

ONTARIO RINGETTE ASSOCIATION



*PROVINCIAL CHAMPIONSHIPS
HOST GUIDE*



Preface

The purpose of the Host Guide is two-fold: to assist the Host in planning and preparation of the event, and to indicate the minimum requirements needed to host this event. This Guide pertains to both the Adult and Minor Provincial Championship events. Throughout the Guide you will notice reference made to G&T/ADP. In such cases, you are required to deal only with the Committee and/or Co-ordinator with respect to your particular Championship event, i.e.: ADP – Adult Championships, G&T – Minor Championships.

The Host Guide is divided into five (5) sections: Administration, Operations, Hospitality, Technical and Appendices. The following is a brief description of each section:

Administration - This section looks at setting up the Host Committee's structure, identifying the lines of communication and the procedures for drafting a budget.

Operations - This section is divided into the planning areas the Host is to consider when organizing the Provincial Championships. Everything from Hotel and Ice Bookings to Risk Management. This section also outlines O.R.A.'s area of responsibility.

Hospitality - Organizing the Opening and Closing Ceremonies and Awards Presentations along with setting up a Protocol list are outlined in this section. Hospitality is the Host's opportunity to display a touch of class.

Technical - This section outlines event registration, format, and the use of O.R.A. officials at the Provincial Championships. As you will read, a majority of this section falls under the O.R.A.'s area of responsibility.

Appendices - Added information that can assist you in organizing the Provincial Championships is located in this section.

The Host Guide is designed to give the host some suggestions when organizing the Championships, and not to be thought of as restrictive when hosting the Championships. If the Host feels that some areas can be enhanced, then, by all means, enhance away!

Deadlines for Applications – 2 years (i.e. August 1, 2003 in order to host 2005 Provincial Championships)

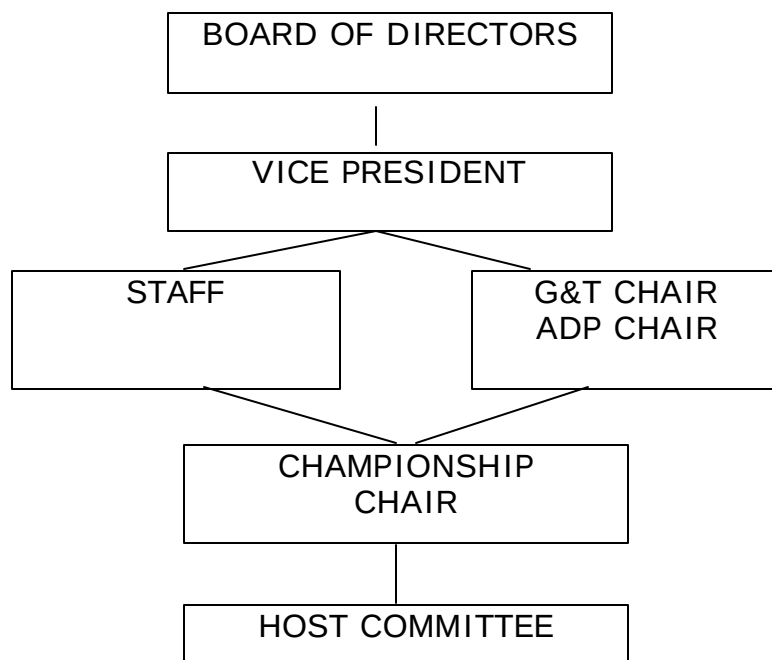
ADMINISTRATION – ORGANIZATIONAL STRUCTURE

The difference between a successful event and one that is unsuccessful depends upon the following factors:

- To satisfy the administrative and technical requirements, the tasks and responsibilities to be accomplished must be defined.
- Assign these tasks to individuals or committees. They will, in turn, assume the responsibility for the completion of these tasks.
- To obtain the effectiveness of each individual, a formal structure and planning process must be provided. These will help define the order of accountability as well as the line of authority.

However, a successful event should not be confused with one that makes a profit: there are many successful events that barely break even, if at all. This is because the event organizers defined what needed to be done, assigned the tasks to those individuals best capable of accomplishing them, and provided a workable line of authority.

The following chart is the organizational structure of the Ontario Ringette Association Management Core Group as it pertains to the Provincial Championships:



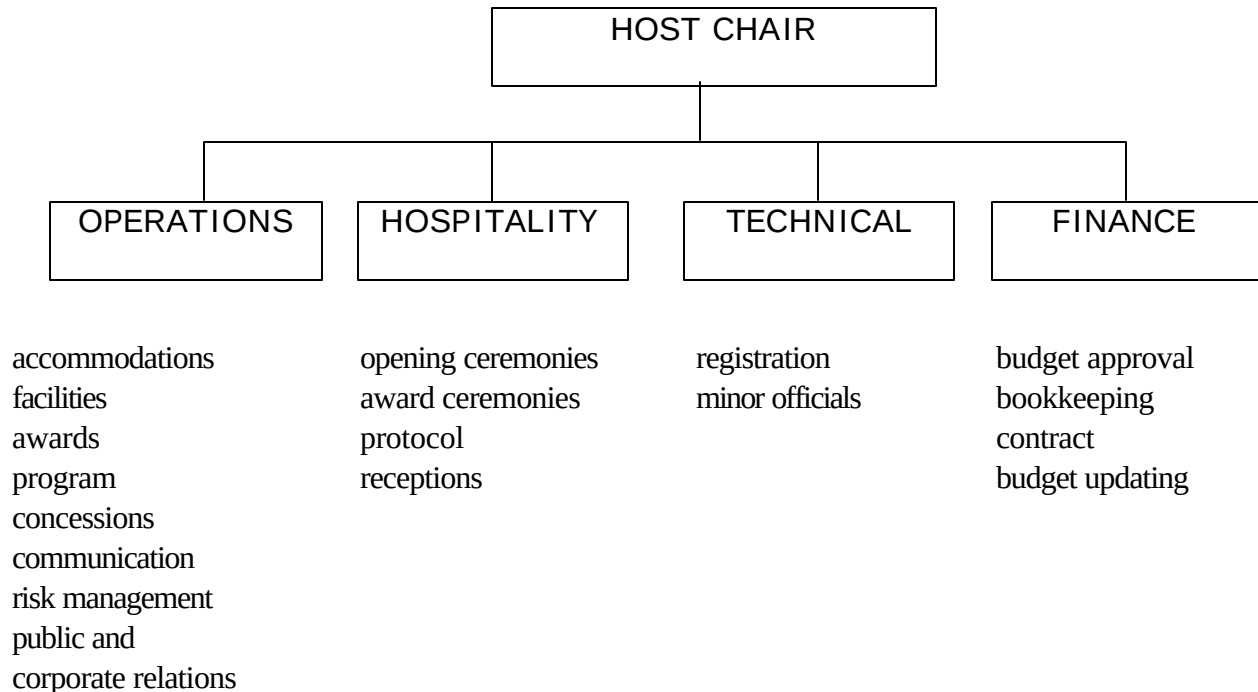
This also illustrates the lines of communication between the Host Committee and the Ontario Ringette Association.

HOST COMMITTEE:

The Host Committee is the group of individuals who work together to organize the VENUE (site) of the Provincial Ringette Championship. Some of the areas the Host Committee is responsible for include:

1. Accommodations – Contact O.R.A. office re: Corporate Sponsorship arrangements
2. Ceremonies – Opening and Hospitality
3. Medical – risk management and safety
4. Programs
5. Concessions
6. Communications
7. Financial
8. Minor Officials
9. Facility Rental
10. Public Relations and Marketing

The structure of the Host Committee may look like this:



****This structure may differ, depending on the goals of the Host Committee.**

HOST COMMITTEE MEETINGS:

In order to get organized, the host Committee must meet periodically to review their progress. Beginning about one year prior until six months prior, to the event, the Committee should try to meet once a month. Then, when getting closer to the date of the Championships, the Committee should try to meet 2-3 times a month.

When running a meeting, the Host must remember to record minutes. These minutes (typed) must then be sent to the O.R.A. business office for distribution to the Board of Directors, G&T/ADP Committee. As well, the Regional G&T/ADP Co-ordinator and Regional Chair must be invited to ALL Committee meetings.

Two meetings will be set up between the Host Committee and the V. P. Finance. The meetings' purpose is to develop a plan on how the event will be organized. Depending on the cost of travel and accommodation, the V. P. Finance may delegate attendance to the meeting to a core management volunteer who is closer to the host association.

ADMINISTRATION – FINANCIAL

BUDGET:

Planning an event, such as the Provincial Championships, requires the need to budget the financial resources to ensure that the event does not lose any money, and hopefully, make a profit.

To know what revenue sources the Host Committee has and where it is going, it is imperative that, as the Organizing Committee, you implement a budget and recording system that is easy to comprehend. Ultimately, all events, no matter how big or small, are measured, by the "Profit/Loss" Column.

BUDGET/FINANCE COMMITTEE:

The key function of this Committee is to monitor and record all revenue received and expenses incurred. This Committee usually consists of the Host Chair and Treasurer because, as Chair, you are ultimately responsible for the success (or failure) of the event. What better way to control that, than through the event's finances. The role of the Treasurer in this Committee is that of keeper of the records, as well as the distributor of funds.

The first task of the Finance Committee is to setup a bank account to store the funds used for this event. A chequing account with signatures from two Committee Members (Chair and Treasurer) needed to authorize withdrawal must be set up. This way, neither one can take out funds without the other one knowing.

The reason for having two members on this Committee is to decrease the chance of error. Remember, too many chefs spoil the broth.

BUDGET APPROVAL/UPDATE:

One of the first steps in organizing this event is to prepare a workable budget to be approved by Ontario Ringette's Board of Directors at their summer/fall meeting, prior to the event. Some of the areas to consider in the budget include:

<u>Revenue</u>		<u>Expenses</u>	
Fundraising		Telephone	Posters
Program Advertising		Postage/Courier	Protocol
Ice Sponsorship		Facility Rental	Program
Corporate Sponsorship	Printing	First Aid	
Team Registration Fee	Travel	Awards	
Souvenirs		Accommodation	
		Meals	
		Minor Officials	

Upon approval of the budget, by the O.R.A., the Host must provide the O.R.A. with a periodical report of their financial situation. These updates are due every three (3) weeks with the first update due:

#1 _____

Subsequent reports are due on the following dates:

#2 _____

#3 _____

#4 _____

#5 _____

#6 _____

If the Host wishes to make changes to the already approved budget, the Board of Directors must approve these changes. For further information on the budget, contact the V. P. Finance.

By definition, a contract is a binding agreement between two or more parties, which cannot be changed unless all parties concur.

As part of hosting the event, an Event Contract has been drawn up and must be signed by the Host Chair and the Ontario Ringette Association. The Event Contract outlines your understanding of this Host Guide as it pertains to the Hosts responsibilities, as well as the O.R.A.'s responsibility.

Also, included in the contract, is a section outlining profit/loss options. The host, upon signing the contract, must decide which option to select. The Host must remember to include their choice when setting up the event contract.

The O.R.A. office will prepare the Event Contract for signature of the host and the Ontario Ringette Association. The Host must submit a \$200.00 'Good Faith' cheque with their Application to Host the Provincial Championship event. If there are two (2) Hosts for Provincial 'A' and 'AA' then they will be held on separate weekends (not to be back to back days).

OPERATIONS – FACILITIES AND EQUIPMENT

ICE SURFACE REQUIREMENTS:

Facilities (Arenas), or lack of them, will greatly determine if you can successfully organize the Provincial Ringette Championships. Not only the amount of ice will affect your success, but so will the number of ice surfaces you are able to utilize.

The rule of thumb when booking ice for the Provincial AA and A Championships is to have a total number of hours as listed below, available on 4-5 surfaces (see below for Adult Provincials requirements on about 3 pads). The following is a breakdown of the hours at the event:

Provincial AA Championships (7 teams/one per Region + Host) (5 Divisions)

Day 1	Petite/Tween -	7 teams/division x 55 minutes/game = 14 hrs/day
	Junior/Belle/Open -	7 teams/division x 70 minutes/game = 24.5 hrs/day
	Floods -	35/day x 10 minutes/flood = 6 hrs/day
	Spare Ice -	4 pads/day x 1 hr/pad = 4 hours
		Total ice is 48.5 hours for Day 1
Day 2	Same as Day 1 -	Total ice is 48.5 hours for Day 2
Day 3	Same as Days 1 & 2	
	Mini games -	90 minutes at the end of the day
		Total ice is 50 hours for Day 3
Day 4	Petite/Tween - 2 Semis x 70 mins/game AND 2 Finals x 80 mins/game	
		= 5 hrs/day
	Junior/Belle/Open -	3 Semis AND 3 Finals x 90 mins/game = 9 hrs/day
	Floods -	10/day x 10 mins/flood = 2 hrs/day
	Spare Ice -	2 pads/day x 1 hr/pad = 2 hours
		Total ice is 18 hours for Day 4

Overall ice requirement for AA Provincials is 165 hours

Provincial A Championships (7 teams/one per Region + Host) (4 Divisions) – sample generic schedule (game start times shown)

Thursday:

Pad 1	Pad 2	Pad 3	Pad 4
8am	8:15am	8am	8:15am
9:05am	9:20am	9:05am	9:20am
10:10am	10:25am	10:10am	10:25am
<i>45 minutes of vacant ice for all pads</i>			
11:45am	12pm	11:45am	12pm
12:50pm	1:05pm	12:50pm	1:05pm
1:55pm	2:10pm	1:55pm	2:10pm
<i>approx. 1 hour of vacant ice for all pads</i>			
3:45pm	4pm	3:45pm	4pm

Friday:

Pad 1	Pad 2	Pad 3
8am	8:15am	8am
9:05am	9:20am	9:05am
10:10am	10:25am	10:10am
11:15am	11:30am	11:15am
12:20pm	12:35pm	12:20pm
1:25pm	1:40pm	1:25pm
2:30pm	2:45pm	2:30pm
3:35pm	3:50pm	3:35pm
4:40pm	4:55pm	4:40pm
5:45pm		

Saturday:

Pad 1	Pad 2	Pad 3
8am	8:15am	8am
9:05am	9:20am	9:05am

10:10am		10:25am		10:10am
11:15am		11:30am		11:15am
12:20pm		12:35pm		12:20pm
1:25pm	1:40pm		1:25pm	
2:30pm	2:45pm		2:30pm	
3:35pm	3:50pm		3:35pm	
4:40pm	4:55pm		4:40pm	
5:45pm				
7pm	Mini Games	7pm	Mini Games	

Sunday:

Pad 1		Pad 2	
8am	Petite Semi	8:15am	Tween Semi
9:20am	Junior Semi		
10:35am	Belle Semi		
12pm	Petite Final		
1:20pm	Tween Final		
2:40pm	Junior Final		
4pm	Belle Final		

Overall ice requirement for A Provincials is 120 hours

Adult Provincial Championships (Approximately 26 teams, 2 Divisions)

Open A/Open B	-	100 hrs of ice (includes round robin, semi-finals, finals, floods, slush, and mini-games) Excess ice should be returned once the number of entrants has been finalized.
Spare Ice	-	1 hour per day per ice surface
Mini Games	-	2 hours of ice should be allocated preferably on the last evening of round robin play.

Please note, depending on the actual number of teams entered and ice availability, the schedule may change.

ICE MARKINGS:

The most forgotten area when organizing an event of this magnitude, are the ice markings. People seem to think that because Ringette is being showcased in the arenas, the ice surface will have the required markings such as the Free Play Line or Goal Crease. This is just not so, in most cases or the lines are so faint at the end of the season when championships take place that the lines have to be re-painted.

Be sure that when you are negotiating the required ice time, you make it clear as to what markings are needed (refer to the Official Ringette Canada Rule Book for further details).

Please note that, although the Rule Book denotes “Placement Dots” in each circle, these markings are not a necessity.

CONFERENCE ROOMS:

Besides an obvious need for booking arenas, conference rooms for meetings that are to be held throughout the week are also required.

A Coaches’ Meeting/Reception will be held the night preceding the first games at approximately 8:00 p.m. A conference room with a seating capacity of approximately 150 people (not applicable to Adult Provincials) is required.

In conjunction with the Coaches’ Meeting/Reception, the On-Ice Officials (referees) also meet to go over game assignments and the like throughout the tournament. A room is required each day for their meetings. The location for these meetings would be at the hotel where the officials are staying. A room to accommodate up to 35 people is required.

A room will be needed for the Athlete’s Forum (date and time to be decided).

The O.R.A. office should be contacted regarding the providing of meeting rooms. The O.R.A. may have arrangements in place with a Sponsor to provide such facilities.

The host must also make available a separate room or area for the Webmaster, in the main arena.

HOSPITALITY ROOMS:

Event hospitality is the responsibility of the Host Committee, and therefore, the Committee must determine their needs regarding the space required.

EQUIPMENT:

The Host is responsible for the game sheets and the rings. The game sheets should be ordered from the ORA well in advance of the event. It is the Host’s responsibility to TYPE, not handwrite, the game

sheets. Host will ensure that rings will be at the appropriate sites for the first games. The Host must ensure the availability of stopwatches at all venues.

For the Semi-Final and Final games, the Host should ensure that a P.A. System is available at the arena. A P.A. System used at all games would be welcomed, but not necessary.

For the Coaches' Meeting/Reception and Hospitality Rooms, the Host can determine what will be offered in the way of beverages and food. Anything provided should be simple.

There are 2 large Ontario Ringette Association banners for the host to display. As well, a template is available from the office in order to paint the ORA logo onto the ice surface, if allowed by the arena/facility.

OPERATIONS – ACCOMMODATIONS

TEAMS:

Although the teams are responsible for payment of accommodations, a service the Host should provide is reserved housing when O.R.A. does not have a sponsor. The Host then provides a list of hotels and phone numbers where reserved housing is available. **The Host must firstly contact the O.R.A. office to determine if a Sponsor is available.**

When O.R.A. has a sponsor to arrange accommodations, the sponsor must be used. All rooms will be allocated through the sponsor by the Region. The Regional G&T Co-ordinator will notify the G&T Chair on Provincial qualifying teams, as they become known.

ON-ICE OFFICIALS, G&T/ADP COMMITTEE, COACHING CHAIR or DESIGNATE:

The expenses for these groups will be included in the budget. The cost of accommodation, travel, and meal allowances are to be paid by the Host through the Approved Budget. Be sure to include these expenses when submitting your Budget for approval by the Board of Directors. The going rates for travel and meal expenses are \$.25 per kilometre and \$38 per day for food. The cost of accommodations may be covered by a Sponsor, therefore the Host must first contact the ORA office to determine if this is the case.

Referees rooms are to be booked in isolation from the teams to avoid conflict. The maximum number of officials per room is two, and including 5-6 officials per supervisor per ice pad plus the Officiating Chair, 15 rooms at double occupancy (with 2 double beds) are normally required.

G&T/ADP/Coaching Chair (or designate)/Officials money for meals must be given to the Chairs on the night of registration, in cash. A list of cash disbursements as well as a total amount will be submitted prior to the event. Mileage will be paid by cheques on the last day. The Officiating/G&T/ADP/Coaching Chairs will submit a list of cash requirements at least 1 week prior to the event.

With these Championships falling under the G&T/ADP Committees mandate, their expenses for accommodation, meals and travel are also paid through the budget. The G&T Committee requires 3 rooms at double occupancy (2 beds) for the duration of the event; ADP requires 1 room.

When it comes to accommodation expenses, the approved budget should only cover the rooms and tax. All other expenses, such as entertainment, and room service, are to be paid by the individuals. Also, should these individuals wish to bring their spouses, ONLY HALF of the room charges will be paid through the budget. The other half is the responsibility of these individuals.

To assist, the G&T/ADP and Officiating Chairs will provide a rooming listing approximately two weeks prior to the event. The room bookings are done by the ORA office.

ONTARIO RINGETTE BOARD REPRESENTATIVE:

ORA Board Representative expenses are covered by the O.R.A., and are not included in the budget. The room booking is done by the ORA office. The ORA will notify the Host of the Board Representative.

OPERATIONS – AWARDS

There are four types of awards presented at the Championships: Medals (Gold, Silver, Bronze), Championship Trophy, Divisional Banner (not for Adult Provincials), Sportsmanship and MVP (Adults Only) Award. The Host must include provisions for all of the awards in their budget and purchase the medals through the O.R.A office (leftover medals may be returned to the O.R.A. office for credit). All other awards must be acquired by the Host Committee from other suppliers; however, O.R.A. sponsors may be willing to supply or donate some.

The following is a brief description and breakdown of each type of award:

MEDALS:

For the Provincial AA (5 divisions) and A Championships (4 divisions):

- 60 medals per division (20 Gold, 20 Silver, 20 Bronze)
- 240 medals (Provincial A)
- 300 medals (Provincial AA)

For the Adult Provincial Championships:

- 2 divisions (Open A and B divisions)

- 60 medals per division (20 Gold, 20 Silver, 20 Bronze)
- 120 medals

CHAMPIONSHIP TROPHY:

In each division at the Provincial A, AA and Adult Championships, the Gold medal team is presented with a trophy, which must be handed in before leaving the event, after pictures are taken. ORA will apply plaques and ensure appearance at the next year's event. The Host of the Provincial A Championships are to invite Ed Miles to present the Belle Champions with the trophy as it was donated by Ed in memory of his wife. He can be reached at:

Ed Miles
(519) 271-2569

20 Dorland Drive
Stratford, Ontario N5A 5C8

SPORTSMANSHIP AWARDS:

In each division of all Championships, an award is given to the team that displays sportsmanship throughout the event. O.R.A. is responsible for supplying the master form for Host to copy and attach to game sheet or G&T volunteers may offer to perform this function. The following is a logistic breakdown for the Provincial Championships:

Provincial A and AA Championship:

- 1 plaque per division
- Provincial A 4 divisions
- Provincial AA 5 divisions

Adult Provincial Championships:

- 2 divisions
- 1 plaque per division
- 2 plaques

MVP Awards: Adult only (In memory of Dawn Smale)

- 1 plaque
- 4 gold plates (1 per division)

DIVISIONAL BANNERS:

The Host is responsible for purchasing Divisional Banners for the A and AA Championships (not Adult), to be presented to the champion of each division. The cost of these banners (approximate size: 2'x4' or 3'x5') is to be included in the approved budget. However, layout of the banners is up to the Host as long as the O.R.A. logo is included. The host can utilize a sponsor by identifying the company's name on a divisional banner (i.e.: Coca-Cola Tween Divisional Banner).

OPERATIONS – BOX OFFICE/GATE ADMISSIONS

There will be no admission charge for entry to the event. Programs may be sold or distributed for a donation as deemed appropriate by the Host.

OPERATIONS – O.R.A. SPONSORS

The O.R.A. has ongoing contractual arrangements with a variety of Corporate Sponsors. These arrangements may give the sponsors rights (possibly exclusive) to operate at the Championships. The Host should contact the O.R.A. office for details. Where local licenses/permits are required, the Host is expected to make necessary arrangements with local authorities and include any costs in their budget.

OPERATIONS – PROGRAMS

PURPOSE OF THE PROGRAM:

An event program will allow the Host to promote the event and the organization through pictures and words. It also assists the spectators in identifying the participants and provides an overall schedule of the event.

A general rule of thumb is:

A program's advertising revenue should pay for all production costs. If an event has no sponsors, then the price of the program must meet all expenses. Therefore, the more sponsors, the less the cost to the general public. Extra programs can be sold to spectators for a set cost, or for a "donation".

Some of the questions the Host should ask include:

1. What is the objective of the program?

2. What message or story is the program telling?
3. Can the program give the sponsors more exposure?
4. Will the program make money?

All four (4) questions can be answered in one statement.

“An event program that will assist the organizers in making a profit, and, more importantly, help the spectators identify the participants, rules and philosophy of the sport of Ringette, will also provide a vehicle for local sponsors to gain exposure”.

PROGRAM CONTENT:

The elements of a quality program include:

- | | | | |
|----|------------------------------|---|--|
| a) | Cover | - | should be colourful (usually the Host Association's colours) with Host's, O.R.A. and O.R.A.'s Sponsors' logos. |
| b) | Directory/Map | - | is used to help participants and spectators locate other venues, hotels, restaurants, shopping malls and other local attractions – include sponsors. |
| c) | Introductory Letters | - | welcome the participants and spectators to the event. These letters are often written by various VIPs. Some VIPs the Host should include are: Host Chair, Mayor, Premier, Corporate Sponsors, O.R.A. President, G&T/ADP Chair. |
| d) | Identification of Organizers | - | usually a page, thanking the Organizing Committee as well as O.R.A. Volunteers who helped organized the event. |
| e) | Team Rosters | - | a list of team members and numbers to assist the spectators in identifying the participants. A list of participating officials may also be included. |
| f) | Event Explanation | - | the rules of the event (Ringette Canada's and O.R.A.'s). This could include official's signals. |
| g) | Schedule of Games | - | usually two types of schedule are provided: a divisional schedule and a master schedule by arena. |

- h) Point Standings - in conjunction with divisional schedules, point standing charts that will allow the spectator to record the score as well as the number of points earned for a win or loss.
- i) Advertisers - the program affords local businesses the opportunity to advertise their goods and services, and usually come in 4 sizes: business card, $\frac{1}{4}$ page, $\frac{1}{2}$ page and 1 whole page. Depending on the size, prices will vary (i.e. Centre page would be more expensive than the 5th page).
- j) Sponsors' and Suppliers' Page - a page to acknowledge the contributions of event sponsors and suppliers.

In planning the event program, the following must be considered:

1. Number of Pages
2. Method of production
3. Size – of page
4. Colour Format
5. Binding
6. Type of Paper

All six (6) planning aspects should be noted and not taken lightly. A rule of thumb, when determining content with regard to advertising and sport related issues, is that a good program will have one page of advertising for every page of sport related issues (50/50 split). Any more advertising, and the reader will lose interest in the content.

Some extra features to promote the program are:

1. Lucky number contest, where a number is placed in each program. On the last day of the event, a number is drawn for a special prize.
2. Coupons offering discounts from sponsors, advertisers.
3. Program can offer tickets to other activities (i.e. dance, reception).

These extra features may be added if the Host so desires.

ADVERTISING:

In selling ad space the following must be considered first:

1. Number of ad spaces available.
2. Preparation of ads – camera ready, business card. Are there services that the Host can provide to assist in ad preparation?
3. Rate Structure – colour or black and white?
 - a) inside front cover
 - b) back cover
 - c) inside back cover
 - d) full page
 - e) half-page
 - f) quarter-page
 - g) business card
1. Contra Ad – not paid for in cash but by providing goods or services
2. Payment of Ad – Host should try to obtain payment up front so that the Host does not have to chase the advertisers.
3. Advertiser Targets – international, national and local
 - a) Yellow Pages
 - b) Governmental Directories
 - c) Merchants' Associations
 - d) Service Groups

PROGRAM PREPARATION:

When preparing the program, certain tasks need to be completed. They are:

1. Prepare ad space price list and contact companies for advertising.
2. Determine the number of pages
3. Obtain printing quotes and arrange deadlines for printing.
4. O.R.A. will provide a list of teams, Championship rules, and introductory letters from the O.R.A. President, and G&T/ADP Chair
5. Final Proofing
6. PRINTING

The Host is required to submit a final draft of the program to the O.R.A. office prior to printing to ensure accuracy.

OPERATIONS – CONCESSIONS

There are basically two types of concession stands/booths the Host should consider when organizing the Provincial Championships: Food and Souvenirs.

Both can be run simultaneously, or the Host may decide to take on only one type for this event. Procedures and options are similar for both. The following is an outline of what to consider when providing concession stands.

REVENUE AND EXPENSES:

The Host has three (3) options to choose from when deciding the profit structure:

1. The Host may decide to conduct and manage all operations including buy and prepare the products to be sold. This would be beneficial if all quantities were to be sold at the event.
2. The Host may consider hiring an external company to stock and sell the products, whether it is food or souvenirs, with the Host getting a percentage of the sales or flat rate. The company would have the authority to decide the cost of the merchandise, the Host would have no say. This would be an excellent option for all food concessions as the Host would not have to worry about left over food products.
3. The Host can acquire the merchandise on consignment. This will allow the Host to set the prices without having to sell all quantities. Unsold goods can be returned to the company with no charge. This is probably the best way to sell souvenirs such as sweater shirts, T-shirts, hats, pins, etc.

Use of O.R.A. Sponsors is required above any other options.

PRICES AND CASH FLOW:

Prices should be based on actual costs. The Host should make sure that all expenses are considered before setting prices. Price lists along with list of merchandise should be printed and distributed throughout the event venues. The Host must publicize the fact that concessions will be set up.

Cash flow procedures need to be set up prior to the event so that no money is lost throughout the event. The people that are staffing the concession booths should be trained in the handling of the money and supplied with adequate identification so that they can be distinguished as the only people to handle money coming in from the concessions.

These cash procedures need to be strictly supervised and cash floats need to be issued and monitored. The Host should consider periodical pick-up of revenue from the concession booths so that large amounts are not left too long. The Host should also make sure that concession areas are not left to one person to look after as accidents may happen when one person is occupied.

This aspect of the event is very important. It has the potential to be a very big money maker, but at the same time, if not operated properly, can be devastating to the financial success of the Championships.

OPERATIONS – COMMUNICATION

Communication is very important in the presentation of the Provincial Championships. Without communication, the Host would have difficulty in relaying information to those who need it: teams, venues, spectators, etc. The Host should consider the different types of communication systems they need and intend to use.

ON-SITE SYSTEMS:

The most important aspect of communication at the event is to provide accurate information from venue to venue.

This means: relaying scores to each site, contacting a person on the organizing committee; or for emergency purposes. In this age of technology, people tend to use facsimile machines because of their speed and accuracy in transferring information. However, the “OLD FASHIONED” telephone still does the job.

Another toy of the technology age is the cellular telephone. The Host should utilize this communication resource for such people as Host Chair, Officiating Chair, Officiating Supervisors, and G&T/ADP Chair, etc. These people are accountable for the success of the event, and, therefore, should have access to these telephones. These can usually be acquired at no cost.

Once the event has started, the media will want up-to-date scores and standings. Prior to the Championships, the Host should contact all media for fax numbers. These should be kept close to the machine so that, periodically, the Host can transmit the day’s scores.

The media are not the only ones who want the current standings. The teams and the spectators do too. To assist these people, the O.R.A. will design STATISTICAL BOARDS on which scores and standings are recorded. The Host will use the same point standing chart in the program. These will greatly benefit the teams who are trying to calculate their standings (the layout for these boards must match the layout in the program). These boards will be placed in a central location in each venue. Tiebreaking and mini-game rules must also be posted.

The O.R.A. Webmaster will be responsible for posting all of the technical information related to the provincial Championships, i.e.: teams, divisions, schedules, scores, stats, etc. on the O.R.A. website. The Host Committee must send the game sheet information to the Webmaster, preferably by fax, if not in one venue, and preferably within 10 minutes of games’ end. The Host may provide their own website containing promotion information regarding the event, e.g.: host hotels, local sponsors, maps, ringette history and trivia, etc. and if desired this site can be linked to and from the O.R.A. website. The Host will provide room beside/near the stats boards for posting of player stats sheets.

CEREMONIAL COMMUNICATION:

A facility's public announcement (P.A.) system will help to determine how successful the Opening Ceremonies are. The Host should test the system prior to the event, but, do not fall into thinking that the system is perfect after testing. The Host should keep in mind the amount of people attending and the noise. A good P.A. system can be heard at all times even above all spectator noise.

The Host should also consider special announcements during Semi-Final and Final Games. A nice touch would be to announce goal scorers and assists after every goal.

In addition, once these Semi-Final and Final games have ended, the Host should use the venue's P.A. system for medal presentations, introduction of VIP's, and the dignitaries who will present the awards. Each medal winner will be called to come forward to accept their medal from the presenter.

However, when using a communication system at any ceremony the Host should use a volunteer who has a clear voice to act as Master of Ceremony, or, even hire a professional emcee. It is imperative that the person speaking can be heard or else the ceremony will lose its objective – to publicize information.

TEAM SIGNS:

The Host may design signs for each team (or association) participating in the Provincial Championships. These signs can be placed on a dressing room door so that the teams can identify what room they are to use. As well, these signs can be placed behind the team's player bench so that the spectators can identify them. Contact the O.R.A. office for the availability of existing signage. Each game may also have a division sign displayed at the scorer's booth to identify the level of play for the spectators benefit.

GENERAL:

A banner to be used for Opening Ceremonies will be supplied by O.R.A.

Communication is essential to a successful, memorable event. The communication system used for the Provincial Championships can be as elaborate or as basic as the Host wants.

OPERATIONS – RISK MANAGEMENT AND SAFETY

The best way to deal with an emergency, whether it is a fire or an injury, is to plan for it. There are two steps involved when planning a safe event: Facility Audit, Emergency Action Plan.

FACILITY AUDIT:

It is the mandate of the Ontario Ringette Association to provide a safe environment for the sport of Ringette. One of the tasks that is performed to ensure safety is what is known as the FACILITY AUDIT. Some of the areas identified in the audit include:

1. Emergency Exit Doors – accessibility
2. Closeness of Hospitals
3. First Aid Centres
4. Telephone Location and Emergency Numbers

O.R.A. does have a Facility Audit Form along with a Safety Checklist, which the Host is to use to assist them in providing a safe event. An O.R.A. designate will do a Facility Audit on each venue.

EMERGENCY ACTION PLAN (E.A.P.):

Time is critical when it comes to dealing with an injury. An emergency plan should be established to deal with injury in an organized and efficient manner. By planning to handle an emergency and assigning specific support duties to others, time will be utilized effectively.

The action plan must be pre-determined. The Host is responsible for initiating an E.A.P. before the event. The E.A.P. includes three (3) main components:

1. Person in Charge
 - take control and assess the situation
 - instruct any bystanders to leave the injured person alone
 - DO NOT MOVE the person and leave any equipment in place
 - EVALUATE THE INJURY for severity and determine if an ambulance is needed
 - if an ambulance is not required, decide what action to take to remove person from ice surface
 - if an ambulance is needed, instruct the call person to phone.
 - STAY CALM: speak with an even tone
2. Call Person
 - should be pre-assigned
 - must know location of telephones
 - must have list of all emergency phone numbers
 - must know what information to give dispatcher
 - a. is it a medical emergency?
 - b. give location – clearly, calmly
 - c. what the emergency is. Unconscious?
Bleeding?

- d. phone number from which call is being placed
 - e. best route to take to venue
 - f. ask estimated time of arrival
 - report back to person in charge to confirm the call
3. Control Person
- ensure teammates and spectators are away from injured person and person in charge
 - ensure route for ambulance crew is clear and available
 - if injury is deemed serious, inquire if there are any highly trained medical personnel in attendance. This could be done by using P.A. system.

As you can see, each person has a very important task to perform, and therefore, should be assigned prior to the event. These people should be on duty at all times and at all venues.

Injury Report Forms must be filled in for every occurrence. O.R.A. will provide the forms, as well as forms that the patient will send to the O.R.A. insurance company, if needed. The Host will ensure that these are available at each venue.

MEDICAL SERVICES:

By preparing for the treatment of minor injuries and serious accidents, any medical problem can be dealt with as quickly and effectively as possible. By providing some essential services, the Host can ease the pain of any injury.

The Host should keep in mind that only TRAINED medical professionals should tend to an injured player. Therefore, the Host may decide to hire the services of the St. John's Ambulance. Usually, they are willing to act as medical staff at the Championships for a donation to their organization. These people should also act as the "Person in Charge" in any Emergency Action Plan.

Although the Host may decide to hire St. John's Ambulance for the event, it is also beneficial if there is a First Aid Room at all venues. This First Aid Room should also be stocked with a sufficient First Aid Kit.

First Aid Kit – Recommended Contents:

- condensed first aid manual
- 3 quarters for the telephone and emergency phone numbers
- plastic bags for ice
- 4" and 6" elastic bandages
- 4 sterile gauze pads, 3" square
- 12 adhesive dressings, 3/4" x 3" individually wrapped
- 2 field dressings, 4" square or two 4" sterile bandage compresses

- 2 rolls gauze bandage, 2" wide
- roll of adhesive tape, 2" x 5 yards long
- 2 triangular bandages
- 4 Q-tips
- 2 pairs disposable gloves
- 4 antiseptic wipes
- clean towel
- card of safety pins
- 2 packages sugar
- notepad and pencil
- scissors, tweezers and a penlight

In this age of sport-related injuries, the Host may consider hiring the services of a Sport Injury Clinic. These clinics are staffed with specialists in various injuries often associated with sports. The Host must decide which service is best for the participants.

OPERATIONS – MEDIA AND CORPORATE RELATIONS

Good public and corporate relations can be achieved by providing accurate information to the media and by affording companies the opportunity to participate in the overall planning of the event through special sponsorship packages that allow the corporations to gain exposure from a wide range of target markets.

MEDIA RELATIONS:

The Host is responsible for obtaining media coverage of the event, and, therefore, should contact all media within the area. The first thing the Host should do is to contact the newspapers, radio stations and television stations to get a contact person. The Host should also set a date to hold a Press Conference where the Host officially announces their intent to organize the Provincial Championships. This press conference should be as specific as possible with regard to dates, number of participants, sponsors, etc.

When dealing with the media, the Host should provide accurate information pertaining to scores and standings, and be familiar with media deadlines. The information becomes old news if the Host misses a deadline.

Finally, the Host should treat the media like royalty. Therefore, for any function and event related to the Provincial Championships, media personnel should be admitted FREE.

CORPORATE RELATIONS:

Aside from the Team Registration Fees, corporate sponsorships are your biggest source of revenue. The Host should design a sponsorship package that is beneficial for both the Corporation and the Host/O.R.A. The following are suggested sponsorship packages the Host may wish to include:

Package A – Exclusive Event Rights

- title and association on main event banner
- title and association on event souvenir program page outlines
- company name/logo on divisional point standing charts (in event program and arena wall charts)
- company name on medal neck ribbons or on back of medal
- company name/logo on divisional team championship pennants
- signage in all venues and hotel headquarters
- semi-final and final game announcements
- company name/logo on admission badges
- company name/logo on front cover of event program
- company name/logo on event posters
- invitation to pre and post-event press conference
- company name/logo on all pre and post-event media releases
- media coverage with company's name associated with event
- company representative at medal presentations

Package B – Division Rights

- company name/logo on division point standing charts (program and arena wall charts)
- company name/logo page outline of division team lists in program
- company name/logo on medal neck ribbons or on back of medals
- shared signage in all venues and hotel headquarters
- division semi-final and final game ice time announcements
- company name/logo on all pre and post-event media releases
- division sponsor association in all media coverage

When all divisions are sold each company shall receive in addition:

- company name/logo on front cover of event souvenir program
- company name/logo on event poster

Package C – Secondary Sponsorship

- shared arena signage
- page company advertisement in event program

These packages can be altered to suit the Hosts and Sponsor's need.

HOSPITALITY – CEREMONIES AND PROTOCOL

Although not a necessity in most events, opening ceremonies can bring colour and a sense of excitement. Participants lining up on the ice in front of friends, families and spectators are sometimes as thrilling to the players as is the actual event.

Ceremonies are the Host's chance to show the Ringette community that their association has a touch of class and their chance to show that O.R.A. was right in selecting them to host the Provincial Championships.

It is the Host's responsibility to organize the opening ceremonies. This includes liaising with O.R.A. as to who will be invited to attend, arranging seating for the dignitaries and the organization of the teams.

OPENING CEREMONIES:

The most commonly used style of Opening Ceremonies at the Championships is one where the participants line up on the ice, in their respective teams, and the Host Committee along with the O.R.A. declare the event officially open. Here is what a typical Opening Ceremony can look like:

1. Procession of Teams
 2. Introduction of Dignitaries
 3. Singing of National Anthem
 4. Speeches by Dignitaries
 5. Players' Prayer/Oath
 6. Raising of Championship Banner
-
1. Procession of Players - this is basically straightforward. Be sure that the time of Opening Ceremonies does not conflict with any of the round robin games (if possible). Make sure that ORA office knows what is needed for proper scheduling.
 2. Introduction of Dignitaries - usually the dignitaries consist of Host Committee, Association President, O.R.A. President, Political Figurehead, Event Sponsor, etc. Any number of people can be included in the ceremonies. The O.R.A. representatives that are to be included in the introduction of dignitaries are the Board Member, G&T/ADP Chair, Officiating Chair, and Regional Chair.
 3. Singing of National

- | | | | |
|----|-----------------------------|---|--|
| | Anthem | - | a nice touch |
| 4. | Dignitaries' Speeches | - | the Host must decide who will make speeches, if any. It is best to inform those lucky people, well in advance, so that they can prepare their speeches. A time limit should be placed on each speech. The Host may wish an O.R.A. delegate to say a few words as well. The best person to do this is the member representing the Board of Directors. |
| 5. | Players' Prayer/Oath | - | Host can invite a local player to recite the Players' Prayer (attached). |
| 6. | Raising Championship Banner | - | the O.R.A. has a Championship Banner, which the Host will acquire. As the Banner is raised, the G&T Chair officially declares the Provincial Championships open. The Host should arrange a meeting with arena staff to determine the best location for the raising of the banner as well as having them install a pulley for this ceremony. |

These are only suggestions for organizing the Opening Ceremonies. It is up to the Host to determine how basic or elaborate the ceremonies will be.

CLOSING CEREMONIES (Not usually considered as necessary):

Unlike the Opening Ceremonies, the Closing Ceremonies are traditionally very basic and short.

Upon completion of the last game, and subsequent award presentation, the Championship Banner is lowered and the G&T/ADP Chair officially declares the Championships closed.

Again, it is up to the Host to determine how basic or elaborate the ceremonies are to be. At this point most people want to get on their way home.

AWARDS PRESENTATIONS:

After the final game in each division, the gold and silver medals are awarded (the bronze medals are presented after the Semi-Final Game). As well, the Championship Trophy and Division Banner (see Awards Section) are presented.

The Award Ceremonies are also an opportunity for the Host to utilize their event sponsors. Should the Host decide to present Divisional Banners, these are four (4) areas that the event sponsor can assist with. The following is a basic schedule of award presentations and those responsible:

Bronze Medal (after semi-final game)	- Host/Sponsor
Silver Medal (after final game)	- Host/Sponsor
Gold Medal (after final game)	- Host/Sponsor
Divisional Banner	- Host/Sponsor
Championship Trophy	- O.R.A.
Sportsmanship Award	- O.R.A.

The Host should be aware that this ceremony, should be multiplied by the number of divisions offered at the Championships. Like the Opening Ceremonies, the Host must determine the logistics of the Awards Ceremony – how basic or elaborate is it going to be. Host representatives could be scheduled to assist when approved by the Chair. Pictures of Championship teams could be taken to be used for local media and National Championships.

PROTOCOL:

Often, people do not know what protocol is. Protocol, by definition, is formal acceptance of diplomats/dignitaries to an event. An event of this stature demands a certain air of diplomacy. This is accomplished by inviting certain people to attend the Championships, people of high profile. The following is a list of possible invitees to the Provincial Championships:

- *a. O.R.A. President (this person may not be representing the Board of Directors)
- *b. Mayor
- *c. Member of Provincial Parliament
- *d. Member of Parliament
- *e. Regional Chair
- *f. Event Sponsor
- g. O.R.A. Hall of Fame Recipients
- *h. Mrs. Agnes Jacks (widow of one of Ringette's founders, Sam Jacks)
 - i. Regional Association Presidents
 - j. Next year's Host

The Host is responsible for sending the invitations, if they wish to have these people attend. The people denoted with a (*) should be invited to all functions and ceremonies. Again, it is up to the Host to determine who is to be invited to the Championships. (Mrs. Jacks' accommodations, meals and transportation would be required and should be budgeted).

RECEPTIONS:

Along with the Opening Ceremonies, the Host is responsible for organizing the Coaches' Reception, plus any other evening hospitality receptions it wishes to hold. The Host is to determine the goals of the reception and make all necessary arrangements regarding catering these functions: - type of food being served as well as type of beverage offered. (Nothing fancy needed, as many leave immediately after meeting).

The Host should determine how many functions they plan to run in conjunction with the event, as well as the themes for each. Also, it is the host's responsibility to invite all guests, remembering not to forget the dignitaries.

Hospitality should be considered a major priority of the Host, and therefore the Host should make every effort to make everyone's stay at the event as enjoyable as possible. To that extent, it is up to the Host to organize all functions, and they may wish to go with the basics or implement extravagant ideas.

HOSPITALITY – TEAM HOSPITALITY

Teams travel a great distance to participate in the event, and pay a lot of money to attend. It is the obligation of the Host Committee, along with O.R.A., to ensure that their stay is a memorable one.

O.R.A. can ensure that teams receive information in a timely fashion. It is the Host's responsibility to make sure that teams have proper information needed to enjoy their stay.

The Host has two (2) opportunities to provide each team with this information: Team Information Kit and Goodie Bags.

TEAM INFORMATION KIT:

About one month prior to the event, a package is sent from the O.R.A. office to each team. This kit is to help teams attending the Provincial Championships. Along with the Host, O.R.A. puts together this package to identify various aspects of the Championships: everything from scheduling information to accommodations.

The following is a list of items to be included in the kit and the people responsible for providing that information:

- | | | |
|----|-----------------|-------------|
| 1. | Welcome letters | Host/O.R.A. |
| 2. | Dates and Fees | O.R.A. |

3.	Event Registration	O.R.A.
4.	Game Schedule	O.R.A.
5.	Opening Ceremonies	Host
6.	Award Ceremonies	Host
7.	Fundraising	Host
8.	Hotel Accommodation	Host
9.	Event Rules	O.R.A.
10.	Sites and Attractions	Host

The information that the Host is responsible for must be submitted to the O.R.A. office by the end of January, so that the staff have time to design the layout of the package.

GOODIE BAGS:

Upon arrival at the Coaches' Meeting/Registration (Adults), the Host has an opportunity to provide each participant with a memento of the Championships, and, at the same time, provide some exposure for the event sponsors and local associations. The most common way to do this is by giving each member of the team (player/coach) a "Goodie Bag".

The contents of the Goodie Bag may vary, depending on the age divisions. Also, this hospitality can be of little or no cost to the Host if event sponsors and local companies can be convinced to contribute samples of their products or coupons to purchase these products.

In return, it is the Host's responsibility to recognize those companies who contributed to the Goodie Bags. The best way is to insert a "Contributors Page" into the Event Program.

TEAM HOSTESSES: (Not usually considered necessary)

Hostesses can be assigned to participating teams so that, if the teams need something, the hostesses can assist. The best people to use as hostesses are local "non-participating" players because, as players themselves, they are aware of what a team desires. Plus, it gives the girls a feeling that they are contributing to the overall success of the Provincial Championships.

The Host should arrange for the hostesses to stay with the teams throughout the event or be assigned to a certain venue so that they are visible to the participating teams. Some of the key functions of a hostess include:

1. Maintaining the change room key for the team
2. Retrieving the team's copy of the game sheet
3. Ensuring that bench/room signs are in place
4. Exchanging change room keys for car keys, if necessary
5. Other duties as specified by Host and team

Team hostesses should be used if the Host Committee has the human resources available. Hostesses cannot appear in the bench area, for safety reasons.

TECHNICAL – REGISTRATION

Before stepping onto the ice, each team must register for the Championships. There are two levels of registration: Pre-Event and Event. Without registering or paying the Championship Fee, a team will not be allowed to participate at the Provincial Championships.

PRE-EVENT REGISTRATION:

Once the Host Committee and O.R.A.'s Board of Directors have established the Championship Fee, each team will pay the fee to the O.R.A. by the deadline through their Regional G&T/ADP Coordinator. O.R.A. will then submit the team fees, after deduction of the portion required to cover the costs of the O.R.A. representatives at the event, to the Host Committee according to the established guidelines..

Any Host teams participating are required to submit the fee to the Region as with other teams. Any teams not paying the fee, Host teams included, by the deadline or adjusted deadline (i.e.: wild card) will not be permitted to participate in the Championships.

Each team will receive a copy of their team registration form that was submitted to the office during fall registration. The office will provide each team with a form, identifying each team member (player/coach) that has a discrepancy in his or her eligibility to participate. It is the team's responsibility to clear up any and all discrepancies prior to the event through their respective Region. Any participant whose discrepancy has not been clarified before Event Registration will not be eligible to participate in the Championships.

EVENT REGISTRATION:

Scheduled within each region prior to event for Minor Provincials. Adult Provincials will provide registration information with the team information kit.

GAME REGISTRATION:

Game registration refers to pre-Game Requirements of the participating teams, and is the responsibility of the Host. Upon arrival at the arena, each team's coaching staff is to report to the Host Convenor. There, the Convenor assigns dressing rooms. The best way to assign rooms is by drawing up a room schedule. Upon arrival the team is required to hand the Convenor house/car keys in exchange for the dressing room key, if applicable.

The Convenor must also ensure that each member of the bench staff sign the pre-printed game sheet, and review the lineup, checking sweater numbers are correct. The coaching staff must indicate all team captains and assistants along with the goaltenders. The sportsmanship slip is distributed at this time.

After the game, the coaching staff must submit the dressing room key and sportsmanship slip in order to get their keys back and their copy of the game sheet. The Convenor must ensure that the referees sign the game sheets. Any match penalties, misconducts or teams receiving thirty (30) minutes in penalties must be reported to the G&T/ADP Chair immediately.

Sportsmanship forms will be provided by G&T and attached to game sheets. When returned, the slip is placed in the envelope provided. These results are to be kept confidential.

TECHNICAL – OFFICIALS

What would a Championship be without officials: on-ice officials as well as minor officials. And, how can we expect the players to participate at such an elite level unless we provide a high quality of officiating? It is the mandate of the Officiating Development Chair to select the officiating team for all Provincial Championships. It will include the very best referees possible. It is, however, the Host's responsibility to select and train the minor officials. The following are some areas of officiating that the Host should be aware of.

ON-ICE OFFICIALS:

Because it is the Officiating Development Chair's responsibility, only they will determine who will be selected to officiate at the Provincials as laid out in the Selection Process.

The Chair will select a team of approximately 5-6 officials and 1 supervisor per pad of ice for the Provincial Championships. Scheduling of these officials is the responsibility of the Officiating Chair.

Why so many referees?

Unlike players, referees are on the ice 100% of the game, and therefore are susceptible to fatigue. If teams only play a maximum of three (3) games per day, referees should be given similar consideration.

MINOR OFFICIALS:

More commonly known as timekeepers, scorekeepers, and shot clock operators minor officials are the responsibility of the Host. The Host is to recruit these officials and train them in the proper procedures of timing, scorekeeping, and shot clock operation. Prior to the event, the Host must organize a Minor Officials Clinic – this would help these volunteers to know what to do. However, should a minor official have questions during a game, the Host should direct them to ask the On-Ice Official what is to be done. The Host should also remember that once the game has started, the On-Ice Official is in charge, and that includes the Minor Officials.

Unlike the On-Ice Officials, the Host has input into who will be recruited. The best people to select would be local players or volunteers. This means that expenses do not need to be paid for them.

However, for their time, the minor officials could be paid a flat rate per game, probably \$3 - \$5 per minor official.

TECHNICAL – FORMAT

Upon approval by the Board of Directors, each region (Central, East, Northeast, Northwest, South, and West) has the opportunity to enter a team in each division of the Provincial Championships. Along with the six-(6) regions, the Host association is allowed to enter a team in each division. Thus, a maximum of twenty-eight (28) teams is eligible to compete in the Provincial A and thirty-five (35) teams in the AA Championships. In the Adult Provincials, there are 2 divisions. Setting up a schedule is dependent upon a number of things – total number of teams per division, amount of ice available, and so on. The O.R.A. office will prepare the schedule, and the following is a brief outline of what is taken into consideration when setting up the schedule.

SCHEDULE:

The ORA office develops the schedule with input by the G&T/ADP committee and Officiating.

The first consideration is the number of teams participating. In most cases, O.R.A. will use a single round robin format for each division. The top three (3) teams will advance to the medal round. The medal round will consist of a semi-final game (3rd Place vs. 2nd Place) and a final game (winner of semi-final vs. 1st Place).

Secondly, no team will play more than three (3) games per day in the Championships, including medal round games. With the amount of physical stress placed on the player by the sport, more games would increase the risk of injury due to fatigue.

And, lastly, teams will have a scheduled 3hour break (minimum) between each game. This allows players to recuperate from the previous game. However, in some special circumstances, a team may have less than 3 hours due to the fact that all games are played until a winner is declared. Having games go into overtime may decrease a team's time between games.

As indicated, there are a lot of variables to be considered when drafting a schedule. Thus, any schedule is SUBJECT TO CHANGE.

RULES:

The Championship Rules that will govern the event are those outlined in the Official Ringette Canada Rule Book with exceptions and changes as stated in the Ontario Ringette Association's Operating Manual.