

POLICY
Last updated 2007

Article 16-Finance:

Administration Fee:

- A registration fee of \$10.00 is to be administered for the first registration form & a \$5 fee for every additional form per season, to all sports & programs of the MRAI.
- A registration late fee of \$15 is to be paid if you register after first registration deadline. A \$25 late fee will be imposed after second deadline, to be determined by Registrar.

Administration Fee Refund Is Given To:

- Any person that is a certified rep on an M.R.A.I. (In season) team, where they have paid an admin fee.
- A person that is a certified volunteer for the M.R.A.I season, where they have paid an admin fee in. (minimum 20 hours per season)
- Persons that qualify will be given a voucher for the following season to redeem admin fee.
- It is the responsibility of the purchaser to provide the receipt for admin fee. If no receipt provided, it will be deemed null & void.
- In the event that a dispute should arise over who will receive a refund voucher, this will be determined by the M.R.A.I. executive. This will be final and binding.

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Last updated 2005

Article 16-Finance:

Co-Signing

- The Secretary can sign letters on behalf of any Director, with the consent of said Director.
- The Secretary can co-sign cheques. (In the interim of any one of the signing authority's, as determined by the Board.)
- MRAI Manager is a co-signer for the Multiplex account for general payments of operations only.
- Bingo Director is a co-signer for the bingo account.
- A James Nesbitt Nursery school representative is a co-signer for the Nursery account.

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Article 16-Finance:

Contracts, Agreements & Rentals

- Hall Rental Director or the MRAI Manager has the authority of the Board to enter into rental agreements under either one of their signatures
- Bingo Director has the authority of the Board to enter into agreements with Manitoba Gaming Control Commission.

POLICY

MRAI –MARKETING

Last updated 2005

Article 2 – Identification:

Name & Colors for uniforms, team jackets, crests, banners or otherwise.

- The official colors of the MRAI shall be Orange, Black and White. (Check updated constitution)
- All marketing must have all of the above-mentioned colors in any combination. . (Check updated constitution)
- The official Nickname for all sports & programs will be Maples “**Monarchs**”. The MRAI recognizes the Monarchs nickname as **Royalty**. (Royal crest, crown, crown with a lion or all combined.)
- Nursery program will be grand fathered, as to there nickname and will be none as **James Nesbitt Nursery**
- Senior Maples Juventus soccer program will be grand fathered, as to there nickname and will be none as **Maples Juventus**.
- All MRAI marketing will have to go though our equipment supervisors
- All out side marketing will need to go though the MRAI Executive for approval.

Maples Monarch Champion Hoodies

Hoodie cost for approved team will be \$5 per hoodie (Team must be approved by the MRAI board). If person wants to add one name (no more then 7 letters) or two numbers to sleeves it will be at an additional cost to hoodie, to be paid by team/player/coach. For any unapproved Hoodies the cost will be \$40 per hoodie & same applies for sleeves.

Please print. Name and phone number,

Size	Front	Back	\$5 added cost R-Sleeve	\$5 added cost L-Sleeve	Total
	Monarchs Crest	City Champs			

Please print. Name and phone number,

Size	Front	Back	\$5 added cost R-Sleeve	\$5 added cost L-Sleeve	Total
	Monarchs Crest	City Champs			

Please print. Name and phone number,

Size	Front	Back	\$5 added cost R-Sleeve	\$5 added cost L-Sleeve	Total
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Article 16-Finance:

Miscellaneous Expense

- A Director may incur an expense of not more than \$100.00 between Board meetings for activities related to their directorship. The expense must be reported to the Board, at the next upcoming meeting. (ASAP)

- A committee may incur an expense of not more than \$100.00 between Board meetings for activities related to their directive. The expense must be reported to the Board, at the next upcoming meeting. (ASAP)

- Any unforeseen cost to the day to day operation of the MRAI can not exceed \$1000.00 without the Board approval.

Part one of three.

POLICY

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MRAI –ORGANIZATION STRUCTURE

Article 9-Government

Executive Directors

- President
(Elected administrator of the MRAI)
- Vice-President of Proraming (Elected programming administrator & special event administrator)
- Vice-President of Operation
(Elected Buildings/grounds & employee administrator)
- Treasurer
(Appointed by MRAI board. After AGM.)
- Secretary
(Elected preserver of records)

Directors

- Past President
(Non-elected.)
- Registrar
(Elected sports registry.)
- Hall Rental
(Elected rental administrator.)
- Bingo/Nevada & Community Centers Canteen
(Elected Lotteries administrator.)
- Newsletter
(Elected news administrator.)
- Directors at Large
(Appointed by MRAI board. After AGM.)

Appointed Directors

- Treasurer will need to have administration financial experience & agreed on by the board for selection, to the board
- Directors at large will need to be a new sport/program/assistant in programs & agreed on by the board for selection, to the board. This will help the MRAI represent the ever changing needs of our community/membership.

Part two of three

POLICY

Last updated 2006

MRAI –ORGANIZATION STUCTURE

Sports Directors

- Hockey
(Elected rep)
- Hockey Development
(Elected rep)
- Ringette
(Elected rep)
- Basketball
(Elected rep)
- Hard Ball
(Elected rep)
- Mini-Soccer
(Elected rep)
- Boys Youth Soccer
(Elected rep)
- Girls Youth Soccer
(Elected rep)

All MRAI elected Directors are up for re-election at the annual MRAI AGM.

(Excluding Treasurer & Directors at Large)

MRAI chair/director remains open; it is the responsibility of the MRAI board to:

1. Appointment from the Board
2. Seek appointment from the governing bodies of the program in question
3. Seek appointments from registered parents in program in question
4. Seek appointment from the MRAI membership
5. Deletion of the program if no representative comes forward, by two thirds vote of the MRAI board's regular monthly meeting

Three of three

POLICY

Last updated 2006

MRAI –ORGANIZATION STUCTURE

Other non-voting directors

- **Maples Monarchs Senior Soccer program**

Recognize to the MRAI as the Maples Juventus Senior Soccer

Accountable to the MRAI board for;

1. Sending a representative from said program to the MRAI board monthly meeting with a (written if possible) report of program.
2. Provide a written annual financial report to the board for approval before the annual AGM.
3. Help provide mentoring soccer workshops for the MRAI.
4. If available.& agreed on help with other curriculum of the MRAI.
5. Answerable to the MRAI board.

- **Maples Monarchs Nursery program**

Recognize to the MRAI as James Nesbitt Nursery Program.

Accountable to the MRAI board for;

1. Sending a representative from said program to the MRAI board monthly meeting with a (written if possible) report of program.
2. Provide a written annual financial report to the board for approval before the annual AGM.
3. If available.& agreed on help with other curriculum of the MRAI
4. Answerable to the MRAI board

Part 1 of 2

M.R.A.I Volunteer/Parent's Policy Last update 2007

- Ensure participant brings equipment to and from all programs /practices/games.
- Inform the Director/Coach/M.R.A.I in advance if it is necessary to miss program/practices/games.
- Arrive 15 minutes prior to each program/practices/games.
- Ensure you/child is in their uniform and ready for practices/games by allotted time.
- (If applicable) At least one parent must be present at program/practices/games at all times.

(If you make other arrangements make sure that the Director/Coach/MRAI knows about & is in agreement)

- Be supportive & positive in all programs.
- Bring your constructive observations to the Director/Coach/M.R.A.I & allow them to handle it.
- Be sure to cheer for the whole program/team.
- Be positive with all participants of the program.
- If you are unsatisfied with what is occurring in your program please contact the M.R.A.I representatives, in this order. **Coaches, Sports Director, Sports VP, President.** (All complaints must be in writing for any action to take place)
- The M.R.A.I adheres to the Cities respectful environment policy.

<h3>Respectful Environment Policy MRAI Community Centre</h3>
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The Community Centre is responsible for providing members with a Respectful Environment free from discrimination, harassment, disruptive conflict and violence. This includes: *Sexual harassment and harassment based on race or ethnic origin, color, religion, age, sex, marital status, family status, physical or mental disability and sexual orientation.*

Everyone has the responsibility for maintaining a Respectful Environment. Use discretion and recognize the sensitivities of others regardless of a person's status at the Centre.

Although disrespectful behavior, conflict and harassment can be defined, in practice they can overlap. The following definitions, although not all-inclusive have been designed to accommodate the different types of concerns that may arise:

Disrespectful Behavior is improper behavior that is unwelcome and inappropriate. It may happen once or continue over time. It can include:

- *Rude comments and swearing as well as spreading unfounded or misinformed rumors that damage peoples reputation.*
- *Actions that invade privacy or personal property or unwelcome gestures.*
- *Displays or distribution of printed or electronic material that offends.*

Part 2 of 2: (Continued on reverse)

A Disruptive Conflict is defined as an ongoing dispute or a communication breakdown between two or more individuals that impacts their ability to work productively and cooperatively in the Community Centre.

Harassment is any behavior that demeans, humiliates or embarrasses a person, and that a respectful person should have know would be unwelcome. It may be a single incident or continue over time. It includes:

- *Verbal abuse*
- *Actions such as touching or pushing*
- *Comments such as jokes and name calling*
- *Displays such as posters and cartoons*
- *Abuses of power such as threats or coercion*

There shall be no discrimination or harassment as defined by the **Manitoba Human Rights Code** which includes the following characteristics: ancestry, race, ethnic or national origin, political belief, religion, family status, sexual orientation, source of income, and physical or mental disability.

Violence is defined as *a threat that may include but is not limited to any act, gesture or statement that may be interpreted as threatening or potentially violent. A violent act is one that causes or may cause physical harm to persons or damage to property.* The XXX Community Centre is committed to providing an environment safe from threats and violence for all members. Any member who engages in such acts will be subject to disciplinary action up to and including termination from club activities.

It is expected that all members, patrons, volunteers, and employees will contribute to this Respectful Environment.

THE PROCESS

Step 1: Resolving the Problem on Your Own

The person who objects to the unwelcome behavior is encouraged to approach the other party directly and ask that the behavior stop. If it does not stop the person who objects should proceed to Step 2.

Step 2: Problem Solving

The person who objects to the unwelcome behavior should discuss the matter with the President of the Community Centre or designate. The President should discuss the issues with the individuals and attempt to resolve the matter. This step provides an opportunity to resolve issues without formal documentation. If the matter cannot be resolved it proceeds to Step 3.

Step 3: Resolution of Issue

The Board of Directors or designate will assess the circumstances surrounding the situation by obtaining information from the two parties involved. It is the responsibility of the Board to obtain facts about what occurred so that it can respond to the allegations and take corrective action. In accordance with policies and the Manitoba Human Rights Code, the Board bears the responsibility of ensuring that there is no violation of the principles of a Respectful Environment and will resolve the situation.