# Hosting Application

# Provincial Championships

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# INTRODUCTION

The purpose of this manual is to list the requirements as well as selection criteria. Additional to this guide, interested associations should get familiar with Ringette Alberta's Technical Package. This document will let you evaluate your association's capacity to take on hosting one or more divisions.

This manual has been created with information at our disposal at this time. Ringette Alberta reserves the right to add or modify information contained in this manual. Any modification would be communicated to our members as soon as they become available

The selection of Host Committees is the responsibility of Ringette Alberta.

## Selection timelines

| | | |
|---|---|---|
| 1. | First Application Deadline | April 15 |
| 2. | Ringette Alberta announces First Application Host Committees that have been selected | May 1 |
| 3. | Second Application deadline | August 15 |
| 4. | Ringette Alberta announces Second Application Host Committees that have been selected. | September 1 |
| 5. | Third Application deadline | November 15 |
| 6. | Ringette Alberta announces Third Application Host Committees that have been selected | December 1 |
| 7. | Host Committees and Ringette Alberta sign the Host Agreement | December 31 |

## Application confidentiality

Ringette Alberta ensures that applications be kept confidential. Details pertaining to each application will only be communicated to Ringette Alberta's staff for selection purpose and board members if necessary. Documents sent, become the property of Ringette Alberta and could be used as reference for future host selection process.

## Contact person

We would like to thank you for your interest in organizing Provincial Championships and encourage you to communicate with our Provincials Coordinator, Carolyn Reich, for any questions at carolyn@ringettealberta.com and to contact previous Host Committees; their experience could be beneficial to your organization.

# OVERVIEW

## Ringette Alberta Vision and Mission

Ringette Alberta is the provincial governing body for the sport of ringette. Responsible for rules and regulations, as well as the governance of the sport, Ringette Alberta is the rights owner of Provincial Championships in the province.

### Vision

*To be the most innovative and well managed sport association in Canada to make Ringette the #1 sport choice for female athletes.*

### Mission

*Ringette Alberta will achieve its Vision by:*

- *Demonstrating effective leadership and good governance.*
- *Providing high quality programs and services to member associations.*
- *Partnering with our members to achieve excellence.*
- *Marketing to make Ringette the #1 sport choice for female athletes.*

### Core Values

***Integrity***

*We believe:*

- *Integrity obligates us to be honest with each other; it requires us to be candid, truthful and share the truth as we know it.*
- *Requires us to be transparent in our actions: produce clear agendas, processes and communication.*
- *When we act with integrity, we fulfil the promises we make, we take responsibility for our actions and admit when we have made a mistake.*

***Respect***

*We believe:*

- *Everyone is deserving of respect: volunteers and staff at the national, provincial and local levels.*
- *Differences are respected - different experiences and different points of view; achieving consensus is preferred.*
- *The sport of Ringette, its heritage and place among Canadian sports are respected*
- *Where our stakeholders are concerned, we also believe that:*
    - *Everyone is deserving of respect: teammates, opponents, officials, team staff and volunteers*
    - *Differences are respected - different abilities and capabilities, differences in culture and geography - and lead to the search for ways to meet different needs.*

***Fairness***

*We believe:*

- *Fairness requires openness about actions and decisions as well as the opportunity for feedback.*
- *Fairness necessitates equity in decision making and an environment of equal opportunity.*
- *In procedural fairness and due process.*

***Excellence***

*We believe:*

- *Excellence is an attitude that should permeate our policies and practices.*
- *Excellence in programming translates to excellence in members' experiences in Ringette.*
- *Excellence is a pursuit worthy of recognition and support.*
- *Where our stakeholders are concerned, we also believe that:*
    - *Excellence is being the best you can be and that members strive for competitive or personal excellence in performance as a player, coach, official, administrator or leader.*
    - *Excellence is a pursuit worthy of recognition and support*

***Human Development***

*We believe:*

- *That policies, systems and approaches should be in place to reinforce human development of staff and volunteers.*
- *We become better people because of our involvement in Ringette.*
- *Where our stakeholders are concerned, we also believe that:*
    - *Development of life skills through participation in Ringette is an imperative, not an option.*
    - *Playing teaches the love of physical activity and healthy living.*
    - *The teamwork, goal-setting, discipline and lessons about how to win and lose that are learned in Ringette are skills that are valuable in our lives outside of Ringette.*

***Teamwork***

*We believe:*

- *There is a shared responsibility for outcomes and behaviours that are essential for leading the sport.*
- *All roles are important and everyone contributes to the greater good by sharing ideas, failures and successes.*
- *Where our stakeholders are concerned, we also believe that:*
    - *There is a shared responsibility for outcomes and behaviours that are the basis of playing the game.*
    - *Team work provides competition on the ice and cooperation off the ice.*

***Fun***

*We believe:*

- *Sport should be enjoyable and there should be an element of fun in every activity.*
- *Where our stakeholders are concerned, we also believe that:*
    - *Fun means different things in Ringette: the joy of movement, learning skills, making friends, love and passion for the sport, competition, achieving goals, winning and more.*
    - *The ride home should always be enjoyable.*

***Safety***

*We believe:*

- *Safety is a personal and organizational responsibility that finds expression in education, identifying unsafe equipment or practices, taking precautions, prevention and response plans.*
- *While mistakes may occur, we have a duty of care to protect all involved from physical, mental and emotional harm.*
- *The need for safety exists everywhere and is everyone's job*

# Guiding Principles for the Provincial Championships

The following statements should serve as the bottom line for decision making in the application for and the organization of Provincial Championships:

- Best teams in the province are in attendance;
- All teams have equitable opportunity to participate;
- Special, exciting, different from other tournaments;
- Developmental benefits – LTAD appropriate;
- Accommodate as many teams as possible (CRC format);
- Net benefit to associations to host (financial or otherwise – leverage for publicity and recruitment).

# Benefits of hosting Provincial Championships

Hosting Provincial Championships should be rewarding for an association. When done well, hosting can:

- Be an opportunity to promote Ringette in general and your Association in your community;
- Rally your community around this mobilising event and foster a sense of belonging;
- Contribute to the development of organization and leadership skills for your volunteers;
- Create interest for other activities your association runs during the year: Come Try Ringette, tournaments, summer camps, etc.;
- Stimulate the local economy and potentially raise money for your association;
- Ultimately, Provincial Championships are the highlight of the season. By hosting you take part in providing this rewarding experience for which many athletes worked for most of the year.

# Official Application Documents

Following the timelines stated on the previous page, make sure to include all the information and documents that could assist Ringette Alberta in evaluating your application favorably.

Fill the Application Form found in Appendix C, attach all required documents, add any complementary information you judge appropriate and send to Ringette Alberta by email at carolyn@ringettealberta.com, or by regular mail at 11759 Groat Road, Edmonton AB T5M 3K6. All documents MUST be delivered at the same time and by the specified application dates.

All applications must be submitted by Associations. No application will be accepted if submitted by a team.

# Dates of the Provincial Championships

- Week 1 AA
- Week 2 U16 A, U19 A, Open A
- Week 3 U14 A, U12 B, U16 B
- Week 4 U12 A, U12 C, U14 B, Open B
- Week 5 U19 B, Open C

# Measure of Success

- Comprehension of the guiding principles (on page 6);
- Athlete Centred;
- Understanding of the scope;
- Buy-in from the host community.

# Evaluation Criteria

| **CRITERIA** | **VALUE** |
|---|---|
| Member in Good Standing | Y / N |
| Minimum Ice Requirements | Y / N |
| Application submitted by Association Member (not team) | Y / N |
| Required ice at one location<br>• 1 Location – 25 Pts<br>• 2 Locations – 15 Pts<br>• 3 Locations – 5 Pts<br>• 4 Locations – will not be considered until following the final bid deadline | / 25 |
| Willingness to host multiple divisions / levels<br>• Willing to host more than 2 divisions – 20 Pts<br>• Willing to host 2 divisions – 10 Pts<br>• Willing to host 1 division – 0 Pts | / 20 |
| Proposed dates match prescribed dates | / 15 |
| Proximity of ice to team accommodation (based on google maps non-rush hour)<br>• 0-5 Minutes – 10 Pts<br>• 6-10 Minutes – 7 Pts<br>• 11-15 Minutes – 5 Pts<br>• 16-20 Minutes – 3 Pts<br>• More than 20 Minutes – 0 Pts | / 10 |
| Required facilities provided | / 10 |
| Plan to leverage event for recruitment of new players<br>• Scheduling a Come Try Ringette event associated with the Provincial Championship (during or shortly after) – 10 Pts<br>• No Come Try Ringette event planned – 0 Pts | / 10 |
| Skills Competition | / 5 |
| No issues from previous hosting \| Past experience with hosting | / 5 |
| Evidence of municipality support, e.g., letter of support | / 5 |
| **TOTAL** | /105 |

In the event of a tie, the application submitted earliest will be chosen as host.

# REQUIREMENTS

In order to ensure Provincial Championships are held to the highest standards, Ringette Alberta has created the following requirements. Bidding committees should read and understand these requirements before proceeding with their bid. These requirements will help create a solid foundation for hosting the Provincial Championships. With this foundation in place, Bid/Host Committees will have considerable room to create and innovate to develop a better event with greater benefits for all involved.

These requirements are intended to be clear enough to give specific direction to Bid Committees. What cannot be captured in requirements of this type is the need for our hosts to rise to the level Provincial Championships deserve.

## Facilities and Equipment

### A. Ice Requirement

In Appendix A is a detailed overview of the ice requirements for each Provincial Championship division.

PLEASE NOTE: The breakdown does not include the necessary allotment of 15 minutes for flooding. When providing ice availability, please calculate 15 minutes after each game for a flood.

The amount of ice time required for Provincial Championship will be finalized by February 1, and a final schedule will be completed at least 10 days prior to Provincials. AA Provincials rely on the number of teams at each division, so are subject to change each season. Schedules will be sent out at that time.

Guidelines for ice:

- Each team must have a minimum break of three (3) hours from the start of one game to the start of the next game. If teams must travel to a different location, the schedule should provide extra time to allow for travel and rest between games.
- Game times should be reasonable and accommodating of the age division participating. Games should not start before 7:30 am in the morning and should start no later than 9:00 pm at night, whenever possible. Ideally, teams should not play the early game on both days of the round robin.

### B. Ice Markings and Equipment

- Ice markings will be as per Ringette Alberta's rulebook.
- The Organizing committee will provide two (2) rings for every game (the quality of the rings will be at the Officials' discretion).
- The schedule and draw board will be displayed in lobby of main arena.

### C. Rooms

The Organizing committee will provide the following rooms:

- Private meeting room to conduct Coaches Meeting and for Protest and Grievance Committee to use if required;
- Officials' dressing room.

# Human Resources

The following will be provided by Ringette Alberta:

- RAB Representative (provided by Ringette Alberta);
- Officials Supervisor (assigned by Ringette Alberta);
- Protest and Grievance Committee (made up of RAB Rep and Officials Supervisor).

## D. Host Committee

The following will be provided by the Host Committee:

- Organizing Committee - See also Appendix B for details on roles and responsibilities.
- One person assigned as Liaison to Ringette Alberta;
- Two (2) First Aid trained volunteers at the rink at all times;
- Minimum of two (2) to three (3) Minor Officials per game (for quarter finals, semi finals and finals);
    - One to do the shot clock;
    - One to do the game sheet and score clock / one to do the game sheet and one to do the score clock.

# Finances

## E. Budget

It is difficult at this time to precisely provide details on finances regarding the Provincial Championships. Host Committees are invited to make Provincials as big and prestigious as they want by adding fundraising and social events. Also, your budget will depend on the size of the Championship you are bidding for, as well as where you are located in Alberta (price of rentals and services may differ greatly).

That being said, the following is a breakdown of financial responsibilities:

| **Revenues:** | **8 Teams** | **12 Teams** |
|---|---|---|
| Grant per team from Ringette Alberta<br>$475 / team AA, A, B, C, D | $3,800 | $5,700 |
| Sponsorship | | |
| Donations / Fundraising | | |
| Sales | | |
| Advertising | | |
| TOTAL | | |

| **Expenses:** | **8 Teams** | **12 Teams** |
|---|---|---|
| Ice Rental (estimated rate = $175 per hour) | $3,150 - $3,675 | $5,165 - $5,700 |
| Facilities Rental | | |
| Volunteer Services: Meetings, Training | | |
| Publicity / Promotion | | |
| Hospitality | | |
| Sub-Total | | |
| **The following are covered by Ringette Alberta, per Provincial Championship** | | |
| Referees Fees ($25/game, 18-23 Games, 2 officials/game) | $900 - $1,050 | $1,150 |
| Awards: Medals ($350), Trophies, Banners ($40) | $390 | $390 |
| Souvenir Program: Cover | $50 | $50 |
| Games Sheets | $35 | $40 |
| Sub-Total | $1,375 - $1,525 | $1,630 |
| TOTAL | | |
| GRAND TOTAL | | |

Ringette Alberta will provide 50 % of the financial support to the Host Association no later than February 1st. The remaining 50 % will be sent once the Host Association has completed and submitted its final report (see Report section below).

# Communications and Marketing

## F. Program

It is mandatory for Host Committees of U12-U19 Provincial Championships to produce a program (optional for Open). This program may be a paper copy or online format. This program must include the following:

- Cover (provided by RAB);
- Master schedule of events;
- Appropriate maps, notices, emergency numbers;
- Team rosters (pictures are optional);
- Other information required by RAB.

The Host Committee could choose to include these or other elements in the program:

- Scoreboards for keeping track of results;
- Welcoming letters from the Mayor and association President;
- Thank you letters for volunteers and sponsors;
- Advertisements (paid = revenues);
- Referee's signals.

# Ceremonies

## G. Opening Ceremony

It is mandatory for Host Committees of U12-U19 Provincial Championships to organize an Opening Ceremony (optional for Open). The event adds to the prestige of the event and the experience of the athletes and coaches. It is also a great moment to thank sponsors, partners and volunteers.

The elements included in the ceremony are:

- Announcement of all attending teams;
- Presentation of the coach, athlete, spectator and officials oaths (provided by RAB);
- The ceremony does not have to be on ice.

## H. Medal Ceremony

Presentations must be organized for all Gold/Silver and Bronze games. As with the Opening Ceremony, they do not need to be on ice.

Awards are provided by Ringette Alberta (medals, banners, trophies).

# Operations

## I. Medical

- The Host Committee must have access to First Aid supplies, whether provided by the rink or by the Host Committee.
- An Emergency Action Plan will be developed and must include:
  - Evacuation routes;
  - Procedures for injuries;
  - Nearest First Aid Kit
  - Nearest AED
  - Ambulance entrance
  - Nearest Hospital

## J. Coaches' Meeting

The coaches' meeting is designed to inform the teams about important issues surrounding the Provincial Championships. It is Ringette Alberta's responsibility to chair the meeting. The Host Association must be present and will assist in providing the required information. The following topics should be covered:

1.0 Welcome all teams participating in Provincial Championships

2.0 Introductions
- 2.1 Ringette Alberta Representative
- 2.2 Host Association Representative
- 2.3 Referee Supervisor
- 2.4 Members of the Protest and Grievance Committee
- 2.5 Team Representatives (have them introduce themselves and indicate their team)

3.0 Tournament Format and Rules
- 3.1 Identify the tournament format and briefly describe the schedule
- 3.2 Review basic Shot Clock rules (if necessary)
- 3.3 Review the tie breaking format
  - 3.3.1 Games
  - 3.3.2 Standings
- 3.4 Review Protest and Grievance process

4.0 Arena Personnel and Amenities
- 4.1 Identify Paramedic personnel and first aid facilities
- 4.2 Review Emergency procedure
- 4.3 Identify locations of dressing rooms and equipment storage locations
- 4.4 Identify nearest location for skate sharpening

5.0 Team Staff and Player Eligibility
- 5.1 Review team staff sign-in forms for completion
- 5.2 Address any player eligibility issues (motions)

6.0 Host Association Information (i.e. opening ceremonies, banquets, etc.)

7.0 Conclusion
- 7.1 Allow team representatives the opportunity to ask questions
- 7.2 Remind teams to play hard, have fun and obey fair play guidelines

Each Provincial Host Association is responsible for distributing information to the teams and coaches. This information should be sent out by the Organizing Committee at least two (2) weeks prior to the competition. If the Zone representative has not been declared, information can be sent to Ringette Alberta and may be made available on our website.

Coaches Package must include:

- Schedule for the Provincial Championship (provided by RAB)
- Time and location of Coaches' Meeting
- Copy of Protest and Grievance Information (provided by RAB)
- Emergency Action Plan
- Closest skate sharpening facility with contact information;
- Name and address for arena(s);
- Name and phone number of contact person on Host Committee;
- Map of city/town with arena(s) clearly marked;
- Coaches pledge.

## K. Accommodation and Transportation

It is recommended that the Host Committee select a host hotel(s) and tries to get preferred rates for the teams attending. This information can be communicated to teams in advance.

Ringette Alberta is responsible to arrange and pay for accommodation and transportation of officials and Ringette Alberta's Representative.

# Report

The Host Association will provide a written report no later than 60 days following the end of the Championships by filling the form in Appendix D. The post-event report will also include the budget and results (winners).

# APPENDIX

## A. Ice Requirements

**8 Team Provincials - 2 Pools of 4 Teams (CURRENT STANDARD)**

Round Robin

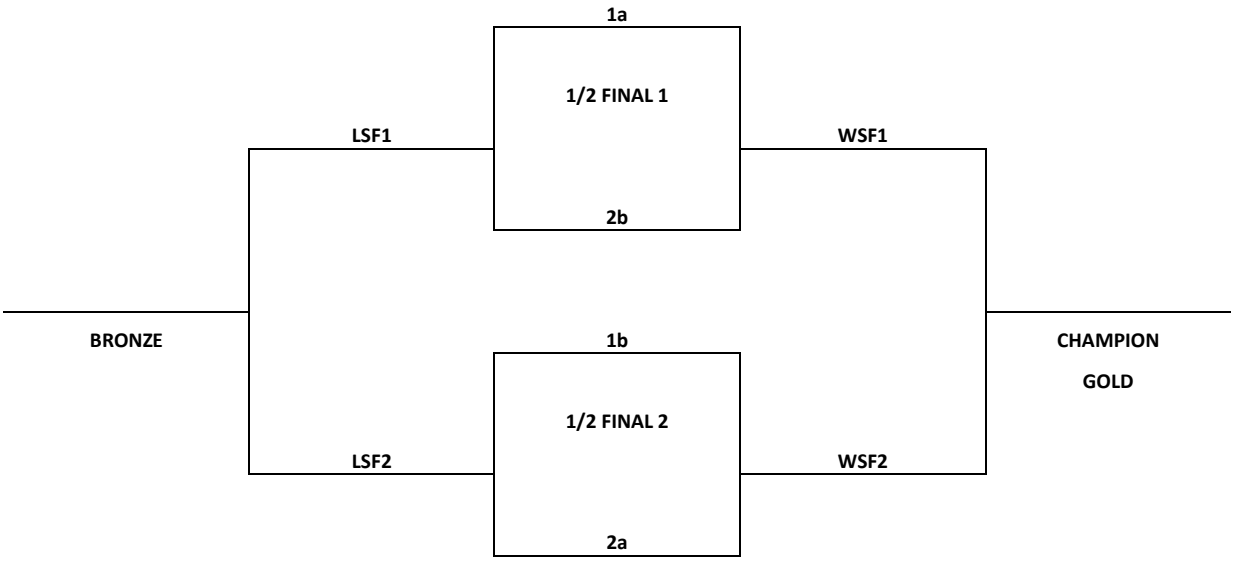
- Each pool requires six (6) games to complete the round robin
- Six (6) games x two (2) pools = 12 games
- Each team plays three (3) round robin games

| Pool | 1 | 2 | 3 | 4 |
|---|---|---|---|---|
| 1 | | | | |
| 2 | | | | |
| 3 | | | | |
| 4 | | | | |

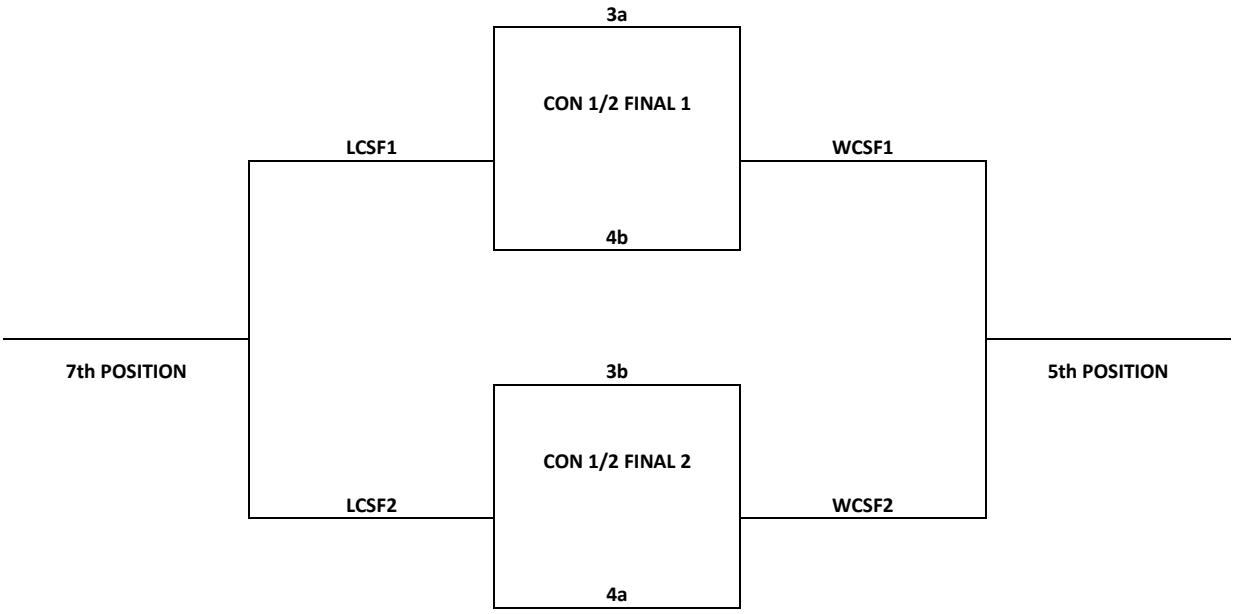
Elimination and Medal Rounds

- Semi-finals (crossover): 1a vs. 2b | 1b vs. 2a
- Consolation crossover: 3a vs. 4b | 4a vs. 3b
- Consolation Finals (games for 5-8 positions): WCON1 vs. WCON2 | LCON1 vs. LCON2
- Finals (medal): Bronze and Gold medal games

Finals



Consolation




TOTAL = 20 games

- Each team plays a minimum of three (3) games, maximum of five (5)

**ICE REQUIREMENT: U12/U14** - (12 x 1.0) + (8 x 1.5) + 1 = ***25 hours of ice***

| | 1.0 hour | 1.5 hours | Total hours |
|---|---|---|---|
| Friday | 8 | | 8 |
| Saturday | 4 | 4 | 10 |
| Sunday | | 4 | 6 |
| Mini Game Slot | | 1.0 Hour | |
| GRAND TOTAL | | **25** | |

- 1 - 1.25 hour slot late Friday or Saturday (for possible mini – games)
- Require a minimum 2 hour break between games for each team on Sunday
- Require an extra 15 minutes at the end of Friday and Sunday, and an extra 15 minutes at the end of Saturday games as a cushion in case games go over the allotted time due to stoppages, penalties, injuries, or overtime.

**ICE REQUIREMENT: U16/U19** - (12 x 1.25) + (8 x 1.5) + 1 = ***28 hours of ice***

| | 1.25 hour | 1.5 hours | Total hours |
|---|---|---|---|
| Friday | 8 | | 10 |
| Saturday | 4 | 4 | 11 |
| Sunday | | 4 | 6 |
| Mini Game Slot | | 1.0 Hour | |
| GRAND TOTAL | | **28** | |

- 1 - 1.25 hour slot late Friday or Saturday (for possible mini – games)
- Require a minimum 2 hour break between games for each team on Sunday

- Require an extra 15 minutes at the end of Friday and Sunday, and an extra 15 minutes at the end of Saturday games as a cushion in case games go over the allotted time due to stoppages, penalties, injuries, or overtime.

**ICE REQUIREMENT: Open** - (12 x 1.25) + (4 x 1.5) + 1 = ***22 hours of ice***

| | 1.25 hour | 1.5 hours | Total hours |
|---|---|---|---|
| Friday | 4 | | 5 |
| Saturday | 8 | | 10 |
| Sunday | | 4 | 6 |
| Mini Game Slot (Saturday) | | 1.0 Hour | |
| GRAND TOTAL | | **22** | |

- Open Provincials do not host Consolation games
- Require a minimum 2 hour break between games for each team on Sunday
- Require an extra 15 minutes at the end of Friday and Sunday, and an extra 15 minutes at the end of Saturday games as a cushion in case games go over the allotted time due to stoppages, penalties, injuries, or overtime.

**12 Team Provincials - 3 Pools of 4 Teams + crossover**

Round Robin

- Each pool requires six (6) games to complete the round robin
- Six (6) games x three (3) pools = 18 games
- Each team plays three (3) round robin games, two (2) on Friday and one (1) Saturday morning
- At the conclusion of the round robin, teams will be ranked from 1st-4th in each of their respective pools
- Teams will be ranked according to tiebreakers noted in the Provincial Championships Technical Manual

| Pool | **1** | **2** | **3** | **4** |
|---|---|---|---|---|
| **1** | | | | |
| **2** | | | | |
| **3** | | | | |
| **4** | | | | |

Crossover

- Each pool will have one (1) cross over game against a team from another pool
- These games will be scheduled according to the rankings after Round Robin play
- These games will occur Saturday afternoon
- Games will be as follows:

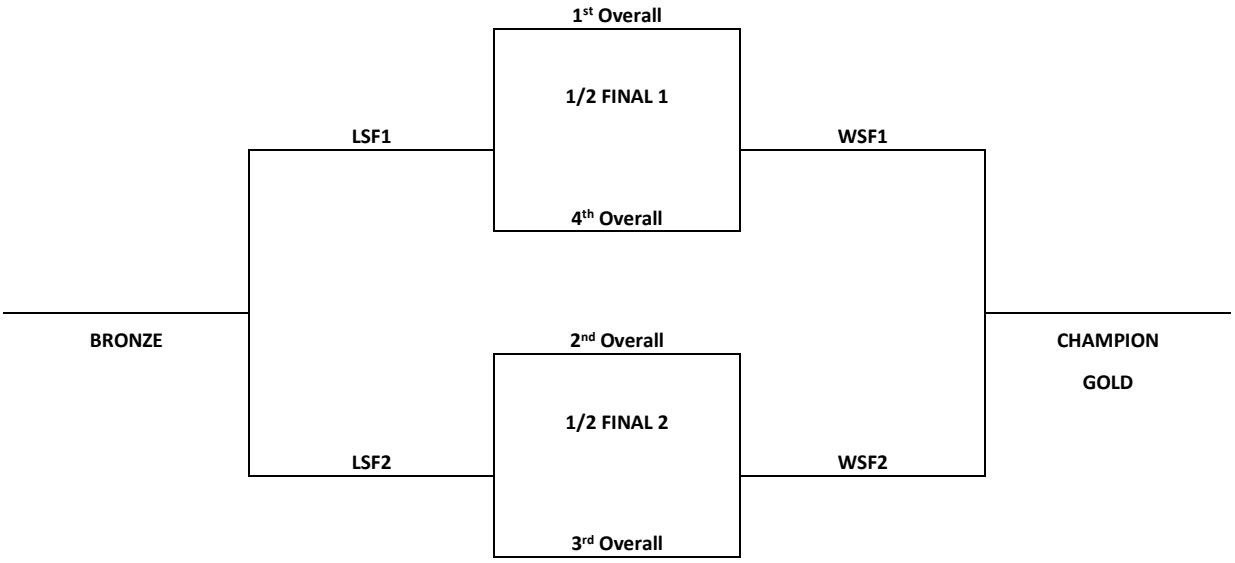
| | |
|---|---|
| 1st A vs. 4th B | 2nd A vs. 3rd B |
| 1st B vs. 4th C | 2nd B vs. 3rd C |
| 1st C vs. 4th A | 2nd C vs. 3rd A |

- Following crossover games, teams that are tied and where the tiebreaker could remove them from contention for a medal, will have their tie broken by mini games
- The top four (4) teams, based on points earned, will compete in the Semi-finals

Elimination and Medal Rounds

- Semi-finals
  - Rank will be determined based on the following order:
    - Team with the most points will be declared the highest position
    - If still tied, team with the greatest positive difference between goals for and against in all games at Provincial Championships will be declared the highest position
    - If still tied, team with the least total goals against in all games at Provincial Championships will be declared the highest position
    - If still tied, the team having the highest ratio of goals for divided by the sum of goals for plus goals against in all games during all games will be declared the highest position.
    - If still tied, the team having the lowest number of penalty minutes in all games will be declared the highest position
    - If still tied, a randomly drawn team
  - After rankings, 1st will play 4th and 2nd will play 3rd ; these games will occur Sunday morning
  - Winners will move onto the Gold medal game, Losers will move onto the Bronze medal game; these games will occur with reasonable time after Semi-finals
- Consolation Finals
  - Teams will be ranked out from 5th-12th and consolation finals will be conducted for 5th, 7th, 9th and 11th positioning
  - Rankings will utilize the tiebreakers format noted under Semi-Finals
  - These games would be played between Semi-finals and Gold/Bronze games on Sunday

- These games could be removed if ice is not sufficient




TOTAL = 28-32 games

- Each team plays a minimum of four (4) games, maximum of six (6)

ICE REQUIREMENT:

- U12/U14 - (24 x 1.0) + (8 x 1.5) + 1.0 = ***37 hours of ice***

| | 1 hour | 1.5 hours | Total hours |
|---|---|---|---|
| Friday | 12 | | 12 |
| Saturday | 12 | | 12 |
| Sunday | | 8 | 12 |
| Mini Game Slot Saturday | | 1.0 Hour | |
| GRAND TOTAL | | **37** | |

  - 1 - 1.25 hour slot late Saturday (for possible mini – games)
  - Require a minimum 2 hour break between games for each team on Sunday
  - Require an extra 15 minutes at the end of Friday and Sunday, and an extra 15 minutes at the end of Saturday games as a cushion in case games go over the allotted time due to stoppages, penalties, injuries, or overtime.

- U16/U19 - (24 x 1.25) + (8 x 1.5) + 1.0 = ***43 hours of ice***

| | 1.25 hour | 1.5 hours | Total hours |
|---|---|---|---|
| Friday | 12 | | 15 |
| Saturday | 12 | | 15 |
| Sunday | | 8 | 12 |
| Mini Game Slot | | 1.0 Hour | |
| GRAND TOTAL | | **43** | |

- Plus 1 - 1.25 hour slot late Friday or Saturday (for possible mini – games)
- Require a minimum 2 hour break between games for each team on Sunday
- Require an extra 15 minutes at the end of Friday and Sunday, and an extra 15 minutes at the end of Saturday games as a cushion in case games go over the allotted time due to stoppages, penalties, injuries, or overtime.

**5 Team Provincials - 1 Pool of 5 Teams**

Round Robin + Medal Rounds

- Ten (10) round robin games
- Each team plays four (4) round robin games
- Finals (medal): Bronze and Gold medal games
- Double Elimination final

| Pool | **1** | **2** | **3** | **4** | **5** |
|---|---|---|---|---|---|
| **1** | | | | | |
| **2** | | | | | |
| **3** | | | | | |
| **4** | | | | | |
| **5** | | | | | |

ICE REQUIREMENT:

- (10 x 1.25) + (3 x 1.5) + 1.0 = ***18 hours of ice***

| | 1.25 hour | 1.5 hours | Total hours |
|---|---|---|---|
| Friday | 5 | | 6.25 |
| Saturday | 5 | | 6.25 |
| Sunday | | 3 | 4.5* |
| Mini Game Slot | | 1.0 Hours | |
| GRAND TOTAL | | **18** | |

- 1 - 1.25 hour slot late Saturday (for possible mini – games)
- Require a minimum 2 hour break between games for each team on Sunday
- Require an extra 15 minutes at the end of Friday and Sunday, and an extra 15 minutes at the end of Saturday games as a cushion in case games go over the allotted time due to stoppages, penalties, injuries, or overtime.
- *2 slots for the gold medal game on Sunday (for double elimination). Games cannot start within 3 hours of each other.

**1**

**Champion**
**GOLD**

**2**

**3**

**BRONZE**

**4**

**6 Team Provincials - 2 Pools of 3 Teams**

Round Robin + Medal Rounds

- Six (6) round robin games
- Each team plays two (2) round robin games
- Quarter Finals (crossover): 2a vs. 3b | 2b vs. 3a
- Semi Finals (crossover): 1a vs. WQF2 | 1b vs. WQF1
- Finals (medal): Bronze and Gold medal games
- Double Elimination final

| Pool | **1** | **2** | **3** |
|---|---|---|---|
| **1** | | | |
| **2** | | | |
| **3** | | | |

ICE REQUIREMENT:

- (15 x 1.25) + (2 x 1.5) = ***<u>21.75 hours of ice</u>***

| | 1.25 hour | 1.5 hours | Total hours |
|---|---|---|---|
| Friday | 6 | | 7.5 |
| Saturday | 6 | | 7.5 |
| Sunday | 3 | 3 | 8.25 |
| | Mini Game Slot | 1.0 Hours | |
| | GRAND TOTAL | **21.75** | |

- 1 - 1.25 hour slot late Saturday (for possible mini – games)
- Require a minimum 2 hour break between games for each team on Sunday
- Require an extra 15 minutes at the end of Friday and Sunday, and an extra 15 minutes at the end of Saturday games as a cushion in case games go over the allotted time due to stoppages, penalties, injuries, or overtime.
- *2 slots for the gold medal game on Sunday (for double elimination). Games cannot start within 3 hours of each other.

**1**

**Champion**
**GOLD**

**2**

**3**

**BRONZE**

**4**

**7 Team Provincials – Modified Round Robin**

Round Robin + Medal Rounds

- Teams Ranked 1 - 7
- Each team plays four (4) round robin games
- Semi Finals (crossover): 1 vs. 4 | 2 vs. 3
- Finals (medal): Bronze and Gold medal games
- Double Elimination final – only if teams have played once before in Round Robin

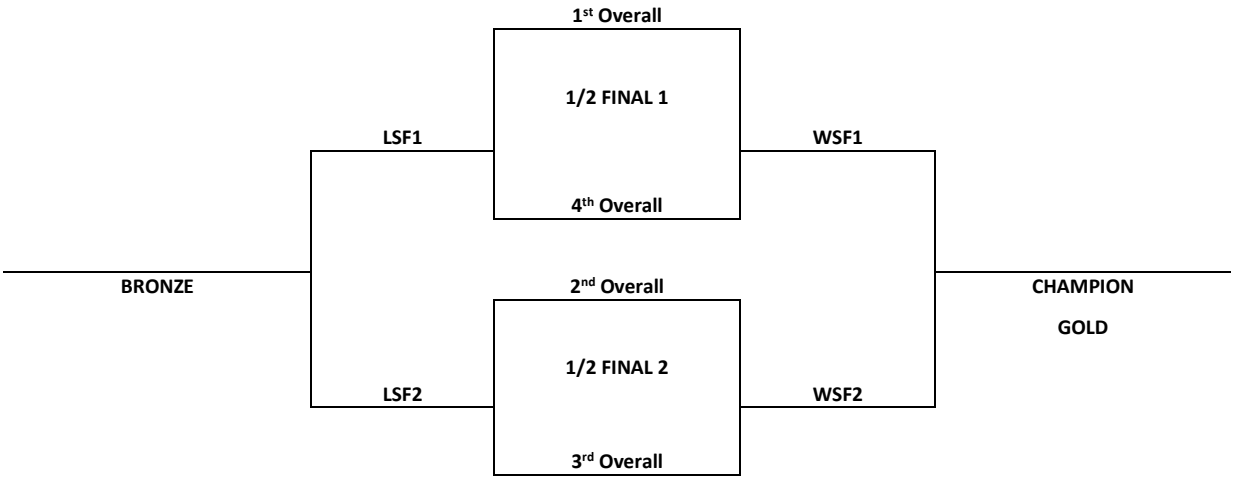
| Team | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
|---|---|---|---|---|---|---|---|
| 1 | | | | | | | |
| 2 | | | | | | | |
| 3 | | | | | | | |
| 4 | | | | | | | |
| 5 | | | | | | | |
| 6 | | | | | | | |
| 7 | | | | | | | |

ICE REQUIREMENT:

- (15 x 1.25) + (2 x 1.5) = ***<u>21.75 hours of ice</u>***

| | 1.25 hour | 1.5 hours | Total hours |
|---|---|---|---|
| Friday | 7 | | 8.75 |
| Saturday | 7 | | 8.75 |
| Sunday | 2 | 3 | 7 |
| | Mini Game Slot | 1.0 Hours | |
| | GRAND TOTAL | **25.5** | |

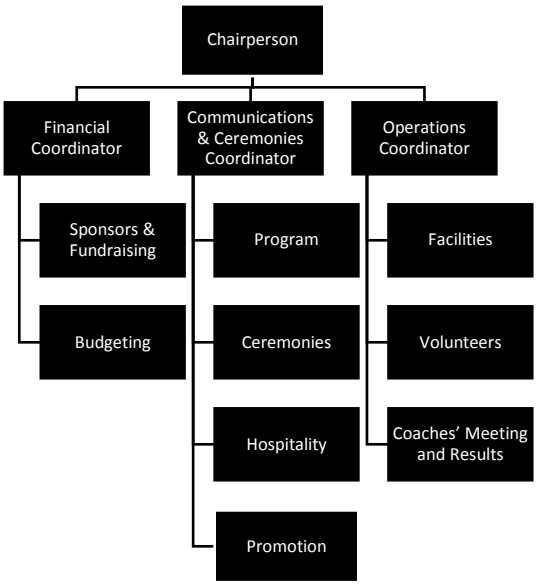
- 1 - 1.25 hour slot late Saturday (for possible mini – games)
- Require a minimum 2 hour break between games for each team on Sunday
- Require an extra 15 minutes at the end of Friday and Sunday, and an extra 15 minutes at the end of Saturday games as a cushion in case games go over the allotted time due to stoppages, penalties, injuries, or overtime.
- *2 slots for the gold medal game on Sunday (for double elimination). Games cannot start within 3 hours of each other.



# APPENDIX

## B. Organizational chart | Roles and responsibilities

Roles and responsibilities can be divided many different ways. Here is a recommendation you can follow or tweak at will to fit the size of your organization, as well as the expertise of your people.




The **Chairperson** is responsible to oversee the operations and keep the overall planning on target. This person is the liaison with Ringette Alberta and must provide leadership to the Host Committee.

Here is a brief summary of other responsibilities:

| **Financial Coordinator:** | **Communications & Ceremonies Coordinator:** | **Operations Coordinator:** |
|---|---|---|
| - Create budget;<br>- Set up bank account if necessary;<br>- Make deposits, pays bills;<br>- Maintain and presents regular financial statements;<br>- Oversees sponsorship agreement:<br>  o Sponsors agreement;<br>  o Deliverables<br>  o Follow up with sponsors<br>- Oversees fundraising activities:<br>  o Product Sales;<br>  o Contests/Games;<br>- Recruit, train and schedule volunteers - Info/Sales Desk. | - Promote your event;<br>- Media relations;<br>- Arrange for photographers and videographers;<br>- Produce a Program;<br>  o Liaise with sponsorship for advertising;<br>- Gather local and tourist info;<br>- Organize hospitality night/event if desired;<br>- Plan and organize the Opening Ceremony and Medal Ceremonies;<br>- Negotiate preferred rates at hotels;<br>- Recruit, train and schedule volunteers - Hosts & Hostesses \| Hospitality Room attendant. | - Book facilities;<br>- Check all equipment in working order (PA – music and voice \| clocks, etc.);<br>- Verify ice markings;<br>- Signage;<br>- Elaborate and coordinate Emergency Plan and First Aid supplies;<br>- Coordinate concession agreements;<br>- Collect and post results;<br>- Recruit, train and schedule volunteers - Minor officials \| First Aid \| Control Desk \| Announcer \| Penalty Box attendant<br>- Coordinate Coaches' Meeting;<br>- Liaise with arena staff. |

# APPENDIX

## C. Report

Please fill in this form or provide a separate document, add any information you deem important for Ringette Alberta and future Organizing Committees and send to Ringette Alberta with a financial report, no later than 60 days after the Championship (3 PAGES).

| | | | |
|---|---|---|---|
| Association | | | |
| Contact person | | | |
| Address | | | |
| Email | | | |
| Phone (day) | | Phone (night) | |
| Championships<br>(circle the event hosted) | AA<br>U16 A, U19 A, Open A<br>U14 A, U12 B, U16 B | U12 A, U12 C, U14 B<br>U19 B, Open B, Open C | |

How would you rate your experience hosting this event?

☐ Poor ☐ Average ☐ Good ☐ Great ☐ Excellent

| Explain why: |
|---|
| |

How would you rate Ringette Alberta's application process?

☐ Poor ☐ Average ☐ Good ☐ Great ☐ Excellent

| Explain why: |
|---|
| |

### RINGETTE ALBERTA RESPONSIBILITIES:

Please add any comments related to Ringette Alberta services that would help us serve future Organizing Committees better:

- RAB Representative | Coaches' Meeting Chair;
- Officials Supervisor and Officials;
- Scheduling and Breakdowns;
- Program Cover, Medals, Banners and Trophies.

COMMENTS:

## HOST COMMITTEE'S RESPONSIBILITIES:

For each of the following, please explain:

- What you had planned;
- Aspects that worked well;
- Challenges and solutions if any; and
- Recommendations for future Host Committees

1. **Facilities and Equipment**
   a. Ice
   b. Equipment
   c. Rooms
2. **Human Resources**
   a. Host Committee
   b. First Aid
   c. Minor Officials and other volunteers
   d. Protest and Grievance Committee
3. **Communications and Marketing**
4. **Ceremonies**
   a. Opening Ceremony
   b. Medal Ceremony
5. **Operations**
   a. Medical
   b. Coaches' Meeting
   c. Accommodation and Transportation

COMMENTS: