



BY-LAWS OF THE WINNIPEG RINGETTE LEAGUE (WRL)

As per Article X of the WRL's Constitution:

BY-LAWS OF THE LEAGUE

By-laws outlining council structure, responsibilities and authorities should be in place for the League.

These by-laws may be amended by two-thirds majority of the members present and voting at the annual meeting.

All and any proposed by-law amendments must be submitted in writing at the WRL March council meeting.

I. RESPONSIBILITIES OF THE LEAGUE

- i To encourage the development of the highest standards of skills among players, coaches and officials.
- ii To conduct competitions within the various age categories to determine league champions.
- iii To operate a league in accordance with the WRL rulebook.

II. EXECUTIVE

A. The league Executive will consist of the following:

1. President
2. Vice-President
3. Treasurer
4. Secretary
5. Registrar
6. Referee-in-Chief
7. Immediate Past President
8. Director of Corporate Sponsorship & Media Relations
9. Playoff Committee Chairperson

10. U10 Convenor
11. Open (18+) Representative
12. Scheduler

B. Method of Election

1. Elections of the Executive shall be made at the annual meeting.
2. Nominations shall be made by the Nominating Committee of the WRL.
3. Nominations may be made by any member of the league, proposed and seconded on a nomination form to be supplied by the Secretary. If such nominee is not present at the meeting, their assent must be presented in the form of their signature on that section of the nomination form that provides for that purpose.
4. Nominations may be made and seconded from the floor by members of the league. Assent of such a nominee must be given personally at the meeting.
5. When nominees for any executive position are absent from the AGM of the WRL, the absent nominees must send a formal letter to be read at the AGM at the time of the election of their position stating:
 - i reason for being absent
 - ii their philosophy regarding the duties of the position
 - iii a) & b) shall not exceed two minutes.
6. Members of the executive may not be elected by acclamation. If there is only one nominee, they must receive a majority vote out of the votes present in order to be elected to the position.

C. Tenure of Office

1. Except for the Treasurer, Executive members will take office immediately following the annual meeting at which they had been elected.
2. The Executive shall not hold the same office to which they are elected or appointed for more than two consecutive full terms. If a member of the Executive has served two consecutive full terms of the same office and wishes to continue in the same position, the council can vote prior to the AGM to extend the number of terms.
3. Fulfilling an unexpired term of office shall not be considered as one term.
4. These provisions may be suspended by a two-thirds majority vote at the annual meeting.
5. All elections for Executive Office will be for a two year term, with elections taking place as follows:

- i President, Vice-President, Registrar, U10 Convenor, and Play-off Coordinator to be elected in odd numbered years.
 - ii Treasurer, Secretary, Referee-in-Chief, Director of Publicity, 18+ Representative and Scheduler to be elected in even numbered years.
- 6. Absence without reasonable explanation of an Executive member at three consecutive Council meetings renders that position vacant.
- 7. Vacancies on the Executive, howsoever caused, may be filled by the Council from among the qualified members of the league to act until the next annual meeting.
- 8. The Referee-In-Chief position may be filled by two members who are willing to share the workload and responsibilities. The position will only have a single vote at meetings or for email votes. Should both members attend a meeting, the voting member shall be declared at the start of the meeting. Only the designated voting member shall have a voice in discussions at the meeting. Duties and any associated honorarium amounts may be split in accordance with the two members' wishes. The Referee-In-Chief position may be filled by two members either through an election at an AGM, or by appointment by the Council to fill the position, if vacant.

D. Remuneration

- 1. Unless authorized at a Council meeting of the league, no member of the Executive shall receive remuneration for their services.
 - i The WRL Referee-in-Chief shall receive an honorarium amount based on the number of teams registered to play in the WRL at the beginning of season and will be paid in 3 installments:
Nov 1st – 40%, Jan 1st – 40% and Mar 1st – 20%
 - ii The WRL Scheduler shall receive an honorarium amount based on the number of teams registered to play in the WRL at the beginning of season and will be paid in 3 installments:
Nov 1st – 40%, Jan 1st – 40% and Mar 1st – 20%
 - iii The WRL Treasurer shall receive an honorarium amount based on the number of teams registered to play in the WRL at the beginning of the season and will be paid in three installments:
Nov 1st – 40%, Jan 1st – 40% and Mar 1st – 20%. The WRL Treasurer must have the two other WRL signing authorities sign this cheque.

2. Reasonable expenses, incurred by any members of the Executive for league business shall be reimbursed to the person incurring same upon authorization of the Council.
3. An Executive of the league may be actively connected with any team, community centre, local association or RMB.
4. In a vote considering the remuneration of a member of the Executive, said member may not be present for the vote, and their vote may not be recorded or given to proxy.
5. An elected member to the Winnipeg Ringette League Council receives a WRL-branded jacket immediately upon their election, and every four (4) years thereafter. Appointed members received a WRL-branded jacket at the start of their third year on Council and every four (4) years thereafter. The WRL will pay for the base style of jacket, as determined by Council on an annual basis. If the member chooses to wear a higher-priced jacket, they would be personally responsible for the cost difference. As all jackets remain property of the WRL, the WRL states that when the member leaves WRL council, the jacket must not be worn in public, or all embroidery be removed at the member's expense, or it must be surrendered to council upon request. While on council, the jacket will not be worn while serving in the capacity of bench staff for any WRL team during a WRL scheduled game.

E. Responsibilities of the Executive

A. President

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

- i Act as a signing officer for the league.
- ii Preside at all meetings.
- iii Exercise the powers of the Executive in the case of emergency.
- iv Sit on all committees as an ex-officio voting member.
- v Together with the Referee-in-Chief and Past President, be a member of the Rules Committee.
- vi Chair the Appeal Board.
- vii Exercise the powers of committees in case of emergencies.
- viii May exercise the option of veto on motions passed by the WRL council with a majority of less than 2/3.
- ix Corollary: WRL Council may override a veto by retabling the motion and passing it with 2/3 majority.

B. Vice-President

The Vice-President shall:

- i In the absence of the President, or in the event of their inability to act, have and exercise all the powers of the President as delegated.
- ii Sit on all committees as an ex-officio voting member.
- iii Act as a signing officer for the league.
- iv Together with the Immediate Past President, prepare for Council approval any changes to the Constitution, By-Laws and Policy and Procedure.
- v Sit as a member of the Protest committee.
- vi Sit as a member of the Playoff committee.

C. Treasurer

The Treasurer shall:

- i Receive all monies payable to the league and keep same on deposit with a registered financial institution.
- ii Receive and record all accounts payable by the league and with the approval of the Council pay all such accounts.
- iii Act as a signing officer for the league.
- iv Pay all accounts payable not exceeding one hundred dollars (\$100.00) without prior approval of the Council.
- v Payment of referee fees does not require Council approval.
- vi Make payment in all cases by either cheque or direct deposit.
- vii The signatures for each cheque being a combination of the Treasurer and any one of two other signing officers.
- viii Keep proper books of accounts and make them available to the council at each monthly meeting or on special request.
- ix Prepare and review an annual operating budget for the league.
- x Prepare registration fees for Council approval.
- xi Prepare for Council approval all expenses as deemed necessary by the Council for games under the direction of the league.
- xii Take office fifteen (15) days following their election. Their term of office shall normally be from 15 days after the annual meeting to May 30th of the following year. The Treasurer shall make a financial report to the annual meeting and at the end of their term of office, financial

statements that have been subjected to an “informed review” shall be presented at the WRL AGM for ratification.

D. Secretary

Apart from the records kept by the Registrar, the Secretary shall keep all the records of the League and shall:

- i Conduct the official correspondence of the league.
- ii Issue notices of all meetings.
- iii Record and distribute minutes of all Council, Executive, annual and special meetings to all Council, Executive Members and local association Presidents.
- iv Act as a signing officer for the league.

E. Registrar

The Registrar shall:

- i Be responsible to ensure that all teams and players are registered on Ringette Canada registration forms and shall forward a copy to Ringette Manitoba of such registration.
- ii Each year, prepare a listing of all those community centres that comprise the membership of the league.
- iii Maintain a record of birth certificates of all players in the league.
- iv Maintain roster information.
- v Chair the Registration committee (By-Laws Article V, C).
- vi Maintain communications with division convenors.
- vii Sit as a member of the Playoff committee.

F. Referee-in-Chief

The Referee-in-Chief shall be responsible for:

- i The assignment of on-ice officials to the following games:
- ii All games scheduled by the WRL at U16 and older.
- iii All games scheduled by the WRL for Winnipeg based teams at U14 and younger.
- iv Associations will be billed by the WRL for the On-Ice Officials assigned to their games by the Referee-in-Chief.
- v Chairing the Suspension committee (By-Laws Article V, D).
- vi Chairing the Protest committee (By-Laws Article V, E)
- vii Together with the President and Past President, be a member of the Rules committee (By-Laws Article V, F).

G. Immediate Past President

The Immediate Past President shall:

- i Be a member of the Registration committee.
- ii Act a Chairman of the Nomination committee.
- iii Be a member of the Rules committee.
- iv Be responsible for the coordination and training of division convenors.

H. Director of Publicity

The Director of publicity shall be responsible for:

- i Seeking out corporate sponsors.
- ii Working with the Playoff Committee Chairperson to ensure proper publicity of the playoffs.
- iii Ensuring any pertinent information is received by RMB for inclusion in their publications.

I. Playoff Committee Chairperson

The Playoff Committee Chairperson shall be responsible for:

- i Working with the WRL Council to establish playoff format.
- ii Collecting of trophies and ordering of medals, banners, etc.
- iii Together with the Playoff committee, hear any temporary promotion requests during playoffs.
- iv Along with a committee of volunteers from each association: coordinate arena coordinators for playoffs.
- v Ensure all arenas have appropriate supplies required.
- vi Coordinate the distribution of the banners during playoffs.
- vii Acquiring sports therapists where required during playoffs.
- viii Setting up 50/50 draws and silent auction during playoffs.
- ix Any other activity as seen fit by the committee to enhance the playoffs.

J. U10 Convenor

The U10 Convenor shall be responsible for:

- i Acting as the chair of the U10 committee.
- ii Acting as division convenor of the U10 division.

K. Open (18+) Representative

The Open (18+) Representative shall be responsible for:

- i Representing all levels of the Open (18+) division.

- ii Being a liaison between teams and players to the league regarding all issues concerning rules and regulations.
- iii Representing the division for any issues regarding rules, regulations or other matters to the league.
- iv May be present at suspension hearings for the 18+ division.

L. Scheduler

The Scheduler shall:

- i Obtain from local associations ice convenors the necessary indoor ice allotments required for the conducting of competitions.
- ii Draw up a schedule and assign ice for league competition and playoffs.
- iii Supply information to the treasurer.
- iv Ensure that no games are scheduled during the Christmas week without prior agreement between the league and the local associations.
- v Direct all enquiries to appropriate league officials by a telephone provided by the league.
- vi Where games must be rescheduled, notify the Referee-in-Chief (or appropriate Referee-in-Chief) and the Association Minor Official assignor(s).

III. COUNCIL

A. The Council shall consist of the following:

- i. The Executive
- ii. Local Association Representatives:
 - o District #2 St. James-Assiniboia Ringette Association
 - o District #3 North Winnipeg Ringette Association
 - o District #4 River East Ringette Association
 - o District #5 Transcona Ringette Association
 - o District #6 St. Boniface/St. Vital Ringette Association
 - o District #7 South West Winnipeg Ringette Association
 - o Ringette Manitoba Representative
 - o Interlake Ringette Association
 - o Macdonald Ringette Association
 - o Eastman Ringette Association

- Portage Ringette Association

B. Members of Council shall take office as follows:

- i. Executive members shall take office for the Council meeting following the annual general meeting at which they were elected.
- ii. Local association representatives shall be added to the Council roster upon submission of their names by the respective local associations.
- iii. The RMB Representative shall be added to the Council roster upon submission of their name.

C. Powers and Duties of the Council

During its term of office, the Council shall have the power to administer all affairs of the league, to conduct its business and to authorize all expenditures and without limiting the generality of the foregoing shall include:

- i. The filling of vacancies which may occur.
- ii. The scheduling annually of games for teams in various age groups and the conducting of playoffs.
- iii. The operation of ringette in greater Winnipeg under the official rules of RMB with additions as listed under “Policy and Procedure” governing the game of ringette, and the right to decide and adjust any and all matters that may be in dispute.
- iv. The registration of all teams in the league.
 - The appointment of committees as may be required to carry on the business of the league.
 - The administration of policies and procedures required for the operation of the league.
 - Appoint division convenors from list of names put forward by local associations.

League administrators are members appointed by the League to conduct specific functions on behalf of the League. They are members of the League, but do not have voting status at WRL meetings.

IV. DIVISION CONVENORS

Division convenors shall be appointed by the Council from a list of names put forward by the local associations, and their number shall be determined annually by virtue of the number of nominees put

forward and the number of teams registered to play in any given season.

Duties of division convenors:

- i. Game attendance:
 - o The division convenor should attend at least one game per team in their division.
 - o If a problem team should arise, the division convenor and Past President or their designate should be called so that they can attend a game of the team in question.
 - o The division convenor will be called upon to advise the board of any changes that they feel should be made in their division(s) with regards to moving teams up or down. Loop Convenors will have the power to veto requests from teams that are outside of the Loop Convenor's recommendations (i.e. teams that ask to move up a loop are no longer automatically approved).
- ii. Statistics and game sheet monitoring:
 - o Receive and record all game sheet information.
 - o Information recorded shall include team wins, losses or ties as well as penalties, temporary players and any other information required by the Registration and Suspension committees.
 - o The winning coach (or the home team coach in the event of a tie) shall phone in the score and send the game sheet to the designated address.
 - o Failure to phone in the score and send in the game sheets post marked no later than 72 hours after the game shall mean loss of points for the responsible team.
 - o Record and prepare team standings:
 - o Teams consistently acquiring numerous penalties (ten or more per game) will be monitored.
 - o Division convenors will notify the WRL Referee-in-Chief after any three games in a row an accumulation of 60 penalty minutes occur.
- iii. Communication
 - o Act as the lines of communication between the coaches and the Council.
 - o If the coach of any team has any questions as to proper procedure for anything connected to his team or

division, the coach should first phone the division convenor. If the division convenor cannot answer the question, they should either direct the coach to the proper person (like the Past President) or find the answer for the coach.

- If coaches have complaints, they are to call their division convenors. The division convenor will relay the complaint to a WRL Association Representative or to a member of the WRL Executive. iii. Notify the Referee-in-Chief after repeated infractions of on-ice safety by a team.

B. Suspension Committee Meetings

- Division convenors should attend any suspension meetings where any of their teams are concerned.
- They should bring the stats for their division with them so that the suspension committee can look at any information on the respective team or persons involved.
- If the division convenor cannot attend the meeting, they should ask another convenor or a WRL executive member to be present.
- The division convenor shall keep track of the number of games assessed for suspension and inform the Referee-in-Chief of the Winnipeg Ringette League if the player is used before the suspension is fully served.

i Protest Committee Meetings

- Once a game protest has been delivered to a division convenor (no later than 24 hours after the game), the division convenor shall inform the Referee-in-Chief, the WRL President, Vice-President and the Secretary of the nature of the protest.
- Soon after the game sheet has been received by the division convenor, a Protest committee meeting will be called to deal with the protest.
- The division convenor shall notify all parties affected by the protest of the date, time and location of the Protest committee meeting.
- The division convenor shall attend the Protest committee meeting.

ii Game trades and rescheduling

- The trading of indoor games – see Policy & Procedure Article III, Section D.2.

- Rules regarding rescheduling of games are set out in Policy & Procedure Article III, Section D.1.
- Rules regarding no show teams – see Policy and Procedure Article V, Section G.
 - iii Additions, deletions and temporary players
- After receipt of team registration forms from the registrar, division convenors shall ensure that all additions or deletions to team rosters are up to date and complete on a current basis and as of January 14th of each year.
- Convenors shall check game sheets against roster for any new players. If new names appear, verify them with the registrar. Keep record of temporary players (refer to WRL Policy and Procedure, Art. I, Item G, Temporary Promotion) and verify their eligibility to play as recorded.
 - iv Conflict of interest
- The division convenor, WHEN possible, WILL NOT be involved as/with a player, coach, manager or trainer with a team in their division.

V. STANDING COMMITTEES

To assist the Council in carrying out its responsibilities, the following Standing committees shall be appointed:

c. Nomination Committee

- i. The Immediate Past President of the league will chair the Nomination committee.
- ii. The Council shall appoint four members (preferably not from Council) to this committee.
- iii. All members of this committee shall be entitled to vote at nomination committee meetings.
- iv. Upon obtaining the assent of the nominees, the committee shall present a slate of at least one candidate for each office to be filled. This slate shall be sent to all eligible voters at least three weeks prior to the annual meeting.

d. Registration Committee

- i This committee shall be chaired by the Registrar.
- ii The committee shall consist of the WRL Past-President and a WRL Representative of each local association.
- iii Each local association shall have one vote on the committee.

- iv The committee shall endeavour to seed teams in accordance with their level of ability.
- v If participants at the WRL 2nd half realignment meetings are in direct conflict (parent, player or rostered bench staff), they are to declare themselves in conflict prior to discussion taking place and refrain from any discussion/ vote involving the team/loops they are connected to.

E. Suspension Committee

- i. This committee shall be chaired by the Referee-in-Chief.
- ii. The committee shall consist of two WRL Council members, and the applicable division convenor (or their designate) for the youth divisions; while at Open, the committee shall consist of two delegates from the Open Committee and the applicable division convenor.
- iii. The suspended player and/or team official must also be present at the suspension committee meeting. However, if the player and/or team official does not show up for the hearing, the hearing will proceed without them.
- iv. The committee shall impose a suspension penalty based on the seriousness of the infraction as set out in the Ringette Canada Guidelines.
- v. The Suspension committee may suspend a team, player, team official for unbecoming conduct by such team or person, on or off the ice.
- vi. The Suspension committee may in its discretion impose such terms and conditions as it considers desirable with respect to the future conduct of the person or team including, for example, making restitution, giving apologies or providing undertakings.
- vii. The Suspension committee shall sit at such times and at such places as necessary to deal with suspensions on a timely basis.
- viii. Notice of any hearing by the suspension committee may be given in person, by telephone, or by letter (standard or email) addressed to the team contact listed on the WRL website. The team contact is responsible for contacting the player/parent and/or guardian.
- ix. At least twenty four hours notice of any suspension hearing shall be given to all parties listed in clause ii and iii, unless all parties concerned waive this notice provision.
 - o Minutes of the committee meetings shall be taken by a member of that committee and copies sent promptly to:

- a. the President or Association Referee-in-Chief and community centre convenor of the affected district or association.
- b. the appropriate division convenor.
- c. the President, Vice-President and the Secretary of the WRL.

F. Protest Committee

- i This committee shall be chaired by the Referee-in-Chief.
- ii This committee shall consist of the WRL Vice-president, one WRL council member and the applicable division convenor for youth divisions. At the Open divisions, the committee shall consist of the Open representative, one member and the applicable division convenor.
- iii A meeting of the committee shall be convened upon submission of a protest and a cheque for \$100.00 to the division convenor.
- iv The committee shall decide whether a game shall be replayed in its entirety or from the point of dispute.

G. Appeals Board

- i This board shall be chaired by the WRL President.
- ii The board shall consist of two members of WRL council who were not involved in original hearing.
- iii The Board shall hear and decide upon all matters brought before them pursuant to Policy and Procedure Article XI.

H. Rules Committee

- i This committee shall consist of the Referee-in-Chief, President and Past President.
- ii The committee shall obtain and distribute interpretations of the rules of Ringette Canada, Ringette Manitoba and the Winnipeg Ringette League when requested and when circumstances so warrant.
- iii The committee will evaluate and/or prepare any rule changes to be submitted to Ringette Canada in accordance with the dates set down on odd numbered years by Ringette Canada.

I. Committee Make-Up: Delegates

Where the appropriate or sufficient WRL Board member(s) do not exist to facilitate business conducted by a WRL sub-committee, the

WRL President may appoint a delegate who may be a non-Board member to a subcommittee.

VI. AD HOC COMMITTEES

The Council shall appoint committees as may be required to carry out the business of the League.

VII. FISCAL YEAR

The fiscal year of the League will be from April 1st to March 31st.

VIII. ORDER OF BUSINESS

The following order of business shall be observed at all the meetings of the League:

- A. Call to Order
- B. Attendance of Eligible Voters and Guests
- C. Reading of Minutes
- D. Unfinished Business
- E. Elections of Officers (if required)
- F. New Business
- G. President's Report
- H. Vice-President's Report
- I. Past President's Report
- J. Secretary's Report
- K. Treasurer's Report
- L. Scheduler's Report
- M. Registrar's Report
- N. Referee-in-Chief's Report
- O. Public Relations' Report
- P. Playoff Coordinator's Report
- Q. U10 Convenor's Report
- R. Open (18+) Representative's Report
- S. RMB Representative's Report
- T. Reports of District Representatives
- U. Standing Committee Report

IX. REPRESENTATION AND VOTING AT MEETINGS

- A. Each Executive member shall be entitled to attend and cast one vote at all Executive, Council, annual and special meetings.
- B. Each Council member shall be entitled to attend and cast one vote at all Council, annual and special meetings. This vote may be transferred to any member of their association's board of directors.
- C. Presidents of the local associations (or their designates) shall be entitled to attend and vote at all annual and special meetings.

- D. For annual and special meetings, each association is eligible for additional votes which may be designated to any member of their board of directors. These votes are earned and distributed based on the number of players registered to play on teams registered in the Winnipeg Ringette League. Any association registering 500 players or more will receive three additional votes; less than 500, but more than 250 will receive two additional votes; and less than 250 but more than 100 will receive one additional vote. Additionally, associations may send up to two alternate delegates to these meetings. The delegates also must be members of the association's board of directors and shall be allowed voice but no vote.
- E. No individual can represent more than one vote at any meeting.
- F. There shall be no votes by proxy.

X. MEMBERSHIP

Membership of the League shall consist of:

- A. The Council.
- B. Local associations, as spelled out in "Policy and Procedure".