ONTARIO RINGETTE ASSOCIATION
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E-SPORT REGISTRATION PROCEDURES

2016-2017 SEASON

August 2016

E-SPORT REGISTRATION SYSTEM

The following documentation has been compiled to guide you through the Registration Process.

Familiarize yourself with these procedures before attempting to access the E-Sport Registration System. The Registration Procedures are comprised of two (2) sections. The first is the Registration Process itself – procedures, requirements, submissions, payments and timelines.

The second part addresses how to access and use the E-Sport Registration System.

Hoping you find the Registration Package helpful in this coming season. If any assistance is needed, please contact your Regional Membership Services Coordinator.

Region	Name	Email Address
Chair	Fred Black	chair.membership@ontario-ringette.com
Central	Debbie Findlay	deborah_findlay@rogers.com
Eastern	Ellorie Hanson	membership_services_coord@easternregionringette.ca
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ONTARIO RINGETTE ASSOCIATION
REGISTRATION PROCEDURES

You may require certain registration forms. These can be found in the Operating Manual – Forms and Appendices section of the ORA website www.ontario-ringette.com as required.

Membership Registration Form	M-F-15
Playing Agreement	M-F-02
Bench Staff Code of Conduct	C-F-01
On-Ice Officials Registration Form	O-F-05
Information Change Form (Accessed through the E-Sport registration webpage)	M-F-10
Player Tryout/Release Form	M-F-07
Player Relocation Form	M-F-18
Two Team Player List	M-F-22

STEP ONE: LOCAL REGISTRATION

1. Local Registration times should be established taking into consideration the O.R.A. Registration deadline of **November 15th**.

2. All participants of your Association must be duly registered and, in the case of Bench Staff and On-ice Officials, must have completed or in the process of completing the necessary certification requirements for the position and level being held.

3. **Membership Registration Form (MRF)**

   The MRF must be completed and signed **ANNUALLY** by every participant 18 years of age or older, or by a parent or guardian if the participant is under 18. DO NOT SUBMIT MRFs, RETAIN FOR YOUR RECORDS. After three (3) years, the MRFs can be shredded.

   The Local Association must keep on file an MRF for EVERY participant registered with the O.R.A. Many associations have their participant complete a local registration form. If your association does not have one you may wish to photocopy the Ontario Ringette MRF for this purpose.

   If utilizing your own membership form it must include the clause agreeing to abide and be governed by all By-Laws, Rules etc of the ORA.

   Under Provincial legislation it is not permissible to ask for the Health Card Number. Do not ask registrants for this number.

STEP TWO: PREPARING YOUR FORMS

1. **Player Tryout/Release Form (M-F-07)**

This Form is used when a player seeks permission to tryout for or to be released to an association other than the association the player is presently registered with.

The Player Tryout/Release Form must be completed in accordance with Section 9. Player Tryout/Release, Membership Services in the Operating Manual, and submitted to the Releasing Region no later than **November 15th**, unless the region has determined an **earlier date**.

2. **Player Relocation Form (PRF)**

This Form is used when a participant relocates from one association to another association due to a change in their permanent primary residence and/or educational facility.

Proof of change of permanent residence and/or education facility must accompany the completed Player Relocation Form. Refer to Section 8. Player Relocation, Membership Services in the Operating Manual.

3. a) **Two Team Player List**

List these players by name, date of birth and O.R.A. number. Indicate both associations, if applicable, division and level of play.

Two Team Players only refers to B or C level players also playing on an A or AA level team. **Dues and fees shall be paid by the home association**. Two Team Player Agreements are not permitted between 'B' and 'C' levels of play or between "A" and "AA" levels of play.

The Adult Development program is excluded from the Two-Team-Player rule as outlined in the G&T and Membership Sections of the Operating Manual. Refer to the Player Affiliation Policy in Section 3.6 of the ADP Section of the Operating Manual.

b) **Playing Agreement** (Two Team)

All information for Two Team Player Agreements must be submitted to G&T and Membership Services by **November 15th** and must include completed priority listing for tournaments and applicable signatures.

Agreement must be completed and duly signed before playing on provincial teams at tournaments or sanctioned events.

4. **Bench Staff Code of Conduct Agreement for Sanctioned Events – C-F-01**

The Bench Staff of each of the Association's Teams must sign this form.

These Forms are to be submitted to the Regional Coaching Co-ordinator by **November 15th**.

5. **On-Ice Officials Registration Form (O-F-05)**

Each official must complete and sign an On-Ice Registration Form before participating on the ice.

These Forms must be submitted to the O.R.A. office by **November 15th along with the rest of the registration package** for registration to be complete.

Enter the Official's Email address if supplied on the On-Ice Registration Form.

DO NOT FILL OUT THE FORM ON THE OFFICIAL'S BEHALF

An official is any participant who referees (officiates) the game of Ringette. Most officials are registered through their local association; however, it is possible for an official to register as an independent official. When using officials that are not members of your local association, ensure that they are in fact registered and qualified. The Region Officiating Co-ordinators and O.R.A. office maintain a record of this information.

6. **Volunteers/Executives**

Voting Participants of the Association Executive **must be registered**. These are the individuals who are involved with the operation and decision making of your association. Other association participants such as qualified Bench Staff not attached to a particular team, but act at-large for the association must also be included.

We strongly recommend that anybody who assists on the ice be registered for insurance purposes.

A separate list, of all other volunteers who periodically assist the association in some capacity, must be prepared and maintained by the association (no applicable dues and fees). Do not send a copy of this list to the O.R.A. office.

STEP THREE: E-SPORT REGISTRATION

Follow the link from www.ontario-ringette.com

1. Account Activation
2. Lost Password or Login Information?
3. Association Listing
4. Registering Membership
5. Deleting Membership
6. Membership Reports
7. What do the Pictures Mean?

1. Account Activation

Account activation is required to permit access to your membership in E-Sport.

You will need specific information provided by Ontario Ringette before you can activate your account.

Contact Ontario Ringette for your welcome letter which contains your association specific activation information.

1. Enter your Activation Code.
2. Enter your Association Information (note, even if it is incorrect, enter it exactly as provided, you can update it later).
3. Enter your Email, Login Name and Lost Password reminder question.
4. Check your email inbox for your acceptance note.
5. Confirm the email to activate your account.
6. Login to E-Sport.

2. Lost Password or Login Information?

Three options

a) Follow the on-line steps for password retrieval.
b) Re-activate your account.
c) Contact Ontario Ringette.

3. Association Listing

The information on the left hand side of your Association Notice Board is the information that will be displayed in the general Association Listing accessible to the public.

You can choose to include contact people for your organization from the section "See/Manage our Executive".

4. Registering Individuals

It is important to stress to the parents and participants that information needs to be correct and complete. Names need to be spelled the same, and birthdays have to be input correctly. The more information is the same, the easier it is for the system to recognize similarities and not create duplicate files.

Do not register any player, bench staff, official or executive for whom you do not have a registration form.

1. **DO NOT INCLUDE SYMBOLS (e.g. +, - etc) IN YOUR TEAM NAME.**

2. **Full legal names are mandatory for registration documents.**
   a. **This will help to reduce duplicate files**

3. **Accurate birthdays are mandatory – please, no false entries.**
   a. **Input birthdates in the following format: yyyy/mm/dd.**
   b. **This will help to reduce duplicate files and will help the ORA office distinguish between players with the same name.**

4. **For names that have conjunctions (i.e. Van Dyke), Registrars are required to put a space between the conjunctions on the registration forms. If one association puts a space and the other does not, two files will be created for the same registrant.**

Registration has been divided up into three main sections
1. Executive
2. Membership (includes players, coaches, officials and members)
3. Teams

See/Manage our Executive is a list of your executive. When managing your executive, you can choose to assign them as contact people to be included with your Association Listing.

Add/Modify Membership is a complete list of all active and inactive players, coaches, officials and members. Type at least two characters of their last name to perform a lookup of your association membership.

Found the member? Click the button on the left hand side to **update** their profile. Be sure to check to see if information on the registration form matches what is on file. Quickly activate or deactivate a member by clicking the ✓ or ✗ picture.

Member not there? Click **Add a new Member.**

Note: Players and Coaches can be added directly from **See/Manage our Teams.**

See/Manage our Teams (players/coaches)

Not only can you manage your teams here, you can

- Add new teams.
- Modify the team description by clicking the ID#
- See a PDF version of the official Team Registration Form
- See a PDF version of the summary version of the official Team Registration Form
- Print an on-line version of your Team Registration Form to sign and return to the Ontario Ringette Association.
- "D" Developmental (18+) is only used for teams 18+ and 30+.
- "R" Recreation/Houseleague is only for teams U19 and lower.

Click **change** from the Roster heading to manage the team.

Players or coaches can be deleted by clicking the ✖ in column three.
Player or coach information can be modified by clicking the button in column two.
Clicking either of the **Add** buttons will let you lookup existing players or coaches to add and also permit the addition of players and coaches that do not otherwise exist.
Note: A player cannot be assigned to the same team more than once, nor can a coach.
ORA numbers are assigned by the ORA and will usually appear within 24-48 hours.

Note: The PDF version of the Official TRF is updated every couple of days. Please send this version to teams to check that all information is correct.
We will accept scanned versions of the TRF. Please ensure that you send the <u>FINAL SIGNED COPY</u> of the form. Official TRF is not for distribution, for coaches' use only. Summary TRF is to be used for tournament use.

Members awaiting Central Office processing will have a shaded background.

4. Deleting Membership

If you do not want a member to appear in E-Sport or have made an error, contact Ontario Ringette to request the member be removed.
You can also simply make them inactive.
Note: Players and coaches can be removed from teams
Note: Executive can be deleted

5. Membership Reports

Access the **Membership Listing** section from the Association Notice Board.

Select your view option then click the button.
View any or all Roles.
View Active, Inactive or All.

Visit the section **See/Manage our Teams** to see and print your Team Registration Forms.

The main login page (**Association Notice Board**) contains your Annual Fee Calculation as well as a listing of your teams and your Officials Field Report.

6. What do the Pictures Mean?

Member is active and modifications can be made

Role. Each colored hat represents a different role

Member is active

Member is not active

Registration Status. Green = Registered

Registration Status. Yellow = Pending
When a member is activated, they become pending until the ORA approves the membership and changes their status to Registered (green)

Registration Status. Red = Not Registered

Print membership. See a printable (non graphical) list of your membership

STEP FOUR: SUBMITTING YOUR REGISTRATION

Registration of all members including Players, Bench Staff, Officials and Executives are due by one date only. **November 15th**.

Any Team/Official participating in a Sanctioned Event before **November 15th** must submit their TRF/Registration to the O.R.A. office before attending the event. Changes to this TRF must be made using an ICF.

5. **Payment in full** must be submitted with the completed Registration Package. Prepare a cheque, money order or INTERAC e-Transfers in the total amount is payable to the Ontario Ringette Association. INTERAC e-Transfers must be sent to ed@ontario-ringette.com. Please let the Executive Director know the password being used to secure the e-Transfer to ensure receipt of payment. **(Please No Cash In The Mail)**. A **10% late fee** is levied against Registration Packages received more than **fifteen (15) days after the due date.** Refer to the Operating Manual - Membership Services, Section 2-5.

Remember to print an updated "Annual Fee Calculation" after making any changes to your membership.

***NOTE*: The ORA will NOT be sending out invoices to each Association. Associations are responsible for completing the Annual Fee Calculation Sheet and including it with registration package.**

ANY REGISTRATION DUES AND/OR FEES SUBMITTED TO THE O.R.A. ARE NON-REFUNDABLE.

Submit to the O.R.A. office by the registration deadline:

- On-Ice Officials Registration Form(s)
- Team Registration Forms (TRF) (one (1) for each team) signed by the Head Coach
- Two Team Player List
- Player Relocation Forms (PRF)
- Payment for Registration Fees

If mailing, enclose all registration documents in a protective package and forward to the O.R.A. office at the address below. You have put considerable time and effort into preparing these important documents. You may prefer to register your package or obtain a parcel tracking number if you are sending it by courier.

Send everything to: Ontario Ringette Association
3 Concorde Gate, Suite 207
TORONTO Ontario
M3C 3N7

Do not forget to send these forms to the appropriate Regional Co-ordinator.

Form	**Coordinator**
Player Tryout/Release Form (M-F-07)	*Membership Services*
Bench Staff Code of Conduct (C-F-01)	*Coaching*
Playing Agreement (Two Team) (M-F-02)	*Membership Services*
Player Affiliation (ADP-F-02)	*Adult Development*

STEP FIVE: AFTER NOVEMBER 15TH

An Information Change Form (ICF) is required to report any new or returning participants after the **November 15th** due date. The ICF must be submitted to the O.R.A. office before these players and bench staff participate on-ice or in team and association related events.

Any changes to a provincial team after the November 15th deadline, including new players and late registrations need prior approval by Membership services and G&T Committee. Do not use an ICF to add players to a provincial team. Refer to Operating Manual – Membership Services, Section 7.5.

Information Change Form (ICF)

This form is used to register additional participants or record changes to individual and/or team information after Team Registration Forms (TRFs) have been submitted to the O.R.A. office.

The Form should be completed as follows:

Section 1. Change of Individual Information

- complete when registering a late or new registrant
- complete when advising change of address, phone number, etc.
- complete in the same manner and detail as the Team Registration Form (TRF).

Section 2. Change of Team Information

- complete when an individual already registered on one TRF is changing to another TRF during the current season.
- complete when any players and/or bench staff members change from one TRF to another TRF.

Section 3. Change of Bench Staff

- complete when a bench staff is being replaced and/or added to a team. May also be a participant of another bench staff
- also complete Section 1 and/or Section 2 if applicable.

Note: Only Association Registrars can submit Information Change Forms.

SUBMITTING INFORMATION CHANGE FORMS (ICF)

The ICF can only be accessed through E-Sport Registration by copying and pasting a link into your internet search engine. The link in available once you log-in. ICF's are submitted on-line