



Hosting Application
Regional 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 Calgary'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 Calgary 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 Calgary.

Selection timelines

1. First Application Deadline	October 15
2. Ringette Calgary announces First Application Host Committees that have been selected	October 31
3. Second Application deadline	November 15
4. Ringette Calgary announces Second Application Host Committees that have been selected.	November 30
5. Third Application deadline	December 15
6. Ringette Calgary announces Third Application Host Committees that have been selected	December 31
7. Host Committees and Ringette Calgary sign the Host Agreement	January 31

Application confidentiality

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

Contact person

We would like to thank you for your interest in organizing Regional Championships and encourage you to communicate with our Ringette Calgary Administrator, Marlayne Brandsgard, for any questions at admin@ringettecalgary.com and to contact previous Host Committees, their experience could be beneficial to your organization.

OVERVIEW

Ringette Calgary Vision and Mission

Ringette Calgary is the Regional governing body for the sport of ringette. Responsible for rules and regulations, Ringette Calgary is the rights owner of Regional Championships in Southern Alberta.

Vision

To be a dynamic, member-oriented, and policy driven organization that brings all stakeholders together to promote sport development, participation, and growth of Ringette in Calgary.

Mission

We will achieve our vision by:

- *Working with community partners*
- *Coordinating and facilitating an all-inclusive program for our members by promoting best practices and providing the required infrastructure.*
- *Providing a Ringette experience that is safe, fair, competitive, and accessible to grow as individuals and leaders.*

Principles and Values

- *Safe and inclusive - implement all safety rules and procedures from governing bodies to foster a secure and all-encompassing environment.*
- *Competitive/Fair - offer balanced competition to provide a positive and safe experience.*
- *Administration - demonstrate effective leadership and good governance with clear policies and management of complaints/issues.*
- *Accessible - improve accessibility by managing the financial burden.*
- *Development - optimize the format of early stages of ringette to encourage growth and provide infrastructure and tools to meet development needs at all levels.*
- *Collaboration – work with our stakeholders and Community Partners to achieve common goals: Competition on the Ice, Co-operation off the Ice.*

Guiding Principles for the Regional Championships

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

- Best teams in the region 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;
- Net benefit to associations to host (financial or otherwise – leverage for publicity and recruitment).

Benefits of hosting Regional Championships

Hosting Regional 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, Regional 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 Calgary 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 Calgary by email at admin@ringettecalgary.com, or by regular mail at 2815C - 12th Street NE – 12th Street NE, Calgary AB T2E 7J2. 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.

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 <ul style="list-style-type: none">• 1 Location – 25 Pts• 2 Locations – 15 Pts• 3 Locations – 5 Pts• 4 Locations – will not be considered until following the final bid deadline	/ 25
Willingness to host multiple divisions / levels <ul style="list-style-type: none">• Willing to host more than 2 divisions – 20 Pts	/ 20

<ul style="list-style-type: none"> • Willing to host 2 divisions – 10 Pts • Willing to host 1 division – 0 Pts 	
Proposed dates match prescribed dates	/ 15
Proximity of ice to team accommodation (based on google maps non-rush hour) <ul style="list-style-type: none"> • 0-5 Minutes – 10 Pts • 6-10 Minutes – 7 Pts • 11-15 Minutes – 5 Pts • 16-20 Minutes – 3 Pts • More than 20 Minutes – 0 Pts 	/ 10
Required facilities provided	/ 10
Plan to leverage event for recruitment of new players <ul style="list-style-type: none"> • Scheduling a Come Try Ringette event associated with the Regional Championship (during or shortly after) – 10 Pts • 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 Regional Championships are held to the highest standards, Ringette Calgary 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 Regional 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 Regional Championships deserve.

Facilities and Equipment

A. Ice Requirement

In [Appendix A](#) is a detailed overview of the ice requirements for each Regional Championship.

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 Regional Championship will be finalized by February 1, and a final schedule will be completed at least 10 days prior to Regionals. AA Regionals 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 Calgary:

- Ringette Calgary Representative (provided by Ringette Calgary);
- Officials Supervisor (assigned by Ringette Calgary);
- Protest and Grievance Committee (made up of Ringette Calgary 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 Calgary;
- 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 Regional Championships. Host Committees are invited to make Regionals 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 in Chinook League (price of rentals and services may differ greatly).

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

Revenues:	8 Teams	12 Teams
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		
All Costs are to be covered by Entry fees and sponsorship. The event is meant to be self funding.		
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		

Communications and Marketing

F. Program

It is mandatory for Host Committees of U12 Regional Championships to produce a program. This program may be a paper copy or online format. This program must include the following:

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

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 Regional Championships to organize an Opening Ceremony. 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 Ringette Calgary);
- 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 Calgary (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 Regional Championships. It is Ringette Calgary'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 Regional Championships
- 2.0 Introductions
 - 2.1 Ringette Calgary 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 Regional 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 Calgary and may be made available on our website.

Coaches Package must include:

- Schedule for the Regional Championship (provided by Ringette Calgary)
- Time and location of Coaches' Meeting
- Copy of Protest and Grievance Information (provided by Ringette Calgary)
- 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 Calgary is responsible to arrange and pay for accommodation and transportation of officials and Ringette Calgary'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 Regionals - 2 Pools of 4 Teams (CURRENT STANDARD)

Round Robin

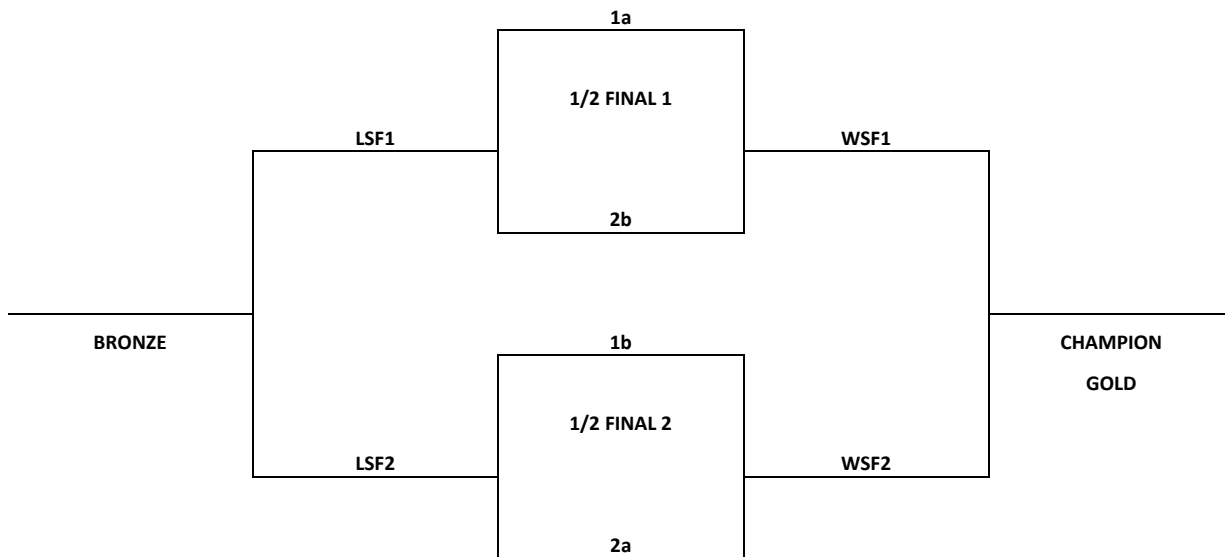
- Each pool requires six (6) games to complete the round robin
- Six (6) games x two (2) pools = 12 games
- Each team plays three (3) round robin games

Pool	1	2	3	4
1				
2				
3				
4				

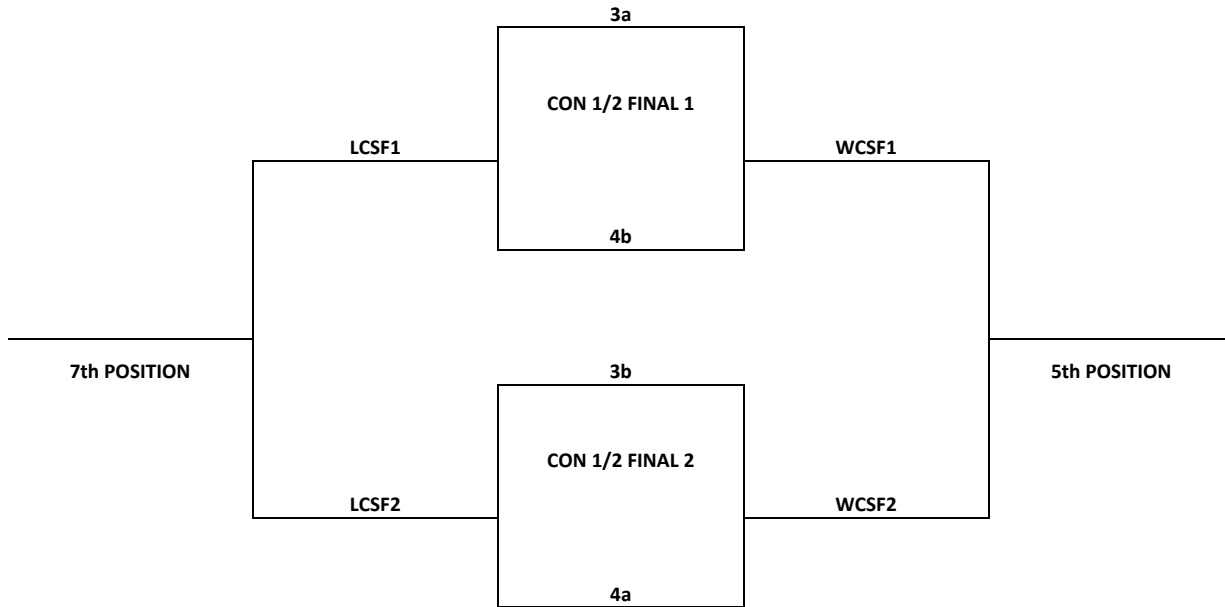
Elimination and Medal Rounds

- 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 - (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.

12 Team Regionals - 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 Regional 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:

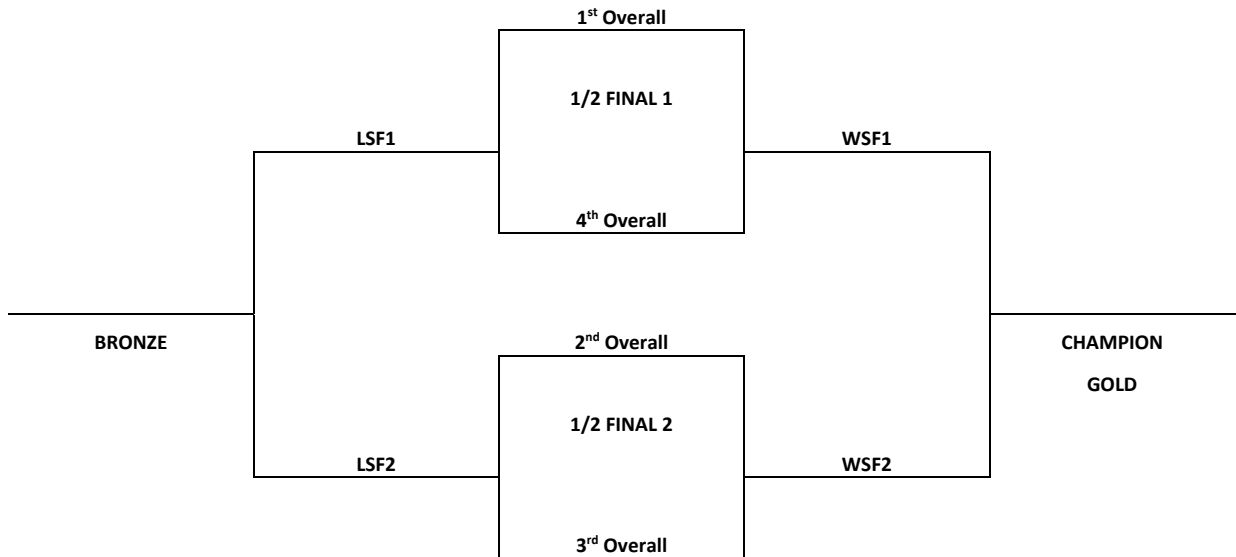
1 st A vs. 4 th B	2 nd A vs. 3 rd B
1 st B vs. 4 th C	2 nd B vs. 3 rd C
1 st C vs. 4 th A	2 nd C vs. 3 rd A

- 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 Regional Championships will be declared the highest position
 - If still tied, team with the least total goals against in all games at Regional 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 - $(24 \times 1.0) + (8 \times 1.5) + 1.0 = \underline{\underline{37 \text{ hours of ice}}}$

	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.

5 Team Regionals - 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

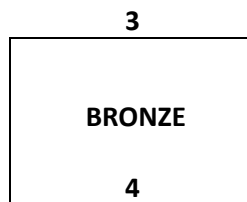
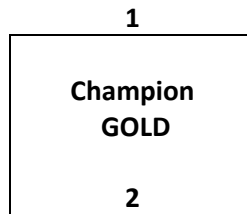
Pool	1	2	3	4	5
1					
2					
3					
4					
5					

ICE REQUIREMENT:

- $(10 \times 1.25) + (3 \times 1.5) + 1.0 = \underline{\underline{18 \text{ hours of ice}}}$

	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.



6 Team Regionals - 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

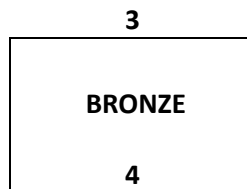
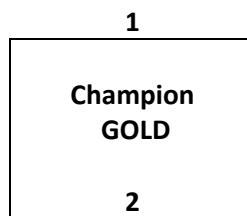
Pool	1	2	3
1			
2			
3			

ICE REQUIREMENT:

- $(15 \times 1.25) + (2 \times 1.5) = \underline{\underline{21.75 \text{ hours of ice}}}$

	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.



7 Team Regionals – 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

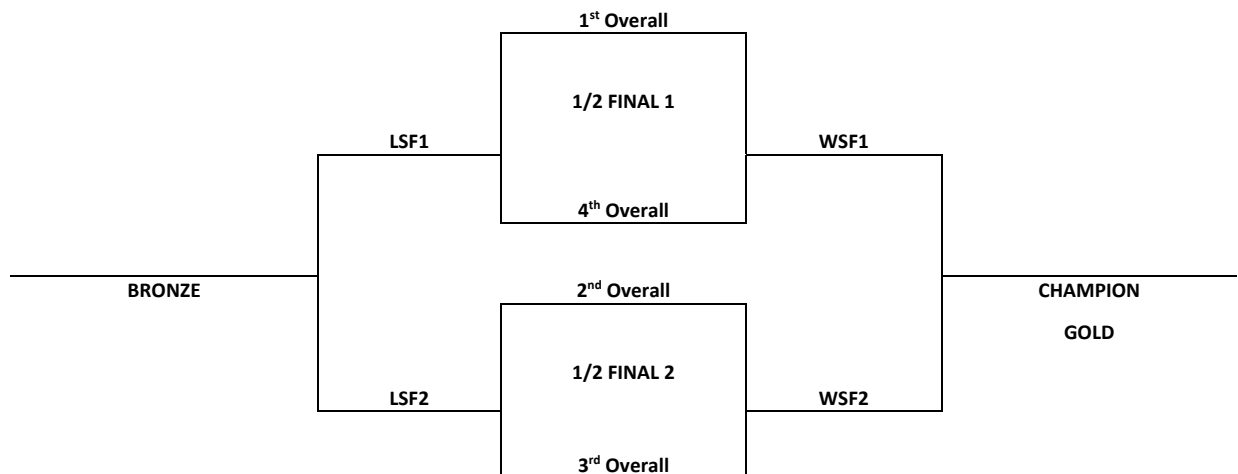
Team	1	2	3	4	5	6	7
1							
2							
3							
4							
5							
6							
7							

ICE REQUIREMENT:

- $(15 \times 1.25) + (2 \times 1.5) = \mathbf{21.75 \text{ hours of ice}}$

	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	

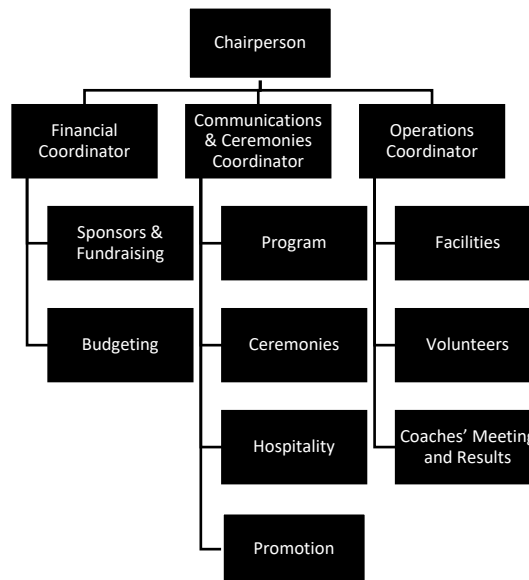
- 1 - 1.25 hour slot late Saturday (for possible mini – games)
- Require a minimum 2 hour break between games for each team on Sunday
- Require an extra 15 minutes at the end of Friday and Sunday, and an extra 15 minutes at the end of Saturday games as a cushion in case games go over the allotted time 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 Calgary and must provide leadership to the Host Committee.

Here is a brief summary of other responsibilities:

<p>Financial Coordinator:</p> <ul style="list-style-type: none"> - Create budget; - Set up bank account if necessary; - Make deposits, pays bills; - Maintain and presents regular financial statements; - Oversees sponsorship agreement: <ul style="list-style-type: none"> o Sponsors agreement; o Deliverables o Follow up with sponsors - Oversees fundraising activities: <ul style="list-style-type: none"> o Product Sales; o Contests/Games; - Recruit, train and schedule volunteers - Info/Sales Desk. 	<p>Communications & Ceremonies Coordinator:</p> <ul style="list-style-type: none"> - Promote your event; - Media relations; - Arrange for photographers and videographers; - Produce a Program; <ul style="list-style-type: none"> o Liaise with sponsorship for advertising; - Gather local and tourist info; - Organize hospitality night/event if desired; - Plan and organize the Opening Ceremony and Medal Ceremonies; - Negotiate preferred rates at hotels; - Recruit, train and schedule volunteers - Hosts & Hostesses Hospitality Room attendant. 	<p>Operations Coordinator:</p> <ul style="list-style-type: none"> - Book facilities; - Check all equipment in working order (PA – music and voice clocks, etc.); - Verify ice markings; - Signage; - Elaborate and coordinate Emergency Plan and First Aid supplies; - Coordinate concession agreements; - Collect and post results; - Recruit, train and schedule volunteers - Minor officials First Aid Control Desk Announcer Penalty Box attendant - Coordinate Coaches' Meeting; - Liaise with arena staff.
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APPENDIX

C. Report

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

Association			
Contact person			
Address			
Email			
Phone (day)		Phone (night)	
Championships (circle the event hosted)	U12 A	U12 B	U12 C

How would you rate your experience hosting this event?

- Poor
 Average
 Good
 Great
 Excellent

Explain why:

How would you rate Ringette Calgary's application process?

- Poor
 Average
 Good
 Great
 Excellent

Explain why:

RINGETTE CALGARY RESPONSIBILITIES:

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

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

COMMENTS:
