

# Ontario Ringette Association



## *Sanctioned Event Handbook*

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## **Introduction**

This handbook is designed to help the Ringette Associations of Ontario who are interested in hosting any level of tournament. It is an excellent resource to help ensure a successful tournament.

Thanks to all G&T Committee Members past and present who have had a hand in the creation of this resource.

## **O.R.A. Sanctioning of Your Event**

The Ontario Ringette Association sanctions ALL Invitational Tournaments. Getting this approval must be included in your planning and organization. O.R.A. Form G&T-F-01 <http://ontario-ringette.com/members-resources/administration/forms-and-appendices/games-tournaments-forms/> is the application to use. Registration for tournaments can't begin until after the tournament sanction approval has been given.

Your Regional G&T Coordinator will have a list of all of the traditional and available weekends. Each Region has a Regional G&T Coordinator whose names are listed on the O.R.A. website under their regions information located here: <http://ontario-ringette.com/find-an-association/>. Your Regional G&T Coordinator will send you Sanction approval after June 30th. The O.R.A. Operating Manual is available on the O.R.A. website. Your Regional G&T Coordinator is a valuable ally in helping and advising you on how to set up and run a tournament.

Along with the G&T sanctioning of the weekend for the tournament, the ORA Technical Director will issue you a Sanction Event Package, which includes a check list called "Tournaments for Dummies" including all items needed to run a successful tournament. Also included, is a set of Sanctioned Event Rules. These rules are made and distributed by the O.R.A. to all associations so that all tournaments are consistent in what they offer and how they are conducted. To help ensure this, being sanctioned means sending in required pre and post event requirements within the time specified in the package. (See section "Rules".) Your Regional G&T Coordinator must authorize **ANY** changes to the sanction package rules. Contact your Regional G&T Coordinator for advice.

The Referee-in-Chief for your tournament may be your association R.I.C., but you may ask the Officiating Coordinator for your Region for assistance. If you are hosting Regional Championships or Provincial Qualifiers, then the Officiating Coordinator of your Region is the Referee-in-Chief.

When planning your own Invitational Tournament you are responsible for all items and must ensure that they are done in accordance with the sanction package check list called "Tournaments for Dummies".

When applying to host Regional Championships you must establish with your Regional G&T Coordinator as to where the responsibility for each item lies. Each region may plan its Regional Championships as best suits their own region. Be sure to assign responsibility for: medals, posters, Officiating Supervisor's Expenses, G&T Expenses, and any Regional committee Expenses.

Your tournament can be large or small. It can revolve around house league or the more elite representative teams depending on the size and desires of your organization. Regardless of how big or small it is, there are a number of items that must be controlled

to ensure a quality tournament. Volunteers should be named to ensure each item is under control or at least has been discussed. One volunteer may look after as many, or as few, items as you think necessary for good control. As mentioned earlier, part of your planning process, should include regular scheduled and emergency meetings. At these meetings you should assign duties and do the regular follow up action to ensure everything is progressing, as you would like.

### **Planning & Organization**

Hosting a tournament is not difficult, but it requires much planning, organization, and a concentration of effort to make it successful. There is no substitute for good planning to ensure a high quality event. Hopefully, the following pages will assist you, but don't be surprised to find a few unknown, or unplanned, difficulties that may provide concern. Good planning, and being organized, will help to reduce the unknown to a very small number of items.

Whether your tournament is large or small, "C" or "AAA", the key is establishing what it is you wish to accomplish and then getting organized to do it.

In order to coordinate all of your planning, you should schedule regular meetings. In one of your very early meetings you should appoint a tournament chairperson and select your committees. (See the section on "Committees" for more information.) You should book your ice time, and any other facilities you think you may require, as soon as possible, even as much as one year in advance. Give yourself as much lead-time as you can. There are many details to plan and time is required to get them all into motion. (See the section titled "Facilities".)

If this is your first endeavour at hosting a tournament it is advisable to start small, possibly one or two divisions with four teams each. Please keep it in mind that a team should have two or three hours rest between games and should not be expected to play more than two games in a day. See the section "Scheduling" for the multitude of items that must be addressed.

Team entry fees should cover the cost of all expenses and then all fundraising will provide a profit for your organization. See the section "Budget" for a sample layout.

### **Meetings**

It is important to establish regular meetings, to discuss the tournament. Items of discussion, each time, should center on what needs to be done, what is done, and any follow up action required.

Your first meeting should discuss your objectives. You should brainstorm to list all of the items you wish to control in your subsequent meetings. See the attached list of possible items to be controlled.

Schedule all meetings well in advance and expect written reports so that everyone knows what to expect.

### ***Pre-tournament Meetings***

From the outset, meetings should be held as often as necessary to ensure everything is progressing as well as possible. Minutes should be kept, even if informal, so that everything discussed is not forgotten or perceived differently in the memory bank.

### ***During the Event***

Quick recap meetings with the chairperson should be held to ensure that all is going as planned and make any changes required.

### ***Post Tournament, Wrap-up Meetings***

Be sure your tournament chairperson has a meeting of all committee workers to evaluate your tournament after it is over. This will be very beneficial in the planning of your next tournament. Make a list of what worked and what did not and ways to improve for future events for both the host and the Regional G&T Co-ordinator.

## **Items to be Kept Under Control**

The following items should be kept under control, and their progress monitored either at your committee meetings or by your Committee Members, who report progress at your meetings.

### ***Tournament Committee***

To ensure each of the parts is made whole.

### ***Accommodations***

To organize hotel accommodation

### ***Announcer Coordinator (Optional)***

To schedule announcers and inform them of their duties at games and ceremonies.

### ***Tournament Convenors – Tournament and Individual Arena or Site Supervisors, Managers, Troubleshooters, or Facilitators***

The tournament Convenor's job is to coordinate a team of Arena Convenors, Site Supervisors, Troubleshooters or Arena Managers responsible for the overall running of each arena and responsible to the Tournament Chairperson. This on-site supervisor will ensure that all games are ready to go on time (facility, teams, officials-minor & on-ice); and ensure clean facilities (washrooms, dressing rooms, etc.); and ensure that all teams have completed the registration process.

### ***Awards Presentations***

Prepare all awards to ensure that they are available when required, and to ensure that dignitaries are present at the appropriate time.

### ***Budget***

This must be emphasized. It is crucial to making the event a success financially.

### ***Communications***

To decide and coordinate what communications, if any, are required. To ensure everything will be coordinated at a main site.

### ***Dignitaries (Optional)***

To arrange for inviting and hosting dignitaries.

### ***Equipment Room***

To be available to open the equipment room, if available, so that teams can store their equipment while not playing.

### ***Facilitators***

See Tournament Convenors, above.

**Facilities**

To assure that all of the items discussed above, in “Facilities” are taken care of.

**Fair Play Awards (Optional)**

Conduct and arrange for evaluations for the sportsmanship program.

**First Aid (Optional)**

To assure that a qualified first aid attendant is available at all times, if possible.

**Fundraising**

To ensure you decide what direction the tournament will take. Discuss options such as fling-a-ring, goal-lotto, souvenirs, pictures, etc.

**Goodie Bags (Optional)**

A team package can be given to each team upon registering. This includes food coupons, etc.

**Hospitality Night (Optional)**

To welcome and receive guests.

**Hospitality Room (Optional)**

To arrange hospitality room for coaches and officials and volunteers that is open at all times. Arrange for some light refreshment (sandwiches, soup, juice, coffee, etc.) if possible.

**Program (Optional)**

To assemble a program that includes: team lists, schedules and advertisements.

**Protest and Grievance Committee**

Are required to handle efficiently and fairly any game or discipline grievances or protests which may be filed.

**Publicity Director- Local**

Contact local media and promote the tournament as a major sporting event. Report results to media.

**Referee-in-Chief/Director of Officials**

Conducts officials meeting for both referees and minor officials (scorekeepers/timekeepers/shot clock operators) prior to the games, selecting and scheduling these officials. Evaluation and follow –up of the officiating as required and assuring rings are available are his/her responsibility. (The sanction package also has a handbook for the referee-in-chief.) To invite, schedule and coordinate game officials. To ensure that all minor officials are suitably trained and scheduled.

**Registration**

To register teams as they apply and give them relevant information when they arrive.

**Rules Director**

Makes sure the Sanction Rules are followed.

**Scheduler**

Draws up the schedule for the tournament.

**Signs**

To have signs made to show game results. Team signs to display behind the benches and on dressing rooms are optional.

**Site Supervisor**

See convenor above.

**Souvenir Sales (Optional)**

To organize local souvenir sales as desired. Responsible for coordinating the sales tables and accounting for all souvenir sales and accounts receivables.

**Sponsors – Tournament & Program (Optional)**

To solicit sponsors and sell advertisements for the program and the tournament as a whole.

**Statistician**

Maintain large up-to-date result boards, ensure game sheets are delivered to the registration table and picked up from there before game.

**Team Coordinators – Hostesses (Optional)**

To organize a team of hostesses or coordinators to help the teams by making sure the dressing rooms are available, putting up team signs behind benches and assisting as required. To assure the teams are lined up and ready for opening and closing ceremonies.

**Acknowledgements/Recognition**

Be sure thank you letter are sent to all persons who assist with the tournament and are not directly involved with the organization.

**Timekeeper Coordinator**

Selection, scheduling and training of timekeepers and scorekeepers.

**Transportation**

Make sure that officials & supervisors can get between sites.

**Troubleshooters**

See Tournament Convenors, above.

**Committees**

In order to host an event of any size you need more than one person doing the work. The smaller you make the jobs, the more people you can get to do them. Few want to be chairman, but getting people to take on jobs such as running the arenas, or making the schedule is much easier.

Individuals or committees are needed to fill a number of positions. Following is a list of some suggested positions to be filled. Committee members or jobs to be done are not limited to these and where necessary you may combine them.

Schedule regular meetings, allow for emergency meetings, and expect written reports from all committee members so that everyone knows what to expect. Written reports make it easy for the secretary to follow up with minutes and in helping to plan any future tournaments.

**Positions**

**Complimentary Staff**

Tournament Chairperson  
Tournament Convenor

Assistant  
Arena Convenors, Managers,  
Troubleshooters, Facilitators  
Committee

Announcer (Optional)  
Awards Director  
Equipment Storage Director (Optional)  
Facilities Coordinator  
First Aid Supervisor  
Fundraising

Assistant  
St. John’s Ambulance

Hospitality Room Supervisor (Optional)  
Hostess Supervisor (Optional)  
Program and Sponsorship Convenor (Optional)  
Protest Committee  
Publicity Convenor

Assistants  
Hostesses  
Committee  
Committee  
Committee

Referee-in-Chief	Officials/Minor Officials
Registrar	Committee
Scheduler	
Rules Convenor	
Secretary	
Souvenir Sales Convenor	Committee
Statistician	
Treasurer	

**Miscellaneous**

Ice Markings	Arena Staff
Ceremonies	
Signs	

**Committee Member Responsibilities**

***Tournament Chairperson***

To coordinate the tournament and oversee all committees

***Tournament Chairperson's Assistant***

To assist the Tournament Chairperson in the overall coordination of the tournament and all associated activities.

***Secretary***

Record minutes of the meetings. Responsible for all correspondence. Order sufficient game sheets from O.R.A. Prepare the game sheets.

***Treasurer***

Sets the budget. Sets up the bank account. Is accountable for all receipts and disbursements.

- |          |   |                |          |   |                          |
|----------|---|----------------|----------|---|--------------------------|
| Receipts | - | entry fees     | Expenses | - | Ice                      |
|          | - | Souvenir sales |          | - | Awards                   |
|          | - | program sales  |          | - | printing of program      |
|          | - | program ads    |          | - | timekeepers              |
|          | - | donations      |          | - | scorekeepers             |
|          | - | sponsors       |          | - | referees                 |
|          | - | Other          |          | - | postage, etc.            |
|          |   |                |          | - | Hospitality expenses     |
|          |   |                |          | - | Shot Clock Operators     |
|          |   |                |          | - | Regional G&T Coordinator |
|          |   |                |          | - | Other                    |

You should make a Term of Duties/responsibilities for each Committee Member so there is no confusion as to who does what.

**Accommodation**

***Accommodation***

At times, ORA or your Region may have a corporate sponsor to assist in these matters.

Contact your Regional G&T Coordinator to see if this is a possibility

Make a list of Hotels, Motels, Restaurants, etc. in the area for teams well in advance showing on a map, costs, etc.

Visit or phone the Hotels/Motels ahead of time. Make sure that any accommodation listed will take teams. Try to arrange for officials' rooms if necessary. Try to negotiate for a free or a lower charge for these rooms. Perhaps you can do this in lieu of payment for an ad in the program, or sponsorship of ice, etc.

A local travel agency may be a resource.

### **Budget**

All tournaments should be run on at least a break-even basis, where income equals expenses. But there is no shame in using your tournament to make profit for your association. Most associations do. (sample budget enclosed)

#### ***Income***

- Team Entry Fees
- Sponsors
- Donations
- Souvenir Sales
- Program Sales
- Other

TOTAL

#### ***Expenses***

- Ice Rental
- Awards
- First Aid
- Publicity
- Souvenirs
- Officials Expenses
- Organizer's Expenses
- Correspondence
- Hospitality
- Equipment (Game Sheets, Rings, etc.)
- Other

TOTAL

#### ***Income over Expenses***

### **Communications**

Communications include telephones and correspondence before, during and after the event.

#### ***Information Kit***

Send an Information Kit to the coaches of all teams. This kit includes:

Tournament Rules	Transportation
Team registrations	Equipment Storage (optional)
Opening Ceremonies (optional)	Souvenirs
Accommodations	Hospitality Night (optional)
Awards	Discipline
Team Protocol	Schedule
Team Checklist	

### **Telephones**

You need good communication between team contacts before the event and between arenas and tournament headquarters during the event. Cellular phones have become a necessity. Each arena must have one, as well as the chairperson, referee-in-chief, rules coordinator, and tournament headquarters. GOOD COMMUNICATION IS A MUST!

### **Correspondence and Paperwork**

1. Reserve ice and other facilities you require to host your event.
2. Apply for sanctioning of the event to O.R.A. (Form G&T-F-01)
3. Send out letters of invitation (sample enclosed) to include; dates, deadline for applications, cost and who to make cheque payable to, level and divisions available, guaranteed number of games, refund deadline, date they will be notified, contact name, address and phone number. Are officials needed?
4. Acceptance and non-acceptance letters must be issued as soon as possible after the deadline to notify teams that they are in or not. A written non-acceptance is a must. (samples letters enclosed)
5. Submit to the Regional G&T Coordinator, biweekly updates of applicants, rejected, accepted, and waiting list
6. Send in required pre-event sanctioning requirements.
7. Hold committee meetings and keep minutes to assure that all details are being handled.
8. After the event send in post-event requirements.

Other information regarding the tournament should be provided upon request. After the tournament, thank you notes to committee members, media, arenas, contributors, donors, sponsors, etc.

### **Tournament Invitation**

This should be sent four months before the tournament is held (in the fall of each year is best). The teams accepted need time for fundraising, arranging accommodations, planning transportation, etc. If you want the team to bring along a referee, tell them the current carded level of the referee.

#### **Points to include are:**

- Date of tournament,
- Divisions involved - how many teams in each.
- Entry fee.
- Guarantee of how many games.
- Final date for entry and date of acceptance.
- Ask to have cheques enclosed with entries – who is cheque payable to?
- Address and Phone number of tournament chairperson
- Date when they can expect to receive notification of acceptance or rejection.
- Request that a TRF MUST be included when registering.
- A policy on refunds MUST be stated
- Accommodation Deadlines for returning rooms i.e. 30 day or 60 day

### **Letter of Acceptance**

This should be sent as soon as a final decision is made as to which teams are accepted, which should be no later than two days after the closing date for applications.

#### ***Points to Include Are:***

- Inform them of teams accepted or rejected.
- List of accommodations with prices
- When to expect schedule if not included
- Map of city, showing arena (s), accommodations, and restaurants
- Information on any hospitality being provided
- Information concerning storage availability at arena

### **Letter of Non-Acceptance (Rejection)**

This letter needs to be sent as soon as possible. A phone call should be made to tell the team, to allow them as much time as possible to get into another tournament, but a letter still must be sent. It is not necessary to include why they are not accepted, unless for instance the division is not included in the tournament.

### **Concessions**

**NOTE:** Check with the municipality on licensing issues which may be in effect.

Food: If there is none available already, you will probably need to arrange something. i.e. barbecue, bake table, etc.

Bake Table: Have baked goods brought in the evening before, so that goods can be labeled ahead of time.

Barbecue: Sell tickets inside and then get food outside. Sausages, hamburger, Bacon on a bun, etc. go over well.

Souvenirs: See this section below

A cash float will be necessary whenever cash is used. Make sure that prices are set firm before you begin. Make signs with prices already made up.

### **Tournament Convenors. Site Supervisors. Arena Managers. Troubleshooters or Facilitators**

#### ***Tournament Convenor***

The tournament convenor is the person who arranges for and appoints all of the Arena Convenors. He/She should be prepared to be at the rink for the majority of the event. Either he/she or the Arena Convenor schedules and controls the arena volunteers, such as timekeepers, scorekeepers, shot clock operators, etc. Arrange for all supplies for table, stationery, extra game sheets, organized game sheets, referees payments, first aid supplies, rings for games, pens, clipboards, batteries for shot clock, etc. **Each site must have a box with the supplies so that it can be passed on each year.** See also the section on Facilities for some of the pre-tournament tasks that must be done.

### **Arena Convenor**

(Preferably 2 per arena- 1 for registration and 1 for troubleshooting)

One of the most important positions to fill during the actual event is the arena convenors. Regardless of what they are called, come game day, he/she is your most visible person in each arena. Their job is to oversee all activities at the arena that they are in charge of on the day, or days, of the tournament. See also the section on Facilities for other tasks, some of which must be done even before the event begins. The Convenors' main job is the smooth operation of the event. They should know everything a visitor might want to know about the area around the arena, the community as a whole and the arena itself. Maps from the Chamber of Commerce are an asset.

Most asked questions:

- Where is the closest skate sharpening?
- Where is the best restaurant in the area?
- Do you have a first aid room?
- Where is the nearest hospital or clinic?
- Are the other arenas on time?
- How far behind is this arena?
- How do I get to the next arena?
- Is there a place to store our bags before the next game?

They man the phones between arenas and Tournament Headquarters. If you are using cellular phones, will they work inside each arena? (Sometimes you have to go outside, or they may not work in that area at all.) Phone scores to a central location and to the scoreboards at all other sites. Find out who is making decisions such as tie-breaking, protests, etc.

The Arena Convenor keeps a master list of emergency phone numbers.

- Registration of teams (registrar)
- Crowd control
- Public Relations
- Report scores to radio and press (publicity)
- Sign in of teams
- Post scores immediately after games
- Keep games running on time
- General inspection of dressing rooms, lobby and washrooms.
- Liaise with ice attendant re: flooding policy and nets (U14 and up are pegged)

Complete co-operation of the arena attendants at the time of your tournament is essential to having a good tournament. You should name "Arena Convenors", "Tournament Managers", Site Supervisors", or "Troubleshooters" for each arena you will play in. He/She should be the only one asking the arena staff to do something out of the ordinary during your time in that arena. If several different people are asking, sooner or later the staff may simply say "NO!"

Sometime, well before the tournament, you should ask the person in charge of the arena to check, do, or make available things such as:

- Repainting of lines on the ice, possibly special lettering. Include a rulebook with your letter showing proper rink markings. You may want to consider getting the event logo painted at or near center ice.
- Use of telephone
- Use of microphone and PA system. Have music, etc. ready if needed.
- Have the refreshment booth well stocked and open at all games
- First Aid room available, as well as skate sharpening

- Time Clocks and Shot Clocks are in working order
- Give the staff your game schedule with expected flood times and discuss curfews, dressing room arrangements, and any storage needed
- Acquire extra shot clocks (if needed) – contact your Region

As well, a member of the committee (if possible the chief troubleshooter) should make a personal visit to the arena to discuss your needs with the attendant who will be working at the time of the event. At this time, you can see if the things listed above are in hand. For example are the lines on the ice? Are power sources available and ready to go?

### **Facilities**

Before doing anything discuss with your Regional G&T Coordinator what weekend is the most viable for your specific event and read the O.R.A. Sanctioning Package. The first order of business is to reserve your ice time and any other facilities you will need to run a successful event. You may have to do this as much as a year or more in advance. Call your arena scheduler as soon as you decide you would like to host an event. You may have to do a small balancing act between what the community says is available and the weekends that O.R.A. says are available to you. The weekend you want may not be one that is available. Often all of the ice sports in one community have a joint meeting during the spring or summer to trade off ice for major events.

One of the prime considerations when hosting a tournament is to ensure that you have considered all of the facilities, and equipment required to run the event. Many small items may be accidentally left off your list, but are essential to playing the game.

### **Facilities Checklist**

Included in the O.R.A. Sanctioned Event Package is a Risk Management checklist. It must be filled in before the tournament starts. Below is a list of some of the items and others to consider in your own tournament facilities checklist.

1. Time Facilities are open. Notify all arena persons, concession attendants what times you will need the facilities open.
2. Registration Room – Can be designated area or a specific room.
3. Dressing Rooms for teams – preferably 4, Make sure that rooms are kept clean. (extras can be used for other gender players)
4. Dressing Room Keys. Ask that they be kept at the registration desk.
5. Referees Dressing Room. Need an adequate room for officials to dress in; ask for a secure room large enough to leave their equipment while not officiating on-ice.
6. Adequate Spectator Seating.
7. Timekeepers & Scorekeepers Area – clock, lights, PA system, etc. working.
8. Rink Markings. Make sure that they will be as required. You may want to ask if they will paint your logo on or near centre ice.
9. Equipment. Rings, stopwatches, whistles, pens, heater (for scorers), extra sets of sweaters (in case of conflicts), and clipboards for scoresheets.
10. Equipment Storage - Optional. Ask if they can provide an area to leave equipment between games. This is difficult to control. Make sure that a warning is made very clearly that you cannot be held responsible. If all games are played at one arena this is very convenient. However, it is not a big problem if you cannot get a room and teams have to take their equipment with them.
11. Communications. Between Arenas

12. Tournament Charts & Scoreboards. Needed to keep everyone up-to-date at each site. Make sure that they are easy to read and understand. **Tie-breaker rules must be posted.** Make sure that only trained persons post scores and do the tie breaking in one site only.
13. Hospitality Room - Optional. If possible provide a Hospitality Room available for volunteers/officials/dignitaries. This is great for arena supervisors, etc. who may not be able to leave the site. (see section on Hospitality)
14. Skate Sharpening. If none available on site, you should provide a listing, handy for anyone who needs the service.
15. Directional Signs. To registration, Sales areas, etc.
16. St. John's Ambulance or qualified First Aid personnel - Optional.
17. Risk Management Checklist.
18. Flooding Schedule. Make sure the coaches are advised before each game if and when there will be a flood. Many rinks start their floods at different times. A difference of five to eight minutes while short in time is enough to change the mood of a team, ready, or conversely not ready, to play at actual game time.
19. Municipal Approval/Licenses. Make sure that you have checked to see if you need any municipal approval or license for sales, concessions, etc.
20. Shot clocks available and working.

### **First Aid**

You must decide if it is better to have St. John's Ambulance or an individual with first aid training in attendance at all tournament games; or conversely whether 911 where available or emergency ambulance service is better.

If you use St. John's Ambulance or an individual find out if an honorarium is normally given. If a donation is to be given consider sending it along with a thank you letter.

Is it necessary to supply first aid items such as band aids, ice packs, etc. or does the facility supply them?

### **Fundraising**

#### ***Program, Sponsors, Souvenirs***

See also the section about the "Program" for advertising in it and sections about "Sponsorships" and "Souvenir" activities. Some portions of what we call Fundraising can be considered Sponsorship, and vice-versa. **Check on Municipal by-laws.**

#### **Fundraising**

Fundraising is a very important part of any financially successful event. It includes donations and activities other than those in the program or paid advertising under sponsorship. For example, it is sometimes possible to get entrepreneurs to sell things at your tournament and give you a percentage of the sales or a flat fee for the right to do so. Use the same principles as you do in the program for cost and profit.

**50/50 Draws-** Little expense or forethought needed. Great fundraiser as it cannot lose any money. No impact on game times.

**Goalotto-** Again, it cannot lose any money. For every second (60) a square is sold for \$.50 or \$1.00 or 3/\$1.00. The second the last goal is scored determines the winner (:00 to :59). If no winner, tournament keeps the whole thing, (or you could decide to give it to the closest second, splitting the winner if they were equal distance apart. Winner gets 50% of what is sold. No impact on game times.

**Fling-a-ring-** Cannot lose any money. A sale of numbered rings to be tossed onto the ice at half time. The closest to centre ice gets 50% of sales for that game. This can cause serious delays in event timing if not controlled closely. (It typically can add one hour in a full day's event per pad.)

**Penny Table-** Get donations as prizes. Tickets sell for 3/\$1.00 or \$.50 each. Jars kept next to each item to collect tickets.  
Face Painting.

**Entrepreneurs-** Sports store sets up a table for sales. Host gets a percentage or flat fee. Also available are photographers and other retail merchants.

## Hospitality

### **Hospitality Room at Arenas**

It is suggested that you keep in mind that volunteers should not be out of pocket for drinks, food, etc. Many tournaments arrange for a hospitality room at various sites used by the tournament, for all of the people listed previously. On- and off-ice officials will greatly appreciate this also. This is great for all of your volunteers to get a sandwich, juice, coffee, etc. when they may not be able to leave the site. Donations of food, drinks, etc. cost nothing but greatly add to the well-being of the volunteers.

Suggest pot of hearty soup or stew. Picnic cooler for juice and sandwiches. Try to arrange with hotel, donut shop for leftovers for the convenor's room and offer free advertising in the program.

Kitchen supplies such as towels, soap, sugar, milk, coffee, cups, stir sticks, wrap, napkins, kettle, coffee pots, tea, etc. will be needed.

### **Referees Room**

They travel from far and wide to be scheduled for only 4/5 games a day. This hardly covers 2 meals and a snack for a day, never mind the gas or accommodation expenses. Therefore try to arrange with the hotel for free rooms, arrange for juice, sandwiches, baking, fruit, soup, water, sports drinks, etc. for their dressing rooms, or they could have access to the hospitality room. With only 1 or 2 hours between games it is difficult to change, drive somewhere, eat and be ready for the next game. They are MOST GRATEFUL for these extras. It is truly for the love of the game that they referee.

### **Hostesses**

Often communities provide team hostesses, or hostesses assigned to a certain stretch of time. These could be players of Petite to Belle age or possibly mothers. They can be assigned a team throughout the event or a certain number of hours. For the games involved.

She will need a schedule of her times expected and a description of her duties such as:

- Show teams to their dressing rooms
- Fill water bottles if needed
- She should be sure dressing rooms are locked during the game
- She would always be close to the bench, in case they need her assistance
- After teams leave the dressing rooms, check for forgotten items and make sure that rooms are in good order for the next team

She should be at the arena more than one half hour before the team she is looking after is scheduled to play.

## **GAME OFFICIALS – REFEREES**

### ***Referee-in-Chief (R.I.C.)***

Every Invitational Tournament RIC is required to communicate with their respective Regional Officiating Coordinator regarding the selection and scheduling of officials for their tournament. Such communication must take place no later than three weeks prior to the tournament's first game and shall occur solely for the purpose of information interchange.

Some of the responsibilities are:

- Call the tournament chair to find out the number of teams, calibre of play and the number of facilities being used, to determine the list of officials.
- Contact officials to determine their availability.
- Schedule the officials.
- Send your Regional Officiating Coordinator a list of all the officials being considered for the event as per Guidelines noted below
- Supervise and monitor the event in its entirety.
  
- You must arrange a method of payment ie. Cheque, sign in sheet, pay envelope, etc.
- Ensure that officials (on-ice and minor officials) know whether they will get paid after each game, at end of day whether it is cash or cheque. Prior to the event officials should be notified if pay is by carded level or game type.
- On-Ice officials should provide input concerning the job being done by minor officials
- Deal with concerns about officials that may arise from official's management of game situations
- May be a participant on any protest/Grievance committee

For further information and guidelines read the Tournament Referee-in-Chief Guidelines in the Sanctioned Event Package.

## **MINOR OFFICIALS**

### ***Scorekeepers, Timekeepers, Shot Clock Operators and Announcers*** ***You get what you pay for!***

**Any minor official can be removed from a game at any time by the host or the on-ice official**

Your timekeepers, scorekeepers, and shot clock operators play a vital role in the operation of your tournament.

All minor officials should be knowledgeable and familiar with the materials that are made available to them i.e. game clock, game sheet.

There must be 3 different people. Allowing someone to do 2 jobs is asking for trouble. No electronic devices can be used while in these positions in the arena.

### ***Scorekeepers***

Responsible to record on the Official Game Report goals, assists, penalties and timeouts. In addition, to ensure the timekeeper and on-ice officials sign the gamesheet at the end of the game. Must be totally impartial while carrying out assignments.

### ***Timekeepers***

The timekeeper is responsible for the operation of the game clock i.e. penalties, goals, 30 second timeouts. Must be totally impartial while carrying out assignments.

### ***Shot Clock Operator***

The shot clock operator is responsible for the operation of the shot clock device and to observe the on-ice officials signals. If the Shot Clock Operator has to be in the stands, the area should be roped off so that spectators are not in the way or not being a distraction. Must be totally impartial while carrying out assignments. They need to be instructed that they **DO NOT ARGUE WITH THE ON-ICE OFFICIAL OVER APPLICATION OF THE SHOT CLOCK RULES.**

### ***Announcers (Optional)***

This job can be volunteers, maybe even from your local media. Responsible girls of U16 or U19 age groups or parents can be used. Timekeeper is responsible for announcing team lineups (if time permits), penalties (player name, number, team, time of the penalty and type of penalty), and goals (player name, number, and who assisted).

Announcements mentioning sponsors can also be made, before the game, at half time or during stoppages in play.

The announcer should have a clear speaking voice. This can be a distraction if not done by a responsible person. And again must be totally impartial while carrying out assignments.

### **OPENING CEREMONIES (Optional)**

It is up to the discretion of the tournament committee to be as elaborate or simple as you wish.

Invite dignitaries to make short speech possibly the Mayor or a representative from the community service or Parks and Recreation.

Invite sponsors to present the awards they have presented.

You will need a hall of area for the team to line up in before their entrance onto the ice. Possibly have a colour guard to lead the teams onto the ice.

You will need an organized game plan as to where all teams, referees, dignitaries, and executive are to be and the order in which presentations will be made.

## **TOURNAMENT PROGRAM (Optional)**

A tournament program, whether sold or given away, whether a single sheet schedule or a glossy fully sponsored booklet, is your main communication vehicle. Often this is the only method of getting information to your coaches, the players, the spectators, and the public. There is probably nothing better that will force you to think comprehensively about all elements of the tournament than a full booklet.

A basic program should contain a master schedule of events, tournament rules (those differing from ORA rules), any appropriate maps, notices, emergency numbers, etc. Once this work is done, it is not much extra effort to add team listings from the submitted TRFs. The total ORA rules package comes in the sanctioning package, especially the section on tie breaking. Some pictures from last year's tournament and some welcoming letters from the Mayor, Association President, etc. also add to this. Thank you lists for sponsors and volunteers as well as an autograph page also adds greatly to the whole venture.

You now can sell advertising space in the program, which will cover the cost of the program and in all likelihood generate income.

In planning the program you must think of four elements. The first is the editorial aspect. The editorial content is anything but advertising. It is the reason for producing the program in the first place. The second element is the production of the program. Everything from the type of paper that is to be used to who will print the program. The third element is advertising. While it is tempting to think of advertising for the revenue it can bring in you must also consider what your production has to attract and make it feasible for advertisers to buy into. Ideally, these three elements will work together to enhance your event.

The fourth element is deciding whether to sell or give the program away. Remember, if you sell it you need to find volunteers. It can be sold at concession booths, but it also needs to be well promoted. You can split these and have them available with a donation can and a suggested amount. That way everyone wins and you do not need as much personal attention in selling them.

### ***Editorial Elements***

The editorial content of your program will ultimately be decided by the nature of the booklet that you intend to produce. In any case, the following may help you decide what you wish to include.

- Cover
- Contents Page
- Local Directory
- Map(s) showing Arenas & Hotels, etc.
- Event Schedule
- Team Rosters
- Tournament Rules
- Scoreboards for results
- Letters of Welcome
- List of Acknowledgements (Volunteers, Sponsors)

## ***Production Elements***

Unless you have experience within your group this may be the time to pick and involve a printer, to work with you on the details. Printers are used to working with inexperienced clients and can offer examples of possible formats, price structures, and production deadlines. In your planning, though, there are some things that you should begin thinking about.

**Number of Pages** - Many types of printing has pre-set groupings such as four pages to a printed sheet. Nothing is more discouraging than to put together the best booklet ever and find that you have 34 pages in a four to a page layout.

**Number of Programs to Produce** - Check on printing costs. Sometimes an extra 100 programs are relatively cheap. The number of programs required will depend upon the number of attendees. The nature of the program (souvenir types will need more than just basic schedules), and whether it will be sold or given away. If selling them a rule of thumb is that for every (7) seven people admitted you will sell one (1) program. Everybody likes to see his or her name in print, therefore the more names or pictures, the more you will sell.

**Method of Production** - Many organizations have people who have the capabilities and/or software to do desk top publishing. As typesetting is labour intensive task, any work that can be done by volunteers will have dramatic savings.

**Production deadlines** – Do not forget that the printer will need lead time to do the setup, prepare the proofs, get your signoff, and print the final product. This lead-time should be determined with your printer months before the event.

**-Page Size**

**-Colour/Format**

**-Binding Type**

**-Paper Type**

## ***Advertising Elements***

In considering the advertising elements for your program, you should attempt to come up with a balance. At the very least, the ratio of advertising to editorial content should be 50/50. A program that contains more advertising can obviously generate more revenue but anything above 60/40 can become self-defeating. Smaller local tournaments can get away with higher ratios because the advertisers are equally interested in supporting the local events as they are in earning payback for their submissions. Bear in mind that a single page of advertising can accommodate several ads. As part of your layout planning, you should choose how many advertisers you can accommodate on a page without shorting them. In planning the advertising elements, the following should be considered.

- **Number of Ad Spaces** –
- **Preparation of Ads** – Ad lay-up can be expensive. Many advertisers will have camera ready artwork and/or layouts to use. Others may have business cards that can be readily used. Here again is an opportunity for that skilled volunteer with the handy computer and laser printer. Ads can be sold in sizes such as business card, ¼ page, ½ page/ full page/ back cover, etc. Keeping the ad lay-up for the next year can also save future setup dollars.
- **Rate Structure** – Certain locations such as inside front cover, back cover, beside schedule, etc. command a higher price. Be sure to identify and promote these premium spots. A page of smaller ads should generate more revenue than a single full page ad.

- **Sales Contracts** – A simple page that contains rates, a check off box, and an open space upon which to attach a copy of the artwork will avoid the embarrassing “I didn’t get what I paid for.” comment.
- **Contra Arrangements** – All tournaments have needs besides money. Ads in the program can be traded for goods and services that can be more valuable than money to a tournament. To be fair to other advertisers, some attempt should be made at valuing the products received to ensure the proper size ads are traded. This also helps in evaluating the profit or loss of the project.
- **Advertising Targets** – There are three market areas – International, National, and Local. Normally lead times are needed in approaching the first two areas and you need to offer them fair value for their dollar.

The Local advertiser on the other hand does not have as much money to spend, but is not as much encumbered by pre-set budgets and level of authority. In addition the local advertiser is interested in the community support aspect of the tournament.

Giving each advertiser an invitation and admission to the event, a thank you letter after the event, and a copy of the program featuring his ad, is a solid presale for next year.

- **Sales Kit** – Each person selling advertising should be given a simple sales kit to make the job, if not easy, at least organized. This kit can contain the following:
  - Rate card illustrating the size of available ads, their cost and those premium slots available
  - Contracts and agreements committing the advertiser
  - Information on your organization, the event history, and perhaps information on Ringette itself.
  - Dummy of the program or a copy of a previous year or similar program from another event.
  - Examples of well-designed ads

### **Extras**

All of the above is conventional as far as programs are concerned. You should not feel restricted in any way from adding to the approaches set out. After all, there are no rules and nothing to say that a committee cannot improve on anything that has been done before.

The following are some further features that can be added. Do not forget that what attracts your audience to reading the program will also attract advertisers to participate.

- Lucky number or similar contest using the program
- Coupons offering discounts at event or at advertisers or elsewhere.
- Update statistic page as inserts on subsequent days of the event.

### **Summary**

The first step is to choose the objective of the program. Is it to generate revenue, inform the participants, exposure for the sport or enhance your tournament? Once these questions have been answered, the information contained within this document should give your tournament the basic information required to produce a product to meet your needs.

## **PUBLICITY/MEDIA**

Your Publicity Director’s job is to contact the media in the area to promote your tournament as a major sporting event.

Relations with the media cannot be a one-shot deal. Provide a regular and consistent campaign. Assume that the people you speak to know nothing about Ringette, but speak as if it is a household name that they all should know about.

The best news is “people”, not “events” or “scores”. If you cannot find news, make some. When you are hosting a tournament, mention it early and keep the media posted regularly. Reporting of results to the media is more likely to get printed if you connect it to a personality from the local community.

Websites can be a very good way to communicate the event. Sponsorships can be acquired to offset the cost.

### **Promotion/Publicity/News Releases**

**BEFORE:** Press Release – Info about the tournament – Background, etc. schedule – with team names and home team information. Send all information to your local radio station and newspaper two weeks in advance of the event.

Include the date of the event, where games will be played when play starts, times of final games.

- Number of teams participating, where they are from
- Possibly your tournament chair could be interviewed on radio or TV
- Request pictures by the press
- Posters could be made up giving all details and posted in arenas, plazas, etc.
- Notices could be sent to schools

**DURING:** Passes (if admission is charged) Arrange to have someone knowledgeable about the tournament and the game itself to be available to answer questions, etc.

Up-date scores as soon as possible to all media such as website, radio, TV, and press, etc.

**AFTER:** Send follow-up information immediately – scores, awards, prizewinners, etc.

### **ORA Website/Association Website**

Post tournament information and application on your association website (if available), along with schedules, score, etc. Links can be provided to sponsors websites.

Results must be sent to the Regional G&T Coordinator immediately after your event electronically in the form of a scored schedule.

## **REGISTRATION OF TEAMS**

Registration of teams includes all of the tasks you associate with sending out invitations and receiving them back, filled in by the prospective teams wishing to participate.

Following are some guidelines to help with registration.

Have only one contact for tournament registration. That person should be the Tournament Registrar. If more than 1 person taking registrations, ensure that they specify which divisions they are doing and have specific cut-offs for the numbers per division, etc.

**Note:** The Provincial G&T Committee will assign specific AA, A and U12 P teams to specific tournaments as per the tournament selections they submit. Additional teams may be accepted. Regional G&T approval is required to expand all other divisions

beyond 4 O.R.A. registered teams.

### ***Before Event***

Send out tournament invitation letters (see sample) asking for fee and copy of the team's O.R.A. Team Registration Form (TRF). You will save yourself a lot of grief if you ensure that you have this TRF along with the registration fee and any Information Change Forms, and Region Out of Age Player permission letters. This will ensure that you have the team in the correct division, level, and that everyone is a legitimate member of the team.

### ***After the Deadline***

Once your committee decides on teams to accept, you should send letters to all who applied telling them of their status and making refunds where necessary. Do not delay, so teams can make alternate arrangements. Make sure that each team's registration fee is in before turning other teams away.

For teams that have been accepted, send maps, hotel info, etc. with approval letters. Schedules should be sent as soon as possible. The sooner schedules are sent out the better, so those teams can arrange transportation and accommodation, etc. Do not give out any maybe information, until you are sure, as this may turn against you later if things change.

Once you know the teams arrange the TRFs by Team and Division and Level of Play. Copies of any completed TRF Adjustment Forms must be sent with the Post package. Any welcome letters or goodie bags should be labeled ahead of time ready for team's first game. (Particular note should be taken of possible changes in game times, tournament rules, etc.)

### ***At The Event***

You should set up a registration area, where all registration processes can take place (game sheets signed, dressing room keys distributed, etc.). Exchange dressing room keys for car keys to ensure that they will return them if the arena will allow this. Keep these in a secured area. When the game is over exchange the dressing room keys for the car keys and their copy of the game sheet.

Before each game each member of the bench staff must sign the game sheet and at this time make any changes to player rosters and sweater numbers must be made. Any additions to the player's list, as submitted on the TRF, must have an Information Change Form (players registered late or changed teams) or TRF Adjustment Form (for substitute players only) to show the players are registered correctly. The Regional G&T Coordinator has the final decision on legal players under 19 and 18+ A. And the Regional Adult Coordinator has the final say for 18+ B, BB, C, CC and Masters.

If the game sheets are pre-printed it is much easier to spot any changes. Labels may be used unless game sheets are pre-printed. These must be attached on each copy and lined up to match accordingly on each copy of the game sheet.

Goalies, Alternate Goalies, Captains, and Assistants should be marked on the game sheet to the left of the sweater numbers, if applicable. Injured players are to be left on the game sheet and not marked off but indicted with "INJ" on the left beside the player name.

### ***Goodie Bags (Optional)***

Sometimes a team package is given to the team upon registration that includes passes (if necessary) and food coupons, etc. Soft drinks, water, or juice may be distributed after games.

## **RULES**

### ***Playing Rules***

Rules as per the Official Rules of the Ontario Ringette Association and Ringette Canada Official Rules.

### ***Sanctioned Event Rules***

The Ontario Ringette Association sanctions ALL invitational Ringette Tournaments; Getting this approval must be included in your planning and organization. Each season Ontario Ringette puts out a resource called the ORA Sanctioned Event Package. There is a check list of all of the items needed to run a successful event. This package is sent to the contact person, as noted on the annual application form, once the tournament has been approved for sanctioning. The deadline for this form is June 30<sup>th</sup> to the ORA office accompanied by the required fee. This form is found on the O.R.A. website.

There is an example of Sanction Rules included in your O.R.A. Sanctioned Event Package. These rules are made and distributed by ORA so that all tournaments are relatively consistent in what they offer and how they are conducted. It means that every team leaves home knowing the ground rules beforehand. Read these rules carefully. Follow these rules and your event should run smoothly. BE SURE that you send the required pre and post event requirements within the specified deadlines.

Tie-breaking Rules must be understood. A run-through is advised so that the Tournament Convenor is knowledgeable and ready to make these decisions. Arena convenors should not be making these decisions on his/her own. One person needs to communicate the results so that all sites have the same results. Your Regional G&T Coordinator may also be available to assist you.

Familiarize yourselves with the match, misconduct, and multiple penalties rules. Advise the Regional G&T Co-ordinator of these immediately after the event. Submit legible copies of the game sheets and any officiating notes, etc.

### ***Minor Changes to Sanctioned Event Rules***

No changes may be made arbitrarily by the tournament host. Your Regional G&T Coordinator must authorize any changes to the sanction package rules. Contact your Regional G&T Coordinator for advice.

Two changes that are very often considered are:

- Game length for U16 AA, U19 AA and 18+AA division should be 20 minutes per period – all other divisions and levels are 2-15 minute periods
- No overtime games until semi or finals (due to time constraints) – points to be assessed are listed in the rules.
- **No shoot outs are to be used!**

## SCHEDULING GAMES

### ***Factors to Consider when Deciding on your Schedule***

Approved formats are included in the Sanctioned Event Package. Please refer to the Schedule Check Manual 2017 worksheet. The maximum average number of games per day over the duration of a tournament is two.

### ***Some Thoughts to Consider in Scheduling Games***

- How much ice can be obtained?
- Include flood times when scheduling games  
Coordinate with your Regional G&T to schedule a catch up “Crush Ice” or “Slush” time. Allow some time at the end of each day per ice pad per day. Calculate the number of hours required for the number of teams. For example 7 hours of ice is required for a 4 team divisions – gives a full round robin plus a final. – If presenting medals on ice add another 15 minutes to each final scheduled. This is for 15 minute periods; 20 minute periods would be altered accordingly.
- When scheduling games with 20 minute periods, allow 75 minutes per game.
- If you do not have time to allow teams a rest period before another game, schedule an exhibition game between some other teams.
- Consider the distance a team is coming when scheduling them. Attempt to end the tournament early enough Sunday so the teams will arrive home in time to have enough rest for school/work the next day.
- Try to schedule the first games for the closest teams Friday night or during the week if required.
- Try to have no more than 2 games a day per team. Absolutely no more than 2 games per day in divisions at U12 and below.
- At least a three-hour break is recommended between games. (This will be four hours from the scheduled beginning of a game to the scheduled beginning of the following game) .Although three hours is not totally impossible; it should be avoided where possible. G&T approval is required for less than 3 hours between games.
- A maximum of eight hours is recommended between games scheduled on the same day. (This will be nine hours from the scheduled beginning of a game to the scheduled beginning of the following game.)  
(Note: Special consideration will be given for one-day tournaments)
- **Be sure that a team playing first thing in the morning does not have to stick around until late to play their last game of the day if possible.**
- **Be sure those teams that have a late game are not scheduled first in the morning. At least a 12 hour break is recommended between the scheduled beginning of a team’s last game at night and the scheduled beginning for their first game the following day.**
- Teams should only play through one meal a day.
- Ensure an even number of home and away games, if possible.
- Keep in mind teams travelling distance and the number of games played per day.
- The total number of guaranteed games must be included in the round robin format. For example: if there is a 4 game guarantee, all 4 games are part of the round robin format and a semi-final would be a 5<sup>th</sup> game.

- Copies of the schedule should be forwarded to the Host Chairman and the Referee-in-Chief, for their input, Schedule must be approved by the Provincial G&T Committee before distributing.
- No team should have to arrange accommodation for more than 2 nights, if possible.
- Older divisions should be put in the same arena so that referees can be easily arranged. Putting a U10, then a U19, then a U12 Provincial game, does not allow the Referee-in-Chief to make best use of his officials.

#### Hosting A Division for 18+BB, B, CC, C, Dev or Masters

It is important to include your Regional ADP Coordinator when hosting any of these divisions. ADP as opposed to G&T is responsible for these adult divisions and there are some different options to consider when scheduling to meet the specific requirements of this group.

#### Recommendations For Use When Scheduling Games for 18+ Divisions in Tournaments – only to be used if they do not negatively impact other divisions

1. For BB, B, CC, C or Dev levels - when feasible, your Regional ADP Coordinator, or their Delegate, should participate in the initial host tournament planning meeting. At a minimum make sure to consult with your Regional ADP, or Chair of the Provincial ADP Committee where a regional coordinator does not exist, in regards to ensuring teams are participating at the right level; especially if there is a need to combine BB and B or CC and C divisions due to lack of registered teams.
2. Based on ice availability, try not to schedule games before 5pm on a Friday
3. Based on ice availability consider different options for scheduling games:
  - If there are local teams, play some of the games on Thursday so that fewer teams are playing two games on Friday
  - For a four game guarantee consider scheduling 1 game Friday, 2 Saturday and 1 Sunday
  - 3 games may be considered for 18+ divisions to help prevent teams from having to play 2 Friday games if there is no impact to other teams/ages schedule and if all teams expected to play 3 games are in agreement.

NOTE: if scheduling includes any deviation from the standard 2 on Friday and 2 on Saturday or one of the above 2 options, then there must be approval from each team impacted included with the submission of the schedule to G&T for approval.

4. Games can be scheduled to start as late as 11:00 pm as long as officials are available and the teams are not assigned an early morning game the following day – this option does need to be approved by tournament referee in chief.
5. For BB, B, CC, C or Dev levels - Your Regional ADP Coordinator, or the Chair of the Provincial ADP Committee where a regional coordinator does not exist, can assist you with issues that may arise.

Note: these scheduling suggestions may be considered for teams in the 18+A divisions, but must be cleared through G&T as opposed to Adult. The same restrictions apply in that all teams must agree to any schedule that includes more than 2 games per day.

**Timeline for Schedule Approval:**

4 weeks prior to first day of tournament – host must submit schedule in excel format, CSV format, checker report and ice contract to Regional G&T Coordinator for immediate to the G&T Committee

48 hours after submission – if host has not received an acknowledgement that the G&T Coordinator has received, then they resend all documents to Regional G&T Coordinator, Regional Director and G&T Committee Chair

48 hours after receiving tournament schedule - G&T Coordinators must send comments on changes required to G&T Committee Chair who will forward comments to the Host Regional G&T Coordinator to be immediately forwarded to the tournament host

72 hours after receiving comments from G&T Committee, host must send corrections to Regional G&T Coordinator and cc G&T Committee Chair for circulation to G&T Committee. If G&T Committee Chair hasn't received corrections within 72 hours, he/she will contact the host directly, cc'ing the Host Regional G&T Coordinator.

36 hours for G&T Committee and 36 hours for host responses for subsequent communications 2 weeks prior to the first day of the tournament – approved schedule must be released to teams

Note: The timeline for approval will be suspended between noon on December 24th and noon on January 1<sup>st</sup>.

If all teams can be available for the first games and are of equal ability a simple draw can be made to determine the position of each team on the schedule. You could do this by placing all team names in a hat and inserting the name onto the schedule in the order they are drawn. No team likes to come to a tournament and get early morning games when the host does not have them. Make sure that you treat all teams equally. You want to show that you can be a good host.

***Tournament Checker***

Please refer to the SEP - Schedule Check Manual 2017 worksheet.

***Breaking of Ties***

**You must use the ORA Tie Breaking chart** In round robin or pooled games, a tie can stand, but teams have to know ahead of time that this will be in use. (2 points for a win, 1 for a tie, 0 for a loss is the ORA sanctioned procedure. No other method can be used unless previously approved by the G&T Coordinator.)

**SIGNS**

***Scoreboards in Arenas***

Large scoreboards must be posted in all arenas and scores kept current. The tie-breaking rules should be posted in close proximity. Train anyone who will be posting scores so that it is done correctly and consistently from arena to arena.

Signs posted in the arena behind the benches with the team names, assists anyone watching the game. Make sure the HOME and AWAY signs are also clearly visible.

Team dressing rooms can also have the names put on them.

A sign pointing out dressing room assignments should be displayed at the entrance to the arena. Another sign, directing team bench staff to the registration area is essential.

## **SOUVENIRS**

Participants like to purchase souvenirs such as pins, shirts, etc. ORA can be of assistance directing you to someone that will supply these items, as there may be a corporate sponsor.

You will have to decide whether you want to take the chance and have some made up yourself or whether to get someone to come in for a fee.

If bought outright, you can be left with a few items that will mean a much lower profit or even a loss. If brought in on consignment, you cannot lose, but you must have enough manpower to do this. The easiest method is to have a company come in and give you a percentage or flat fee for being allowed to sell their wares. Make sure that all terms are made very clear before you begin.

Any time that you get something for free, whether programs, or hotel accommodations as examples, these are in effect a type of fundraising. Many people tend not to realize the importance of these items as well as actual money that crosses hands.

## **SPONSORS**

### ***Program & Advertising***

See also the section about the "Program" for advertising in it and the section on "Fundraising" activities. Some portions of what we call Fundraising can be considered Sponsorship, and vice-versa.

### ***Sponsorship***

Sponsorship is a very important part of any financially successful event. It includes donations and advertising other than in the program. For example, it is sometimes possible to put up advertising signs in the arenas or even get them painted onto the ice.

Use the same principles as you do in the program for cost and profit. Anytime you can get something for free that you would have had to pay for, is in effect sponsorship or fundraising (i.e. hotel rooms for officials which are given free due to the number of rooms that have been booked there) the number of donations is unlimited.

Sponsorship can also be used for the Host Website.

### ***Advertising***

A letter may be sent to businesses in the community offering advertising space (signs) at pre-determined rates, or simply requesting donations. You may wish to mention that you are offering business the opportunity to be part of your venture and also the opportunity to help youth in your community.

### ***Sponsorship of ice Time***

You can announce the sponsor during a particular hour or time slot in exchange for sponsorship to cover ice costs. Make sure that you do give them the coverage with signs and frequent announcements.

### ***Sponsorship of Medals, Trophies, or a Division***

Make sure that you give them enough coverage to warrant their sponsorship. Program notes, signage, and on the medals or banners, etc. are all ways to announce their contribution.

### ***Admissions***

We are not authorized to charge admission for tournaments or Provincial events

### ***Hospitality***

If you have a hospitality night, ensure the sponsors are invited. When you write them or tell them, advise them of what to expect. For example if there is a cash bar. They will need to know where it is being held in order to dress appropriately.

## **SUMMARY**

Following is a summary of events in chronological order. While these dates may help in establishing the sequence of events as you plan, organize, and prepare your tournament. Please bear in mind these dates are approximate and may vary from community to community.

### **MARCH or SOONER**

- Search association for core volunteers to be on committee.
- Apply to the community for the required ice time.
- Apply to ORA for tournament sanctioning no later than June 30th

### **JUNE**

***Apply to ORA for sanctioning no later than June 30<sup>th</sup>***

### **JULY**

- Canvas community for sponsors and volunteers for sub-committees.
- Sanction approval to be received by G&T Coordinator.

### **AUGUST**

### **SEPTEMBER**

- Prepare invitation letters. Mail to associations, distribute at Region or League meetings. (2 hours)
- Start the ice schedule. (6 hours)
- Write to community for permission to sell items.
- Have only one contact for tournament registration.
- Order Medals/Trophies/Banners, etc. as per the tournament budget.

### **A MONTH BEFORE EVENT**

- Finalize the ice schedule (8-10 hours)
- Prepare your pre-tournament sanction requirements. (6 hours)
- Schedule approved by Provincial G&T committee no less than 4 weeks before the event and prior to distribution or posting*
- Send letters of acceptance to teams with schedules, maps, etc. (4 hours)
- Appoint arena convenors, scorekeepers, timekeepers, etc.
- Arrange for all supplies.
- Organize game sheets.
- Arrange for payment of officials (On ice and off ice)
- Prepare goodie bags. (10-30 hours)

Distribute schedules to:

- Coaches of all teams
- Referee-in-Chief
- Treasurer
- Arena Persons for floods and ice markings
- Program Printer
- Scheduler for timekeepers/scorekeepers
- Anyone else who needs to schedule volunteers

Hospitality coordinator – arrange for coffee, donuts, etc. Much of this can be donated. (10 hours)

Program Coordinator –

- Letters requesting sponsorship with art work due in usually 3 weeks before event. Get letters from Mayor, President, list of executive, team lists, master schedule, score boxes, etc. (20 hours)

Game Sheets –printed and arranged by day at each arena. (6 hours+)

Volunteers – Schedule the volunteers for all concessions, etc.

Prepare score boards for walls and signs at each site. These must be the same format and order of names as used in the program.

Publicity Coordinator – Arrange for notices in newspapers, Community TV, Radio

Facility Audit – For pre sanctioning package

Equipment Coordinator – extra sweaters if needed, rings, locks, stop watches, etc.

Treasurer – floats for concessions and money for officials. (4 hours)

## **AFTER EVENT**

Scored schedule results must be submitted in the approved electronic format within 24 hours of the end of the tournament to the Regional G&T Coordinator

If pre-formatted (1 hour)

Ensure that all post tournament package items are completed and sent to the Regional G&T coordinator on time as outlined in the post tournament requirements.

(1 hour)

Finalize tournament accounts (4 hours)

Have a final wrap up meeting to go over what went well and what should be altered for the next event.

***Teams must provide ORA team number when applying and is not a complete registration until that is received***

***Teams at the U8, U9, U10 and U12 divisions must include their team composite number on their TRF in order to participate in a tournament.***

***The Sanctioned Event Package goes hand in hand with this document in running your event.***

**WE WISH YOU THE BEST WITH ANY AND ALL TOURNAMENTS THAT YOU  
HOST.  
HOPEFULLY THIS GUIDE WILL ASSIST YOU.**