

Tournament for Dummies

Pre-Tournament – 4 weeks (minimum)	Tournament Requirements	Post Tournament - Less Than 1 Week (maximum)	Post Tournament – 2 weeks (maximum)
<p>Tournament Rules</p> <ul style="list-style-type: none"> <input type="checkbox"/> Each tournament is required to submit a list of rules being used even if using existing ORA Event Rules <input type="checkbox"/> Any changes must be approved by Regional G&T Coordinator <input type="checkbox"/> Rules approval must be received before sending out to teams 	<p>TRF Adjustment Forms/Bench Staff Substitution Forms</p> <ul style="list-style-type: none"> <input type="checkbox"/> To be used by Teams to make substitutes to the TRFs submitted as part of their registration requirements. <input type="checkbox"/> Before the event; All forms to be submitted to your Regional G&T; All Bench Staff Substitution Forms submitted to ORA Technical Director; At event all forms to be submitted to the host Regional G&T Coordinator. Form-G&T-F-07 Form-C-F-02 (Bench Staff Subs) 	<p>Result Matrices</p> <ul style="list-style-type: none"> <input type="checkbox"/> Matrices showing the final results must be submitted Electronically within 24 hours of the completion of the event. This submission must be in the approved format as provided in the Schedule Check Manual included in this package. <input type="checkbox"/> Summary of suspensions must be submitted on line within 72 hours of the completion of the event. 	<p>TRF Adjustment Forms /Bench Staff Substitution Forms</p> <ul style="list-style-type: none"> <input type="checkbox"/> All original copies of forms to be submitted to Regional G&T Coordinator Form-G&T-F-07 Form-C-F-02
<p>Tournament Schedule</p> <ul style="list-style-type: none"> <input type="checkbox"/> Host is required to submit a tournament schedule indicating who is playing whom in format required for checker and in CSV as well as Excel <input type="checkbox"/> Host is required to submit ice contract(s) <input type="checkbox"/> Host is required to submit tournament checker report <input type="checkbox"/> Regional G&T Coordinator can assist with advice on potential problem areas (e.g. U12P) <input type="checkbox"/> Tournament Schedule is to be approved by the Provincial G&T Committee before sending out to teams 	<ul style="list-style-type: none"> <input type="checkbox"/> Tournaments should have Blank TRF Adjustment Forms and Bench Staff substitution forms available at the registration desk. <p>Code of Conduct Sanction Event Code of Conduct (spectators)</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Summary of substitutions must be submitted in the approved format provided within 72 hours of the completion of the event. 	<p>Tournament Game Sheets</p> <ul style="list-style-type: none"> <input type="checkbox"/> White copies of all tournament game sheets
<p>Invitation Letter</p> <ul style="list-style-type: none"> <input type="checkbox"/> Regional G&T Coordinator should proof prior to the letter being sent to potential teams, should include deadline for entry, entry fee, guaranteed # of games, penalty for pulling-out of event 	<p>Tie Breaking Rules</p> <ul style="list-style-type: none"> <input type="checkbox"/> Rules should be posted at all facilities <input type="checkbox"/> Hosts should have familiarized themselves with rules, 		
<p>List of Teams</p> <ul style="list-style-type: none"> <input type="checkbox"/> List of Participating Teams should include; Association, Head Coach, ORA team number, division and 			<p>Officials List</p> <ul style="list-style-type: none"> <input type="checkbox"/> All officials used along with the schedule Form-G&T-F-04

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level of play			
Facility Audit <input type="checkbox"/> Facility Audit Form for all facilities (one per facility) being used at the event must be submitted: Form-M-F-17			Tournament Sanction Fees <input type="checkbox"/> Complete this form and forward to Regional G&T Coordinator with cheque made payable to your Region for the appropriate amount Form-G&T-F-05
Referee in Chief <input type="checkbox"/> Must communicate with Regional Officiating Coordinator regarding the selection and scheduling of officials for the event			
Out of Province (30 days minimum) <input type="checkbox"/> Hosts must inform the ORA office of all out-of-province teams entering their tournament: Form-G&T-F-03			

Item	Reference Page in Sanctioned Event Guide	Position	Action
ADMINISTRATIVE			
Application to Host a Tournament	Page 3		The application form (Form G&T-F-01) must be received at ORA office along with payment of \$40 by June 30th. Even if the ice hasn't been confirmed by the due date, submit application with the requested dates. After June 30, payment of \$140 is required (\$40 + \$100 late fee).
Arena Boxes	Page 12		Each site must have a box with supplies required for that arena. This includes stationery, extra game sheets, organized game sheets, first aid supplies, rings for games, pens, clipboards, etc..
Arena Conveners	Page 12		<ul style="list-style-type: none"> - oversee all activities at the arena that they are in charge of - should know everything that a visitor might want to know about the area around the arena: ie – where is the closest skate sharpening, are the other arenas running on time, how do I get to the next arena? - man the phones between arena and tournament headquarters - phone scores to central location - must have a master list of emergency phone numbers - register teams - take care of crowd control and public relations - sign in teams - post scores immediately after games - keep games running on time - general inspection of dressing rooms

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		<ul style="list-style-type: none"> - Liaise with ice attendant - ensure that all minor officials are present for each game - if assigned minor official is late or does not show up, find a qualified spectator to fill in
Arena Letters		Letters to arenas making specific requests - ie. 2 tables in foyer for trouble shooting, large easels for posting scores, etc..
Booking Ice	Page 4	Book ice time and any other facilities you think you might require in compliance with City requirements.
Coaches Package		Distributed at the first game of the tournament - may include maps to arenas and hospitals, restaurant listing, tournament rules, copy of program and give away.
Facilities Checklist	Page 14	
Finances	Page 9	Treasurer - prepare budget. Team entry fees should cover the cost of all expenses and then fundraising will provide a profit. Make sure that there are cash floats for concessions and payment ready for the officials.
Fundraising	Page 15	Many fundraising efforts require a City Lottery License.
Game Sheets		Organize game sheets so that they are printed and arranged by day for each arena. It is important to arrange that all game sheets end up in a central location so that scores can be verified, notes from officials dealt with (ie. excessive penalties) and that all are together at the end of the tournament as they must be submitted to the Regional G&T Coordinator within 5 days after the tournament.
Goodie Bags		Optional
Invitational Letter	Page 10	Include dates of tournament, deadline for applications, cost and who to make the cheque payable to, level and divisions available, guaranteed number of games, refund deadline, date by which they will be notified of acceptance or non-acceptance, contact name, address and phone number, penalty for withdrawing and date TRF is required.
Letter of Acceptance	Page 11	Issue as soon as final decision has been made as to which teams have been accepted. Should include: when to expect schedule, list of arenas being used, maps for arenas and rules that might be specific to the hosting association - ie. in Ottawa, no one is allowed on the ice while wearing shoes or boots without a helmet.
Letter of Non-Acceptance	Page 11	Must be sent as soon as possible. Teams may require these letters for Provincial Wild Card applications or for seeding requirements.
Meetings	Page 4-5	Pre-tournament meetings are held as required. Keep minutes. A post-tournament meeting of all committee members to evaluate what worked and what didn't can be a helpful tool for planning the next tournament.

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Out of Province Play Form	ORA Sanctioned Event Package	Form G&T-F-08: used to inform the ORA office of all out of Province teams entering their tournament and must be submitted 30 days prior to the event or as soon as teams register for the tournament if later.
Post Tournament Package	ORA Sanctioned Event Package	Must be submitted to Regional G&T Coordinator within 24 hours following tournament: electronic version of schedule with scores, in approved format. Must be submitted on line within 72 hours following the tournament: summary of substitutions and suspensions that occurred during the tournament. Must be submitted to Regional G&T Coordinator within 2 weeks following the tournament: TRF adjustment forms, white copy of tournament game sheets, officials list (G&T-F-04) and tournament sanction fees (G&T-F-05) - make cheque for the fees payable to your Region.
Pre-Tournament Package	ORA Sanctioned Event Package	Must be submitted to the Regional G&T Coordinator a minimum of 4 weeks Includes: Tournament rules which must be submitted prior to sending out to team, tournament schedule (which requires Regional G&T approval before distribution, invitation letter which Regional G&T must proof before it is sent to potential teams, list of teams (GT-F-03), facility audit (M-F-17), tournament RIC must communicate with Regional Officiating Coordinator regarding selection and schedule no later than three weeks prior to the event.
Status of Tournament Registration	Page 10	Submit to Regional G&T coordinator, biweekly updates of applicants, rejected, accepted and waiting list.
Registration At The Event	Page 23	At their first game, if not before, collect local contact information from all teams. This should include cell phone contact for the head coach and manager or one other bench staff member, and the name of the hotel where the team is staying. If the coach/bench staff have mobile contact information that should be collected as well.
Registration At Each Game	Page 23	It is recommended that you exchange car keys (to be kept in a secured area) for dressing room keys, and after the game is over, exchange dressing room keys for car keys and the appropriate copy of the game sheet. (Some municipalities or associations have policies to NOT collect keys). Before game, each bench staff member must sign their name on the game sheet and provide information change form (for players registered late or changed teams) or TRF Adjustment Form (for substitutions only). Regional G&T Coordinator approval is required for all TRF adjustments (minor teams & 18+A). Adult ADP approval is required for all TRF adjustments (18+B/C). Goalies, alternate goalies, captains and assistants should be marked on the game sheet to the left of the sweater numbers. Injured players are to be left on the game sheet and are indicated with "inj" on the left beside the player name.
Risk Management Checklist	ORA Sanctioned Event Package	Form M-F-13 (Risk Management) must be completed and submitted as part of the pre-tournament package 4 weeks prior to the event.
Tie Breaking	Page 25	Must use ORA tie-breaking procedures. Teams must know ahead of time if ties will stand. ORA sanctioned procedure is 2 points for a win, 1 for a tie and 0 for a loss.
COMMUNICATION		
Telephones	Page 10	Every arena convener, the tournament RIC, tournament headquarters and the tournament coordinator need to have cell phones or access to land lines phones to facilitate communication.
Program	Page 19-21	Optional.

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Publicity	Page 22	Contact the media in the area to promote your tournament as a major sporting event. Before the tournament send out a press release with information about the tournament including the date of the event, which arenas are being used, number of teams participating and where they are from. During the tournament - have someone available who can answer questions about the tournament and the sport and afterwards send follow-up information with scores, awards, prizewinners, etc..
Score Board Recording	Page 26	Train anyone who will be posting scores so that it is done correctly and consistently from arena to arena.
Score Board Set Up	Page 26	Scoreboards must be posted in all arenas and scores kept current. These must be in the same format and order of names as used in the program. The tie breaking rules should be posted nearby.
Sponsorship	Page 26-27	Includes donations and advertising: can be ads in the tournament program, advertising signs in the arena, donated food for officials, etc..
RULES		
Playing Rules	Page 24	As per the Official Rules of the ORA and Ringette Canada Official Rules.
Sanctioned Event Rules	Page 24	Included in your ORA Sanctioned Event Package are the Sanction Rules. Failure to follow these rules can result in fines. Be sure that pre and post event requirements are submitted within the specified deadlines. Tie breaking rules must be understood. Be familiar with match, misconduct and excessive penalty rules. Advise Regional G&T Coordinator of these immediately as required. No changes can be made to Sanctioned Event Rules by the tournament host. The Regional G&T Coordinator must authorize any changes. Two changes that are often considered are 20 minute periods for U16AA and U19AA divisions and no overtime games until semi or finals. No shoot outs are to be used ever!
MEDALS		
Medal Ordering		Select a supplier for the medals. Determine the number of medals to be awarded per division. Order the medals allowing ample time for delivery.
Medal Presentation		Decide whether medals will be presented on or off ice. If on ice, then allow 15 minutes per division of ice time for the presentations.
GAME OFFICIALS - REFEREES		
Ref Payments	Page 16-17	Arrange a method of payment, ie. cheque, sign in sheet, pay envelope, etc.. Officials need to know prior to the event if they will be paid after each game, at the end of each day or at the end of the tournament, whether it is cash or cheque and whether they will be paid by carded level or game type.
Ref Schedule	Page 16-17	Tournament must communicate with respective Regional RIC regarding the selection and scheduling of officials for the tournament. This must take place no later than three weeks prior to the tournament.
MINOR OFFICIALS	Page 17 & 18	Any minor official can be removed from a game at any time by the host or the on-ice official. No electronic devices can be used while in these positions. All minor officials must be totally impartial while carrying out assignments. Shot clock operators are not to argue with the on-ice official over application of the shot clock rules.
SCHEDULES		

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Game Schedule	Page 25	<p>Approved formats are in the Sanctioned Event Package. The maximum average number of games per day over the duration of a tournament is two. Coordinate with your Regional G&T Coordinator 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 - ie. 7 hours of ice for a four team division playing 15 minute periods gives a full round robin and a final. If presenting medals on the ice, then allow an extra 15 minutes per division. Try to have no more than two games per day per team – absolutely no more than 2 games per day for divisions at U12 and below. At least a three hour break is recommended between games. Be sure that teams playing first thing in the morning don't have to stick around until late to play their last game of the day. A maximum break of 8 hours between games being played on the same day is recommended. Be sure that teams that have a late game at night don't have an early game the next morning. A 12 hour break overnight is recommended. Teams should only play through one meal per day. Ensure an even number of home and away games if possible. U16AA, U19AA and 18+A Jacks division games must be scheduled for 20 minute periods whenever possible. The 20 minute period games should be scheduled for 75 minutes.</p>
Notification of Final Games		<p>Tournaments should post the process for notification of final games. Options to consider include, as posted at Location X by Y p.m. on Saturday, will be posted at www.mytournaments_website.com by Y p.m. on Saturday, teams will be notified by telephone/email to the head coach based on information provided.</p>
Volunteer Schedule		<p>Once the game schedule has been set, send it out to the volunteers ASAP in order for the volunteer schedule to be set at least ten days prior to the event.</p>