

## **Example of ARENA LETTER**

November 9, 2017

Arena Supervisors

This letter is to inform you that the Nepean Ringette Association will be holding their 23rd Annual Ringette Tournament from Friday, November 18, 2017 until Sunday, November 20th, 2017. We will be hosting 107 teams from all over Ontario as well as teams from Quebec, Nova Scotia and New Brunswick. This means approximately 2000 players, coaching staff, as well as family and friends in attendance at the four arenas, Bell, Merivale, Nepean Sportsplex (1, 2 & 3) and the Walter Baker Sports Centre (both ice surfaces). The Association will be requiring specific items to be available to us at each of these arenas and I will itemize them according to the venue.

### **Walter Baker Sports Centre:**

- We will require all of the change rooms including both referee rooms. In the first change room (7) we will need 3 large tables and 6 chairs. In the first ref room (just before change room 7), we will need 1 large table and four chairs. We will require 3 tables and 2 chairs set up in the corner, basically 2 across and one down to make like a mini office in the corner just as you come in the back door by the vending machines on the main floor.
- On Friday, Saturday, and Sunday, Score2Stats will be setting up in the upper hallway in between the arenas on the right hand side by the electrical outlet. They will be running a computer and will need power for that. They require 4 tables and 2 chairs. Hours of operation: Friday and Saturday – 7am-midnight. Sunday – 7am-7pm.
- We will also need 6 tables and 3 chairs set up in the Upper concourse (to the right of the doors into the hallway between the arenas) on Friday and Sunday for our vendor, Emphasis Sports Marketing – on Saturday, these will need to be in the upper hallway between the two arenas to the left as you go through the doors. Hours of Operation – Friday: 4pm-8pm (set-up 3pm), Saturday: 8am-8pm (set-up 7am), Sunday: 9am-3pm (set up 8am) .
- On Friday and Saturday, we will have a prize table set up in the upper hallway between the arenas, just inside the doors on the right. They require 3 tables and 4 chairs. Hours of Operation: Friday and Saturday 8am-8pm.
- On Friday, Hyguard mouth-guard suppliers will be set up in the upper concourse near the washrooms. They will require 3 tables and 3 chairs. They also require a dedicated source one full outlet, no sharing. Their hours of operation will be from Friday: 9:00am-8:00pm with set up at 8:00 a.m.. On Saturday, they will be in the hallway between the two arenas, just to the right when you go inside the doors. The set up and hours of operation will be the same as for Friday.
- On Friday and Saturday, we will require and additional 3 tables and 6 chairs in the upper concourse in the hallway between the two arenas for other vendors. These would be required for 7:00 a.m.

- On Sunday, we will need to have a small table to set up in the concourse in front of the Nepean Ringette Association display case for our awards presentations. We will be holding our medal presentations there and we will need somewhere to place the trophies.
- On Saturday and Sunday, we will need 3 tables and 2 chairs set up in the upper hallway between the arenas. Hours of Operation – 7am-8pm.
- We normally use an extremely large easel to display the scores and standings of all teams, once again, in the hallway between the two arenas and would appreciate having it again this year, set up on Wednesday evening.
- Last year we were able to store things in room 7 on Thursday evening so that we would be ready for an early start on Friday morning. Would this be possible again this year?

### **Sportsplex 1:**

- We will require all the dressing rooms on Friday, Saturday and Sunday morning.
- We will need to use the Yzerman room. All of our “stuff” including the shot clock gets locked up in there overnight. Would it be possible for us to use this room over night on Thursday night to store items in so that we are ready for an early start on Friday morning?
- In the Referee room, where we hook up the telephone and have our volunteers work, we need to have a table and 2 chairs.
- ESM will be set up at the top of the ramp leading down into the arenas, right against the glass, they will require 6 tables and 3 chairs. Hours of Operation – Friday: 4pm-8pm (set-up 3pm), Saturday: 8am-8pm (set up 7am).
- In the past we have had a huge easel on which we were able to post the scores and standings for all of the teams. We would like to have this again this year, set up on Thursday morning. This could be in the main lobby or just upstairs at the top of the ramp.

### **Sportsplex 2:**

- We need a table and two chairs so we can hand out programs and give out the dressing room assignments (in the lobby). We need five dressing rooms and the ref room.

### **Merivale Arena**

- We need all the dressing rooms.
- We need access to a phone (I believe that the line was left under the door and we plugged our own phone in last year in these arenas – is the phone number the same this year?).
- We need two tables for our volunteers and four chairs.
- We understand that there is a new shot clock in this arena. Will it be installed and operational for the tournament?

### **Bell Arena**

- We need all the dressing rooms.
- We need access to a phone (I believe that the line was left under the door and we plugged our own phone in last year in these arenas – is the phone number the same this year?).

- We need two tables for our volunteers and four chairs.
- We understand that there is a new shot clock in this arena. Will it be installed and operational for the tournament?

We would also like to make sure that we have access to the First Aid rooms.

Of course we would like to be assured that the electronic clocks are all in good working order and that all the bulbs light up.

The schedule is attached. We know that all three arenas at Sportsplex are set to begin at 8:00 a.m. on Friday morning and that this may not be possible due to flooding. The priority will be to begin arenas 1 and 2 at 8:00 and if one arena has to start a bit later, it should be 3.

I hope this information is helpful and if you have any questions, please don't hesitate to contact me.

Thank you in advance for your attention to these matters.

(NAME)  
Tournament Coordinator