

ONTARIO RINGETTE ASSOCIATION



PROVINCIAL CHAMPIONSHIPS HOST GUIDE



Revised July 2015

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 is to be used in conjunction with the ORA Sanctioned Event Handbook.

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 ORA's area of responsibility.
- Hospitality –** Organizing the Opening and Closing Ceremonies and Awards Presentations along with setting up a Protocol list is 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 ORA officials at the Provincial Championships. As you will read, a majority of this section falls under the ORA'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! Remember that you are the Hosts and that the event is overseen by the ORA G&T Committee who are responsible for the Championships.

The O.R.A. has a Sanctioned Event Handbook that can also be helpful in the basic organization of your event.

Provincial Championships Host Guide

Administration Section

Contents

1. *Organizational Structure*

Host Committee	Pg. 2
Host Committee Meetings	Pg. 3

2. *Financial*

Budget	Pg. 3
Budget/Finance Committee	Pg. 3
Budget Approval/Update	Pg. 4

3. *Legal (Contract)* Pg. 4

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

Please see Appendices for related documents:

Budget Template	Appendix D
Sample Contract	Appendix E

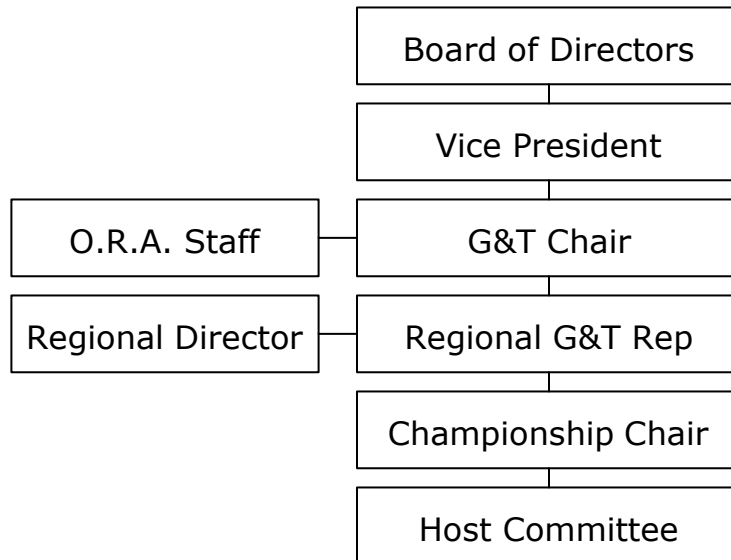
ADMINISTRATION – ORGANIZATIONAL STRUCTURE

The difference between a successful and an unsuccessful event 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:



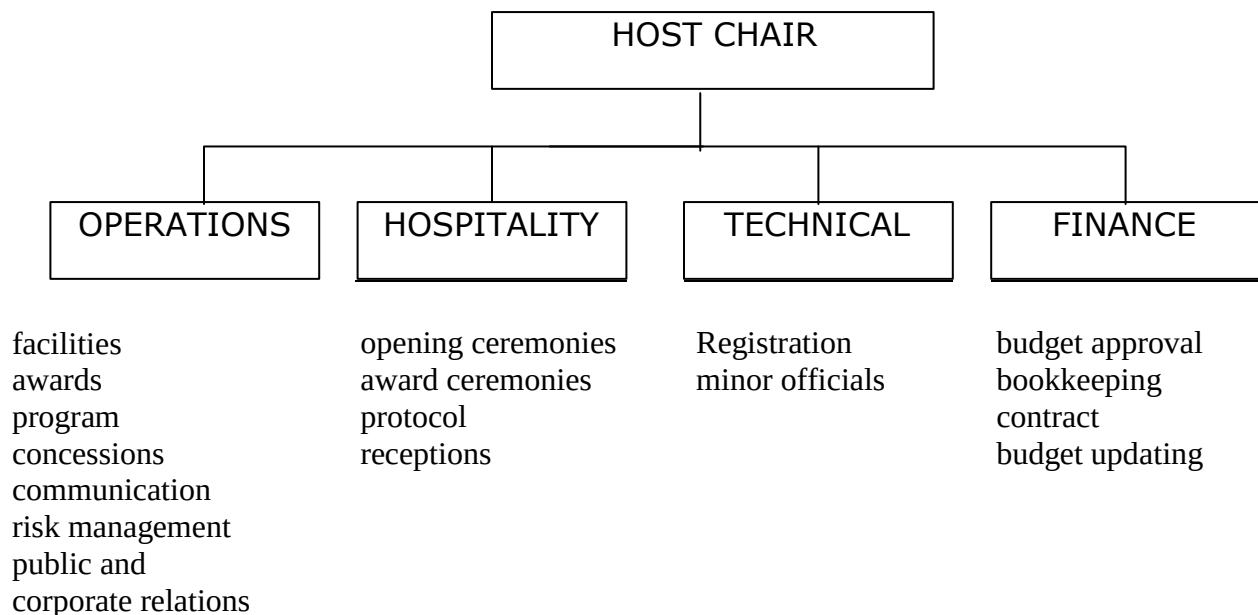
This also illustrates the lines of communication between the Host Committee and the Ontario Ringette Association.

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 ORA 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 (electronic) must then be sent to the Regional G&T Coordinator and the ORA Technical Director (tech@ontario-ringette.com). within ten days following the meeting. The Regional G&T Coordinator should see the minutes before they are sent out in case something has been missed that needs to be addressed and then the minutes are sent to the ORA Technical Director as per the G&T to do list. The Technical Director will do the distribution to the Board of Directors and G&T Committee. As well, the Regional G&T Coordinator and Regional Chair must be invited to ALL Committee meetings.

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.

THE USE OF THE BUDGET TEMPLATE PROVIDED IS MANDATORY!

BUDGET/FINANCE COMMITTEE:

The key function of this Committee is to monitor and record all revenue received and expenses incurred. The Host Chair and Treasurer must be a member of this committee 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.

BUDGET APPROVAL/UPDATE:

One of the first steps in organizing this event is to prepare a workable budget to be submitted to the Regional G&T Coordinator by August 1. This will be reviewed by the G&T Committee at the August Standing Committee Meeting prior to the event and sent to the Board at their September meeting. Some of the areas to consider in the budget include:

Revenue

Fundraising
Program Advertising
Ice Sponsorship
Corporate Sponsorship
Team Registration Fee
Souvenirs

Expenses

Telephone
Postage/Courier
Facility Rental
Printing
Travel
Accommodation
Meals
Minor Officials
Posters
Protocol
Program
First Aid
Awards

Upon approval of the budget, by the ORA, the Host must provide the Regional G&T Coordinator and the ORA Technical Director (tech@ontario-ringette.com) with an updated periodical financial report on: October 1, December 1, February 1 and thirty (30) days after the last day of the event. Always be on top of their financial situation.

It is very important to have the forecast budget at the August meeting, so the G&T committee can adjust the team fee for the Provincial championship.

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.

LEGAL (CONTRACT):

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 Host's responsibilities, as well as the ORA'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 ORA 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.

Provincial Championships Host Guide

Operations Section

Contents

1. *Facilities and Equipment*

Ice Surface Requirements	Pg. 1
Ice Markings	Pg. 1
Conference Rooms	Pg. 1
Hospitality Rooms	Pg. 2
Equipment	Pg. 2

2. *Accommodations*

Teams	Pg. 2
On-Ice Officials and G&T Committee	Pg. 2
ORA Board	Pg. 3

3. *Awards*

Medals	Pg. 4
Championship Trophy	Pg. 4
Sportsmanship Awards	Pg. 4
Divisional Banners	Pg. 4

4. *Box Office/Gate Admissions*

Pg. 4

5. *ORA Sponsors*

Pg. 4

6. *Program*

Program Purpose	Pg. 5
Program Content	Pg. 5
Advertising	Pg. 7
Program Preparation	Pg. 7

7. *Communication*

On-Site Systems	Pg. 8
Ceremonial Communication	Pg. 9
Team Signs	Pg. 9
General	Pg. 9

Provincial Championships Host Guide

Operations Section

- Contents continued

8. *Risk Management and Safety*

Facility Audit	Pg. 10
Emergency Action Plan	Pg. 10
Medical Services	Pg. 11

9. *Media and Corporate Relations*

Media Relations	Pg. 12
Corporate Relations	Pg. 12

This section is divided into planning areas the host is to consider when organizing the Championships: from hotel and ice bookings to risk management.

OPERATIONS – FACILITIES AND EQUIPMENT

ICE SURFACE REQUIREMENTS:

Facilities (Arenas) 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 a Provincial Championships is to have the total number of hours as listed in the Technical Package for that specific date. This will include a breakdown of the hours for the event.

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. It is the responsibility of the Regional Referee in Chief to ensure that all ice markings are correct and visible.

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 minimum 75 people is required.

A room (can be a change room) will also need to be available on the Sunday afternoon at the arena following the U14AA, U16AA, U19AA, U16A (top tier), U19A (top tier) and 18+A Jacks gold medal games for the distribution of Team Ontario Uniforms and information packages.

The host must also make available a separate quiet room or area for the Statistician, in the main arena, with provision for internet access.

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 budgeting for the rings and game sheets. G&T will ensure that the game sheets are ordered and pre-printed and brought to the event. The Host will supply 4 dozen brand new rings

– 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 in case of clock failure.

For the Semi-Final and Final games, the Host should try to have a P.A. System in place at the location where the presentation will be done. A P.A. System used at all games, particularly the semi-finals and finals, 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 for the A and AA Provincials. There are 2 for the U12 Petite Provincial Event. Refer to the Sponsorship information as sometimes Provincial Sponsorship banners must be displayed as part of the ORA contract. 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. Arrangements to get these are the responsibility of the Host and plans should be made out well in advance.

OPERATIONS – ACCOMMODATIONS

TEAMS:

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

When ORA do not have a sponsor, refer to Appendix L.

When ORA have a sponsor to arrange accommodations, the sponsor must be used. All rooms will be allocated through the sponsor according to the release of room's policy set by the G&T Committee. The Regional G&T Coordinator will notify the G&T Committee on Provincial qualifying teams, as they become known.

ON-ICE OFFICIALS AND G&T COMMITTEE:

The expenses for these groups will be included in the budget. The cost of 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 \$0.40 per kilometer and \$50 per day for food.

G&T/Officials money for meals must be given to the Chairs on the night of registration, and is paid by cheque. A list of individual meal allowances as well as a total amount will be submitted to the host at least 2 weeks prior to the event. Mileage will be paid by cheques on the last day. The Officiating/G&T/Coaching Chairs will submit a list of meal allowance requirements at least 2 weeks prior to the event.

With these Championships falling under the G&T Committee mandate, their expenses for accommodation, meals and travel are also paid through the budget.

The G&T and Officiating Chairs will provide a rooming list a minimum of two weeks prior to the event to the ORA. The room bookings are done by the ORA office.

ONTARIO RINGETTE BOARD REPRESENTATIVE:

ORA Board Representatives expenses are covered by the ORA, 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, and Bronze), Championship Trophy, Divisional Banner and Sportsmanship Award. The Host must include provisions for medals and divisional banners in their budget and purchase the medals through the ORA office (leftover medals may be returned to the ORA office for credit).

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

MEDALS:

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

These will be ordered and delivered by the office.

CHAMPIONSHIP TROPHY:

In each division at the Provincials, the Gold medal team is presented with a trophy, which must be returned before leaving the presentation area, after pictures are taken. ORA will apply plaques and ensure appearance at the next year's event.

SPORTSMANSHIP AWARDS:

In each division of all Championships, an award is given to the team that displays sportsmanship throughout the event. ORA are responsible for supplying Sportsmanship ballots which they will attach to game sheets. The following is a logistic breakdown for the Provincial Championships:

- 1 plaque per division

These will be ordered and delivered by the office.

DIVISIONAL BANNERS:

The Host is responsible for purchasing Divisional Banners for the Provincial Championships, 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 ORA logo is included and the year is prominent. The host can utilize a sponsor by identifying the company's name on a divisional banner (i.e.: Coca-Cola 2008 Tween Divisional Banner). **All banners must be made of flame retardant material.**

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 – ORA SPONSORS

The ORA 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 ORA 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. Hosts are never to contact the sponsor directly to discuss sponsorship agreement details.

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, ORA and ORA's Sponsors' logos. Final cover design must receive ORA approval prior to printing. |
| 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 to include are: Host Chair, Mayor, Premier, Corporate Sponsors, and ORA President. |
| d) | Identification of Organizers | - | usually a page, thanking the Organizing Committee as well as ORA Volunteers who helped organize the event. |
| e) | Team Rosters | - | a list of team members to assist the spectators in identifying the participants. |
| f) | Event Explanation | - | the rules of the event are those of Ringette Canada and ORA. Do not print partial rules in the program. Official's signals could be included to fill a page. |
| 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. These are to be provided by the ORA and posting of all scores to be supervised by the ORA G&T Rep at the site. |

- i) Advertisers - the program affords local businesses the opportunity to advertise their goods and services, and usually come in 4 sizes: business card, ¼ page, ½ 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 – average fee (\$400)
 - e) half-page - average fee (\$200)
 - f) quarter-page – average fee (\$125)
 - g) business card – average fee (\$75)
4. Contra Ad – not paid for in cash but by providing goods or services
5. Payment of Ad – Host should try to obtain payment up front so that the Host does not have to chase the advertisers.
6. Advertiser Targets – international, national and local
 - a) Yellow Pages
 - b) Governmental Directories
 - c) Merchants' Associations
 - d) Service Groups
 - e) Ringette Associations and Regions – should be contacted at least two months prior to the start of the event as internal approval will likely be required from these 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. ORA will provide a list of teams, Championship rules, and introductory letters from the ORA President.
5. Final Proofing
6. PRINTING

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. The Host is responsible for ensuring that adequate communication between venues is in place.

The media are not the only ones who want the current standings. The teams and the spectators do too. To assist these people, the ORA will provide the 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 and when setting up the host must also post tiebreaking and mini-game rules.

The ORA appointed statistician will be responsible for posting all of the technical information related to the provincial Championships, i.e.: teams, divisions, schedules, scores, stats, etc. for use on the ORA website. The Host Committee must deliver the game sheet information to the G&T coordinator/designate to post on the Results Boards and then pass on to the Statistician, 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 ORA website. The Host will provide room beside/near the stats boards for providing 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. Each game may also have a division sign to identify the level of play for the spectators' benefit.

GENERAL:

A banner, which can be unfurled or lowered, is to be used for Opening Ceremonies and will be supplied by ORA

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

The ORA has a Facility Audit Form along with a Safety Checklist, which the Host is to use to assist them in providing a safe event.

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. ORA will provide the forms, as well as forms that the patient will send to the ORA 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 of the venues. This First Aid Room should also be stocked with an appropriate First Aid Kit

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.

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/ORCA. The following are suggested sponsorship packages the Host may wish to include and can be altered to suit the Hosts and Sponsor's need.

Package A – Exclusive Event Rights

- title and association on main event banner
- title and association in event souvenir program.
- 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 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 page outline of division team lists in program
- 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
- name/logo on divisional banner

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.

Provincial Championships Host Guide

Hospitality Section

Contents

1. *Ceremonies and Protocol*

Opening Ceremonies	Pg. 1
Award Presentations	Pg. 2
Protocol	Pg. 3
Receptions	Pg. 3

2. *Team Hospitality*

Team information kit	Pg. 4
Goodie Bags	Pg. 4

Please see Appendices for related documents:

Players Prayer	Appendix J
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Organizing the opening and closing ceremonies and award presentations along with setting up a protocol list are outlined in the hospitality section. Hospitality is the host's opportunity to display a touch of class.

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. This event can take place in an arena or in a hall that is of adequate size

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 ORA 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 ORA as to who will be invited to attend, arranging seating for the dignitaries and the organization of the teams.

This is usually held on Thursday evening but other options may be discussed with G& T. This event should be no longer than 1 hour.

OPENING CEREMONIES:

The most commonly used style of Opening Ceremonies at the Championships is one where the participant's line up in a suitable facility that is large enough to hold the required number of people, in their respective teams, and the Host Committee along with the ORA declare the event officially open. Here is what a typical Opening Ceremony can look like:

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, ORA President, Political Figurehead, Event Sponsor, etc. Any number of people can be included in the ceremonies. The ORA representatives that are to be included in the introduction of dignitaries are the Board Member, G&T Chair, Officiating Chair, and Regional Chair.
3. Singing of National Anthem - essential

- | | | | |
|----|-----------------------------|---|--|
| 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 ORA representative at the event will say a few words |
| 5. | Players' Prayer/Oath | - | Host can invite a local player to recite the Players' Prayer (attached). |
| 6. | Raising Championship Banner | - | the ORA has a Championship Banner, which the Host will acquire. As the Banner is raised or unfurled, the G&T Chair officially declares the Provincial Championships open. The Host should arrange a meeting with facility staff to determine the best location for the raising or unfurling 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.

AWARDS PRESENTATIONS:

After the final games in each division, the medals are to be awarded 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. An ORA Board member or G&T Representative must be involved in all presentations.

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.

Be prepared for a way to show the medals while making the presentations – i.e. a tray or sticks.

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. ORA President*
- b. Mayor*
- c. Member of Provincial Parliament*
- d. Member of Parliament*
- e. Regional Chair*
- f. Event Sponsor*
- g. Local ORA Hall of Fame Recipients
- h. Regional Association Presidents
- i. 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.

RECEPTIONS:

Along with the Opening Ceremonies, the Host is responsible for organizing the Coaches' Reception. 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.

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 ORA, to ensure that their stay is a memorable one.

ORA 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 posted on the ORA website. This kit is to help teams attending the Provincial Championships. Along with the Host, ORA 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/ORA
2.	Dates	ORA
3.	Event Registration	ORA
4.	Game Schedule	ORA
5.	Opening Ceremonies	Host
6.	Award Ceremonies	Host
7.	Fundraising	Host
8.	Hotel Accommodation	ORA/Host
9.	Event Rules	ORA
10.	Sites and Attractions	Host

GOODIE BAGS:

Upon arrival at the Coaches' Meeting, 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.

Provincial Championships Host Guide

Technical Section

Contents

1 Registration

Pre-Event Registration	Pg. 1
Game Registration	Pg. 1

2 Officials

On-Ice Officials	Pg. 2
Minor Officials	Pg. 2

3 Format

Schedule	Pg. 3
Rules	Pg. 3
Ice Requirements	Pg. 4

This section outlines event registration, format, and the use of ORA Officials at the Provincial Championships. You will notice that a majority of this section falls under ORA's area of responsibility.

TECHNICAL – REGISTRATION DESK

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 ORA's Board of Directors have established the Championship Fee, each team will pay the fee to the ORA by the deadline through their Regional G&T. ORA will then submit the team fees 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 must be represented at the coaches meeting held the evening before the event begins. Pre-event registration is part of the Provincial Registration and Intent to Proceed to Provincials Process and must be completed by the established deadline.

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. At this time the bench staff must also check the line-up and add sweater numbers. The coaching staff must indicate all team captains and assistants along with the goaltenders. Injured players who will be on the bench during the game must also be indicated. 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 or individuals receiving ten (10) minutes in penalties must be reported to the G&T 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

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.

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, \$5 per scorekeeper, \$7 per timekeeper and \$12 for the shot clock operators. In lieu of cash a host should supply food and refreshments for these volunteers.

****NOTE: Training must be mandatory, especially for timekeepers and shot clock operators.**

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. Wild Card teams will be selected to fill other vacancies, where applicable to a maximum of 14 teams for U14A, U16A, U19A and 18+A divisions. In a 15 team division all team may be invited to attend Provincial. 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 ORA 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 committee and Officiating. The Host also ensures that the correct ice has been allocated.

The first consideration is the number of teams participating. In most cases, ORA will use a round robin format for each division. The top three (3) teams will advance to the medal round which will consist of one semi-final game (3rd Place vs. 2nd Place) and winner of that game will play vs 1st Place for the Gold Medal final game per division. A spit round robin format will be used when necessary. At the A and AA Provincial Championships, for a division of 8 or more teams, the top four (4) teams will advance to the medal round which will consist of two semi-final games (3rd Place vs. 2nd Place, 1st Place vs. 4th Place) and a Gold and Bronze Medal final game per division. At the U12 Petite Provincial Event, the top three (3) teams will advance to the medal round which will consist of a Bronze and a Gold Medal final game per division.

Secondly, no team should play more than two (2) 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.

The schedule will attempt to allow a 3 hour break (minimum) between the scheduled end of one game and the scheduled beginning of the next game on the same day. This allows players to recuperate from the previous game.

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.

AA ICE HOURS

14 Teams x 3 Divisions + 10 Teams x 1 Division

Provincial Host Guide IDEAL HOURS	Thursday	Friday	Saturday	Sunday
	66	70	74	36
Provincial Host Guide Arena Breakdown	A: 8am - 7pm B: 8am - 7pm C: 8am - 7pm D: 8am - 7pm E: 8am - 7pm F: 8am - 7pm	A: 9am-9pm B: 9am-9pm C: 9am-9pm D: 9am-9pm E: 9am-8pm F: 9am -8pm	A: 8am - 8pm B: 8am - 8pm C: 8am - 10pm D: 8am - 10pm E: 8am - 10pm F: 8am - 4pm	A: 9am - 6pm B: 9am - 6pm C: 9am - 6pm D: 9am - 6pm

A ICE HOURS

14 Teams x 4 Divisions

Provincial Host Guide IDEAL HOURS	Thursday	Friday	Saturday	Sunday
	72	69	78	32
Provincial Host Guide Arena Breakdown	A: 8am - 7pm B: 8am - 7pm C: 8am - 7pm D: 8am - 7pm E: 8am - 6pm F: 8am - 6pm G: 8am - 4pm	A: 9am -9pm B: 9am -9pm C: 9am -9pm D: 9am -8pm E: 9am -8pm F: 9am -8pm	A: 8am - 8pm B: 8am - 8pm C: 8am - 8pm D: 8am -10pm E: 8am -10pm F: 8am -10pm	A: 9am - 5pm B: 9am - 5pm C: 9am - 5pm D: 9am - 5pm

U12 ICE HOURS

6 Teams x 8 Divisions

Provincial Host Guide IDEAL HOURS	Thursday	Friday	Saturday	Sunday
	60	28	67	28
Provincial Host Guide Arena Breakdown	A: 8am - 6pm B: 8am - 6pm C: 8am - 6pm D: 8am - 6pm E: 8am - 6pm F: 8am - 6pm	A: 9am - 4pm B: 9am - 4pm C: 9am - 4pm D: 9am - 4pm	A: 8am - 9pm B: 8am - 9pm C: 8am - 9pm D: 8am - 10pm E: 8am - 10pm	A: 9am - 4pm B: 9am - 4pm C: 9am - 4pm D: 9am - 4pm

Provincial Championships Host Guide

Appendices

Contents

Appendix A – Risk Management and Safety Audit Form (M-F-17)

Online at <http://www.ontario-ringette.com/administration/forms.php?sub=administration>

Appendix B – Invitational Tournament Safety Checklist Pg. 3

Appendix C – Risk Management & Safety Incident Report (M-F-13)

Online at <http://www.ontario-ringette.com/administration/forms.php?sub=administration>

Appendix D – Budget Template Pg. 6

Appendix E – Sample Contract Pg. 11

Appendix F – Provincial Responsibilities List Pg. 14

Appendix G – Provincial Responsibilities Checklist Pg. 15

Appendix H – Arena Supplies List Pg. 19

Appendix I – Remembering Agnes Jacks Pg. 20

Appendix J – Players Prayer Pg. 21

Appendix K – Coaches' Meeting Sample Agenda Pg. 22

Appendix L – Responsibility for Accommodations When
the ORA Doesn't Have a Corporate Sponsor Pg. 23

These appendices are designed to help your committee in organizing this event. Be sure when using these forms that you do not use the original – make photocopies

Appendix B – Invitational Tournament Safety Checklist

In this age of insurance and liability suits, it is imperative that everyone involved with Ringette ensure a safe and fun environment for our members and that reasonable care be given in reducing and even preventing the risk of injury.

The Ontario Ringette Association has developed a checklist that you, as Host Committee, could implement prior to, during and after the tournament. This will assist you in preparing your FACILITY AUDIT, which is to be submitted as part of the Pre-Tournament Requirements.

For further information contact your Regional Membership Services Co-ordinator.

1. Include in your Letter of Acceptance or Registration Package to each team:
 - A map with location of arenas, hotels and hospitals. Includes actual names, addresses and phone numbers of local hospitals.
 - Information on any special medical facilities in your area which may be utilized by the tournament participants (i.e.: Sports Injury Centre).
 - Include the 911 number in your package if it is operational in your area. Make sure it is as not all areas may have this service.
 - If the above number is not in service, include a list of phone numbers from the local fire department, police, ambulance, and emergency dental and poison control centre.
2. Provide the above information to all officials and any volunteers.
3. Include information contained in #1 in your tournament program so that parents and spectators have access to this information.
4. When possible, arrange for trained medical staff to volunteer to be on duty/call. Ensure that the staff can be found at any time throughout the tournament. Have a centralized area for the staff to be situated (possibly at the first aid station).
5. At arenas, ensure that:
 - First aid room is stocked and open.
 - All phones, pay or office, are in good order and have emergency numbers visible at each one.
 - Someone is available and knows that they are to “take charge” in an emergency. Publicize the name of the person who is assuming this role and ensure this person is easily recognizable by those in attendance.

Appendix B – Invitational Tournament Safety Checklist

6. Discuss “on-ice” emergencies with officiating supervisors and:
 - Ensure that everyone knows how to and who will handle the emergencies.
 - Communicate this to all volunteers, including referees, prior to the first game of the tournament.
7. Abuse of officials, verbal or physical, and disruptive behaviour towards the teams will result in expulsion from the arena.
8. Complete an Incident/Accident Report Form for every injury and return it along with the Post-Tournaments Requirements.
9. Publish notification that:
 - Home team is responsible for behaviour of fans, including safety of opposing team and the game referees.
 - Abuse of officials, verbal or physical, and disruptive behaviour towards the teams will result in expulsion from the arena.
 - Coaching staff should be wearing proper footwear when crossing the ice (boots or low heeled shoes). ORA highly recommend coaching staff to wear a helmet when going on the ice.
 - Parents are responsible for their children’s actions, especially non-players, at all times.
10. If timekeeper’s box is fairly cold, attempt to obtain heater and ensure that the volunteers are comfortable. Periodically check up on them to see if they need anything (i.e.: hot drink).
11. Inspect all arenas/facilities prior to the tournament:
 - Ice surface – no holes, cracks, pieces missing, cement showing. Utilize the services of the game officials to check the ice while teams are warming up.
 - Dressing rooms – clean, hazard free – no splinters on benches or broken glass.
 - Bench area – all benches are securely anchored and in good condition. Doors open and close properly.
 - Parking area – no dangers to participants of the tournament. No obstacles that prohibits drivers from clearly seeing pedestrians. Ensure that ambulances have quick and safe access in parking lot.
 - Stands – safe, clean and hazard free. Check to see if heaters are operational.
 - Boiler room – and odours (i.e.: Ammonia)? What is the action plan if there is a leak?

Appendix B – Invitational Tournament Safety Checklist

12. In order to develop a good Emergency Action Plan you must:
 - Know the age and experience of those on duty. Are they capable /knowledgeable of what to do in case of an emergency?
 - Delegate a person in charge of emergencies, a person to control the people not directly involved with the emergency, and a person to call for help and wait for it to arrive. These people are known as the Charge Person, Control Person and Call Person, respectively.
 - Go through some ‘mock’ emergencies.
13. Inspect all emergency exits to ensure they all open properly and are clearly marked as emergency exits.
14. Ensure convenors are aware of action plan for missing persons.
15. Design a map that outlines anything that will allow people to act faster in an emergency (i.e.: emergency exits, first aid room, parking area).

Appendix D – Budget Template for Host Associations

Budgets are available from your local Regional G&T Coordinator.

Provincial Championship Budget Template Explanation:

Income

Team Fees: are set by the Board of Directors on a recommendation from the Finance Committee with input from the G&T Committee. Fees are arrived at based on the budget submitted by the Host Association with the aim that team entry fees will cover the core costs.

Team Fees listed are those used last season.

Souvenirs: current sponsorship agreement calls for the host association to receive a percentage of sales generated (excluding gst/pst). Average for last 6 events is listed.

Fundraising: suggested activities that the host may undertake.

Advertising: suggested prices to charge for program ads.

Expenses

Ice: The number of hours required and the ice cost varies from host to host and event to event. Insert ice costs for your association and hours required.

Opening Ceremonies: suggested cost

Program: suggested sale price and quantity to print

Medals: number of medals required /division x cost x # divisions. Medals are ordered from the ORA at cost.

Banners: suggested cost of required banners

Scorekeepers/Timekeepers/Shot Clock Operators: remuneration per game x number of games. Some hosts have volunteers do these tasks instead.

G&T/Officials: meal allowance of \$50/day/person plus mileage costs of \$0.40/km.

Average meal and mileage costs for the last six years are listed, varies depending on host location.

Tournament Fee: host cost if Option 1 selected on host contract.

Equipment: cost of game sheets and rings required

Meeting Rooms: required for Coaches and G&T meeting, room for statisticians

Registration System: cost of players registering online for producing gamesheets/statistics

Onsite Statistician: cost of producing, game sheets, standing, statistics etc.

NOTE: AA Championships and U12 Event, the number of teams varies each year and this has a direct affect on team entry fees, hours of ice, number of medals, minor officials and referees required.

Core Costs:

Core costs are identified as:

Income:

Team Fees

Expenses:

Ice
Opening Ceremony
Medals
Banners
Scorekeepers
Timekeepers
Shot Clock Operators
G&T - meals/mileage
Officials – meals/mileage
Game sheets
Rings
Room Rental- Coach meeting, G&T & statistician
Registration System
Onsite Statistician
Statistician Costs: (Option B) travel, accommodation and meals

Note: Core costs are per the rates listed except for Ice costs and hours, number of G&T and Officials which can be variable.

Appendix E – Sample Contract



ONTARIO RINGETTE ASSOCIATION PROVINCIAL CHAMPIONSHIPS

HOSTING AND SANCTION AGREEMENT

BETWEEN:

Ontario Ringette Association ("ORA")

3 Concorde Gate, #207

Toronto, ON M3C 3N7

And

XXXXXX Ringette Association ("Host Club")

[Insert Address]

WHEREAS the ORA is the governing body for the sport of Ringette in the Province of Ontario and has the authority to sanction Provincial Championships in Ontario;

AND WHEREAS the Host Club has submitted a bid for and been approved by the ORA to host the 20__ Ringette Provincial Championships (hereinafter referred to as the "Championships"), February, 20__ and has paid the full sanction application fee of two hundred dollars (\$200.00);

AND WHEREAS the ORA grants a sanction to the Championships and in return the Host Club agrees to comply with applicable policies and technical standards as established by the ORA in hosting the Event;

NOW THEREFORE in consideration of the mutual covenants and agreements hereinafter contained and for other good and valuable consideration, the Parties hereby agree as follows:

Rights Granted

1. The ORA grants to the Host Club:
 - a) The exclusive right and license to operate, under the terms of this Agreement, the Championships.
 - b) For the duration and for the purpose of this Agreement only, a non-exclusive, non-transferable license to use ORA Intellectual Property and ORA Trade-marks owned by the ORA for the purpose of the Championships.

Responsibilities of the Host Club

2. The Host Club will:
 - a) Appoint and designate a Championship Chair and Committee Members as described in the ORA Provincial Host Guide (the "Guide").
 - b) Comply with all provisions outlined in this Agreement and specifically guarantees compliance with those rules and guidelines contained in the Guide and all applicable policies and technical standards.
 - c) Inform the ORA business office of all upcoming Championship Committee Meetings and provide a copy of the minutes of such meetings within ten (10) days of the meeting to the Regional G&T Coordinator and the ORA Technical Director (tech@ontario-ringette.com).
 - d) Extend an invitation to the Regional Games and Tournament Coordinator and Regional Chair to all Championship Committee meetings.
 - e) Submit to the ORA the schedule of ice times in sufficient time to allow for approval by the ORA Technical Director, the scheduling of officials and distribution of relevant information to all participants.
 - f) Comply with any additional requirements that the ORA may impose to fulfill its duty to provide a safe environment for competitors, officials and patrons.

Responsibilities of the ORA

3. The ORA will:
 - a) Provide the Host Club a copy of the Guide.
 - b) Appoint and designate a Games and Tournament Chair, Committee and other volunteers as described in the Guide.
 - c) Adhere to the guidelines and obligations described in the Guide.
 - d) Post all event registration information on their website.

Note: While every effort is and will be made to ensure the Host Guide is current and accurate, in any discrepancy between the Guide and this Agreement, this Agreement will take precedent.

Budget, Expenses and Accounting

4. The Host will develop a Championship budget in sufficient time to be approved by the ORA Board of Directors. The submission date for the initial budget is August 1st. This along with the signed Hosting and Sanction Agreement is to be submitted to the Regional G&T Coordinator and ORA Technical Director. Budget updates are required the first day of every second month afterwards.
- 5.
6. The Championship budget will include expenses incurred by the following ORA personnel:
 - a) ORA Games and Tournaments Chair/Designate
 - b) ORA Officiating Chair/Designate
 - c) Regional Games and Tournaments Coordinators
 - d) Officiating Supervisors (as required)
 - e) On-Ice Officials (as required)
7. ORA personnel expenses will include, but are not limited to, travel, accommodations and meals per diem incurred at the Championship as well as during any approved Host Club meetings attended by the ORA personnel.

8. The Host Club will purchase and include in the budget, all rings, game sheets, medals, stick gauges and other materials required for the operation of the Championships.
9. The Host Club will maintain full and accurate accounting and records of all Host Club and ORA receipts, disbursements, revenues and expenses with regard to the Championships.
10. The Parties will notify each other in regards to expenses over the approved budgeted amount prior to disbursement which disbursement will require prior approval of the ORA. The Host Club will be solely responsible for any unapproved cost overruns incurred by the Host Club.
11. The Host Club and the ORA will mutually consent to the transfer of monies within an area of the budget not spent to an area of the budget that requires additional monies.
12. All team entry fees, including fees from host teams, are to be forwarded to the ORA business office on a timely basis.
13. The ORA business office will forward to the Host Club all team entry fees in the following manner:
No later than forty-five (45) days prior to the beginning of the Provincial Ringette Championships, the team entry fees less an ORA holdback of five thousand dollars (\$5,000.00).
14. The Host Club will submit an accurate Statement of Revenue and Expenditures, using the budget template, within thirty (30) days following the completion of the Championships. Receipts and invoices should be retained in case verification is required.
15. Subject to the ORA receipt of the Statement of Revenue and Expenditures described in Section 26 and upon satisfactory verification of its accuracy, the ORA will forward to the Host Club, within twenty-one (21) days from the date of verification, the balance of monies owed to the Host Club minus the event sanction fee. If there are any discrepancies with the Statements, the ORA will notify the Host Club who will act accordingly.
16. The ORA may appoint an ORA representative to inspect any sections of the books and accounts in relation to the Championships at the ORA expense.
17. The ORA will refund the two hundred dollar (\$200.00) deposit upon full completion and satisfaction of this Agreement.

Consideration

18. The Host Club has the following option with regard to profit/loss sharing with the ORA as follows:

Option 1

- a) The Host Club will pay a three thousand dollar (\$3,000.00) sanctioning fee to the ORA for each Championship hosted (six thousand dollars (\$6,000.00) for double events).

The host submits for approval a budget based upon the core costs with all other components and excesses over the core costs as their responsibility. Team entry fees are meant to cover the core costs.

The Host Club will retain one hundred percent (100%) of any profit gained or loss incurred.

b) *Option 2*

The sanction event fee (\$3000.00) is waived and the Host Club and the ORA will share all profits gained or losses incurred from the Championship on a fifty percent – fifty percent (50% - 50%) basis. The ORA and the Host will together create and approve an initial budget for purposes of the board setting the team fees. This budget will be based upon the core cost maximums plus all other budget costs. All sponsorship fees and income opportunities will be included on the income side of the budget including grants and waiving of fees received after the event.

Any changes to this budget, once fees are set, may only be done with approval of both parties. Any expenses incurred over the approved budget will require approval of all parties for payment.

19. The Host Club will exercise:

_____ Option 1 as described in section 17 “Option 1”.

_____ Option 2 as described in section 17 “Option 2”.

****Team entry fees are set and approved by the ORA Board of Directors.***

Compliance with Other Regulations

20. If alcoholic beverages are to be sold at the Championships, it is the responsibility of the Host Club to ensure that all permits, rules and regulations of the LLBO (Liquor Licensing Control Board of Ontario) are adhered to.

21. If fundraising is to occur through the sale of 50-50 tickets, raffle tickets or other gaming activity, it is the responsibility of the Host Club to ensure that all applicable provincial and municipal gaming permits, rules and regulations are adhered to.

Advertising, Marketing and Sponsorship

Advertising and Marketing

22. The Host Club is responsible for all communications after consultation and approval by the ORA, relating to press releases, media conferences and website content. Any such consultation and approval by the ORA will not be unreasonably withheld or delayed.

23. The Host Club will:

- a) Conform all signs, designs, advertisements, websites and other forms of publicity in accordance with a layout and design plan approved by the ORA while promoting and operating the Championship.
- b) In all publicity and advertising connected with the Championship prominently indicated that these Championships are sanctioned by the ORA.

Sponsorship

24. Where the ORA has contractual arrangements in place that gives Corporate Sponsors rights to operate at the Championships, these Corporate Sponsor must be used as directed by the ORA. The Host Club will make the necessary arrangement with local authorities pertaining to any licenses/permits required.

25. The Host Club will:

- a) Provide free advertising space for ORA Corporate Sponsors in the Championships Program as directed by the ORA.
- b) The layout of the cover for the Championships Program must be approved by the provincial office before it is printed. The only allowable logos and names permitted on the cover are the host association, the Ontario Ringette Association logo and ORA Corporate Sponsors.
- c) Display ORA and ORA secured sponsors' signage and banners as directed by the ORA, complying with all ORA sponsorship agreements in effect, and allowing the ORA sponsors and official suppliers to participate in promotion, sales or advertising relating to the Championships. The terms of such participation will be as determined by the ORA.
- d) Request permission and prior approval, which will not be unreasonably withheld, from the ORA for each additional sponsorship, promotion, sales or advertising by local sponsors or other businesses not affiliated with or in conflict with the ORA or its sponsors.
- e) Request permission and prior approval from the ORA for each vendor that will be at the event. The ORA will either grant or deny permission based on current agreements with existing sponsors. The host association must submit a list of vendors thirty (30) days prior to the start of the event.

26. All marketing and sponsorship proceeds obtained by the Host Club from the sale of local sponsorship and marketing, whether received as cash, services or contra will accrue to the Host Club.

Equipment and Materials

27. The ORA may require the Host Club to update or modify equipment or materials as is reasonably necessary in order to maintain proper operations and an aesthetic appearance and professional image. Within fourteen (14) days after receipt of written notice, the Host Club will fully implement and complete such changes.

Inspection

28. ORA representatives will have the right to inspect the operation of the Championship, check operations, supplies, and equipment and determine whether the Championship is being conducted in accordance with this Agreement.

29. In the event any such inspection indicates deficiency or unsatisfactory condition with respect to any matter required under this Agreement, the ORA will notify the Host Club in writing of the Host Club's non-compliance. The Host Club will have fourteen (14) days after receipt of such notice, to correct or repair such deficiencies.

Risks and Projections

30. The Host Club acknowledges that no employee, agent or representative of the ORA made any oral, written or visual representation or projection of actual or potential sales, earnings or net or gross profits.

31. The Host Club represents that it understands the risks of operating the Championship and is able to bear such risks. The Host Club acknowledges the success of the Championship will depend primarily on the Host Club's own efforts and abilities.

Insurance

32. Provide the Host Club with a certificate of insurance for Additional Insured if requested.

Term

33. This Agreement will commence on the 1st day of August, 20__ and will terminate on the 30st day of April, 20__, unless earlier terminated pursuant to this Agreement.

Termination of Agreement

34. Either Party may terminate this Agreement immediately if either Party goes into liquation or insolvency or has an administrator or receiver of its undertaking appointed.

35. The ORA may terminate this Agreement and revoke the Championship sanction granted by this Agreement at any time in advance of the Championship if the Host Club fails to fulfill its obligations under this Agreement. Once the Championship is underway, the ORA will have the authority to terminate the Championship if the technical standards are not being met and/or the safety of participants or patrons at the Championship is at risk.

Conditions Following Termination

36. In the event this Agreement is terminated, the Host Club will:

- a) Pay all monies owed in accordance with this Agreement up to the date of termination.
- b) Pay all their respective undisputed debts owing to creditors relating to this Agreement.
- c) Immediately cease using ORA Intellectual Property and Trademarks.

Confidentiality

37. The Host Club acknowledges that the Championship includes confidential and proprietary information, including, but not limited to, procedures, business methods, forms, policies, marketing and development plans, advertising program, creative materials, methods and plans, trade secrets, knowledge, techniques and information that is not generally or publicly known which was learned, discovered, developed, conceived, originated, or prepared by the ORA under this Agreement ("Confidential Information").

38. The Host Club will not, either during the term of this Agreement or at any time thereafter, disclose to a third party any confidential information concerning the business or affairs of the ORA or the Championship.

Intellectual Property

39. The Parties agree not to register or claim any rights in respect of the Trademarks and Intellectual Property owned by the other Party.

40. The Parties guarantee, represent and warrant that they have the legal right and responsibility to provide the rights and benefits granted to the other party under this Agreement. The Parties further guarantee, represent and warrant that the products and logos exchanged in this agreement are accurate and do not contain any fraudulent, deceptive or obscene materials and will not violate any law or regulation, or any rights of any third party, including, but limited to, any copyright, trademark, image or other proprietary, property or contractual right.

Assignment, Agency and/or Partnership

41. The Parties agree not to commit or purport to commit the other party to the payment of any money to any person, organization or corporation.
42. The Parties will not assign, either directly or indirectly, any obligation or entitlement that it has under this Agreement without express written consent from the Parties.
43. **Nothing in this Agreement will be construed as making the Parties partners or in a joint venture.**

Liability and Indemnity

44. The Host Club will indemnify and hold harmless the ORA and its respective directors, officers, consultants, agents and employees ("ORA Indemnified Parties") from and against any and all loss of, or damage to, property, or injuries to, or death of, any person or persons and will defend, indemnify and hold harmless the ORA Indemnified Parties, or any of them, from any and all claims, damages, suits, costs, expenses, liabilities, fines, obligations, penalties, demands, actions or proceedings of any nature or kind whatsoever (including, without limitation, legal fees and disbursements) of or by anyone whatsoever, resulting from, or arising out of, directly or indirectly:
 - a) Any negligent act or omission or wilful misconduct of the Host Club or its respective directors, officers, servants, subcontractors, employees or any other persons for whom in law the Host Club is responsible who are acting under the Host Club's direction or supervision;
 - b) Any breach of any term, obligation, requirement, covenant or condition of this Agreement on the part of the Host Club.
45. The ORA will indemnify and hold harmless the Host Club and its respective directors, officers, consultants, agents and employees ("Host Club Indemnified Parties") from and against any and all loss of, or damage to, property, or injuries to, or death of, any person or persons and will defend, indemnify and hold harmless the Host Club Indemnified Parties, or any of them, from any and all claims, damages, suits, costs, expenses, liabilities, fines, obligations, penalties, demands, actions or proceedings of any nature or kind whatsoever (including, without limitation, legal fees and disbursements) of or by anyone whatsoever, resulting from, or arising out of, directly or indirectly:
 - a) Any negligent act or omission or wilful misconduct of the ORA or its directors, officers, servants, subcontractors, employees or any other persons for whom in law the ORA is responsible who are acting under the ORA's direction or supervision;
 - b) Any breach of any term, obligation, requirement, covenant or condition of this Agreement on the part of the ORA.
46. **The provisions of clauses 44 and 45 will continue in force indefinitely after termination of this Agreement.**

Notices

47. Notices and correspondence required to be sent to any party in connection with this Agreement will be in writing and will be sent by post to the addresses listed above.
48. Any change in address will be notified to the other party immediately.
49. Notice will be deemed to have been given after the seventh day of the date of post for mail and the day of delivery for facsimile.

Dispute Resolution

50. The Parties agree to submit any dispute they may have regarding this Agreement or its termination to mediation, the costs of which will be shared equally between the parties.
51. If a mediated resolution of the dispute cannot be achieved within 30 days of initiating mediation, the parties agree to submit the dispute to binding arbitration before a mutually acceptable, independent arbitrator. The costs of the arbitration will be shared equally between the two Parties, and such arbitration will proceed in accordance with the *Arbitration Act of Ontario*.

Interpretation

52. This Agreement will be interpreted in accordance with the laws of the Province of Ontario.

General

53. No failure or delay by the Parties in enforcing any right or remedy in this Agreement will be construed as a waiver of any future exercise of such right or remedy.
54. The Parties have sought or obtained, or have had the opportunity to seek and obtain, independent legal advice concerning the matters in this Agreement, and execute this Agreement knowingly and voluntarily.
55. This Agreement constitutes the sole and entire agreement between the parties, and supersedes any previous agreements, understandings and arrangements between the parties. Any amendments hereto are enforceable only if in writing and signed by each of the parties.
56. If any portion of this Agreement is deemed by any court of competent jurisdiction to be illegal or unenforceable, then the remaining provisions of this Agreement will remain in full force and effect notwithstanding.
57. This Agreement has been executed by an authorized signatory of each party who is duly entitled to represent and bind the party.
58. The termination of this Agreement, for whatever reason, will not terminate any provision, which is expressly provided to continue in force after such termination.

THE PARTIES HEREBY AGREE to abide by the terms and conditions outlined in this Agreement.

The Parties have signed this Agreement the ____ day of _____, 20__.

Ontario Ringette Association

Executive Director - Print

Signature

Date

Host Club

President - Print

Signature

Date

Revised June 2015

Appendix F – Provincial Responsibilities List

HOST:

- Minutes to the Regional G&T Coordinator and the ORA Technical Director (tech@ontario-ringette.com) for distribution to the G&T Committee and the office.
- Ensure that the Regional G&T Coordinator and the Regional Director are included in meetings
- Budget to be prepared (on ORA Template) and updated periodically – sent to ORA for review.
- Acquire ice hours as indicated in the PHG – ice confirmation from facility provider to the ORA Technical Director (tech@ontario-ringette.com).
- Sign host contract.
- Ensure all ice surfaces used will have proper Ringette ice markings.
- Arrange for sportsmanship awards (possibly from ORA sponsor).
- Arrange for advertising and Opening Ceremonies banners to be at venue.
- Arrange for fundraising i.e. sales items, ring toss, goal lotto, venders
- Arrange, train, & schedule off-ice minor officials – 7 goal spread maximum shown.
- Arrange for manpower for registration desk, arena supervisors, etc.
- Prepare any inserts for Team Information Kits (by end of Jan. to ORA).
- Set up coaches meeting and registration in conjunction with coaching, officiating, and G&T.
- Liaise with G&T, Officiating and Coaching over aspects of event where applicable.
- Arrange for Opening Ceremonies.
- Arrange for Presentation Ceremonies.
- Ensure that there is good communication between ice surfaces/Officiating Chair/G&T Chair/Host Chair.
- Arrange for any publicity and media relations.
- Ensure delivery of game sheets to webmaster after each game.
- Arrange for min. 4 dozen new rings to be at venues.
- Prepare an Emergency Action Plan and Facility Audit
- Prepare a program – submit draft of cover to ORA for review.
- Arrange for proper ice markings on all ice surfaces.
- Ensure meal allowance is available Wed. for distribution to officials/G&T as per PHG.
- Ensure enough cheques are available and ready for Sunday.
- Arrange for area for Statistician as per PHG.
- Familiarize members of the host committee with the current ORA Operating Manual – G&T section.

Appendix G – Provincial Responsibilities Checklist

- If no ORA sponsor for accommodations, provide ORA with list of accommodations and prices.
- Ensure P.A. Systems are working at each ice surface.
- Ensure shot clocks are at all venues plus at least 1 back up (extra batteries & screwdriver also needed).
- Provide information on availability and location of warm up areas for teams

OFFICE:

- Prepare event contract.
- Notify host of any ORA sponsors that must be utilized and their contractual obligations.
- Notify sponsors of dates and hosts when approved.
- Prepare schedule with input from G&T and Officiating.
- Order National uniforms (where needed).
- Ensure uniform delivery to site before final games (AAs).
- Prepare issuing procedures and issuing forms for uniform distribution.
- Prepare team packages for provincials.
- Distribute packages for review to G&T, Coaching and Officiating.
- Copy G&T, Officiating and Coaching on all correspondence with teams &/or host
- Ensure medals, trophies, and advertising banners/Opening Ceremonies Banner are ordered and delivered to the venue as appropriate.
- Send Host fees less holdback 45 days prior to the first day of the event
- Send Host holdback once all final financial statements and outstanding items have been completed.
- Provide Host with names of officials/supervisors/G&T attending.
- Ensure host receives ice template (if requested).
- Supply expense forms for G&T, Officiating, & ORA personnel.
- Ensure that ORA President submits letter for inclusion in program.

ELITE: U14AA, U16AA, U19AA, U16A (top tier), U19 A (top tier) and 18+A (top tier)

- Distribute team info kits and uniforms for Nationals and answer questions.
- Ensure uniform issuing policies are clear and understood.

Appendix G – Provincial Responsibilities Checklist

G&T:

- Seed teams for Provincials.
- Hold qualifying events (where necessary).
- Advise office of entries and submit fees two months prior to the first day of the event
- Review and make recommendations to schedule as requested.
- Review coaches' packages and make recommendations.
- Pre-registration process in collaboration with coaching (completed 1 week prior to event).
- Attend coaches meeting & inform teams of procedures for the event.
- Keep event running efficiently by answering questions, listen to concerns, deal with problems, ensure games are up and running in a timely fashion.
- A representative attends all host committee planning meetings (i.e. Region G&T).
- Ensure trophies have been returned to the office.
- Hold nightly meetings to review day's problems and potential problems.
- Distribute sportsmanship forms and collect and tabulate in a timely fashion in order to announce winners at final game of each division.
- Resolve any protests/grievances.
- Complete tie-breaking decisions.
- Prepare game sheets and sportsmanship forms.
- Submit G&T expense forms to Host Sat. evening.
- List of G&T attending with their meal allowance money – 2 weeks before.
- Design and provide Host with stats boards.
- Submit rosters to Host as soon as available.
- G&T Chair to submit letter for inclusion in program, if host asks.
- A binder for each G&T member to include the following:
 - Instructions for Timekeepers and shot clock operators
 - Division schedules
 - Schedule by Arena
 - Copies of rink permits
 - Contact lists and phone numbers
 - Shot Clock rules
 - List of minor officials
 - Volunteer schedule (timekeepers and scorekeepers, shot clock operators)
 - Emergency plans with full arena address
 - Directions to hospitals
 - Injury reports
 - Instructions for use of Shot Clocks and Time Clocks
 - Arena contact numbers

OFFICIATING:

- Review and make recommendations to schedule.

Appendix G – Provincial Responsibilities Checklist

- Attend coaches meeting and discuss procedures for the event.
- Review coaches packages.
- Select officials and supervisors.
- Schedule & supervise the on-ice-officials.
- Hold meetings as needed during the event.
- Submit list of officials to ORA office.
- Submit expense forms to Host by Sat. evening.
- Submit list of Officials and Supervisors attending with their meal allowance money – 2 weeks before.

HOST:

- Record meeting minutes and send to Regional G&T Coordinator to be distributed to G&T Committee and Technical Director.
- Invite Regional Chair and G&T Coordinator to all Committee meetings.
- Submit workable budget by August 1 to be reviewed by G&T and approved by ORA Board at September meeting.
- Contact ORA concerning corporate sponsors' rights.
- Put ORA logo on program cover.
- Submit final draft of program to ORA prior to printing so any corrections can be made.
- Liaise with ORA for opening/closing ceremonies as to who will be invited to attend, arrange seating for dignitaries and the organization of teams.

ORA:

- Provide game sheets.
- Notify Host who Board rep is if not the President.
- For the program, provide a list of teams, Championship rules and introductory letters from ORA President and G&T Chair.
- Collection of tournament fees.
- To supply to the participating teams, invoice of payment of tournament fees, copy of team registration form submitted in October noting any player eligibility discrepancies.
- Selection of officials with Officiating Development Chair.
- With G&T/Officiating Chairs produce a schedule of games using criteria listed in the "Host Guide".

Appendix G – Provincial Responsibilities Checklist

HOST/ORA:

- Event Contract signed by both parties.
- Produce Team Information Kits. Host to submit by end of January.

1. Welcome letter	Host
2. Date and fees	ORA
3. Event registration	ORA
4. Game schedule	ORA
5. Opening ceremonies	Host
6. Award ceremonies	Host
7. Fundraising	Host
8. Hotel accommodations	Sponsor/Host
9. Event rules	ORA
10. Sites & attractions	Host

Appendix H – Arena Supplies List

Medium size plastic bin

- Pens (lots)
- Markers
- Masking tape and scotch tape
- Scissors
- White Out
- Stapler & staples
- Container for program sales
- Extra batteries for shot clocks
- Long clip boards
- Post-it notes
- Extra game sheets
- Extra batteries and fuses for shot clocks
- Screw driver for replacing shot clock batteries
- Home/visitor signs
- Banners
- Stick or tray for medal presentations
- Tie-Breaking Rules
- Opening and Closing Ceremonies Banner
- Trophies
- Sportsmanship Awards
- Wall Grids (supplied by ORA)
- Microphones for announcements
- Phones (G&T and Officiating)
- Envelopes for Sportsmanship ballots
- Folders for game sheets
- New rings
- Extra shot clocks

Appendix I – Remembering Agnes Jacks

A Member of the Order of Canada, Agnes Jacks was the widow of Sam Jacks, who invented the sport of ringette in 1963 in North Bay, Ontario. While the sport lost Mr. Jacks' guiding hand through his untimely passing in 1975, the ringette community continued to benefit greatly from Agnes' dedicated and enthusiastic promotion of the sport both within Canada and around the world.

Over the years, Agnes proved herself to be truly dedicated, not only to the sport but also to the people in ringette. She faithfully attended numerous ringette tournaments and championship events and never failed to provide just the right word of enthusiasm or congratulations to players, coaches, officials and spectators. The ringette community appropriately laid claim to Agnes as their very own Goodwill Ambassador. "At every opportunity, Agnes told us that we were 'all her girls' and we knew she truly meant that. Every ringette athlete, coach, referee, parent, volunteer and fan, truly was like family to her and if you were in that family, you felt Agnes' love and support," said long-time ringette athlete Laura Warner. "When she told us to 'stay out of the penalty box' we honestly felt a touch more inspired to play ringette in the true spirit of the game. Agnes knew that ringette was a unique sport that offered something invaluable to women. It is a game of unparalleled speed, finesse, and perhaps most importantly, passion. Agnes understood that and did more than anyone I've ever met to further infect us all with the love of the game."

In 1998, Agnes Jacks proudly lent her name to a scholarship to recognize ringette players, coaches and officials who demonstrate strong academic performance and a commitment to the sport of Ringette. The scholarships are awarded annually during the closing ceremonies of the Canadian Ringette championships. Sadly, the ringette community lost their goodwill ambassador on April 1, 2005, when Agnes Jacks passed away in her hometown of North Bay, Ontario. The Agnes Jacks Scholarship Awards continue to live on and while recipients continue to achieve academic excellence and commitment to the sport, they also honour her memory and carry forward her dedication and love of ringette. In the years prior to her passing, Agnes had worked very hard lobbying various levels of government to put up signs in North Bay to recognize the town as the birthplace of ringette.

On December 18th, 2005, the vision of Agnes and Sam Jacks was realized when the signs became a reality. Agnes will be dearly missed and never replaced, but she will always be remembered.

"Those of us who were lucky enough to meet Agnes and be touched by her wonderful soul will now take on the responsibility of ensuring that her message and her spirit are carried on in the way they deserve to be," added Warner.

More information on Ringette Canada and its programs can be obtained at www.ringette.ca

Appendix J – Player’s Prayer

A ringette player’s prayer

Dear Father, as we come to play *ringette*, grant us the will to participate to our fullest, as individual players and team members.

May our goal be to play with spirit and fairness to the best of our knowledge and ability.

While our coaches’ guide and teach our teams, may they receive respect and encouragement from players and parents alike.

Thank you for the officials, whose organizations give us the opportunity to play *ringette*, and as we play, may the support of our parents add to the fun of the game.

We promise to play *ringette* respecting and abiding by the rules which govern it, in the true spirit of sportsmanship, for the appreciation of the sport and the honour of our team.

Amen!

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Prière d’une joueuse de ringuette

Cher Père, lorsque nous venons jouer à la ringuette, donne-nous la volonté de participer au jeu, au meilleur de nos capacités, soit individuellement, soit en équipe.

Que notre but soit de jouer, avec enthousiasme et de façon équitable, au meilleur de nos connaissances et de nos habiletés.

Lorsque nos entraîneurs guident et enseignent à nos équipes, puissent les joueuses et les parents les encourager et leur témoigner respect.

Merci de nous avoir donné des officiels dont l’organisation nous permet de jouer à la ringuette et, lorsque nous jouons, que le soutien de nos parents contribue à rendre la partie plus amusante.

Nous nous engageons à jouer à la ringuette en respectant et en acceptant les règlements qui régissent ce jeu, dans un véritable esprit sportif, pour l’estime du sport et l’honneur de notre équipe.

Ainsi soit-il.

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Appendix K- Proposal for the Agenda of the coaching meeting

1. Welcome & Introductions
2. Opening Ceremonies & Other Host Info
3. ORA Officiating Chair/Designate
4. ORA Coaching Chair/Designate
5. ORA G&T Chair/Designate
6. ORA Elite Chair/Designate
7. Distribution of Goodie Bags (if applicable)

After meeting is adjourned:

- Individual Coaching questions meet with Coaching Chair/Designate

Appendix L – Responsibility for Accommodations When the ORA Does not Have a Corporate Sponsor

When the ORA does not have a corporate sponsor for the accommodations, the responsibility for accommodations falls under operations in the Host Committee.

TEAMS:

Although the teams are responsible for payment of accommodations, a service the Host should provide is reserved housing. The Host then provides a list of hotels and phone numbers where reserved housing is available.

ON-ICE OFFICIALS AND G&T COMMITTEE:

The expenses for these groups will be included in the budget. The cost of accommodations, 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.

Referees' rooms are to be booked in isolation from the teams to avoid conflict. Contact with the Officiating Chair to discuss their needs is mandatory! The maximum number of officials per room is two and the rooms are to be double occupancy (with 2 double beds). Include officials, one supervisor per pad and the Officiating Chair.

The G&T committee rooms are also to be booked in isolation from the teams to avoid conflict. Contact with the G&T Chair to discuss their needs is mandatory. The maximum number of G&T people per room is two and the rooms are to be double occupancy (with 2 double beds).

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 and Officiating Chairs will provide a rooming list a minimum of two weeks prior to the event. The room bookings are done by the ORA office.

Arrange a room in the hotel where the on ice officials are staying for a nightly officiating meeting (Wednesday – Saturday).

ONTARIO RINGETTE BOARD REPRESENTATIVE:

ORA Board Representative Expenses are covered by the ORA, 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.