

2. SANCTIONED EVENT HOSTING

INTRODUCTION:

This handbook is designed to help the Ringette Associations of BC interested in hosting a sanctioned event (tournament) at any level, whether it is a house league or AA Tournament, or the Provincial Championships. It is an excellent resource to help ensure a successful tournament. For the purpose of this document, the term “tournament” refers to any of the above events being hosted.

The manual represents minimum standards for the Host Committee and provides a uniform structure within which each event can be organized. It serves to standardize operation of every event to assist the Host in clarifying areas of responsibility, and guarantees a uniform procedure from one year to the next.

Specific areas not covered by the manual shall be determined by cooperative effort of Ringette BC, the House Provincials and Tournaments Committee, and the Host Committee. Final decisions shall be at the discretion of Ringette BC.

The key considerations when planning to host the Provincial Championships are:

- Ringette BC has the mandate to declare Provincial Championships in the A, B, and C divisions.
- The event must be planned for the benefit of the players
- Success in hosting the event depends on sufficient volunteers, long range planning and communication.
- Ringette BC must approve major decisions (i.e. budget, entry and admission fee etc.)
- All facets of the Provincial Championships shall be in accordance with the Ringette BC Bylaws and Policy Manual.
- Relationship between Ringette BC and the Host Committee must be cooperative, with all conveying accurate and complete information on request. Prior to the event the Host and Ringette BC should meet to ensure preparations are proceeding as required and expectations are known.
- The Provincial Championships provide Local Associations with exposure. Public attention will be drawn to the location as well as the sport of Ringette.

1. ADMINISTRATION:

Tournaments and Provincial Championships in BC are sanctioned by the Ringette BC. An association who wishes to host a tournament or Provincial Championships must apply in writing eighteen (18) months prior to the event. More than one association may jointly host a tournament.

The Provincial Championships are sanctioned by Ringette BC and have addition rules and regulations. Please see the section on Provincial Championships for more information. The Provincials are to be held preferably in March and not at the same time as other tournaments.

1.1. PLANNING AND ORGANIZATION:

Hosting a tournament requires planning, organization and a concentration of effort to make it successful. Good planning and organization will reduce the unknown and ensure a high quality event. Whether your tournament is large or small, house league or competitive, the key is establishing what you wish to accomplish and getting organized to do it. To coordinate planning the host committee will need to schedule regular meetings. First steps include appointing a tournament chairperson, selecting your committees, and booking ice time and other facilities.

Make sure the weekend you want to use is available. As well as checking that your community's arenas are available, Ringette BC Member Associations who host tournaments regularly on an annual basis acquire a "traditional" right to that weekend each year (as long as they apply by the deadline). There are also rules and regulations governing how many tournaments may be sanctioned on the same weekend for similar age groups and categories.

Before you commit money and endless hours planning and organizing, make sure the weekend you want is available for the age groups and categories your association wishes to invite. You do this by submitting a request for sanctioning to the Ringette BC office.

1.2. COMMITTEES:

The Local Association hosting the tournament shall appoint a chairperson. The chairperson is the liaison between Ringette BC and the Host Committee. Various committees shall be set up to delegate the various activities. The chairperson needs to schedule regular meetings, allow for emergency meetings and expect written reports from all committee members so that everyone knows what to expect. Written reports make it easy for the secretary to follow up with the minutes.

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

POSITIONS (COMPLEMENTARY STAFF)

- Tournament Chairperson (Assistant)
- Tournament Conveyor (Arena Conveners, Managers, Troubleshooters, Facilitators)
- Admissions Officer (Committee)
- Announcer (Committee)
- Awards Officer
- Billeting Officer
- Equipment Storage Officer (Assistant)
- Facilities Coordinator
- First Aid Supervisor (St. John’s Ambulance)
- Fundraising
- Hospitality Room Supervisor (Assistants)
- Hostess Supervisor (Hostesses)
- Program and Sponsorship Convener (Committee)
- Protest Chairman (Committee)
- Publicity Chairperson (Committee)
- Referees in Chief (Officials/Minor Officials)
- Registrar
- Scheduling and Rules Convener
- Secretary
- Souvenir Sales Chairperson (Assistants)
- Statistician
- Timekeeper (Assistants)
- Treasurer
- Miscellaneous Duties
- Ice Markings (Arena Staff)
- Organize Ceremonies
- Signage (Team Names)

1.3. MEETINGS:

It is important to establish regular meetings to discuss the tournament. Items of discussion should center on what needs to be done, what is done, and any follow up action required. Your first meeting should discuss your objectives, brainstorming the items you wish to control in your subsequent meetings. Schedule all meetings well in advance and expect written reports so that everyone knows what to expect.

- a. Pre-Tournament Meetings: From the outset, meetings should be held as often as necessary to ensure everything is progressing as well as possible. Minutes should be kept, even if informal, so that something discussed is not forgotten or perceived differently.
- b. During the Event: Quick recap meetings should be held to ensure you are doing what you wanted to accomplish and make changes quickly if necessary.

- c. Post-Tournament / Wrap-up Meeting: The tournament chairperson should have a meeting of all committee workers to evaluate your tournament after it is over. This will be very beneficial in the planning of your next tournament. It is also a good opportunity to thank everyone for their hard work.

2. APPROVAL FOR SANCTIONING

The Ringette BC sanctions all Invitational Ringette Tournaments, BC Winter Games, and Provincial Championships in the C, B, A, and AA calibers for U14, U16, U19, and 18+. Following the sanctioning process must be included in your planning and organization.

You can apply for sanctioning by submitting the Ringette BC online Sanctioned Event Application Form and fee by the deadline. Along with the Sanctioning of the weekend for your tournament, Ringette BC will issue a Sanction Event letter and rules, which includes a checklist of all of the items needed to run a successful tournament. These rules are made and distributed by the Ringette BC to all associations so that all tournaments are relatively consistent in what they offer and how they are conducted. To help ensure this, being sanctioned means sending in required pre and post event requirements by a time specified in the Package. Ringette BC may authorize slight changes to the sanction package rules if necessary. When planning your own invitational tournament you are responsible for all items and to ensure they are done in accordance with the sanctioning package check-off lists.

2.1. MEETINGS:

The purpose of having a sanctioning process is to allow all competition in BC to be equitable. As well, the process allows BCRA to enforce playing rules and ensure that the playing field is level when it comes to team rosters and scheduling. The process is split into three sections: Application, Pre-Tournament requirements and Post-Tournament requirements.

2.2. APPLICATION FEE:

All associations wishing to host a sanctioned tournament are required to submit an online application, along with the \$50.00 application fee to cover administration expenses, to Ringette BC by September 30th of the current season. Should there be conflicting dates requested for tournaments, priority will be given to the Association whose tournament has an historical date. In all cases, there will only be one tournament held per weekend in a league. Ringette BC reserves the right to approve tournaments on the same weekend in different leagues (e.g. Northern League and LMRL).

2.3. PERFORMANCE BOND:

In order to be sanctioned, the event must also provide Ringette BC with a \$500 performance bond to be paid at the earlier of: application or September 30th. Providing the tournament follows Ringette BC hosting guidelines and policy, the performance bond will be returned to the host. Failure to follow Ringette BC policy will result in a portion or the entire bond not being refunded. Ringette BC will arrange applicable refunds within 30 days of the completion of the event.

By October 15th, Ringette BC will provide written confirmation of sanctioning approval complete with a sanctioned event package outlining all the pre and post tournament requirements and deadline dates.

In reflection of the Long Term Athlete Development (LTAD) program, U9, U10 and U12 non-tiered divisions must receive the same amount of games. They do not play for final games or receive medals or other standing awards, unless they are provided to all participants equally (such as Participation medals). The U12 division may be divided into even pools to facilitate the game schedule, but the pools may not be based on standings or caliber ranking (of team or individual players).

2.4. PRE-TOURNAMENT REQUIREMENTS:

The tournament Host will be required to submit the following information to Ringette BC prior to the tournament:

FOUR WEEKS PRIOR:

- a. Notification of any out-of-province teams participating: Ringette BC will contact the province(s) in question to determine if the team(s) is properly registered and that all members are eligible to participate (i.e. suspensions).
- b. Tournament Rules: Must include Ringette BC Tie Breaking Rules. Any request to deviate from Ringette BC rules must be made at this time.
- c. Tournament Application Package; this package would typically have Team Registration Forms, Arena Maps, Hotel info etc.

TWO WEEKS PRIOR:

- a. List of all Teams by Division: Ringette BC will provide the Host with Ringette BC Team Registration forms in order to confirm the players listed on the tournament application forms are consistent with Ringette BC registration.
- b. Team adjustment forms: Substitutes will be verified that they are properly registered and that the teams are following proper substitution policies
- c. List of Officials: Ringette BC will ensure that the officials are properly registered and certified. The chair of the provincial Officiating Committee will have the right to make recommendations regarding which level(s) the officials should officiate at. The chair of the provincial Officiating Committee may also assign Tournament Evaluator(s) and a list of officials that are to be evaluated.
- d. Tournament Schedule: Every attempt must be made to have a balanced and fair schedule. Ringette BC reserves the right to ask for schedule changes in the event the draw does not provide an equitable format. The completed schedule should be provided to all teams at least one week prior to the tournament. Upon Ringette BC approval, Hosts will be permitted to fill vacancies within a Division with Lower Age Division and Higher Level of Play e.g. U14 AA may play in U16 A, or same age Division but lower level of play e.g. U12 B may play in U12 A. All participating teams in the

Division must be notified and given the opportunity to withdraw with a full refund if they so desire.

2.5. POST-TOURNAMNET REQUIREMENTS:

The tournament Host will be required to provide the following information within two weeks after tournament.

- a. Copy of the completed Tournament Program with game scores.
- b. Copy of the Game Score sheets: The White copy of all score sheets must be held on file with the hosting association until 1 year from the event date (exception: Provincial Championships score sheets are submitted to the Ringette BC office). Note: It is mandatory for the Host to inform Ringette BC immediately of any Match or Misconduct Penalties that occur at the event.
- c. Additional Team Adjustment Forms.

2.6. CONSEQUENCES:

The sanctioning process is designed to: "provide opportunities for all players to participate in an environment that encourages fun, friendship, sportsmanship and competition at their desired level of play". This process will also assist Ringette BC with Team Tiering, on ice Official Evaluation, and Provincial Championship Team Seeding. Violation of the Hosting Rules may result in fines in accordance with the Policy Manual Section E. Competitions and Events Part 2 sub section 2.2 Violation of Hosting Rules.

3. AWARDS

For local tournaments it is up to the hosting association to supply awards, if they choose to do so. Medallions, trophies, or plaques are popular to recognize placing. Regardless of what the award is, it should display the name of the host community, the year, the division and what position they finished. If possible try to find a sponsor for your awards who will purchase a large trophy that the host community will keep and display, and will cover the cost of your keeper awards on a yearly basis.

- 1st place, 2nd place, 3rd place (optional) - medals or trophies.
- Medals can be engraved or info on ribbons instead.
- Sportsmanship (Fair Play) - Get a plaque for team or individual awards/gifts/sponsors donations.

The method for deciding the winner(s) and award recipients must be carefully decided ahead of time.

For the Provincial Championships Ringette BC will supply all medals, banners, and Sportsmanship awards. These will include Provincial banners for the winner in each division, Sportsmanship awards for each division, and individual medals for 1st, 2nd, and 3rd place winners.

3.1. MOST VALUABLE PLAYER (MVP) AWARDS:

It is important to determine how this will be awarded and ensure this is communicated to the teams and athletes ahead of time. Decide who will choose, when it will be awarded, and what the criteria will be ahead of time.

3.2. SPORTSMANSHIP AWARD:

Much like the MVP Awards it is important to conduct and arrange for evaluators for the sportsmanship program. One team per division will be selected as the winner of the Sportsmanship Award, based on the following criteria:

- a. Team acts in a friendly and courteous manner during games.
- b. Accepts wins and losses gracefully.
- c. Avoidance of using sneaky and foul play tactics.
- d. Avoidance of use of foul language.
- e. Display of concern in collision on the ice.
- f. Other acts of Fair Play.

Each team will get one vote after each game and the award is to be voted on by the players. Score sheets shall not be released to the team until their vote has been received. Officials will also get one vote, to be done after each game. Teams will be disqualified from winning Fair Play Award for receiving either a Misconduct or Match Penalty; deducted 4 points for each Major Penalty and 2 points for each Unsportsmanlike Penalty. The Ringette BC Sportsmanship Award policy is to be used for the Provincial Championships, and can be made available upon request for tournaments.

3.3. AWARDS PRESENTATIONS:

Preparation of all awards to ensure they are available when required, and to ensure that dignitaries are present at the appropriate time. The host can utilize sponsors, media representatives, and dignitaries from Ringette BC and local politicians to present awards.

At most events the award presentations occur after the final game in each division, to present the first and second place medals as well as the banner and plaque if applicable. The Sportsmanship awards and pins are presented at this time as well. Third place medals are presented after the Bronze Medal Game.

4. COMMUNICATIONS

Adequate communication is imperative to ensure a smooth running event. Relaying of information regarding schedule changes, scores, emergencies, etc. is of the utmost importance. Media require scores and updates and a list of fax numbers or phone numbers for papers, radio, TV, etc. should be listed and an individual be responsible for transmission regularly.

4.1. THE PA SYSTEM:

The PA system must be in good working order and tested prior to the event. This should be utilized at Opening and Closing Ceremonies for introduction of VIP's and teams. At semi final and final games, goal scorers, assists, and penalties should be announced. Promotion of various sponsors can be done with the PA system. Special consideration must be made in choosing a speaker. An entire event can be spoiled with a poor speaker or sound system.

4.2. TELEPHONES:

You need good communications between team contacts before the event and between arenas and tournament headquarters during the event. Using cellular telephones, with each arena having one and the key tournament organizers such as the Chairman, Referee-in-Chief and Rules Convener. Each site should have at the Host office and a form of communication device, keeping in mind limitations with cell phone reception. Sometimes a local cellular telephone company will donate the use of phones for the weekend to serve as the arena communications. Long-range walkie-talkies also work.

4.3. SIGNAGE:

Providing signage in all of the tournament facilities not only smoothes operations by informing guests, but also creates a welcoming atmosphere. A sign pointing out Team Dressing Room should be displayed near the entrance to the arena, and another sign directing Bench Staff to the Tournament or Game Registration Area should be displayed.

- a. Schedule Signs: Large schedule posters should be put up in each arena (not just the main one) where you will keep the scores up to date. It is from these schedules that spectators and coaches will keep their programs up to date. General schedules should also be posted to allow for easy traffic to the games from the lobby.
- b. Stats, scores and point standings should be kept up to date at each arena. Large posters should be available to all at each arena stating the above. This allows teams and spectators to calculate standing and changes to make the medal round.
- c. Team Signs: The Host should design signs for each team to be placed on dressing room doors and behind the bench so teams can be identified. The bench signs should be large enough to be read from the opposite stands. If possible a division level sign (e.g. U16 A) should be put up near the Scorekeepers Bench.
- d. Provincial Sign: Ringette BC will provide a Ringette BC banner to each association who host the Provincial Championships that can be placed at the Host Hotel, or arena as the Host Chairperson decides.
- e. The Ringette BC Tie Breaking Procedures from the Sanctioned Event Rules should be obvious. Rules should be prominently displayed to help ease the tension by keeping parents, players and other spectators advised. This can also be provided in the tournament program.

4.4. THANK YOU ACKNOWLEDGEMENTS:

Be sure thank you letters are sent to all persons who assist with your tournament and are not directly involved with the organization. This is extremely important to remember to do after the event.

5. CONVENERS AND SUPERVISORS

5.1. TOURNAMENT CONVENER:

The Tournament Convener is the person who arranges for and appoints all of the Arena Conveners. He/she should be prepared to be at the rink for the majority of the tournament, usually located at Tournament Headquarters. Either he/she or the Arena Convener schedules and controls the arena volunteers, such as scorekeeper, timekeepers, etc. They arrange for all supplies for table, stationery, extra game sheets, organized game sheets, referee payments, first aid supplies etc, rings for the games, pens clipboards etc.

The Tournament Convener and Arena Convener should visit the arena ahead of time to discuss your needs with the attendant who will be working at the time of the tournament. At this time you can see if the things requested are in hand.

5.2. ARENA CONVENER:

One of the most important positions to fill during the actual game days of your tournament are your arena conveners. Sometimes they are called Site Supervisors, Arena Managers, Arena Troubleshooters or Arena Facilitators.

Regardless of what you call this person, come game day he or she is your most visible person in each arena. Their job is to oversee all activities at the arena that they are in charge of on the day, or days, of the tournament. The convener's main job is to try to keep everybody in the arena happy with everything except the actual playing of the games. They should know everything a visitor might want to know about the area around the arena, the community as a whole, and the arena itself.

Examples of unexpected Arena Convener questions include: Where is the closest skate sharpener? Where is the best restaurant in the area? Where can we take the team to sing Karaoke on Friday night? Which club has the best country music in town? One of my players doesn't feel well do you have a room she can lie down in? When will the game at the next arena start? Is it on time? How do I get there? Is there a place to store my bag until the next game?

They are also responsible for the phones between arenas and Tournament Headquarters, to update game scoreboards and troubleshoot. Find out who is making decisions such as tie-breaking, protests, etc.

The Arena Convener information binder should be provided at each arena that includes the following:

- Schedule of games
- Ticket and souvenir sellers
- Minor officials schedule and contact info
- Team hostesses
- Phone numbers of other tournament venues
- Emergency procedures & phone numbers

5.3. SUMMAR OF DAILY ACTIVITIES:

- Arrive at the arena prior to your scheduled start time and prepare a list of dressing room assignments to be posted clearly for the teams.
- Register teams 30 minutes prior to the scheduled game time. Ensure ALL team staff sign the game sheet.
- Ensure that all minor officials report as required for their scheduled games. Contact the designated person if minor officials don't arrive.
- Monitor message board at the arena.
- Co-ordinate all arena volunteer personnel by ensuring all necessary tasks have been completed.
- Attempt to keep all games running on schedule by communicating with coaches and the supervisor of officials. You may also have to coordinate with the ice attendant regarding floods.
- Ensure that the teams are prepared to go on the ice 10 minutes prior to the scheduled start time. This is essential in order to keep all games on schedule.
- Have extra equipment available such as rings, jerseys (colour conflict) etc.
- Collect Fairplay award sheets after each game.
- Teams receive a copy of the game sheet after the game (don't release sheet unless Fairplay vote has been received). You can also wait to release this until dressing rooms have been vacated to ensure cleanliness.
- Keep the original game sheets (white & yellow copies) on file at your arena and submit them to the designated person following the completion of each day's games.
- Post the standings at your arena on the charts provided. If two arenas are being used, call to receive and confirm standings.
- Report game scores to radio and press, publicity, and public relations.
- Report any protest IMMEDIATELY to the designated person by phone, pager, etc. A deposit is required when lodging a protest. Record the correct time that it is submitted to you.
- When all games are completed

5.4. STATISTICIAN:

To relieve stress and duties from the Arena Convener, you may also assign a Statistician (one at each arena or one central). Their responsibility is to maintain the up-to-date schedule boards, ensure game sheets are returned to scorekeeper five minutes before game time, and collect game sheets after each game.

6. FACILITIES AND EQUIPMENT

Contact your recreation departments as soon as you decide you want to host a tournament, as you may need to make bookings more than a year in advance. The first order of business is to reserve your ice

time and any other facilities you need to run a successful tournament. You may have to do a small balancing act between what the communities say is available and the weekends that BCRA says are available to you.

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

6.1. ICE SURFACE REQUIREMENT:

The Host chairperson will negotiate with the Recreation department to secure adequate ice time for the tournament (the Ringette BC office will confirm the amount of ice time required). A maximum of 4 ice surfaces may be used at one tournament, but Ringette BC recommends the host use no more than 3 surfaces at a time. The use of a 4th ice surface will increase the cost of ice (slush ice at the end of each day) and the cost of accommodations and travel for officials as more will be required. Facilities, or lack of them, will greatly determine if you can successfully organize the Championships. Not only the amount of ice, but also the number of ice surfaces you are able to utilize is important.

6.2. MEETING ROOMS:

Rooms should be available for a coach and official's meeting and reception prior to the start of the event. Throughout the event there should be a meeting room available for on-ice officials at the arena. A room should be available at an arena for any Protest/Grievance Committee meetings that may be needed. The Host Committee should have a Control Room (or desk) at each arena staffed by volunteers, for questions, game sheet signing/pickup, and dressing room keys. A table in a conspicuous place is adequate. Teams will be notified where it will be in each arena.

6.3. FACILITIES CHECKLIST:

Below is a list of some of the items to consider in your tournament facilities checklist.

- Time Facilities are open. Notify all arena persons, concession attendants what times you will need the facilities open.
- Registration Room – Can be designated area with a desk or a specific room.
- Team Dressing Rooms – Make sure rooms are kept clean. Confirm where the keys will be kept (usually the registration desk).
- Officials Dressing Room – Need an adequate room for officials to dress in; ask for a secure room large enough to leave and lock their equipment while not refereeing.
- Spectator Seating.
- Timers & Scorekeepers Area – clock lights & apparatus working. Make sure PA works.
- Rink markings – When negotiating for ice, be clear the markings that are required. You may want to ask if they'll paint your logo on or near centre ice.

- Hospitality Room – If possible provide a Hospitality Room available for volunteers/officials/dignitaries. This is great for arena supervisors, etc. who may not be able to leave the site. (See section on Hospitality)
- Skate Sharpening – Hours of operation and cost. If none is available on site, provide a listing with directions of the closest facilitates.
- St. John’s Ambulance or qualified First Aid personnel – will need a room dedicated to first aid.
- Flooding Schedule. Make sure the coaches are advised before each game if and when there will be a flood. Many rinks start at different times. A difference of five to eight minutes while short in time is enough to change the mood of a team, ready, or conversely not ready, to play at actual game time.
- Municipal approval/Licenses. Make sure that you have checked to see if you need any municipal approval or license for sales, concessions, etc.
- Lines painted on the ice - repainting of lines on the ice, possibly special lettering (include a rule book with your letter showing proper rink markings. You may want to consider getting the event logo painted near or at center ice)
- Communication between arenas: use of telephones or cell phone reception
- Use of microphone and PA system. Have music, etc ready if needed.
- Check the power sources, extension cords required
- Have the refreshment booth well stocked and open at all games
- Score clocks and shot clocks in working order
- Give the staff your game schedule with expected flood times

6.4. EQUIPMENT:

The score clock and shot clock must be in working order and lighting in arenas sufficient.

- Shot clocks – If the host facility has shot clocks in all arenas, ensure they are in working order. Arrange to borrow a backup set from Ringette BC.
- PA System – A PA system is required for semi final and final games as well as Opening Ceremonies. Use of a PA system throughout the event would be beneficial.
- Replacement Jerseys – A set of replacement jerseys is required at each arena in case of conflicts (these can be loaned from Ringette BC).
- Equipment – Spare rings, stopwatches, whistles, pens, and clipboards for score sheets.
- Equipment Storage – Ask if they can provide an area to leave equipment between games. As this is difficult to control, make sure participants are aware you are not responsible for their equipment and they are leaving at their own risk. If all games are played in the same facility this is very convenient. However, it’s not a big problem if you can’t get a room and teams have to take their equipment with them.
- Charts & Scoreboards – Are needed to keep everyone up-to-date at each site. Make sure that they are easy to read and understand.

- Directional signs – to registration, sales areas, etc.

6.5. FIRST AID:

As the host you must ensure that a qualified first aid attendant is available at all times. The St. John Ambulance or similar organization should be hired to attend and usually they will do this service for a donation to the organization. They are the person in charge at any medical emergency.

A first aid room should be available to use with adequate supplies, such as band aids, ice packs, etc. The services of a sports injury clinic would be beneficial if one is available.

You must decide if it is better to have St. John's Ambulance or an individual with first aid training in attendance at all tournament games; or conversely where you're 911 or emergency ambulance service is better. If you use St. John's Ambulance or an individual find out if an honorarium is normally given. More often than not, there is a cost involved in hiring St. John's Ambulance as your first aid personnel.

Planning ahead helps dealing with any emergency as a safe playing environment is very important. To help ensure this, the Host office should have the following information available:

- Hospital location and directions
- Telephone number of emergency department
- Address and phone numbers of arenas
- Walk In clinic and Sports Injury Clinic address and phone number
- Emergency exits
- Person in charge if there is an emergency.

The online Ringette BC Injury Report Forms must be prepared and completed for every injury within 24 hours. These should be forwarded to Ringette BC with the tournament information.

7. FINANCIAL

Ringette BC will not be responsible for any debts incurred in relation to tournaments (including the Provincial Championships). Planning such an event requires budgeting of the financial resources to ensure the event does not lose money and hopefully makes a profit. Success of an event is not dependent upon a profit but is a reward for the work and time involved in planning and running the event.

The finance committee should consist of the Host Chairperson and a treasurer. The treasurer is the keeper, recorder and distributor of the funds. A separate bank account from that of the association must be utilized. One of the two signatures must be a signing officer of the Host Association's Executive.

For the Provincial Championships the budget is prepared by the Host Committee and submitted to Ringette BC for approval. Any budget changes must be approved by Ringette BC, with a complete financial report forwarded to Ringette BC within four weeks of completion of the event. Registration

fees will be approved by Ringette BC with costs included to compensate for the awards (in the case of the Provincial Championships only).

8.1. BUDGET:

Sets up the budget and a bank account, is accountable for receipts and disbursements. All tournaments should be run on at least a break-even basis, where income equals expenses, but there is no shame in using your tournament to make a profit for your association.

INCOME

- Team Entry Fees
- Admissions
- Sponsorship
- Donations
- Souvenir Sales
- Program Ads
- Program Sales
- Other

EXPENSES

- Ice Rental
- Tickets Admission Badges/Buttons
- Awards – Medals, trophy, or others
- First Aid
- Program design & printing
- Publicity & Posters
- Souvenirs and/or Goodie Bags
- Officials Expenses incl. Minor Officials
- Organizers Expenses
- Correspondence
- Hospitality
- Equipment
- Other

8.2. SPONSORSHIP:

Sponsorship is an important part of any financially successful event. It includes donations and advertising other than in the program (such as signs in the media, in the arena or on the ice). Anything you can get for free that you would have had to pay for is in effect sponsorship or fundraising (i.e. hotel room(s) for officials which are given free due to the number of rooms booked, donated refreshments, etc.). The number of donations is unlimited.

When it comes to advertising a letter may be sent to businesses in the community offering advertising space (signs) at pre determined rates, or simply requesting donations. Mention that you are offering the opportunity to be part of your venture and to help youth in your community.

Sponsorship of ice time is a possibility. You can announce the sponsor during the hours of ice time they are responsible for, and you can include a notice about it in the program and on signs in the arenas promoting the sponsor. Sponsorship of medals, trophies, or a division is also a good idea. Make sure that you give them enough coverage to warrant their contribution. Again a notice in the program or signage in the arenas is a way to reward their donation.

Make sure that all sponsors have admission passes and schedules even if they are not expected to come. Invite them to present awards during final games and to be there for opening ceremonies, etc. Be sure to send a thank you letter as follow-up.

If you have a hospitality night ensure the sponsors are invited. When you invite them be sure to advise them of what to expect (such as if they will be asked to speak, the dress code, if there will be a cash bar as opposed to an open bar, etc.). Invite them to visit your hospitality rooms at the various sites used by the tournament. An event of this stature demands a certain air of diplomacy and inviting people of high profile is important. Protocol is formal acceptance of dignitaries at an event. Some who would be invited are:

- Mayor
- Ringette BC Chair
- MLA
- MP
- Sponsors
- Ringette Canada Officials

8.3. FUNDRAISING:

Fundraising includes donations and activities other than those in the program or paid advertising under sponsorship. For example, it is sometimes possible to get entrepreneurs to sell things at your tournament and give you a percentage of the profit or a flat fee for the right to do so. Fundraising ideas include 50/50 Draws, Fastest Shot Competition, Loonie Stick, Raffle Baskets, Face Painting, and Entrepreneurs with sales tables, etc. For many raffle and draws you are required to obtain a gaming license.

8.4. ADMISSIONS:

The financial success may hinge on how the admission to the event is controlled. Consideration must be given to logistics of charging to attend the event, layout and cost of seating in the arena, and complimentary passes.

For events that occur over multiple days, day passes and event passes can be issued. A day pass is valid only for one day at all sites and can be a pin, ribbon or colour coded card for specific days. It must allow for people to come and go throughout the day. A tournament pass is valid every day at all sites. Programs can be included with this.

If admission is being charged, ensure your volunteers have some kind of pass, or that their names are on a list of volunteers at the entrance to all facilities. You will need some way to allow workers, media, sponsors, etc. to get access to the event. Complimentary passes are extended to VIP's and Media as authorized by the Host Chairman.

While charging admission can generate extra income (especially if large crowds are anticipated), it also requires extra work and planning (tickets, passes, volunteers, control, etc.). Depending on the event it can also discourage people from coming to watch the games.

Pricing your admission:

- How much revenue must be generated?

- What will the public pay for this event?
- What is charged for other events like this?
- What are the considerations in the local marketplace that would have a bearing on your prices?
- Will you be reducing prices for children, seniors, etc?
- An accurate count of the tickets sold and monies collected is necessary to be able to balance later. A cash float to start will be needed. Generally \$1 for every ticket sold, taking into consideration what you are selling the passes for and what type of change you will need.
- Tickets, hand stamps, buttons, ribbons are some of the ways to identify the types of passes from day to day. Encourage weekend pass sales by including a program in the cost.
- Qualified people will be needed in a controlled area for collecting monies. Tally at the end of each shift with tickets and \$ received.

For the Provincial Championships the entry fee is included in the budget and this, after being proposed by the Host, must be approved by Ringette BC. General admission is usually the recommended seating as it is easiest to control. A VIP or Media section is often used.

8. HOSPITALITY

Teams travel to participate in this event and pay a lot of money; it is the obligation of the Host to ensure their stay is a memorable one. While most hospitality gestures are not mandatory, they do go long way to ensuring your participants are satisfied and making your event stand out from the rest.

8.1. SOCIAL NIGHT:

Some tournament committees wish to have a hospitality night. This often occurs after the coaches meeting before at the beginning of the tournament, but can also be a stand-alone social event. It is customary to invite Coaches, Managers, other Bench Staff, tournament volunteers, officials, sponsors, and other invited guests such as local, regional or provincial dignitaries (Mayor, MP, MLA, Local Hall of Fame members, Ringette BC Executive or Committee Members, etc.). A room should be provided with a cash bar, music and a light snacks as it gives team personnel, volunteers and VIP's the opportunity to become better acquainted and socialize.

8.2. OPENING AND CLOSING CEREMONIES:

This is not compulsory but adds a sense of excitement to the event. This can be as important to people as the actual event, and gives the local association a chance to promote their home community and ringette association. It's up to the discretion of the tournament committee to be as elaborate or simple as you wish. The Host is responsible for all plans and coordinates with Ringette BC who will attend as dignitaries.

Invite sponsors to present the awards they have donated, and invite dignitaries, such as the Mayor or a representative from your community service or Parks and Recreation, to make a short speech.

You will need an organized plan as to where all teams, referees, dignitaries and executive are to be and the order in which presentations are to be made. You will need a hall or area for the team to line up in before making their entrance onto the ice. You could have a small band and/or colour guard to lead the teams onto the ice.

A typical Opening Ceremony is:

- | | |
|--------------------------------|------------------------|
| a. Procession of teams | b. Dignitary Speeches |
| c. Introduction of Dignitaries | d. Player Prayer, Oath |
| e. Sing Anthem | f. Unveil the Banner |

Speeches should be short and the event suitable for both spectators and participants.

A typical Closing Ceremony is short, and after the presentation of medals, the banner is taken down and the Championship declared closed. The Host Committee can make it as basic or elaborate as they want.

8.3. VOLUNTEER ROOMS:

During your event, volunteers should not be out of pocket for drinks/food, etc. Many tournaments arrange for a hospitality room at the various sites used by the tournament. Donations of food and drinks add to the well-being of volunteers. The Host is responsible for extending invitations to these individuals.

Try to arrange for refreshments (snacks and drinks) in the officials dressing room. With only 2 hours between games it is difficult to change, drive to a mall, eat and return to be ready for the next game.

8.4. GOODIE BAGS:

At team registration each coach should receive a team package, which may include a "goodie bag" for each member of the team. These contain mementos of the event and various items from local sponsors. This can be of little cost to the Host if local companies give samples or coupons to purchase products.

The Host should recognize these businesses for their generosity by announcing them or noting their generosity in the program. This is not mandatory but has a very positive reaction with the participants.

8.5. SOUVENIRS:

Host Associations are encouraged to obtain souvenirs to sell at the tournament in addition to those available from Ringette BC. Ringette BC souvenirs, if available, must be sold at the tournament. There are many popular vendors that appear at tournaments, selling popular items such as clothing, pins, souvenirs, etc.



These can all be bought outright, but unsold items keep your money tied up with no real profit. Many of these items can be taken on a consignment basis and whatever you don't sell you just send back and pay for what sold.

Leasing space for sales items is another option, by having a sponsor or business sell on site (make sure they have proper licenses) and a % or flat rate goes to your association. Make sure the terms are laid out up front very clearly.

Anytime you can get something that you would have paid for free is in effect fundraising (i.e. hotel room for officials free due to number of rooms booked through your promotion of that site; donuts donated or coffee if name is advertised in program, and at site). Many people tend to not think of these things. (Give the Program printer an ad on back cover for printing the program).

8.6. CONCESSIONS:

Operation of concessions is not usually controlled by the Host. The Host should however notify the concession of the dates of the tournament and the hours of operation to ensure a concession is open at all times.

If no concession is available you will need to arrange something such as a barbecue, bake table, etc. to provide refreshments and snacks. This can be a great fundraiser. To ensure that prices are set firm before you begin, make signs with prices already made up (reminder that a cash float will be necessary).

8.7. HOSTESSES:

Often communities provide Team Hostesses, usually athletes of U12 to U19 age. They are assigned to one team throughout the tournament, or can help for a number of hours hosting at the arena.

Hostesses are often assigned to participating teams so if they need something the hostess can assist. Local players are the best to use, as players are aware of what is needed. Plus, it gives the players a feeling that they are contributing to the overall success of the event.

This is an option, not a necessity. Check with the teams to verify if they want a hostess as some teams prefer to work alone. If you are providing hostesses you should advise the teams ahead of time, as they will likely bring a gift or souvenir for their hostess.

The hostess will need a schedule and a description of the expected duties such as:

1. Meet your "team" upon arrival.
2. Be available for all team "social events", i.e. Opening Ceremonies, Player's party, etc.
3. Be available for all "team" guests.
4. Be at the rink at least one hour prior to game time and show teams to their dressing room.
5. Secure the key for the dressing room from the Arena Co-coordinator.
6. Put up the identification signs for the dressing room and player's bench (if applicable).

7. Unlock team dressing room prior to team arrival and after the game when they come in from the ice. Make sure the dressing room is locked when the team leaves.
8. Stay close to the team during all games. If anything is required and you will be absent for any length of time, leave the dressing room key with the manager of the team. Be available for whatever your team coach requires to help the team - whether it be filling water bottles, request for schedule information on other games, etc.
9. Return game sheet to the arena convener or take directly to the timekeeper; this should be done as soon as possible to keep games running smoothly. Obtain the team game sheet and give a copy to each coach.
10. Check the dressing room over carefully after your team leaves to ensure nothing is left behind, and that it is left clean and in neat order.
11. Return the key for the dressing room, as well as dressing room and player's bench identification signs to the Arena Co-coordinator.
12. Enjoy your duties as a Hostess. You are a member of the team for the weekend. Cheer them on, be helpful but most of all have fun whether your team wins or loses.

Hostesses are ambassadors for your local association. Pick you Hostesses carefully so your association will be portrayed positively to the visiting associations and will leave an impression of friendliness, competitiveness and of love of the sport of ringette.

9. OFFICIALS

9.1. REFEREE-IN-CHIEF:

SANCTIONED TOURNAMENTS

The referee-in-chief of the hosting Association (or event referee scheduler) for the event is responsible to identify and schedule the on-ice officials and should try to arrange for the officials room, an area large and secure enough for the officials to leave their equipment when not refereeing. If admission is being charged, ensure officials have some kind of pass, or that their names are on a list of volunteers at the entrance to all facilities.

The draft schedule with referee assignments must be submitted to Ringette BC at least 1 week prior to the event. The schedule will be checked to ensure:

1. That referees have the necessary qualifications for the level of game assigned
2. That the number of assigned referees is sufficient for the event without excessive game assignments.
3. That the referees are all certified to officiate.

Ringette BC will, in consultation with the event scheduler, approve and/or make suggestions to comply with this policy. Any deviation from this policy must be approved by Ringette BC. Upon receiving the approval of Ringette BC the event scheduler can proceed with notification of the referees.

Game Fees: For provincial championships the pay scale for officials is a minimum and may be adjusted upwards to reflect local referee payment scales. Please see "Appendix: Rates and Honorariums – Officiating Sanctioned Events" for specific fee details.

PROVINCIAL EVENTS:

The Ringette BC Director of officials (or designate) will identify and select officials to referee at all Provincial Tournaments. The Ringette BC Director of officials (or designate) will attend the coaches meeting, to point out any special tournament rules and regulations.

Confirmation to be made to ensure that officials and supervisors have transportation to get between arenas when needed. Evaluation and follow-up with the officials if required to ensure that any issues are identified at the earliest possible stage

He/She should try to arrange for the officials room, an area large and secure enough for the officials to leave their equipment when not refereeing. Check to see if the tournament organizers have arranged for a hospitality room. (See section on Hospitality) If admission is being charged, ensure your officials have some kind of pass, or that their names are on a list of volunteers at the entrance to all facilities.

A Senior Official should be slated for each arena as a supervisor to cover any on-ice official who is not able to officiate his/her scheduled game due to illness, fatigue or any unforeseen circumstance.

9.2. ON-ICE OFFICIALS:

Ringette BC will select the on-ice officials for the tournament. Only officials who are registered with Ringette BC and Ringette Canada will be used. The Host association is responsible for arrangements and cost of travel, accommodation and meals for all referees (reside a minimum of 50 kilometers away).

No referees can officiate in the same division as he/she is coaching. Special consideration may be allowed only by approval of Ringette BC. It is recommended that no official work a game at the same level in which he or she plays.

Game Fees: For provincial championships the pay scale for officials is a minimum and may be adjusted upwards to reflect local referee payment scales. Please see "Appendix: Rates and Honorariums – Officiating Sanctioned Events" for specific fee details.

9.3. MINOR OFFICIALS:

Timekeepers and scorekeepers are the responsibility of the Host to ensure they are trained and capable of performing their duties. These people should be recruited and trained in the proper procedure of time keeping and score keeping. A Minor Officials clinic should be held to accomplish this, as all arena's have different clocks. If any questions arise, the question should be directed to the on-ice officials who are in charge of the game.

The Host can recruit local players and parents to perform these duties, or participating teams may be requested to supply one minor official for each of their round robin games (to be advised ahead of time). While some associations will pay their minor officials or provide them with a

souvenir, either way volunteers should not be out of pocket for food and drinks while volunteering. If admission to the event is being charged, ensure your officials have some kind of pass, or that their names are on a list of volunteers at the entrance to all facilities.

Only Ringette BC/Ringette Canada game reports may be used. However, if approved by Ringette BC, computerized game reports may be used.

- Scorekeeper and Timekeepers may be scheduled by the Referee-in-Chief or by the Arena Conveners. You must decide whose responsibility is well ahead of time and do the scheduling as soon as possible. They should be experienced. If they are not, run a short clinic a day or two before the tournament.
- They should have one or two assistants to open the penalty box doors before and after penalties.
- If the arena is cold try to have a heater installed in the timekeeper box.
- They must have a schedule of their games.
- Arrive at the arena prior to the scheduled start time of the game.
- Review the Official Game Report prior to game time.
- Attempt to keep all games running on schedule by communicating with the Arena Co-coordinator and the Officiating Supervisor.
- Officiating Supervisors in each arena are responsible for the efficient operation of each game. Call on them for assistance should you need it at any point.
- The on-ice officials are the final authority during any game. **DO NOT DISREGARD THEIR DIRECTIVES.**
- On-ice officials who are not currently officiating are encouraged to be near the penalty bench during games. If you are experiencing difficulty, don't hesitate to ask for their assistance. On-ice officials who are not working the game are not empowered to join you in the task of Minor Officiating.
- Ensure the game sheets are signed by both Minor Officials and the on-ice officials after the game and that all copies are returned to the Arena Co-coordinator or to the person delegated to distribute them.
 - a. Duties of the Timekeeper: Operate the clock, including the game time, penalty time, and score. Time the thirty (30) second time out (if used). Inform penalized players of the time their penalty expires. Show a maximum seven (7) goal spread on the scoreboard.
 - b. Duties of the Scorekeeper: Record all goals scored and penalties assessed by each team.

9.4. ANNOUNCERS:

Announcers can be volunteers, from your association or even from the local media. If no professionals are available you can select responsible U16 or U19 athletes or parents. Your announcer can also assist your timekeeper. Be sure to inform her of her duties such as:

- Play music during warm-up and stoppages in play.
- Announce team line-ups if time permits.
- Announce names of on-ice officials.
- Announce penalties; team name, players name, number, length of the penalty and what it is for.
- Announce goals; team name, players name, number and who assisted.
- Make announcements of sponsors before games, during half-time, or during stoppages in play.

10. PROGRAM

A tournament Program is your primary communication tool, whether sold or given away, a single sheet schedule or a glossy fully sponsored brochure. The program assists the Host in making a profit, but more importantly, helps the spectators identify participants, rules, philosophy of ringette and the schedule of events, as well as provide a vehicle in which local sponsors can gain exposure.

The first step is to choose the objective of the Program. Is it to generate revenue, inform the participants, exposure for the sport or enhance your tournament? Often this is the only method of getting information to your coaches, the players, the spectators and the public. There is nothing that will force you to think comprehensively about all elements of the tournament than a full brochure. If you can sell advertising space in the brochure you should be able to cover the cost of printing and generate a profit for your organization.

What attracts your audience to reading the program will also attract advertisers to participate. Promotion of sale of programs can include:

- Lucky program draw or similar contest using the program.
- Coupons offering discounts at event or at advertisers or elsewhere.
- Update statistic pages as inserts on subsequent days of the event.
- Tickets to other events such as dance, reception

Advertising rates should be decided early and be forwarded to potential advertisers. Requests for welcome letters from dignitaries should be completed and sent out early. Schedule printing in adequate time for completion before the event. Present one copy to each team at registration and send one copy to Ringette BC with scores upon completion of the tournament.

10.1. EDITORIAL ELEMENTS:

The editorial content of your program will ultimately be decided by the nature of the brochure you intend to produce. Consider the following:

- Cover (Ringette BC & Host Logo)
- Contents Page
- Introductory Letter
- Host Committee Acknowledgement
- Local Directory
- Map(s) Showing Arenas & Hotels, Malls, Emergency Information
- Event Schedule (Divisional and Master by Arena)
- Advertisements
- Letters of Welcome — Mayor, Association President, Tournament Chairperson (*be sure to ask for these well in advance of your production date to give them time to write the letters*)
- Ringette BC Tournament Rules
- History & Explanation of Ringette
- Referees Penalty Signals & Brief Explanation
- Blank Score Charts for Point Standings
- Results/ Statistics
- List and Acknowledgement of Sponsors/Advertisers
- Team Rosters (Teams, Players & Jersey Numbers)
- Thank You Letters

10.2. PRODUCTION ELEMENTS:

Unless you have experience within your group this may be the time to pick and involve a printer to work with you on the details. Printers are used to working with inexperienced clients and can offer examples of possible formats, price structures and production deadlines. Consider the following:

1. Number of Pages: Many types of printing have preset groupings such as four pages to a printed sheet.
2. Number of Programs to Produce: Check on printing costs, as those extra 100 programs are often relatively cheap. The number of programs required will depend upon the number of attendees, the nature of the program (souvenir types will need more than just basic schedules), and whether it will be sold or given away. If selling them general rule is for every seven people admitted you would sell one program. Everybody likes to see their name or picture in print, therefore the more names-in-print, team lists, and team pictures, the more you will sell.
3. Method of Production: Many organizations have people who have the capabilities and/or software to do Desk Top publishing. As type-setting is a labor intensive task any that you can do with volunteers will have dramatic savings on the cost of the product. A good word processing program and a laser printer can produce excellent print ready copy.

4. Production Deadlines: Do not forget that the printer will need lead time to do the setup, prepare the proofs, get your signoff and print the final product. This lead-time should be determined with your printer months before the event.
5. Also consider page size, colour vs. black & white, format, binding, and paper type.

10.3. ADVERTISING ELEMENTS:

In considering the advertising elements for your program you should attempt to come up with a balance. At the very least the ratio of advertising to editorial content should be 50/50. A program that contains more advertising can obviously generate more revenue but anything above 60/40 can become self-defeating. Smaller local tournaments can get away with higher ratios because the advertisers are equally interested in supporting the local events as they are of earning payback from their submissions. Keep in mind that a single page of advertising can accommodate several ads. As part of your layout planning, you should choose how many advertisers you can accommodate on a page. In planning the advertising elements the following should be considered.

- a. Number of Ad Spaces
- b. Preparation of Ads: Ad layout can be expensive. Many advertisers will have camera ready artwork and/or layouts to use. Others may have business cards that can be readily used. Here again is an opportunity for that skilled volunteer with the handy computer and laser printer. Keeping the ad layout for next year can save future setup dollars.
- c. Rate Structure: Certain locations such as back cover, beside the master schedule etc. command higher selling prices. Be sure to identify and promote these premium spots. A page of smaller ads should generate more revenue than a single full-page ad
- d. Sales Contracts: A simple page that contains the rates, a check-off box and an open space upon which can be attached a copy of the artwork etc.
- e. Contra Arrangements: All tournaments have needs besides money. Ads in the program can be traded for goods and services that can be more valuable than money to a tournament. To be fair to other advertisers some attempt should be made at valuing the products received to ensure the proper side ads are traded. This also helps in evaluating the profit or loss on a project.
- f. Advertising Targets: There are three market areas - International, National and Local. Normally long lead times are needed in approaching the first two areas and you need to offer them fair value for their dollar. The Local advertiser on the other hand does not have as much money to spend but is not as much encumbered by preset budgets and level of authority. In addition the local advertiser is interested in the community support aspect of the tournament. Giving each advertiser an invitation and admission to the tournament, a thank you letter after the tournament and a copy of the program featuring his ad is a solid pre-sale for next year.

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

11. PUBLICITY AND MEDIA

Your Publicity Director's job is to contact the media in the area to promote your tournaments as a major sporting event. Relations with the media cannot be a one shot deal; you must provide a regular and consistent campaign. Assume that the people you speak to know nothing about Ringette, but speak as if it is a household name that they all should know about.

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

11.1. PROMOTION/ PUBLICITY/ NEWS RELEASES:

During the lead up to the event, send out press releases, info about the tournament, schedule of events, the tournament/association background, etc. Send all information to your local radio station and newspaper two weeks in advance of the event, including the date of the event, where and when games will be played, times of final games, etc.

- Number of teams participating, where they are from
- Your tournament chairperson could be interviewed on radio or T.V.
- Request pictures by the press.
- Posters can also be made up giving all details and posted in arenas, plazas etc.
- Notices could be sent to schools

Provide passes to the event for press and media. Arrange to have someone knowledgeable in the tournament and the game itself to be available to answer questions, etc. Update scores as soon as possible to all media such as radio, T.V. and press.

During the event and after completion send follow-up information immediately, including scores, awards, prizewinners, etc.

11.2. MEDIA & CORPORATE RELATIONS

The Host is responsible for obtaining media coverage of the event and should contact all radio, TV, newspaper, and cable companies. A press conference to officially announce the event is important. A schedule should be sent early to all and a contact list established. Be familiar with deadlines. Media should be treated "Special" and complimentary passes extended to them.

Sponsors account for a large source of revenue and sponsor packages should be designed and offered to many companies. A person appointed for this job should follow up the list of companies that information was forwarded to and finalize sponsorship.

12. REGISTRATION OF TEAMS

Registration of teams includes all of the tasks you associate with sending out invitations and receiving them back, filled in by the prospective teams wishing to participate. Have only one contact for tournament registration. That person should be the Tournament Registrar. When there are multiple contacts for registration, problems can arise when a coach feels that a telephone acceptance by one is sufficient without team list or registration fee.

13.1. TOURNAMENT INVITATION:

This should be sent four months before the tournament is held, as the teams accepted need time for fund raising, arranging hotel accommodations, planning of transportation, etc.

Send out invitation letters asking for the registration fee and copy of the team's Ringette BC Team Registration Form (TRF). This assures you that the team and all its members are registered with Ringette BC, as this is the only copy you will accept. It also avoids handwritten rosters that you cannot read.

Points to Include Are:

- Date of tournament, arena to be used.
- Divisions involved and how many teams in each.
- Whether or not you will billet and what age levels.
- Amount of the entry fee.
- Guarantee of how many games.
- Final date for entry and date of acceptance.
- Ask to have cheque enclosed with entries - who is cheque to be payable to?
- Address and phone number of tournament chairperson or secretary
- Date as to when they can expect to receive notification of acceptance or rejection.
- A registration form may be included now or be sent with their letter of acceptance.
- You may ask for an order of preference in team acceptance if more than one division is invited.

13.2. TEAM INFORMATION KIT:

Once your Committee decides on teams to accept you should send letters to all who applied telling them of their status and making refunds if necessary. Do not delay so that teams can make arrangements either way. If you are late doing this they may choose to go to another event instead. Make sure that each team's registration fee is in before turning away other teams.

For teams that have been accepted, send maps, hotel info, etc. with approval letters. Schedules should also be sent if ready. If the schedules are not yet finished try to send each team its first game and arena time, and the last possible time their final could be scheduled. This will help them arrange their hotel and transportation arrangements. The sooner schedules are sent, the better.

This should be sent as soon as a final decision is made as to which teams are accepted, which should be no later than two weeks after closing date for applications. At least one month prior to the event an information package should be sent to each team. Info included is:

- Dates & Fees
- Welcome Letters
- Event Registration & Coaches Meeting – Time and place, who should attend
- Events planned – opening & closing ceremonies, hospitality night, etc.
- Souvenir Sales
- Accommodation and Transportation
- Event Rules & Team Checklist
- Minor Officials – Will they be required to provide scorekeeper/timekeeper for games?
- Attractions and Tourist Information– Restaurants, malls, sites, etc.
- Schedule – If not available, information as to where and when it will be available
- Host Committee – Positions, phone numbers, fax numbers
- Skate Sharpening

13.3. COACHES MEETING AND EVENT REGISTRATION:

The Host is to provide space in order to hold a coach's meeting for each team to register on the evening prior to the start of the tournament. At that time registration takes place and coaches give information to the Host as to where they are staying, hotel phone number and room number and the team lists are checked (delete players not attending) and are given any new information regarding the event. A review of rules and procedures are provided at this time (i.e. tie breaking rules, overtime, Fair Play awards, sign in procedure prior to games, etc.). Goodie bags are handed out at this time (if applicable). Ringette BC's Technical Coordinator will chair the meeting to provide necessary coaching and officiating information participants need to be aware of.

13.4. GAME REGISTRATION:

In the lobby of each arena a registration table should be set up. Each member of the team staff must report to the Host Committee and sign the game sheet. Dressing room keys are handed out at this time. The game sheets are pre-printed so careful checking of the roster is required, checking numbers as well and marking the goalie, captain, and assistant captains as required. This is a Ringette BC Sanction Rule to ensure the bench staff qualifications and to verify the player's list, their numbers, etc. Game sheets should be typed ahead of time from the TRF's, which takes less time than filling them in at the Registration Table.

If there are any changes to the TRF, as sent in originally, they will be more obvious when in writing instead of being typed like the rest. If coaches have previously signed a TRF Adjustment Form at initial registration they do NOT have to do it again before each game. However if any new change is to be made to the team line up, it may be done at this time.

13. RULES

13.1. PLAYING RULES:

Rules as per the Official Rules of Ringette BC and Ringette Canada.

13.2. MINOR RULE CHANGES:

On-site minor changes may be made arbitrarily by the Tournament Hosts if deemed appropriate for the event and all participants. Ringette BC approves major changes to the sanction package rules if necessary. Contact Ringette BC for more information if this is required.

Sanctioned Event Rules cover such things as:

- Who is Home Team
- How many minutes before game time that game sheets are to be signed, and how soon should teams be prepared to go on the ice
- How many Bench Staff allowed on the bench
- Who is responsible for changing sweaters in case of colour conflict
- Will overtime be played, if so how will it be handled

14. SCHEDULING

The rules for Ringette BC Sanctioned Tournaments are based upon a round-robin format, whereby everyone plays each other. A single round robin is the most common, however, if fewer teams are involved, a double round robin offers the fairest method of determining finalists. A modified round-robin is often used when there are more teams than ice is available for. If there are 5 or 7 teams for example and you only have ice for three games each, before your medal round, then schedule each team for three games. Try not to schedule the best two teams against each other during the modified round robin, or one may eliminate the other before the medal round.

14.1. GAME CONSIDERATION:

Consider the following when booking ice and scheduling games.

- a. Consider how much ice you have. When you try to calculate how much ice you require, include flood times, and try to schedule “Slush Ice” two times during the day for delays. This provides a short period of 1/2 to one hour in the middle or end of the day to allow you time to catch up if games get behind time. You should always allow for at least one hour a day for each ice surface.
- b. Calculate how many hours of actual ice is required for number of games involved. For example, 11 hours of game time for 5 teams really equals about 13 1/2 hours over two days; 4 games each with a final. Add one hour each day for delays and schedule finals for 1 and a half hours to allow for medal or trophy presentations. Remember that one hour only allows for 15-minute periods. If you are having 20-minute periods you need to allow 1¼ to fit the game in.
- c. Consider the distance and time teams will have to travel. Teams travelling a long distance usually have to miss school Friday. Attempt to end your tournament early enough Sunday so they will not have to be absent Monday. For local tournaments, teams should not have to pay for more than 2 nights of accommodation.
- d. Try to schedule the closest teams in the first games. Thursday evening ice is usually used, but not all teams can be there to participate this early. You could give special consideration to teams farther away by scheduling local teams first.
- e. Try to be sure that teams that get late games do not get the earliest games the next morning, and that teams do not play early in the morning and then late the same night with too much time between games.
- f. Ensure an even number of home and away games for each team.
- g. U19 & 18+ games should be in the same arena due to limited qualified referees for that age group.

14.2. FORMAT:

Teams may play a maximum of three (3) games per day, excluding finals, with a minimum of two (2) hours between games. U12 and U14 divisions will play two eighteen (18) minute stop time periods. U16 and above will play two twenty (20) minute stop time periods.

Teams must be ready to go on the ice ten (10) minutes before the scheduled game time. If, in the event of unforeseen circumstances a team is not able to start within five (5) minutes of game time, the on-ice officials shall declare a default. The Host Committee shall reschedule the game based on:

- a. Proof of transportation breakdown
- b. Team vehicle accident
- c. Delay due to weather or traffic

14.3. ICE TIME REQUIREMENTS:

# OF TEAMS	FORMAT	# OF GAMES	ICE TIME REQUIRED	
			U12 – U14 (1 HOUR PER GAME)	U16 – 18+ (1.25 HOURS PER GAME)
10	POOL (2)	24	26	31
9	POOL (2)	22	24	28.5
8	POOL (2)	16	18	21
7	MODIFIED RR	18	20	23.5
6	MODIFIED RR	16	18	21
5	FULL RR	14	16	18.5
4	RULL RR	8	9	10.8
3	DOUBLE RR	7	7.5	9

Semi-Final and Final games require 1.5 hours of ice each, to allow for overtime.
 Note: Figures do not include ice celans or slush ice at the end of the day.

14.4. ROUND ROBIN FORMATS:

The format that each division will play will depend on the number of teams in each division. The format will be either round robin or pools. All teams entered in the Provincial Championships must participate in all scheduled games or be disqualified. If teams are tied in standings after completion of the round robin or pool play, the highest team will be determined according to the tie-breaking rules outlined in the BC Ringette Policy Manual.

Pools are often used if there are too many teams to put together. In a single pool, the top two teams in the standings advance to the finals. In 2 pools crossover games are used (i.e. 2nd in Pool B vs. 1st in Pool A, & the reverse for the other two top finishers). If crossovers are not possible due to time restraints then the top team in each pool advances (this is not ideal as the best two or three teams may be in the same pool).

One way to combat this is to have the teams in Pool A play only the teams in Pool B, and vice versa with the teams in Pool B only playing the teams in Pool A, and allow the top two or three teams to advance. The number advancing will depend on whether you have ice time for only a final or one or two semi-finals and a final. This way if three or more teams in one pool are better than the teams in the other pool they may all defeat the teams in the other pool. If only two advance they play for the Championship. If you allow three to advance, give the 1st place team a bye to the final; schedule a bronze medal semi-final between the 2nd and 3rd place team (loser gets the bronze) with the winner advancing to the final against the 1st place team. If you have four teams advancing, schedule a semi final with 1st against 4th and 2nd against 3rd with the winners advancing to the Championship Game.

The following is based on teams playing everyone in their pool/division or minimum of four games.

10 TEAMS (2 POOLS OF 5 TEAMS)					# OF GAMES		
A-B	B-C	C-D	D-E	24 GAMES	Round Robin Games 20		
A-C	B-D	C-E			Semi Finals 2		
A-D	B-E				Bronze Game 1		
A-E					Final 1		
9 TEAMS (1 POOLS OF 5 TEAMS, 1 POOL OF 4 TEAMS)					# OF GAMES		
POOL OF 5 TEAMS					Pool of 5 teams 10		
A-B	B-C	C-D	D-E	22 GAMES	Pool of 4 teams 8		
A-C	B-D	C-E			Semi Finals 2		
A-D	B-E				Bronze Game 1		
A-E					Final 1		
POOL OF 4 TEAMS:							
A-B	B-C	C-D					
A-C	B-D	C-E					
A-D	B-E						
8 TEAMS (2 POOLS OF 4 TEAMS, 4 GAMES EACH)					# OF GAMES		
A-B	B-C	C-D		16 GAMES	Round Robin Games 12		
A-C	B-D				Semi Finals 2		
A-D					Bronze Game 1		
					Final 1		
7 TEAMS (MODIFIED ROUND ROBIN, 4 GAMES EACH)					# OF GAMES		
A-B	B-C	C-D	D-E	E-F	F-G	18 GAMES	
A-C	B-D	C-E	D-G	E-G			Round Robin Games 14
A-D	B-E						Semi Finals 2
A-E							Bronze Game 1
							Final 1
6 TEAMS (MODIFIED ROUND ROBIN, 4 GAMES EACH)					# OF GAMES		
A-B	B-D	C-D	D-F	E-F		16 GAMES	
A-C	B-E	C-E					Round Robin Games 12
A-D	B-F	C-F					Semi Finals 2
A-E							Bronze Game 1
							Final 1
5 TEAMS (SINGLE ROUND ROBIN, 5 GAMES GUARANTEED)					# OF GAMES		
A-B	B-C	C-D	D-E			14 GAMES	
A-C	B-D	C-E					Round Robin Games 10
A-D	B-E						Semi Finals 2
A-E							Bronze Game 1
							Final 1
4 TEAMS (SINGLE ROUND ROBIN, 5 GAMES GUARANTEED)					# OF GAMES		
A-B	B-C	C-D				10 GAMES	
A-C	B-D						Round Robin Games 6
A-D							Semi Finals 1
							Bronze Game 1
							Final 1
Semi-Final: 1 st vs 4 th / 2 nd vs 3 rd Place							
Final : Winner vs Winner / Bronze: Loser vs Loser							
3 TEAMS (DOUBLE ROUND ROBIN, 4-6 GAMES GUARANTEED)					# OF GAMES		
A-B	B-C	A-B	B-C			7 GAMES	
A-C		A-C					Double Round Robin Games 6
							Semi-Final 1
Semi-Final: 3 rd vs 2 nd place Final: Winner of Semi vs 1 st						Final 1	

14.5. BREAKING OF TIES:

Ties will stand in all games except semi-finals and finals. If a semi-final or final game is tied at the end of regulation time, the teams will play regular stop time sudden victory period(s) until a goal is scored as per "Breaking of Ties in Games" in the Ringette Canada rule book.

Use the BCRA Sanctioned Event Tie-breaking rules, provided in the Sanction Package. In preliminary games if you do not have enough time to schedule overtime, award 1 point to each team for tied games.

Point Structure

2 points - win

1 point - tie

0 points - loss

The score of a forfeited game shall be 7-0.

14.6. SEMI-FINALS:

Semi-Finals in tournaments can take a variety of formats, depending on ice availability and numbers of teams in a division.

- a. The top 4 teams shall advance to the medal round with 1st playing 4th and 2nd playing 3rd. The winners advance to the gold medal game and the losers playing for the bronze medal.
- b. A semi-final can be scheduled between 2nd vs. 3rd, with the winner of that game vs. 1st in final.
- c. The following format can be used for pools with 5 or more teams:
 - Semi-Final 1: 2nd place vs. 3rd Place / Semi-Final2: 4th place vs. 5th place
 - Bronze: Loser of Semi-Final1 vs. Winner of Semi-Final2
 - Final: Winner of Semi-Final1 vs. 1st

15. TRANSPORTATION AND ACCOMODATION

The host should be able to provide to teams a list of accommodation and transportation options. For booking so many rooms or reserving rental cars, you can often arrange sponsorship or a discounted rate in exchange for an ad in the program. It is important that the host only provides this information to teams or reserves a block of rooms with no financial penalty, they should not make the bookings themselves.

15.1. ACCOMODATIONS:

To provide information for hotel accommodation for the teams that requests them. A hotel should be designated the Official Headquarters for the Provincial Championships. Often reduced rates, advertising, or sponsorship can be arranged. Visit or phone the accommodations ahead of time to ensure they will take teams (considering the number of athletes and the equipment).

- a. Teams: Although teams are responsible for payment of accommodations, a service of the Host Committee should be provision of reserved rooms. The Host Committee will block off enough rooms so each team will have adequate rooms available. The host provides the list of hotels and phone numbers of each hotel where rooms are reserved and the teams phone the respective hotels for the final booking. Due care is needed when hotels require contracts to be signed.
- b. On Ice Officials: Rooms are booked for out of town officials, two per room, and preferably away from the teams. Cost of room and tax should be budgeted for as well as travel and meal expense. Referees should have to travel over fifty (50) kilometer radius to be eligible for expenses.
- c. Ringette BC: Sufficient rooms should be booked for BCRA delegates. A Ringette BC representative will attend all Provincial Championships. The list of people attending will be

forwarded to the Host and Ringette BC is responsible for payment of travel, meals, and accommodations for their delegates.

15.2. **BILLETING:**

Billeting is an option, especially for younger age groups. It works very well when one team's players billet another team's. Those opening their homes must be aware of the responsibilities i.e. housing, feeding (usually breakfast) & transportation to arenas. Usually just player billet, but coaches &/or parents can also. This is beneficial when it comes to younger athletes. Hosts should be given explicit instructions on their responsibilities and detailed event schedules and contact names in case of emergency.

Some details to consider when billeting:

- a. Determine how many billeting homes needed. Request billeting homes to accept girls in pairs, and to have players names sent to you in pairs. Try to billet guests with girls in their own division or up/down a division but no more if possible.
- b. If playing at several arenas check the schedule to determine which arena would be the best pick up spot for both guests and hosts if all billeting is not done from a central place.
- c. Set up a list of responsibilities for the billeting parents.
- d. Phone all billeting homes a day or two ahead of tournament to let them know exact time of arrival.
- e. Complete the billet form a few days before the tournament with the exception of the player's name opposite the billeting parent. Allow the coach to do this at the time of arrival, often there are changes.
- f. Duplicate forms should be made so that one can stay with the Billeting Convener and one given to the coach.
- g. A firm letter should be sent to the coach requesting no deviations from original list, and to be sure to inform you of all medical problems. Don't change forms once decisions made.

15.3. **TRANSPORTATION:**

Make sure that officials & supervisors can get between facilities (hotels and arenas). Provide suggestions of rental car companies in the area, or companies that rent large vans that meet the team equipment needs.