CONSTITUTION/BYLAWS/REGULATIONS

GOVERNING THE OPERATION OF THE



Rural Manitoba Female Hockey League

Adopted (original date unknown) Amended 1996 Further Amended 1997 Further Amended October 7, 2004 Further Amended October 9, 2013 Further Amended October 15, 2020 Further Amended October 12, 2021

PART I – Constitution PART II – By-Laws PART III - Regulations

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1 Amended - October 12, 2021 AGM

PART I - CONSTITUTION

Whereas the Rural Manitoba Female Hockey League (*RMFHL*) is a voluntary organization which consists of members and individuals who actively participate in the operation of a minor female hockey league in the western region of Manitoba.

In addition, whereas it is declared that one of the purposes of this Constitution, By-Laws, and Regulations shall be to confer upon the **RMFHL**, and the League Governing Body, all the powers of a self-governing organization.

NOW THEREFORE be it enacted:

ARTICLE I. NAME

This organization shall be called the **Rural Manitoba Female Hockey League** (hereinafter called the "RMFHL").

ARTICLE 2. JURISDICTION

The RMFHL shall have jurisdiction over league matters including membership, league dues and fees, rules and regulations, and other on/off-ice activities.

The RMFHL shall be a member of Hockey Manitoba.

Where the provisions of this Constitution, By-Laws, and Regulations are inconsistent with the Constitution, By-Laws, and Regulations of Hockey Canada and Hockey Manitoba, Hockey Canada and Hockey Manitoba Constitutions, By-Laws and Regulations shall prevail.

ARTICLE 3. OBJECTIVE

The Objective of the RMFHL is to create and promote Female Hockey within the confines of fostering sportsmanship and team participation.

ARTICLE 4. MEMBERSHIP

The RMFHL membership shall be made up of member Minor Hockey Associations and hereinafter called Member Associations (By-Law 1), providing the said Associations are willing to comply and abide with all the rules and regulations of the League and Hockey Manitoba and Hockey Canada. (see **Appendix A** – RMFHL Member Minor Hockey Associations)

ARTICLE 5. GOVERNMENT OF THE ORGANIZATION

The governing of the organization shall be under the direction of the League Governing Body, and other appointed personnel in accordance with the Constitution, By-Laws, and Regulations.

ARTICLE 6. ANNUAL GENERAL MEETING

The Annual General Meeting of the RMFHL shall be held no later than October 15th of each year. The location and date shall be decided upon by the League President.

ARTICLE 7. AMENDMENTS TO CONSTITUTION, BY-LAWS, AND REGULATIONS

Amendments or alterations may be made to the Constitution, By-Laws, and Regulations during the Annual General Meeting of this organization.

Notice of request for change shall be in writing to the President, no later than 30 days prior to the scheduled date of the Annual General Meeting. The request for change(s) shall be communicated to each member Association by the Secretary no later than 10 days prior to the Annual General Meeting.

A two-thirds majority vote by the League Governing Body in attendance is required to amend Constitutional or By-Law changes.

The Executive Committee may make changes to the League Regulations' (Part III) during the season if they deem the change is in the best interest of the league for that season. However, these changes must be ratified at the following AGM in order to be carried forward beyond the current season.

PART II - BY-LAWS

BY-LAW 1. APPLICATION FOR MEMBERSHIP

- A. Membership in the RMFHL may be acquired by the submission in writing of an application to the League President by September 15th.
- B. All applications for membership shall be considered and voted on by the League Governing Body.
- C. All new membership entries shall be finalized at the Annual General Meeting.
- D. All members accepted into the organization shall pay all League Bonds, Fees and Dues before having voting privileges.
- E. Any membership shall be subject to forfeiture or suspension in the event of failure to comply with any requirement of this Constitution, By-Laws, and Regulations, or the League Governing Body, arising therefrom. Any suspension of a Membership, when ratified by a two-thirds vote of the eligible voters at any meeting of the League Governing Body, shall be considered binding until the next Annual General Meeting or special meeting of the organization.
- F. Existing Member Associations shall be permitted a one-year leave of absence with a maximum of up to two consecutive years, conditional to a written request to the League Governing Body at the Annual General Meeting. On year three of requested leave, said Association will be required to pay the \$100 team fee or submit a formal letter of Membership Removal prior to the RMFHL Annual General Meeting.
- G. Request for Association Membership Removal must be formally made in writing to the president prior to the Annual General Meeting and any outstanding balances must be cleared before removal is accepted.
- H. If Associations who have asked Membership Removal in the past are requesting to become a Member once again, that Association is required to adhere to the Application for Membership.

BY-LAW 2. LEAGUE BONDS, FEES AND FINES

A. League Member Performance Bond

- 1) All Member Associations shall be required to submit a performance bond in the amount of \$500.00, which the League will retain in trust for the purposes of offsetting any fees or fines or non-performance.
- 2) In the event that a member's bond is utilized to cover fees/ fines or non-performance of the obligations to the league, this adjustment will be made at the Annual General Meeting. The offending member shall lose their voting privileges, and be suspended until the bond is replenished.
- 3) The bond amount shall be replenished in a timely manner following any fees/ fines and must be replenished prior to the AGM in order to regain consideration as a "Member in Good Standing". A two-thirds majority vote of the eligible voters shall be required to enable the member to be reinstated.
- 4) Any member withdrawing from the league after October 15th shall forfeit their bond.

B. Annual Team Registration Fees

- 1) Member Associations must pay an annual \$100 fee for each team from their association that participates in the RMFHL.
- Team fees should be paid at the AGM in order to be considered in good standing and participate in the league. At the very latest, all team fees need must be submitted to the league Secretary Treasurer by October 30th of each season.

C. League Fines

- 1) The League Governing Body shall review and determine all applicable regulations and outstanding fines at the Annual General Meeting.
- 2) All outstanding fees/ fines must be submitted to the Secretary-Treasurer before teams from a Member Association can begin a season of League play.

BY-LAW 3. PROTESTS AND APPEALS

A.Protests Procedures

- 1) Protests must be submitted, in writing, by the President of the Member Association within 48 hours of the issue in question. The protest fee of \$25.00 must accompany the protest via e-transfer to the League Secretary-Treasurer. The fee of \$25.00 may be returned if the President rules in their favour.
- 2) Submission of the protest must be made to the League President who shall rule on all protests within 48 hours of receipt of written notification.
- 3) The decision on the protest shall be provided to the parties or the respective teams involved in the dispute by telephone and followed by written confirmation.
- 4) All decisions shall be final, with the right of appeal by the parties or the respective teams involved, as permitted by the Appeals Procedures.

B.Appeals Procedures

- 1) Any appeal of decisions shall be submitted to the Vice-President, in writing, no later than 24 hours from written notification of a ruling on any protest, suspension, or other league related issue, which requires a decision from the President.
- 2) The appeal fee of \$25.00 must accompany the protest via e-transfer to the League Secretary-Treasurer. The fee shall be refunded to the Member Association or individual in the event that the ruling is in their favour.
- 3) The Appeals Committee will request verbal and or written submissions from interested parties. A written ruling shall be provided no later than 72 hours from the receipt of written notification of appeal.
- 4) Any decision by the Appeals Committee is binding upon all parties and without right of further appeal unless Hockey Manitoba or Hockey Canada provisions apply, in which case the appellant would be referred to that body.

C.Appeals Committee

- Appeals to the league from either a Member Association or a player shall be reviewed and heard by a committee made up of the Vice-President, Secretary-Treasurer and the respective Divisional Statistician. If any of Committee members is considered to be in conflict of interest, then the President may appoint a neutral third party to serve in their place.
- 2) The Member Association or players involved in the appeal procedure shall be permitted to submit information to be considered by the Appeals Committee.
- 3) A majority vote among the three-member committee shall determine the matter.

BY-LAW 4. THE LEAGUE GOVERNING BODY

- 1) The League Governing Body of the RMFHL shall consist of one voting representative of each of the Member Associations in good standing. Voting by proxy is not permitted at the AGM.
- 2) The League Governing Body shall have the responsibility of passing and approving the playing rules and league regulations for each season.
- 3) The League Governing Body shall have the responsibility of appointing the Executive Committee as detailed in By-law 5 by way of an election/ rotating matrix of the Member Associations, at the Annual General Meeting.

BY-LAW 5. EXECUTIVE COMMITTEE - POWERS AND DUTIES

A.Composition

- The Executive Committee will be comprised of the League President, Vice-President and Secretary-Treasurer.
- The Executive Committee is tasked with the duties as depicted below.
- The Executive Committee may make changes to the League Regulations (Part III) during the season if they deem the changes are in the best interest of the league for that season. However, these changes must be ratified at the following AGM in order to be carried forward beyond the current season.
- The Executive Committee will receive applications and may award a \$500 scholarship to an eligible candidate, as per the RMFHL Scholarship Application. (*see Appendix B RMFHL Scholarship*)

B.President

- 1) The League President shall have the authority to deal with, and fine or suspend, where deemed necessary, any team player, coach, manager or official of a team for any alleged infraction of the rules and regulations set forth in the Constitution, By-laws, and Regulations of the RMFHL.
- 2) The President shall call and preside as Chair at all meetings (AGM, Special and Executive meetings).
- 3) The President shall not have a vote at the AGM, except to break a tie vote.
- 4) The President shall be the spokesperson of the league.
- 5) The President shall report on the operations of the league at the AGM.
- 6) The President shall deal with all protests and ensure they are dealt with in a timely and equitable manner.
- 7) The President shall ensure that Championship Banners are ordered and received before January 1st (based on divisional playoff structures) and presented whenever feasible at Championship games.
- 8) The President shall ensure the League Awards and Scholarship are carried out in a timely manner.

C.Vice-President

- 1) If the President position is unfilled, the Vice-President assumes responsibility for these duties.
- 2) The Vice-President shall preside over appeal processes and ensure all appeal processes are dealt with in a timely and equitable manner.

D.Secretary-Treasurer

1) The Secretary- Treasurer shall be responsible for recording the minutes of the AGM, and for the distribution of the minutes to all members within 14 days of the proceeding AGM.

- The Secretary- Treasurer shall be responsible for receiving all monies of the organization and depositing in a Financial Institution selected by the League Governing Body.
 continued – By-Law 5 D. Secretary-Treasurer
- 3) The Secretary- Treasurer shall pay all accounts of the organization, and to keep a record of these transactions.
- 4) The Secretary- Treasurer will prepare, and have ready for presentation to the League Governing Body, a Financial Statement for the Annual General Meeting and at the request of the League Governing Body on any other occasion.

BY-LAW 6. MEETINGS

A. Notice & Order of Business

- 1) All meetings of the organization shall be called by the League President.
- 2) Notice of all Annual General Meetings of the organization shall be sent by the League President to each Member Association no later than 30 days prior to the holding of such meeting.
- 3) An Agenda, previous AGM meeting minutes, and notice of proposed amendments to the Constitution, By-Laws, and Regulations shall be sent to the members no later than 10 days prior to the AGM.
- 4) AGM minutes shall be prepared by the Secretary-Treasurer and distributed, by email, to Member Associations within 14 days of the AGM.

B. Annual General Meeting

- 1) The Annual General Meeting should be held at a central location, to be determined by the Executive Committee.
- 2) The League Governing Body will establish a rotating schedule/ matrix among the member associations to determine who will serve in the Executive positions year to year. Member Associations shall provide a representative to fill the position as per the matrix. (see

Appendix C – *RMFHL Executive Committee Rotating Schedule/Matrix*). Those Member Associations that fail to provide a representative to fill the said Executive position according to the rotation/ matrix shall forfeit their League Bond. The League Bond must be replenished before Teams from the Member Association can participate in the League.

3) The following shall be the order of business:

Call to Order Confirmation of Members and eligible voters (review of member list and outstanding tees, fines and bonds, suspensions, etc.) Acceptance of Minutes of Previous Annual General Meeting Business Arising from Minutes President's Annual Report Annual Financial Report Proposed amendments to Constitution, By-Laws, and Regulations Appointment of Executive Committee: President, Vice-President and Secretary- Treasurer Confirmation of Teams and Dues Website and Website Coordinator Appointment of Committees New Business Adjournment of AGM

C. Divisional Scheduling Meeting

- 1) The divisional scheduling meeting shall take place at the adjournment of the AGM.
- The following shall be the order of business: Call to Order Team contact information sheet Development of Regular Season Schedule Development of Playoff Format and Dates Adjourn
- Each Team Manager is responsible for submitting their complete Regular Season Schedule including Venues, Coaching Staff, Team Roster and current Team Logo (as required) to the League Statistician no later than October 25th. • Coaching Staff must include full contact information (Phone & Email) for both the Team Manager and Lead Communication Officer. • Rosters must clearly indicate Goaltenders, Affiliated Players and include Jersey Numbers.
- 4) Each divisional age group must submit agreed upon Playoff Format and Start/End Dates to the League Statistician no later than October 25th for review and approval by the Executive Committee.

D. Special Meetings

- 1) Special Meetings may be requested by the President, as deemed necessary.
- 2) The President will determine the time and location of the meeting.

BY-LAW 7. COMMITTEES AND OTHER PERSONNEL

- 1) The League President will designate and appoint a committee as required on matters that do not require the total involvement of the organization.
- 2) Any decisions made by the respective committees which may affect the operations of the league must be presented to the League Governing Body at the next AGM for a two-thirds majority vote.

A. League Statistician

- 1) The HOME team manager is responsible for providing the game sheet to the League Statistician within 2 *hours* following end of game.
- 2) The League Statistician shall be responsible for updating the game statistics on the RMFHL website during the Regular Season and Playoffs.
- 3) The League Statistician shall be responsible for retaining copies of the game sheets and to provide the games sheets if requested by the League President.
- 4) It is the responsibility of both teams to keep a copy of the game sheets until the regular season and playoffs have ended.

B. Game Sheets

- 1) All submitted game sheets are to be the Home or White Copy.
- 2) They must be legible and completed in blue or black ink.
- 3) Goaltenders must be clearly indicated on both rosters.
- 4) All players must be assigned a unique jersey number, and all stats for both teams should be reviewed and verified for correctness prior to submittal. (eg: There should not be player numbers listed as scoring points or receiving penalty minutes if that jersey number does not exist within a team's roster on the same game sheet. Any such instances should be corrected prior to submittal.)
- 5) If a player was required to wear an alternate jersey number for a game, that differs from their assigned roster number... it should be clearly stated in the text or email containing the accompanying game sheet. It should also be stated whether or not this is a "one-time" occurrence... or if the new number is to be permanent.
- 6) Affiliated Players are to be clearly indicated with an "AP" designation on the team roster.
- 7) In game goaltending changes (period and time) must be clearly indicated somewhere on the appropriate half of the game sheet.
- 8) All game sheets must be signed by both teams, applicable game staff and the referees.
- 9) All game sheets must be submitted to the League Statistician as a FULL RESOLUTION photo via text or email.

C. Statistics - U11-U18

- 1) The following team statistics will be maintained: Games Played Wins Loses Ties Points Goals For Goals Against Goals For/Against Differential
- 2) The following Player statistics will be maintained: Games Played Goals Assists Points Penalty Minutes
- 3) The following Goaltender statistics will be maintained: Games Played Wins Loses Ties Goals Against • Time On Ice • Goals Against Average • Shutouts

PART III - REGULATIONS

RULE 1. PLAYER ELIGIBILITY

- 1) All player and team officials must meet and comply with all Hockey Manitoba registration regulations.
- 2) Dual Rostered Players must play a minimum of 25% scheduled league games with the same RHFHL registered team in order to play in the RMFHL playoffs. The Dual Rostered Player is only eligible to play in playoffs with the team that they played the league games.
- 3) Where it has been proven that a team has used an ineligible player in any game, the offending team, if applicable, will forfeit the win. The offending team's Member Association will pay the \$500.00 Performance Bond for not complying with the Regulations of the RMFHL. The bond amount shall be replenished in 3 days in order to regain consideration as a "Member in Good Standing". A two-thirds majority vote of the eligible voters shall be required to enable the offending team to be reinstated and allowed to continue for the season. All other statistics relating to the game will remain unchanged.
- 4) Teams protesting the eligibility of players must follow guidelines relating to protests as outlined in By-Law 3.

RULE 2. ROSTERS

- 1) All players and team officials must be on a Hockey Manitoba roster prior to participating in any league or play-off game.
- 2) All Team Managers must provide a completed copy of their official roster by October 25th. Rosters must be finalized by December 1st.

RULE 3. OVERAGE PLAYERS

- 1) Overage players approved by Hockey Manitoba may participate in the RMFHL.
- 2) All other overage situations shall make an application to be presented at the AGM. The League Governing Body must approve the application by a 2/3rds majority vote.

RULE 4. PLAYER AFFILIATION

1) All players and team officials must comply with all Hockey Manitoba Affiliation Regulations.

RULE 5. COMPETITION

A. General

- 1) All games shall consist of two 15 minute and one 20 minute stop time periods.
- 2) No overtime shall be played during regular season games.
- 3) Scoring shall be 2 points for a win, 1 point for a tie.
- 4) League games will be played by the rules depicted in the Official Hockey Canada Rule Book.
- 5) The home team shall be responsible for scheduling referees. Games must have a minimum of two qualified referees.
- 6) The home team shall wear light jersey colours. If there is a conflict in jersey colours, the home team will change jerseys.
- 7) Games shall not be scheduled to start before 6:00 p.m. on weekdays and not before 9:00 am on weekends. Games shall not start later than 7:00 pm for all Divisions. Start times may deviate if both teams mutually consent.

continued - Rule 5. Competition (General)

- 8) If a game is cancelled due to weather conditions, notice must be given to the opposing team 5 hours prior to the scheduled start time. The game must be re-schedule before Jan 31st. If the teams are not able to find a mutually agreeable time to reschedule, the President will set the date, time and location of the game, with all costs to be shared equally by the two teams. Failure to comply will result in a forfeit of the game by the offending team.
- 9) The Divisional Statistician must be copied on all communication re: cancelled and rescheduled games.

B. Regular Season Games

- 1) All regular season games must be played before January 31st.
- 2) Regular scheduled games can only be rescheduled by mutual consent of the teams involved. No Regular Season scheduled game shall be deemed to be postponed, changed or rescheduled unless a new date is agreed to by both parties and confirmed via text or email with the League Statistician from both parties. If the teams are not able to find a mutually agreeable time to reschedule, the President will set the date, time and location of the game, with all costs to be shared equally by the two teams. Failure to comply will result in a forfeit of the game by the offending team.
- 3) Teams cannot cancel regularly scheduled games with the intention of not playing the said game. Failure to honour the team commitment to play the full number of agreed upon league games will result in the Association bond being forfeited and the team will be suspended indefinitely. Reinstatement of the offending team will require a two-thirds vote by the League Governing Body at the Annual General Meeting, with no reimbursement of the bond being considered.

C. Playoff games/ schedule

- 1) Playoff structure will be determined at the Divisional Scheduling meeting. Playoff structure must comply with Hockey Manitoba requirements.
- 2) Dates and times of all playoff games in a series must be planned at the outset of the series. If a team then cancels (excluding cancellations due to weather conditions) they will forfeit that game and their respective Member Association Bond. The Bond will be forwarded to the opposing team as compensation. Failure to co-operate in the best interest of the League could result in further fines for both teams at the discretion of the President as appropriate under the circumstances.
- 3) Overtime will be played during the playoffs to determine a winner. Overtime will consist of a ten minute, 4 on 4, sudden death period. If still undecided, and if time permits, the ice will be resurfaced and a 20-minute, sudden death, period will follow. However, if time does not permit, a best of 3 SHOOT OUT may occur following any subsequent period of overtime. If the game is still undecided with the best of 3 SHOOT OUT, a sudden death SHOOT OUT will occur until the game is decided. No players may shoot a second time in the sudden death SHOOT OUT until all players (excluding goalies) have taken a turn. The home team will elect to shoot first or second in a SHOOT OUT scenario.

RULE 6. SUSPENSIONS

- 1) The League President shall have the authority to extend any minimum suspension defined by Hockey Manitoba.
- 2) The League President may hand down a suspension or fine for any act on or off the ice that is unbecoming of the league and/or jeopardizes player, official or fan safety.
- 3) League suspensions must only be served with league games.

RULE 7. LEAGUE STANDINGS

In case of ties in the League Standings at season's end, the following procedure is to be followed in order:

i) team with the best win/loss record in over-all league play: if still undecided

- ii) best win/loss record between tied teams.: if still undecided
- iii) by coin toss

RULE 8. LEAGUE AWARDS

A. Divisional Pennants

- 1) Each Division will have Championship Pennants to award at the end of the playoff.
- 2) Categories are to be decided at the Divisional Scheduling meeting.
- 3) Divisional Champions shall have their team picture posted on the RMFHL website.

Appendix A – RMFHL Member Minor Hockey Associations

Appendix B – RMFHL Scholarship

Appendix C – RMFHL Executive Committee Rotating Schedule/Matrix



Appendix A RMFHL Member Minor Hockey Associations

*amended 2021/22

Hockey Manitoba Regional Association	RMFHL Member Minor Hockey Associations	
Brandon	Brandon Minor Hockey	
Parkland	Grand Plains Minor Hockey Association	
Pembina Valley	Rock Lake Minor Hockey Association	
	Sommerset Minor Hockey Association	
Yellowhead	Birtle Minor Hockey Association	
	Elkhorn/McAuley Minor Hockey Association	
	Hamiota Minor Hockey Association	
	Neepawa Minor Hockey Association	
	Rivers Minor Hockey Association	
	Tri-Valley Minor Hockey Association	
Westman South	Boissevain Minor Hockey Association	
	Deloraine Minor Hockey Association	
	Glenboro Minor Hockey Association	
	Oak Lake Minor Hockey Association	
	Reston Minor Hockey Association	
	Souris Minor Hockey Association	
	Wawanesa Minor Hockey Association	

Appendix B RMFHL Scholarship RMFHL



RMFHL will provide one (1) \$500.00 postsecondary scholarship to an applicant who meets the required criteria. All applications are to be sent to the RMFHL Secretary-Treasurer on, or before, August 30th. The Executive Committee will review the applications to ensure eligibility. The scholarship will be awarded by a random draw of all eligible candidates during the AGM in October.

Eligible candidates must meet the following conditions:

- 1) Will be attending post secondary institution (university or Community College) in the coming year.
- 2) Must be enrolled in a minimum of three (3) classes per semester
- 3) Must have played in the RMFHL in their Grade 12 year.
- 4) Must have a Grade 12 average of 75% or higher.
- 5) Must not be a recipient of a Hockey Manitoba Scholarship.

Application must include the following information:

- Name
- Contact information
- Name and Location of Secondary School _
- Grade 12 average
- Name and Location of Post Secondary Institution -
- Written statement on how playing hockey in the RMFHL has prepared you for post-secondary education.

The following must accompany the application:

- Grade 12 transcript
- Proof of enrollment in a post secondary institution _



Appendix C Executive Committee Rotating Schedule/Matrix

By-Law 6 B. Annual General Meeting 2. The League Governing Body will establish a rotating schedule/ matrix among the member associations to determine who will serve in the Executive positions year to year. Member Associations shall provide a representative to fill the position as per the matrix. Those Member Associations that fail to provide a representative to fill the said Executive position according to the rotation/ matrix shall forfeit their League Bond. The League Bond must be replenished before Teams from the Member Association can participate in the League.

Member Association	Executive Committee
Birtle Minor Hockey Association	Secretary-Treasurer - Kaileigh Kyle
Boissevain Minor Hockey Association	
Brandon Minor Hockey Association	
Deloraine Minor Hockey Association	
Elkhorn Minor Hockey Association	
Glenboro Minor Hockey Association	
Grand Plains Minor Hockey Association	
Hamiota Minor Hockey Association	
Neepawa Minor Hockey Association	
Oak Lake Minor Hockey Association	
Reston Minor Hockey Association	
Rivers Minor Hockey Association	Past President - Andrea Munz
Rock Lake Minor Hockey Association	President - Mark Fallis
Sommerset Minor Hockey Association	
Souris Minor Hockey Association	
Tri-Valley Minor Hockey Association	
Wawanesa Minor Hockey Association	Vice – President - Jamie Smith

2021/22 * Revised Matrix to list Member Associations alphabetical.