprised of a minimum of three unbiased individuals. These individuals will have no affiliation to the age group they are conducting the interview for. The selection committee will make the final decision on coaching selections, in conjunction with the AA Director.
3. The AA Director shall not apply for any Angels head or assistant coach position.
4. The AA Director will notify the BVRA Board of the selection of coaches. Both the successful and unsuccessful candidates will be notified as soon as the decision is reached.
5. In the event that no one applies to coach a particular team, the AA Director shall be responsible for soliciting a qualified candidate subject to the same interview process that applicants for other Angels teams went through.

ANGELS COACHING STAFF reporting to the AA Director

1. Successful Angels' coaches will have the ability to fill out their respective coaching staff, with the prior approval of the AA Director, from their own individual preferences of eligible and certified coaches. In all situations, Angels head coaches will be held responsible for the conduct of all bench staff.
2. Coaches will be evaluated annually by parents and players. AA Director will coordinate and accumulate these evaluations for next year's upcoming coach selection process should they re-apply.
3. Coaches must inform the AA Director of any and all major issues, including injuries, prior to making any decisions and informing all parties involved.
4. All additions / deletions to rosters both coaches and players are to be submitted and approved by the AA Director and then the AA Director will then submit to MRA .

5. Helmets are required for all coaching staff that are on the ice during practices.

TEAM FISCAL RESPONSIBILITY

1. The AA Director will attend a meeting for each team to collect all registration and BVRA Code of conduct forms set by the BVRA board. The Director will give an overview of the program.

AA Player Registration Form & Fees: A commitment from the players is very important. The full registration fee is payable in three installments (**payable to BVRA**). **40% is due May 31**. Should a player elect to withdraw from the team, the initial 40% will not be refunded. The remaining cheques may be post-dated: July 31 amount 40% and September 15 amount 20%.

2. The AA Director will fit any player who is new to the program or who needs new mandatory clothing. The AA Director submits the required clothing to the supplier on each team's behalf. Each player will receive a jersey # given out by the AA Director. Each player is responsible to cover their annual jersey and clothing costs required.
3. The finances of each individual team are the responsibility of that respective Angels team manager. Each team should have two signatures on any team account.
4. All team budgets must be submitted to the AA Director for review at the start of the season.
5. Managers must review all team budgets with parents and get prior approval for all non Ringette expenses: food, flowers, gifts, outings, etc.

EXPENSES FOR COACHES

- BVRA expects both head and assistant coaches to commit to the program. In order to receive the below funding from teams, a coach must attend 75% of all games and practices. Should a coach/assistant coach not comply, the team is not required to pay for coaches travel costs for the said coach / assistant coach. Rational: AA is the highest level of Ringette in our province. Certification for said coaches is paid by the Association and an expectation of commitment is required to be a part of a AA roster.
- BVRA stipulates that the coaches travel by the same means as the players. If players are flying then coaches are required to fly as well. If the team is travelling by bus/car the coaches are required to travel by these means as well. This should be done at the cheapest rate possible to parents /players. Coaches cannot mandate travel as a team but can mandate the arrival time

at hotel for all players. This time frame should be no earlier than the night prior to start of tournament.

Parent Coach

- The team is responsible for 50% of the travel cost for a parent coach. The coach is responsible to pay their child's portion of the travel costs. (up to 3 coaches)
- The team is responsible for 50% of the hotel cost. (the team only pays for the nights the tournament is running) All expenses are to be handed into team manager who is responsible to keep these expenses transparent to the parent group at all times.
- The team will provide a parent coach a food per diem of \$12.50. The coach is responsible to pay their child's portion of the food per diem.
- The team is responsible to cover 100% of the coaches (Max 3 coaches) team jacket and sweat shirt. The parent coach is to pay their child's portion of the cost.

Non Parent Coach

- Non parent coaches will have expenses covered including travel, hotel, and will be given a \$25.00 food per diem for the days of the tournament.
- Travel and Hotel should be at the cheapest rate possible. All hotel and travel receipts are to be submitted to the team manager who is responsible to keep these expenses transparent to the parent group at all times.
- Coaches should be sharing rooms wherever possible / appropriate to reduce the total cost to the team.
- Ground Transportation during out of town tournaments will be at the discretion of the team.
- The team is responsible to cover 100% of the non-parent coach's team jacket and sweat shirt (up to 3 coaches)