



**RINGETTE ONTARIO**

**PROVINCIAL HOST GUIDE**

**AUGUST 2019**

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## PREFACE

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The purpose of the Host Guide is two-fold: to assist the Host in planning and preparation of the event and to indicate the minimum requirements needed to host this event. This Guide is to be used in conjunction with the Ringette Ontario Sanctioned Event Handbook.

The Host Guide is divided into four (4) sections:

1. Administration
2. Operations
3. Hospitality
4. Technical

The following is a brief description of each section:

1. Administration:
  - Host's Committee Structure
  - Lines of Communication
  - Budget
  - Meeting schedule and minutes
2. Operations:
  - Ringette Ontario responsibilities
  - Host responsibilities
  - Ice bookings
  - Risk Management
3. Hospitality:
  - Opening Ceremonies (*if applicable*)
  - Closing Ceremonies
  - Awards Presentations
4. Technical:
  - Event Registration
  - Event format
  - Officiating

This Host Guide is meant to work as a guideline, and we encourage hosts to add their own unique touch to the event. You may also refer to the Ringette Ontario Sanctioned Event Handbook for more information on the organization of your event.

## ADMINISTRATION

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The difference between a successful and an unsuccessful event depends upon a number of factors, but one of the biggest chances of success is a strong organizational structure with clearly defined roles and responsibilities.

It is very important when creating your Host Committee, that everyone is aware of the tasks ahead and who is responsible for them.

The Ringette Ontario Provincial team with their roles are listed below:

<u>Executive Director</u>	<u>Technical Director</u>	<u>Operations Coordinator</u>	<u>Marketing &amp; Communications Coordinator</u>	<u>G&amp;T Chair</u>
Budget approval Logo approval Provincial Clothing Provider Insurance Medals	Event Schedule Coaching/Officiating Rules	Accommodations Injuries	Marketing Social Media RO Merchandise Banners	Rules Event management Team approvals Game sheets On-site/ Suspensions & Complaints

All members of the RO Provincial Team must be included on all communications including host committee meeting minutes.

### HOST COMMITTEE

The Host Committee is the organizing group for the event as set up by the Host Association.

Suggested structure is to assign lead roles for:

- Operations
- Hospitality
- Technical
- Finance

Areas of responsibility include but are not limited to:

- Corporate sponsorship
- Opening ceremonies (U12 event only)
- Hospitality/Receptions
- Awards ceremonies
- Medical/Safety
- Risk Management
- Concessions
- Communications
- Financial
- Minor Officials

- Facility Rental
- Public Relations and Marketing
- Registration

In order to get organized, the Host Committee must hold regular meetings in order to ensure that targets are being met. Meetings should begin at least one year prior and should gradually increase in number the closer you get to the date of the event. Your G&T Regional Coordinator must be invited to all meetings as should your Regional Chair.

When running a meeting, the Host **MUST** record minutes. Minutes are to be recorded using the template provided. Minutes must then be sent electronically to the Regional G&T Coordinator, Chair of Provincial G&T Committee, RO Executive Director ([executivedirector@ringetteontario.com](mailto:executivedirector@ringetteontario.com)) and the RO Technical Director ([techdirector@ringetteontario.com](mailto:techdirector@ringetteontario.com)) within ten days following the meeting.

## FINANCIAL

### BUDGET

Ringette Ontario has created a budget template which is mandatory for all hosts to use. This budget must be updated periodically throughout the planning process. The budget shows a breakout of both Ringette Ontario's and the Hosts financial responsibilities.

### HOST FINANCE SUBCOMMITTEE

The Host Finance Subcommittee's main purpose is to monitor the budget for the event. Both the Host Chair and Association's Treasurer must be members of this committee, as the Chair is ultimately responsible for all aspects of the event.

### BUDGET REPORTING

The initial budget, as well as all updates, must be submitted to the Regional G&T Coordinator, G&T Committee Chair, RO Executive Director and RO Technical Director by September 1<sup>st</sup>.

The budget is divided into sections indicating the areas of responsibility of the host and Ringette Ontario. The Host will be responsible to provide input and regular updates on the budget including all costs under their responsibility.

All budgetary approvals directly related to the Hosts contractual responsibilities to Ringette Ontario, must be approved by the Ringette Ontario Executive Director. Further, the Host will be responsible to return unused ice as instructed by the Ringette Ontario Technical Director, by the required date so as to not incur unnecessary charges.

Budget updates must be provided on:

- October 15

- December 1
- February 1
- Thirty (30) days after the last day of the event.

Any changes to the budget must be approved by the Ringette Ontario Executive Director.

## OPERATIONS

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### FACILITIES & EQUIPMENT

#### ICE SURFACE REQUIREMENTS:

Access to quality facilities with multiple ice surfaces, will greatly determine if you can successfully organize a Ringette Ontario Provincials.

For further information on ice surface requirements, please contact the Ringette Ontario Technical Director at [techdirector@ringetteontario.com](mailto:techdirector@ringetteontario.com).

#### ICE MARKINGS:

Ringette ice markings must be provided, and the lines re-painted prior to the event. This must be stipulated in your ice contract with the facilities. Please refer to the Official Ringette Canada Rule Book for further details.

A template is available from the office in order to paint the Ringette Ontario logo onto the ice surface, if allowed by the arena/facility. Arrangements to get these are the responsibility of the Host and plans should be made out well in advance.

#### BOARD ROOMS:

The Host must also secure the appropriate board rooms as required by the Host Event Contract:

- A room (can be a change room) must also be available on the Sunday afternoon at the arena following the gold medal games for the distribution of Team Ontario Uniforms and information packages (Provincial Championships Only).
- Host to book a room for the coaches meeting on Wednesday evening for A and U12 events. This should be at a central location for ease of access.
- A separate meeting room for the Statistician, at the main arena, with internet access. This room will be shared with G&T Chair.
- Hospitality rooms as required or deemed necessary by the Host Committee.

- First Aid Room – this may already be in place at the facility. If there is a designated room already in place, please ensure that there is access to this room throughout the duration of the event.

#### EQUIPMENT:

Responsible	Category	Notes
Ringette Ontario	Rings	Ordering/Costs: <ul style="list-style-type: none"> <li>• 4 Dozen new rings for AA</li> <li>• 4 Dozen new rings for A</li> <li>• 2 Dozen new rings for U12</li> </ul>
	Game Sheets	<ul style="list-style-type: none"> <li>• Pre-Printed</li> <li>• G&amp;T to provide</li> </ul>
	Banners	<ul style="list-style-type: none"> <li>• Championship Division Banners</li> <li>• 2 large RO Banners for display</li> <li>• 2 U12 Provincial Banners</li> </ul>
	Medals	<ul style="list-style-type: none"> <li>• Ordering/Costs</li> <li>• 60 Medals per division</li> </ul>
Host	Rings	<ul style="list-style-type: none"> <li>• Availability at sites</li> </ul>
	Shot Clocks	<ul style="list-style-type: none"> <li>• Availability at venues</li> <li>• Back-ups, batteries</li> </ul>
	Stop Watches	<ul style="list-style-type: none"> <li>• Available at all venues</li> <li>• In case of clock failure</li> </ul>
	PA System	<ul style="list-style-type: none"> <li>• Semi Final and Finals</li> <li>• Awards</li> </ul>

#### COMMUNICATION

Communication is key while planning and during the event. Use of social media is strongly encouraged and Ringette Ontario has a page dedicated to each event on their website, where all information will be posted.

#### ON-SITE SYSTEMS

Accurate and up to date information is imperative venue to venue. The Host is responsible for ensuring that adequate communication between venues is in place and that teams and spectators are able to access current standings.



- Ringette Ontario will provide Statistical Boards on which scores and standings are recorded. The boards will be placed in a central location in each venue along with tiebreaking and mini-game rules. G&T will update the boards accordingly.
- The Ringette Ontario appointed statistician will be responsible for posting all the technical information related to the event (i.e. teams, divisions, schedules, scores, stats, etc.) for use on the Ringette Ontario website.
- The Host Committee must deliver the game sheet information to the G&T Coordinator/Designate to post on the Results boards and then pass on to the Statistician within 10 minutes of the game's end. If not at the same venue, results may be communicated through email.
- The Host will provide a table near or beside the stats boards for providing player stats sheets.

#### SOCIAL MEDIA/NEWSLETTERS:

- Ringette Ontario has a page dedicated to each event on their website. This page will be constantly updated with information regarding the event.
- All additions and/or change requests to the webpage must be made to the Ringette Ontario Marketing & Communications Coordinator at [marketing@ringetteontario.com](mailto:marketing@ringetteontario.com).
- Teams will be notified of any and all changes as they pertain to their event through email, social media and the website.
- If the Host wishes to have a separate webpage or website, they must provide that link to Ringette Ontario for posting on the Ringette Ontario website.
- Ringette Ontario will create a hashtag for each event which will be provided to the host and teams, and the Host event must use the tag in order to have posts shared via social media.
- The Host Committee will produce 2-3 Newsletters leading up to the event, in order to keep teams up to date on occurrences and information during the event. The RO Office will work with the Hosts to produce the Newsletters and prepare for distribution.
- Newsletters are to be reviewed by the G&T Committee Chair, Ringette Ontario Executive Director and Technical Director prior to distribution.
- The Newsletter is distributed by Ringette Ontario via our email system by the Ringette Ontario Marketing & Communications Coordinator and will then be posted on the Ringette Ontario website.

#### TEAM SIGNS:

The Host may design signs for each team (or Association) participating in the event. These signs can be placed on a dressing room door to assign teams or placed behind a team's bench for the spectators.

## RISK MANAGEMENT & SAFETY

The best way to deal with an emergency, is to plan for it. There are two steps involved when preparing your risk management strategy: Facility Audit and Emergency Action Plan.

### FACILITY AUDIT

A facility audit is performed in order to ensure that all areas pertaining to the safety of the players, coaches, officials and spectators, have been identified and inspected by the Host Committee. Please use the Ringette Ontario Risk Management and Safety Audit Form to guide the audit.

Those areas include but are not limited to:

- Emergency Exits
- Accessibility access
- Facility Emergency Plan
- Emergency Relief locations/lockdown areas
- First Aid locations within the facility
- Stairs/Elevators
- Telephones
- Emergency Numbers
- Nearest Hospitals and/or clinics

### NOTE:

Makes sure to check all arenas/facilities prior to start of the event including:

- Ice Surfaces
- Dressing Rooms
- Bench Areas
- Parking Areas
- Stands
- Boiler Rooms
- Zamboni

### EMERGENCY ACCESS PLAN (EAP)

An emergency plan should be established to deal with all injuries and/or emergencies and all volunteers trained using the plan. The Host Committee should designate a lead for the EAP, who will draft and educate all volunteers on steps which must occur in the case of an emergency.

Make sure that your EAP has an action plan for all possible scenarios such as missing children, holes in rink, ice pad loss, Zamboni breakdowns, etc.

The EAP must be presented to the Ringette Ontario Executive Director at [executivedirector@ringetteontario.com](mailto:executivedirector@ringetteontario.com) no later than February 1<sup>st</sup> for review.

The EAP must be provided to the Officiating Chair and the On-Ice Officials at the event.

The EAP must ensure that each venue has a point of contact and/or Emergency Response Team who are educated on the EAP for that venue. This can be the Arena Convener and a number of key volunteers (such as G&T) at each venue, or if possible, assign volunteers specific to the roles. Roles for an emergency are:

1. Emergency Lead/Arena Convenor
2. Emergency Liaison
3. Emergency Control

1. Emergency Lead:

- a. Control and assess the situation
- b. Work with Team Safety Officer
- c. DO NOT MOVE the individual
- d. Leave all equipment in place
- e. EVALUATE the severity of the injury
- f. Determine if an ambulance is required
- g. Instruct Emergency Liaison on course of action (i.e. call ambulance, etc.)
- h. Course of action for individual's removal from location of injury if no ambulance is being called (i.e. ice)
- i. STAY CALM

2. Emergency Liaison:

- a. Must know all emergency numbers
- b. Must know Facility Emergency Plan
- c. Must know location of all first aid kits
- d. Contact for Emergency Personnel (Paramedics/Ambulance)
- e. Provides the following when calling an ambulance:
  - i. Location where injury occurred (address, where – ice, stands, etc.)
  - ii. Description of the injury (unconscious, bleeding, etc.)
  - iii. Description of individual injured (age, role, etc.)
  - iv. Contact number (cell phone, facility phone, etc.)
  - v. Emergency access at the venue
  - vi. Obtain estimated time of arrival and report back to Emergency Lead

3. Emergency Control:

- a. Crowd control
- b. Identify the Team Safety Officer and bring them to the injured individual
- c. Ensure route for ambulance is clear and available
- d. If injury is serious, seek out any medical personnel in attendance (PA system announcement).
- e. Aid Lead in keeping everyone calm and organized

Each role is important, and each person should be educated on both the Event EAP and the Facility Audit and Emergency Access Plans. Each venue should have a map outlining all points of access, first aid station and parking area.

The Emergency Response Team must also ensure that an Injury Report Form is filled out by the team Safety Officer. The Ringette Ontario Injury Report Form is available online on the Ringette Ontario website.

#### MEDICAL SERVICES

The Host Committee may consider hiring the services of a third-party medical services team to assist with injuries, as only trained medical professionals should be tending an injured individual.

In the case where a third party is retained (i.e. St. John's Ambulance), they will then be assigned as the lead in the Emergency Response Team with designated volunteers as part of that team.

It is suggested that the Host Committee contact a local Sport Injury Clinic to advise them of the event, as well determine clinic hours and accessibility.

Please ensure that all designated First Aid Rooms have a stocked First Aid Kit.

## HOSPITALITY

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### CEREMONIES & PROTOCOL

#### U12 PROVINCIAL EVENT OPENING CEREMONIES

Opening Ceremonies at the U12 Event is an opportunity for the participants to showcase their team's creativity in front of family and friends. The event is to be organized and run by the Host Committee.

A guideline for Opening Ceremonies is provided but please note that there is flexibility and the Host's creativity is encouraged.

#### Items of Note:

- Must be held Thursday afternoon or evening
- Assign an MC for the event
- Ensure that the facility is large enough to accommodate the teams and their extended families
- Ensure that any equipment is in working order

- Invitations to dignitaries have been sent and confirmed (can include Political representatives, corporate sponsors, Ringette Ontario Executive Director, etc.)
- That its' no more than an hour in length
- Does not conflict with game schedule (confirm with Ringette Ontario Technical Director)

#### Guideline:

1. Player Procession
2. Introduction of Dignitaries
3. National Anthem (essential)
4. Speeches – must be kept short
5. Championship Banner and Announcement

#### PROTOCOL:

Protocol is the formal acceptance of dignitaries to your event, including functions and ceremonies. It is the responsibility of the Host Committee to determine which dignitaries they wish to attend and issue their invitations. Recommended dignitaries can include, but are not limited to:

- Ringette Ontario Executive Director or Designate
- Mayor
- Member of Provincial Parliament
- Member of Parliament
- Ministry of Ontario, Culture, Tourism & Sport Delegate (contact Ringette Ontario)
- Ringette Ontario Regional Chair
- Corporate Sponsors
- Local Ringette Ontario Hall of Fame Recipients
- Regional Association Presidents

#### AWARDS

There are four types of awards presented:

1. Medals (Gold, Silver, and Bronze)
2. Championship Trophy
3. Divisional Banner
4. True Sport Sportsmanship Award

#### MEDALS:

Ringette Ontario provides 60 medals per division (20 Gold, 20 Silver, 20 Bronze), with all extras returned to the Ringette Ontario office.

#### CHAMPIONSHIP TROPHY

The Gold medal team of each division is presented with a trophy, which must be returned before leaving the presentation area, after pictures are taken.

## DIVISIONAL BANNERS

Ringette Ontario will provide Divisional Championship Banners to be provided to the champion of each division. The banners will have the Ringette Ontario logo, name of the event, year, division and host.

## TRUE SPORT SPORTSMANSHIP AWARDS:

In each division of all Championships, an award is given to the team that most closely adheres to the True Sport principles throughout the event. Ringette Ontario is responsible for supplying True Sport ballots which will be attached to game sheets. Collection of the ballots will be organized with G&T and the awards will be provided to the winners by Ringette Ontario after the event.

## AWARD PRESENTATIONS

After final games in each division, the medals are to be awarded along with the Championship Trophy and Division Banners.

The Ringette Ontario Executive Director or a Ringette Ontario designate must be involved in all presentations. G&T Representatives, if available, may also be involved. Designates for awards presentations must also be organized (political, sponsors, Ringette Ontario designate, etc.).

The Host is responsible for the organization of the logistics of each awards ceremony (number will depend on number of divisions) and must ensure photographs are taken of all winning teams with their medals, trophy and championship banners, for social media use.

## ACCOMMODATIONS

### TEAMS

Ringette Ontario will be responsible for forging relationships with hotel sponsorship partners in each Host city. Links to these hotels will be provided on the Ringette Ontario website on the Provincial Host Event page on a date specified by the Ringette Ontario Provincial Team. The release date and information will be communicated to teams by Ringette Ontario.

Teams are responsible for the booking of and payment of their accommodations. Teams must use the hotel sponsorship hotels or pay an opt out fee of \$1,000 to Ringette Ontario.

### ON-ICE OFFICIALS & G&T COMMITTEE

The expenses for these groups will be included in the Ringette Ontario budget. The cost of travel, and meal allowances are to be paid by the Host with funds advanced by Ringette Ontario for this purpose.

The meal allowance must be given to the Chairs on the night of registration and is paid by cheque. A list of individual meal allowances as well as a total amount will be submitted to the host at least 2 weeks prior to the event. Mileage will be paid by cheques on the last day. A

list of meal allowance requirements will be provided to the Host by the Committee Chairs at least 2 weeks prior to the event.

The Committee Chairs will provide a rooming list a minimum of three (3) weeks prior to the event to the Ringette Ontario Operations Coordinator at [operations@ringetteontario.com](mailto:operations@ringetteontario.com) , who will handle all bookings.

## TEAM HOSPITALITY

It is the responsibility of the Host to ensure that teams have a memorable experience at the event.

## EVENT PACKAGE

Ringette Ontario will work with the Host to produce an information package for teams and their families. Please contact the Ringette Ontario Operations Coordinator at [operations@ringetteontario.com](mailto:operations@ringetteontario.com) to coordinate.

The Team Information Package must be completed and prepared for posting on the Ringette Ontario Website **ONE MONTH** prior to the event. The package should include, but is not limited to, the following information:

- Welcome Letter from the Host & Ringette Ontario
- Important Dates
- Event Registration Information
- U12 – Opening Ceremonies information
- Award Ceremonies
- Fundraising
- Event Rules
- Local attractions
- Medical Clinics and Hospitals
- Local emergency numbers
- Local merchants/restaurants sponsorship partners
- Parking information

## GOODIE BAGS/TEAM SWAG

Team Goodie Bags or Swag are an opportunity to promote event sponsors and provide the team with a memento from the event. Contents may vary depending on the age divisions.

## BOX OFFICE/GATE ADMISSIONS

There will be no admission charge for entry to the event.

## MEDIA AND CORPORATE RELATIONS

### MEDIA RELATIONS

While the Host is responsible for obtaining media coverage of the event, Ringette Ontario has a full time Marketing and Communications Coordinator who can work with you to prepare press releases. The Host should contact all media outlets in their area, including newspapers, radio and local television stations. Information on dates, number of participants, sponsors, level of play, etc. should be included when contacting media.

### CORPORATE RELATIONS

Corporate Sponsorship is the Host's largest source of revenue outside of Team Registration fees. The Host should work with potential corporate sponsors to create a relationship which is mutually beneficial to both the Corporation and Host/Ringette Ontario.

This can include exclusive event rights, division rights or a secondary sponsorship including value in kind.

Sponsorship may include, but is not limited to:

- Event name
- Signage
- Event press coverage
- Social media exposure
- Game announcements
- Ringette Ontario website and social media exposure (must be approved by Ringette Ontario Executive Director)
- Medal Presentations

It is up to the Host to determine what they wish to offer potential corporate sponsors and packages can be created to suite each partnership.

### RINGETTE ONTARIO SPONSORS

Ringette Ontario has ongoing contractual arrangements with a number of Corporate Sponsors. These arrangements may give the sponsors rights (possibly exclusive) to operate at the Championships. The Host should contact the Ringette Ontario office for more details.

Where local licenses/permits are required, the Host is expected to make necessary arrangements with local authorities and include any costs in their budget.

Hosts are never to contact the sponsor directly to discuss sponsorship agreement details.



## TECHNICAL

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### REGISTRATION

Each team must register before stepping on to the ice. Registration occurs in two steps: Pre-Event Registration and Event (Game) Registration. If a Team does not register through this process or has not paid their Event Fee, they will not be allowed to participate in the event.

### PRE-REGISTRATION

Any team wishing to attend Provincials must fill out an Intent to Proceed form on the Ringette Ontario website. These forms are collected by Ringette Ontario and team lists are provided to G&T and the Host Committee. All submitted forms will be deemed as official confirmation of a team's intent to attend provincials.

Ringette Ontario will establish the Provincial Event Fee for each event. This fee is payable to Ringette Ontario through either cheque or e-transfer and must be sent to the Ringette Ontario office once the Intent to Proceed form has been submitted. Instructions for payment are sent to the teams by Ringette Ontario. Ringette Ontario will submit the Event fees to the Host Committee according to the budget.

All teams, including Host Teams, are required to submit their Event Fee to Ringette Ontario. Any teams not paying the fee by the deadline will not be permitted to participate at the event.

### EVENT (GAME) REGISTRATION

Upon arrival to the event, each team's coaching staff must report to the Host Convenor office/desk, in order to receive their dressing room assignment and game sheets. It is strongly recommended that the Host Committee draws up a dressing room schedule prior to the event, to organize teams and provide both the Host Representatives and the Teams with information on timing and locations of dressing rooms. In order to obtain their dressing room key, each team must hand over a personal set of house/car keys as collateral.

At the same time, pre-printed game sheets with True Sport Sportsmanship Award slips attached, are provided to the bench staff. Please note that the game sheets must all be signed by **EACH MEMBER** of the bench staff prior to their game. It is the Host Convenor's responsibility to ensure that this is done. At that time, bench staff should be reminded to check their line up and add jersey numbers. All injured players must also be indicated on the sheet. All additions/substitutions to rosters and/or bench staff changes must be approved by Games & Tournaments or Technical Director.

After the game, the coaching staff must return the dressing room key and True Sport Sportsmanship award slip in order to receive their own keys and a copy of the game sheet. The Host Convenor must ensure that the referees have signed the game sheets prior to providing copies to the team bench staff. Any match penalties, misconducts or teams receiving thirty (30)

minutes in penalties or individuals receive ten (10) minutes in penalties, must be reported to the G&T Chair immediately.

The True Sport Sportsmanship Ballets will be provided by Ringette Ontario/G&T and attached to the game sheets. An envelope for collecting the ballots will also be provided and the results must be kept confidential. The envelope will be collected by Ringette Ontario/G&T.

## **COACHES MEETINGS**

### **AA PROVINCIALS COACHES MEETING:**

The Coaches meeting for AA Provincials will take place on the Tuesday night prior to Provincials via video conferencing. Ringette Ontario will organize and provide login information for all AA Bench Staff. Each Team must be represented at the Coaches meeting. G&T, Officiating, Host Committee and the Ringette Ontario Technical Director will be in attendance.

### **A PROVINCIALS COACHES MEETING:**

A Coaches' Meeting will be held the night preceding the first games at 8:00 p.m. Hosts must provide a room for the coaches meeting at a central location. Any Hospitality provided (food/beverages) during this meeting is up to and the responsibility of the Host Association. Each Team must be represented at the Coaches meeting. G&T, Officiating, Host Committee and the Ringette Ontario Technical Director will be in attendance.

### **U12 PROVINCIALS COACHES MEETING:**

A Coaches' Meeting will be held the night preceding the first games at approximately 8:00 p.m. This room will be provided by Ringette Ontario and booked through a partnership sponsor hotel. Information on the room location will be provided by the Ringette Ontario Operations Coordinator. Any Hospitality provided (food/beverages) during this meeting is up to and the responsibility of the Host Association. Each Team must be represented at the Coaches meeting. G&T, Officiating, Host Committee and the Ringette Ontario Technical Director will be in attendance.

## **OFFICIALS**

The Ringette Ontario Officiating Chair will select the on-ice officiating team for all Provincial Events. The Host Committee is responsible for selecting and training all minor officials.

### **ON-ICE OFFICIALS**

Only the Ringette Ontario Officiating Chair will determine who will be selected to attend Provincials. The Officiating Chair is also responsible for the officiating assignments and scheduling.

### **MINOR OFFICIALS**

Minor officials (timekeepers, scorekeepers and shot clock operators) are the responsibility of the Host Committee. The Host is responsible for recruitment and training of these roles and

prior to the event, a Minor Officials Clinic must be organized in order to train and educate the minor officials on their roles and responsibilities. It is strongly suggested that these roles be recruited from the pool of local players or volunteers.

Training is **MANDATORY**, especially for Timekeepers and Shot Clock Operators.

While expenses are not paid for minor officials, they are paid a flat rate per game which is determined by Ringette Ontario:

Scorekeeper	\$8.00/game
Timekeeper	\$10.00/game
Shot Clock Operators	\$15.00/game

Food and refreshments should also be provided.

However, it is important to note that during the event, that once a game has started, the *On-Ice Official is in charge* and all questions and concerns should be directed to them.

**The use of all electronic devices and/or cell phones by Minor Officials during games is strictly prohibited.**

**NOTE:**

- Verbal or physical abuse of any on-ice or minor official, will result in immediate expulsion from the arena and may result in further sanctions by Ringette Ontario.
- The Timekeepers box can get very cold, so a portable heater is a good idea for keeping them comfortable
- Remember to check in periodically with all Minor officials to ensure that any questions or concerns can be addressed

**FORMAT**

Each region (Central, Eastern, NorthEast, NorthWest, Southern and Western) may enter a team in each division of Provincials. The Host Association may also enter a team in each division of the event they are hosting.

Wild Card Teams will be selected to fill other vacancies, where applicable, to a maximum of 14 teams per division.

**SCHEDULE**

The schedule is created by the Ringette Ontario Technical Director with input from the G&T Committee and Officiating Committee. The Host Committee ensures that the correct ice has been allocated.

**NOTE:**

- No team should play more than two (2) games per day, including medal round games
- Schedule will attempt to allow a minimum of a 3-hour break between games if on the same day.
- Schedule is always ***SUBJECT TO CHANGE***

## RULES

All Provincial Events will follow the rules as outlined in the Ringette Canada Rule Book with any exceptions and changes as stated in the Ringette Ontario G&T Sanctioned Events: Provincials Manual.

## FINAL GAME STRUCTURE

Most divisions will run on a round robin format.

- Top three (3) teams will advance to the medal round
  - 1 semi-final game for 3<sup>rd</sup> and 2<sup>nd</sup> place
  - Winner of Semi-Final will move to Gold Medal Game to play 1<sup>st</sup> place team

For a Division with 8 or more teams:

- Top four (4) teams advance to the medal round
- 2 Semi-Final Games
  - 3<sup>rd</sup> place vs 2<sup>nd</sup> place
  - 1<sup>st</sup> place vs 4<sup>th</sup> place
- Gold Medal Game
- Bronze Medal Game

For U12 Provincial Event:

- Top three (3) teams advance to the medal round per division, which consists of
  - Bronze Medal Game
  - Gold Medal game

## ICE REQUIREMENTS

For ice requirements, please contact the Ringette Ontario Technical Director at [techdirector@ringetteontario.com](mailto:techdirector@ringetteontario.com).

## RESPONSIBILITIES CHECK LIST

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<b>HOST</b>		Sign host contract and submit to RO Office
		Acquire ice as indicated by contract
		Recruit Host Committee and delegate leads for each area
		Provide RO & G&T with program lead names and emails
		Take Minutes at all Host Committee Meeting
		Budget prepared and updated according to provided dates
		Ensure all ice surfaces have proper Ringette lines & markings

	Ensure that all Advertising & Banners are at the correct venue
	Organize Fundraising
	Organize all publicity and media relations
	Organize, train and schedule minor officials
	Recruit, organize and train volunteers for registration desk, arena supervisors, etc.
	Create Emergency Access Plan
	Conduct a Facility Audit
	Recruit and train Emergency Response Team
	U12 – Organize Opening Ceremonies
	U12 – Organize Off-Ice Event
	Organize Awards Ceremonies
	Make sure Medals and Sticks (if A/AA) are at the correct arena
	Make sure rings are at the correct locations for opening games
	Ensure all PA systems are in working order
	Ensure shot clocks are at all venues with back up and extra batteries and screw driver
	Ensure delivery of all game sheets to Statistician immediately after every game
	Ensure that there are enough cheques available for use for payments during the event (meal allowance, G&T, officiating, etc.)
	Work with RO to create Event Information Package
	Organize communication flow between ice surfaces, Officiating Chair, G&T Chair, Host Chair
	Provide list of contact numbers and emails of all lead volunteers for RO Staff, G&T Chair and Officiating Chair during the event
	Event office is stocked with office supplies
	Signage is posted in appropriate locations
	First Aid Kits are stocked
	First Aid room is open
	Final venue inspection prior to event
	Supply space for Ringette Ontario Booth
RO Office	Prepare Event Contract
	Prepare event budget template
	Notify Host of RO Sponsors and contractual obligations
	Notify sponsors of dates and hosts when approved
	Organize and secure Accommodations for teams
	Maintain Event page on Ringette Ontario website
	Work with Host to create Event Information Package
	Prepare ice schedule
	Executive Director to Approve Event Logo
	Issue Intent to Proceeds

	Collection of Event Fees
	Advancement of Host funds 45 days prior to the first day of the event
	Ensure clear lines of communication between all parties
	Order and deliver Medals
	Order and deliver Championship & Division Banners
	Order and deliver rings
	Bring Championship Trophy for final games
	Ensure Team Ontario uniforms are on site for final games
	Prepare issuing procedures and issuing forms for uniform distribution
	Social Media coverage leading up to event
	Social Media coverage during event
	Provide marketing materials
	Ringette Ontario Booth with activations
	Organize Provincial Clothing Supplier contract
	Provide sponsorship revenues after completion of event
	Provide Host with names of officials/supervisors
	Provide Host with names of G&T attending
	Arrange for RO Executive Director or designate to be in attendance
	Distribute Team Info and Uniforms for Nationals and Easterns
	Provide Expense forms for Officiating and G&T
G&T	Seed Teams for Provincial
	Review and make recommendations to schedule as requested
	Pre-Registration process in collaboration with technical director
	Attend Coaches meeting and inform teams of procedures for the event
	Keep event running efficiently and troubleshooting as required
	G&T Regional Coordinator to attend all Host Committee planning meetings
	Ensure trophies and banners are returned to RO Office
	Prepare list of G&T attending for meal allowance and submit to Host two (2) weeks before
	Prepare Game Sheets
	Design and provide Statistics Boards
	Submit rosters to Host
	True Sport Sportsmanship Ballots – provide, collect and tabulate
	Hold nightly meetings to review daily event
	Protests/Grievances during event
	Complete Tie-Breaking decisions
	Submit G&T Expense Forms to Host Saturday evening
	Prepare G&T Binder for each G&T Member
Officiating	Select On-Ice Officiating Team
	Schedule and Supervise the On-Ice Officials
	Review Schedule

	Submit list of Officials and Supervisors attending for meal allowance to Host two (2) weeks before
	Hold Meetings as required during the event
	Attend Coaches meeting and present procedures for the event
	Submit Officiating expense forms to Host by Saturday evening

## OFFICE SUPPLIES LIST

Pens (LOTS!)
Markers
Paper – plain, construction and Bristol board
Envelopes – various sizes
Masking Tape
Scotch Tape
Scissors
White Out
Staplers and Staples
Extra batteries for Shot Clocks
Extra Fuses for Shot Clocks
Extra Shot Clocks
Multi-head Screwdriver
Long Clip Boards
Post it Notes
Extra Game Sheets
Extra True Sport Sportsmanship Ballots
Home/Visitor Signs
Stick or Tray for medal presentations
Tie-Breaking Rules
Stats Boards
Microphones for announcements
Power bars and extension cords
PA System
Portable heater
Small First Aid Kit

## REMEMBERING AGNES JACKS

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A Member of the Order of Canada, Agnes Jacks was the widow of Sam Jacks, who invented the sport of Ringette in 1963 in North Bay, Ontario. While the sport lost Mr. Jacks' guiding hand through his untimely passing in 1975, the Ringette community continued to benefit greatly from Agnes' dedicated and enthusiastic promotion of the sport both within Canada and around the world.

Over the years, Agnes proved herself to be truly dedicated, not only to the sport but also to the people in Ringette. She faithfully attended numerous Ringette tournaments and championship events and never failed to provide just the right word of enthusiasm or congratulations to players, coaches, officials and spectators. The Ringette community appropriately laid claim to Agnes as their very own Goodwill Ambassador.

“At every opportunity, Agnes told us that we were ‘all her girls’ and we knew she truly meant that. Every Ringette athlete, coach, referee, parent, volunteer and fan, was like family to her and if you were in that family, you felt Agnes’ love and support,” said long-time Ringette athlete Laura Warner. “When she told us to ‘stay out of the penalty box’ we honestly felt a touch more inspired to play Ringette in the true spirit of the game. Agnes knew that Ringette was a unique sport that offered something invaluable to women. It is a game of unparalleled speed, finesse, and perhaps most importantly, passion. Agnes understood that and did more than anyone I’ve ever met to further infect us all with the love of the game.”

In 1998, Agnes Jacks proudly lent her name to a scholarship to recognize Ringette players, coaches and officials who demonstrate strong academic performance and a commitment to the sport of Ringette. The scholarships are awarded annually during the closing ceremonies of the Canadian Ringette Championships.

Sadly, the Ringette community lost their goodwill ambassador on April 1, 2005, when Agnes Jacks passed away in her hometown of North Bay, Ontario. The Agnes Jacks Scholarship Awards continue to live on and while recipients continue to achieve academic excellence and commitment to the sport, they also honour her memory and carry forward her dedication and love of Ringette.

In the years prior to her passing, Agnes had worked very hard lobbying various levels of government to put up signs in North Bay to recognize the town as the birthplace of Ringette.

On December 18th, 2005, the vision of Agnes and Sam Jacks was realized when the signs became a reality. Agnes will be dearly missed and never replaced, but she will always be remembered.

“Those of us who were lucky enough to meet Agnes and be touched by her wonderful soul will now take on the responsibility of ensuring that her message and her spirit are carried on in the way they deserve to be,” added Warner.

More information on Ringette Canada and its programs can be obtained at [www.ringette.ca](http://www.ringette.ca)