



our CONSTITUTION

ARTICLE 1 | NAME OF ORGANIZATION

- 1.1 The official name of the organization shall be “The Manitoba Association of Cheerleading”. Hereinafter referred to as MAC.
- 1.2 “Cheerleading” refers to all routines; cheer routines, stunt routines, pom routines, ground bound routines, and game cheering.

ARTICLE 2 | FISCAL YEAR

- 2.1 The fiscal year shall be guided by the school year September 1 to June 30.

ARTICLE 3 | OBJECTIVES OF THE ORGANIZATION

- 3.1 To develop standardized safety requirements for use in schools, clubs, clinics and competitions.
- 3.2 To act as the regulating body for cheerleading competitions in Manitoba.
- 3.3 To encourage cheerleaders to have respect for their sport and thus gain the respect of others.
- 3.4 To develop skill level, enthusiasm, and a repertoire of cheers, chants, stunts, pyramids, and dances to enhance the level of competitiveness.
- 3.5 To provide a network system for people interested in cheerleading.
- 3.6 To develop an understanding of cheerleading with principals, school board administration, physical education departments, and other athletic associations.
- 3.7 To develop an understanding of cheerleading with principals, school board administration, physical education departments, and other athletic associations.
- 3.8 To establish communication/liaison between other provincial, national, and international cheerleading organizations.
- 3.9 To operate as a non-profit organization where no member shall benefit financially from the organization.

ARTICLE 4 | MEMBERSHIP & DUES

- 4.1 Membership is open to any organization or individual involved with cheerleading that is eligible to complete and who will abide by our objectives.
- 4.2 Membership fees shall be set yearly at the annual meeting and will be paid annually by a specific deadline.
- 4.3 Membership is a requirement for all Manitoba teams entering MAC sanctioned competition(s).
- 4.4 The Executive reserves the right to refuse membership.

ARTICLE 5 | EXECUTIVE

- 5.1 The Executive shall consist of the officers and directors who will have the right to attend all Executive meetings.
- 5.2 The Executive shall have the power to conduct all business of the Association unless specifically limited by the constitution.
- 5.3 The number of Executive members shall be determined by the outgoing Executive dependent on the needs of the Association. At least two of these positions shall assume the roles of President Treasurer, and Vice President Treasurer and the others will assume the roles of Directors or other assigned Executive positions as determined by the new Executive.

Executive members shall:

- a) represent the Association in a professional manner which promotes the importance of the organization;
 - b) attend all meetings of the Association, barring mitigating circumstances, so as to make an ongoing contribution to the organization;
 - c) prepare for each meeting by reviewing the agenda and preparing any required information;
 - d) be impartial members of the Association, keeping all biases outside of the meetings;
 - e) be on the Executive in the pursuit of improving cheerleading in Manitoba and not for personal gain or profit;
 - f) give the President items to be put on the meeting agendas two to three weeks in advance.
 - g) While each Executive member bears responsibility for specific duties, final responsibility resides with the Executive at large. Executive members not adhering to Association Constitution will endanger their representation on the Executive. A vote of three-quarters of the Executive must be attained before an Executive member is relieved of his/her duties.
- 5.4 The Executive shall exist of President/Treasurer, Vice President/Treasurer, Secretary, Judges & Standards Chairperson, and Safety & Skill Chairperson with a new Safety & Skills Officer.
- 5.4.1 The officer's duties shall be:

(a) President / Treasurer

- Call meetings, preside at meetings
- Assume responsibility for the operations of MAC
- Major spokesperson for MAC
- Liaison person
- Partial treasury- Maintains books, ledgers and financial statements pertaining to the organization
- Run and organize all competitions and events with executive
- Help facilitate and organize all events run by the Association
- Enforce MAC's safety guidelines at all MAC sanctioned events.
- Enforce and ensure any safety issue is brought to the prompt attention of the entire executive at any competition and dealt with appropriately.

(b) Vice President/Treasurer

- Preside at meetings.
- Assist in all president's duties and treasury
- Assume responsibility for operations of MAC
- Partial treasury | Maintains books, ledgers and financial statements pertaining to the organization
- Liaise and communicate with corporate sponsors
- Help facilitate and organize all events run by the Association
- Enforce MAC's safety guidelines at all MAC sanctioned events
- Enforce and ensure any safety issue is brought to the prompt attention of the entire executive at any competition and dealt with appropriately

(c) Secretary

- Preside at meetings
- Record minutes of MAC meetings, post to website
- Notify each paid member of upcoming meetings via email
- Update all rules, forms, etc. on website
- Help facilitate and organize all events run by the Association

(d) Judges and Standards Chairperson

- Preside at meetings
- Obtain or contact fully qualified judges for each competition with approval/assistance from the President and Vice President as required
- Be responsible for organizing and conducting judge's workshops as set forth by the executive
- Be responsible, along with the Executive, for adjudicating rule interpretation should a problem arise
- Be responsible, along with the Executive, for formulation of score cards to be ratified at a MAC meeting
- Take a leadership role in setting of competition standards
- Help facilitate and organize all events run by the Association
- Be responsible for approving qualified spotters at competition
- Be responsible for proper safety and spotting techniques
- Be responsible for the Skills team and for teaching teams proper stunting & spotting technique if required
- Enforce MAC's safety guidelines at all MAC sanctioned events
- Enforce and ensure any safety issue is brought to the prompt attention of the entire executive at any competition and dealt with appropriately
- Help facilitate and organize all events run by the Association

(e) Event Coordinator

- Preside at meetings
- Organize and plan for delivery and set up of equipment for all completion and training
- Plan dates for competition and training taking into consideration other out of town events that may conflict
- Plan facilitate and organize all events run by the Association with the help of the executive as required
- Be responsible for assisting the Judges and Standards Chairperson in the setup of judge's materials and other items for competitions
- Enforce MAC's safety guidelines at all MAC sanctioned events
- Enforce and ensure any safety issue is brought to the prompt attention of the entire executive at any competition and dealt with appropriately

(f) Membership, Fundraising, & Team Liaison

- Preside at meetings
- Be responsible for assisting in Membership registration and maintenance of a membership database
- Be responsible for assisting in Insurance support and registration.
- Assist teams at practice as required
- Work with teams to provide assistance with fundraising opportunities
- Help facilitate and organize all events run by the Association as required
- Enforce MAC's safety guidelines at all MAC sanctioned events
- Enforce and ensure any safety issue is brought to the prompt attention of the entire executive at any competition and dealt with appropriately

While each member of the Executive has duties it is the responsibility of the Executive as a whole to ensure all duties and responsibilities are complete and met. Therefore all members of the Executive will work together to ensure the best information, skills and opportunities are available for the members at all times. The executive as a whole will be responsible for the running and overseeing of all MAC events and competitions.

ARTICLE 6 | NOMINATIONS & ELECTIONS

- 6.1 Nominations and elections will take place on a biannual basis at the last meeting of each school year.
- 6.2 Vote by mail or by proxy will be allowed and encouraged.
- 6.3 The term of office will be two years unless the need arises to replace a member then the open position(s) will be posted for applications.
- 6.4 All currently elected persons shall be eligible for open positions.
- 6.5 To run for the Vice President or President position you must have served on the Executive for the previous 2 years and 1 year as the Vice President to run for the President.
- 6.6 When the Vice President or President positions are vacated and a new incumbent is elected, the previous Vice President and President shall serve as consultants up to the first competition to ensure a smooth transition.

- 6.7 The membership will be notified when a position is open for election. Those wanting to run for the position(s) will submit a résumé and proposal outlining qualifications and experience. All résumés and proposals must be received by mail prior to the specified deadline. A list of eligible candidates will be distributed to the qualified members along with an official ballot for vote consideration. All ballots will be completed and returned to the MAC office prior to or submitted at the final meeting. Only original ballots will be accepted, no faxed copies or photocopies will be accepted.
- 6.8 All eligible candidates must be 21 years of age and have a minimum 3 years cheerleading or previous coaching experience.

ARTICLE 7 | MEETING & VOTING PROCEDURES

- 7.1 There shall be one annual meeting for the purpose of election of officers if required and business deemed to be appropriate at year end.
- 7.2 Regular meetings shall be called by the executive with special meetings called as required.
- 7.3 One of the obligations of membership shall be attendance at all membership meetings.
- 7.4 Each member or associate member of the organization is allowed one vote.
- 7.5 An affirmative vote by a majority of those members present is required to approve the following: election of executive, rules for competition, money rising Projects and non-budget expenses.
- 7.6 Members may vote by proxy and must notify the MAC Office prior to the vote and follow voting guidelines. If the motion or proposal is changed or amended in any way at the meeting, all absentee ballots/proxy are null and void.

ARTICLE 8 | MEETINGS

- 8.1 There shall be executive meetings as needed.
- 8.2 A quorum shall consist of two thirds of the executive.
- 8.3 There shall be one annual meeting for the purpose of election of officers if required or for any such items of business deemed appropriate.
- 8.4 There shall be membership meetings held, as the executive deems necessary.

ARTICLE 9 - COMPETITIONS

- 9.1 All competitions shall be conducted according to MAC safety and competition rules.
- 9.2 The MAC Executive shall appoint all judges for competitions. A representative from the MAC Executive will be required to attend all competitions not run by MAC to ensure safety and standards with any official sanctioning.
- 9.3 The scorecards used shall be those passed by the Executive at an annual meeting.
- 9.4 In such a case where a judge is unfit or unable to judge to the best of their ability, the executive may have to render an emergency and drop that judges scores from the event to avoid bias.

ARTICLE 10 | RULES & RECOMMENDATIONS FOR COMPETITION

- 10.1 Rules and recommendations will be reviewed and revised annually by the Executive as required at the season close.
- 10.2 Rules shall not be adjusted at any other time of the school year however the current Executive reserves the right and duty to revise rules when deemed necessary. The membership must be notified of said changes as soon as possible thereafter.
- 10.3 All safety rules will be adhered to by the competitors.
- 10.4 All competition rules will be strictly adhered to by all competitors.

ARTICLE 11 | INTERPRETATION

- 11.1 Interpretation of the constitution shall be given by the executive.

ARTICLE 12 | AMENDMENTS

- 12.1 Amendments shall be made to the constitution annually by a two-thirds vote of the Executive.

MEMBERSHIP POLICY

All schools, all-star teams, companies/commercial enterprises with a vested interest in cheerleading as well as certified judges, elected Executive members and interested individuals who are not affiliated with other registered schools or all-star teams are eligible to register. The Executive reserves the right to refuse membership. Membership is terminated on June 30th of each year. Registered members will be allowed one vote each as applicable at the Annual General Meeting.

Members wishing to register with the Manitoba Association of Cheerleading must fulfill one of the following guidelines:

A. Registered School

1. School teams will be composed solely of student-athletes who are currently registered at said school. Athletes may be registered only at the school that holds their Manitoba Student Record (MSR). This is consistent with MAST eligibility requirements.
2. A school team must have a coach/advisor in attendance at all events. This person must be a school board employee or a community coach designated by the school principal to be responsible for the team at all times. The designated coach/advisor must be at least 18 years of age and can be a team member.

The coach/advisor must also:

- Accompany the team to all MAC competitions and accept financial commitment, legal liability and responsibility for the conduct of the team members at all times;
 - Sign all registration forms.
3. School teams not adhering to the above guidelines will be unable to compete in any MAC competition or event.

B. Registered Post-Secondary Team

1. Post-secondary institution teams will be composed solely of athletes enrolled at their university or college at the time of the competition.

C. Registered All-Star Team

1. An All-Star team must have an adult, 18 years of age or older, designated as the coach and who is not a team member and must:
 - Accompany the team to any MAC competitions and accept financial commitment, legal liability, and responsibility for the conduct of the team members at all times;
 - Sign all registration forms.
2. An All-Star team must:
 - Provide, upon registering for a MAC competition, a team roster which states each cheerleader's name, grade (where applicable), proof of age (copy of birth certificate, driver's license, passport);
 - Submit proof of minimum \$2,000,000 liability insurance when registering for a MAC competition, with MAC named as an insured body within the policy IF they are running a for profit program.
3. All-Star teams not adhering to the above guidelines will be unable to become an MAC member or compete in any MAC competition or event.

D. Registered Company/Commercial Enterprise

1. Companies/commercial enterprises registering with MAC must have a vested interest in the sport of cheerleading.
2. Companies/commercial enterprises must provide a copy of the following documents upon registering with MAC, and should carry this information with them at each event:
 - Copy of the document filed to legally register the company/commercial enterprise. Proprietorships, partnerships, and incorporations are eligible to register with MAC. All other registrations will be considered on an individual basis;
 - Copy of Provincial Vendors Permit (where applicable);
 - G.S.T. Registration Number (where applicable);
 - Copy of current proof of liability insurance, in the company/commercial enterprise provides instruction of any kind.

E. Registered Executive/ Judge

1. Executive members and certified judges not affiliated with any registered school, all-star team or company/commercial enterprise, may register without a fee.

F. Associate Member

1. Individuals not affiliated with any registered school, all-star team or company/commercial enterprise, may register with fee.

COMPETITION POLICY

A. All Competitions

All MAC rules and regulations must be followed at every MAC operated and sanctioned competition, including the following:

1. Certified judges must be used. Judges will be selected by the chair of the Judges committee based on training, experience and previous performance with consideration for availability and proximity.
2. All score sheets must be distributed to teams at the completion of the competition.
3. An accredited sports therapist/EMT must be present at all times, including warm up.
4. Proper sound and P.A. system must be available (e.g. DJ with high quality equipment).
5. All scoring table equipment must be provided (e.g. stop watches, pencils, calculators, tally sheets and current score sheets).
6. A safe practice area must be provided to use for warm up and mats provided.
7. A floor manager must be present to control the warm-up area.
8. Proper facilities must be used:
 - a. the floor shall be marked so that the perimeter and floor center are highly visible;
 - b. all floor surfaces (both competition and warm-up areas) should:
 - be amenable to the sport,
 - be a proper competition floor padded where dangerous, and,
 - not concrete or ice.

It is imperative that tumbling, stunts and pyramids be learned on a matted surface prior to competitions.

 - c. the performance area should have a minimum ceiling height of ten meters (thirty feet). The Executive will advise in the unlikely case of competitions with lower ceiling heights;
 - d. separate male and female washrooms rooms will be provided;
 - e. spectator facilities should be spacious enough to allow for more than the expected number of spectators.
9. If a scoring error has been detected within 24 hours after the completion of a competition, the error must be brought to the attention of the Executive. After 24 hours, no team has the right to a change in standing.

Errors may be defined as:

- miscalculations in the score room;
- announcement of teams in the incorrect standings.

A team that has fallen under the misfortune of human error has the apologies of the Executive and Judging Panel and must understand that another team should not lose their good fortune to the unfortunate team. Both teams will receive tied standing, share trophies, and receive identical prizes.

10. The staff of each company/commercial enterprise operating at a MAC event under these auspices may promote the enterprise which they represent but shall not malign, slander, or otherwise denigrate any other company/commercial enterprise.

B. MAC Sanctioned Events

1. General Information

- a. Registration fees will be as stipulated on each registration form.

2. Regulations

- a. All competitions will follow MAC Rules & guidelines.
- b. All forms signed by the school principal/official as to the school team members' enrollment must accompany the team's entry.
- c. A minimum of two certified judges will be used at the table per division.
- d. An honorarium plus mileage and parking, will be paid to each judge, spotter and helpers for the day.

C. Recommendations

1. General Information

- a. All items listed under All Competitions shall apply
- b. Competition order for MAC Competitions is determined by the draw prior to the event. The draw is conducted by the Executive. The order will also take into consideration any teams that share coaches or members so as to try not to put them back to back in performance order. All registrations received after the deadline date will be added to the beginning of the competition order or where needed to break up a back to back performance with any late fee penalty. Entries will be accepted after the deadline with a late fee of \$50. Teams registered after competition registration deadline may not be listed in the official program and will be placed first in performance order. A spectator fee will be charged. The amount will be determined at the discretion of the Executive.

2. Regulations

- a. Teams wishing to compete in A MAC Competition must be current registered members of MAC.
- b. Registration fees and entry deadlines will be stipulated on each registration form. Teams are required to make full payment for each entry with their registration on or before the stipulated deadline. (Late fees apply as per above.)
- c. No new registrations will be accepted six business days prior to the start of the event.
- d. Competition registration must be accompanied by a complete team Roster that includes a maximum of four coaches/advisors and all members and is signed by the principal of each registering school or follows the registration procedure for all-star teams. All other people associated with each team in any way will pay the spectator's admission fee.