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E-SPORT REGISTRATION PROCEDURES

2018-2019 SEASON

July 2018

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E-SPORT REGISTRATION SYSTEM

The following documentation has been compiled to guide you through the Registration Process.

Familiarize yourself with these procedures before attempting to access the E-Sport Registration System. The Registration Procedures are comprised of two (2) sections. The first is the Registration Process itself – procedures, requirements, submissions, payments and timelines.

The second part addresses how to access and use the E-Sport Registration System.

Hoping you find the Registration Package helpful in this coming season. If any assistance is needed, please contact the office via email at admin@ontario-ringette.com or by phone at 416-426-7204.

For membership services support, please contact your regional membership coordinator.

CONTACT INFORMATION

Region	Name	Email Address
Chair	Fred Black	chair.membership@ontario-ringette.com
Central	Debbie Findlay	deborah_findlay@rogers.com
Eastern	Ellorie Hanson	membership_services_coord@easternregionringette.ca
Northeast	Kelli Van Buskirk	Kellivanb3@gmail.com
Northwest	Vacant	
Southern	Leslie Cichutteck	leslie.cichutteck@peelsb.com
Western	Melinda Suchard	memwrra@wrra.ca

IMPORTANT DATES

- November 1: The registration system closes. After this date, changes are only made with an ICF form. Team Registration Forms (TRF) and Account Fee Statements produced before this date are not accepted as part of your registration package.
- November 15: Registration Documents and fees are due at the Ringette Ontario office. All player changes to teams require approval of the Regional MS Coordinator. If a provincial team, approval from the G&T Committee is also required. All bench staff changes require the approval of the Ringette Ontario Technical Director
- January 8: Team changes are no longer allowed.

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RINGETTE ONTARIO

REGISTRATION PROCEDURES

You may require certain registration forms. These can be found in the Operating Manual – Forms and Appendices section of the RO website www.ontario-ringette.com as required.

Membership Registration Form	M-F-15
Playing Agreement	M-F-02
Bench Staff Code of Conduct	C-F-01
Information Change Form (Accessed through the E-Sport registration webpage)	M-F-10
Player Tryout/Release Form	M-F-07
Player Relocation Form	M-F-18
Two Team Player List (Accessed through the E-Sport registration webpage)	M-F-22

Confidentiality:

The registrar has access to the online E-Sport system and the signed Registration Forms submitted by the players, bench staff, referees, executives and volunteers.

Information should only be shared on a need to know basis e.g. Referee in Chief needs access to all registered referees but not the TRF's.

Strictest confidentiality for any who requires this information e.g. coaches etc. While it may be acceptable for the other registered bench staff to have the detailed TRF it would not be for a parent/student volunteer with the team.

STEP ONE: LOCAL REGISTRATION

***** Teams, including all players and bench staff, must be registered with RO office before participating in any Sanctioned Event. *****

1. Local Registration times should be established taking into consideration the RO Registration deadline of **November 1st**.
2. All participants of your Association must be duly registered and, in the case of Bench Staff, must have completed or in the process of completing the necessary certification requirements for the position and level being held.
3. **Membership Registration Form (MRF)**

The MRF must be completed and signed **ANNUALLY** by every participant 18 years of age or older, or by a parent or guardian if the participant is under 18. **DO NOT SUBMIT MRFs, RETAIN FOR YOUR RECORDS. After three (3) years, the MRFs can be shredded.**

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The Local Association must keep on file a MRF for EVERY participant registered with RO. Many associations have their participant complete a local registration form. If your association does not have one you may wish to photocopy the Ringette Ontario MRF for this purpose.

If utilizing your own membership form it must include the clause agreeing to abide and be governed by all By-Laws, Rules etc. of RO.

Under Provincial legislation it is not permissible to ask for the Health Card Number. Do not ask registrants for this number.

STEP TWO: PREPARING YOUR FORMS

1. Player Tryout/Release Form (M-F-07)

This Form is used when a player seeks permission to try out for or to be released to an association other than the association the player is presently registered with.

The Player Tryout/Release Form must be completed in accordance with Section 9. Player Tryout/Release, Membership Services in the Operating Manual, and submitted to the Releasing Region no later than **November 15th**, unless the region has determined an **earlier date**.

2. Player Relocation Form (PRF)

This Form is used when a participant relocates from one association to another association due to a change in their permanent primary residence and/or educational facility.

Proof of change of permanent residence and/or education facility must accompany the completed Player Relocation Form. Refer to Section 8. Player Relocation, Membership Services in the Operating Manual.

3. Two Team Player List

List these players by name, date of birth and RO number. Indicate both associations, if applicable, division and level of play.

Two Team Players only refers to B or C level players also playing on an A or AA level team. **Dues and fees shall be paid by the home association.** Two Team Player Agreements are not permitted between 'B' and 'C' levels of play or between "A" and "AA" levels of play.

The Adult Development program is excluded from the Two-Team-Player rule as outlined in the G&T and Membership Sections of the Operating Manual. Refer to the Player Affiliation Policy in Section 3.6 of the ADP Section of the Operating Manual.

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4. **Two Team Player Agreement**

All information for Two Team Player Agreements must be submitted to G&T and Membership Services by **November 15th** and must include completed priority listing for tournaments and applicable signatures.

Agreement must be completed and duly signed before playing on provincial teams at tournaments or sanctioned events.

5. **Bench Staff Code of Conduct Agreement for Sanctioned Events – C-F-01**

The Bench Staff of each of the Association's Teams must sign this form.

These Forms are to be submitted to the Regional Coaching Coordinator by **November 15th**.

6. **Volunteers/Executives**

Voting Participants of the Association Executive **must be registered**. These are the individuals who are involved with the operation and decision making of your association. Other association participants such as qualified Bench Staff not attached to a particular team, but act at-large for the association must also be included.

We strongly recommend that anybody who assists on the ice be registered for insurance purposes.

A separate list, of all other volunteers who periodically assist the association in some capacity, must be prepared and maintained by the association (no applicable dues and fees). Do not send a copy of this list to the RO office.

STEP THREE: E-SPORT REGISTRATION

Follow the link from www.ontario-ringette.com

1. Account Activation
2. Lost Password or Login Information?
3. Association Listing
4. Registering Membership
5. Deleting Membership
6. Membership Reports
7. What do the Pictures Mean?

1. Account Activation

Account activation is required to permit access to your membership in E-Sport. You will need specific information provided by Ringette Ontario before you can activate your account.

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Contact Ringette Ontario for your welcome letter which contains your association specific activation information.

1. Enter your Activation Code.
2. Enter your Association Information (note, even if it is incorrect, enter it exactly as provided, you can update it later).
3. Enter your Email, Login Name and Lost Password reminder question.
4. Check your email inbox for your acceptance note.
5. Confirm the email to activate your account.
6. Login to E-Sport.

2. Lost Password or Login Information?

Three options:

- a) Follow the on-line steps for password retrieval.
- b) Re-activate your account.
- c) Contact Ringette Ontario.

3. Association Listing

The information on the left-hand side of your Association Notice Board is the information that will be displayed in the general Association Listing accessible to the public.

You can choose to include contact people for your organization from the section "See/Manage our Executive".

4. Registering Individuals

It is important to stress to the parents and participants that information needs to be correct and complete. Names need to be spelled the same, and birthdays must be input correctly. The more information is the same, the easier it is for the system to recognize similarities and not create duplicate files.

Do not register any player, bench staff or executive for whom you do not have a registration form.

- 1. DO NOT INCLUDE SYMBOLS (e.g. +, - etc.) IN YOUR TEAM NAME.**
- 2. Team name must start with a letter.**
- 3. Full legal names are mandatory for registration documents.**
 - a. This will help to reduce duplicate files**
- 4. Accurate birthdays are mandatory – please, no false entries.**
 - a. Input birthdates in the following format: yyyy/mm/dd.**
 - b. This will help to reduce duplicate files and will help the RO office distinguish between players with the same name.**

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5. For names that have conjunctions (i.e. Van Dyke), Registrars are required to put a space between the conjunctions on the registration forms. If one association puts a space and the other does not, two files will be created for the same registrant.

Registration has been divided up into three main sections

1. Executive
2. Membership (includes players, coaches, officials and members)
3. Teams

See/Manage our Executive is a list of your executive. When managing your executive, you can choose to assign them as contact people to be included with your Association Listing.

Add/Modify Membership is a complete list of all active and inactive players, coaches, officials and members. Type at least two characters of their last name to perform a lookup of your association membership.

Found the member? Click the  button on the left-hand side to **update** their profile. Be sure to check to see if information on the registration form matches what is on file. Quickly activate or deactivate a member by clicking the  or  picture.

Member not there? Click **Add a new Member**.


Note: Players and Coaches can be added directly from **See/Manage our Teams**.


See/Manage our Teams (players/coaches)

Not only can you manage your teams here, you can

- Add new teams.
- Modify the team description by clicking the ID#
- See a PDF version of the official Team Registration Form
- See a PDF version of the summary version of the official Team Registration Form
- Print an on-line version of your Team Registration Form to sign and return to the Ringette Ontario.
- “D” Developmental (18+) is only used for teams 18+ and 35+.
- “R” Recreation/House league is only for teams U19 and lower.

Click **change** from the Roster heading to manage the team.

Players or coaches can be deleted by clicking the  in column three.

Player or coach information can be modified by clicking the  button in column two.

Clicking either of the **Add** buttons will let you lookup existing players or coaches to add and also permit the addition of players and coaches that do not otherwise exist.

Note: A player cannot be assigned to the same team more than once, nor can a coach. RO numbers are assigned by RO and will usually appear within 24-48 hours.

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Note: The PDF version of the Official TRF is updated every couple of days. Please send this version to teams to check that all information is correct. We will accept scanned versions of the TRF. Please ensure that you send the FINAL SIGNED COPY of the form. Official TRF is not for distribution, for coaches' use only. Summary TRF is to be used for tournament use.

Members awaiting Central Office processing will have a shaded background.

4. Deleting Membership

If you do not want a member to appear in E-Sport or have made an error, contact Ringette Ontario to request the member be removed.


You can also simply make them inactive.

Note: Players and coaches can be removed from teams

Note: Executive can be deleted

5. Membership Reports

Access the **Membership Listing** section from the Association Notice Board.

Select your view option then click the  button.

View any or all Roles.

View Active, Inactive or All.

Visit the section **See/Manage our Teams** to see and print your Team Registration Forms.

The main login page (**Association Notice Board**) contains your Annual Fee Calculation as well as a listing of your teams and your Officials Field Report.

6. What do the Pictures Mean?



Member is active and modifications can be made



Role. Each colored hat represents a different role



Member is active



Member is not active



Registration Status. Green = Registered



Registration Status. Yellow = Pending

When a member is activated, they become pending until RO approves the membership and changes their status to Registered (green)



Registration Status. Red = Not Registered



Print membership. See a printable (non-graphical) list of your membership

STEP FOUR: SUBMITTING YOUR REGISTRATION

Registration of all members including Players, Bench Staff, and Executives are due by one date only: **November 15th**.

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Teams participating in a tournament prior to November 15th can provide that tournament with printed TRF from E-Sport, signed by the Head Coach, without submitting it to the RO office in advance.

Payment in full must be submitted with the completed Registration Package. Prepare a cheque, money order or INTERAC e-Transfers, in the total amount, payable to the Ontario Ringette Association. INTERAC e-Transfers must be sent to ed@ontario-ringette.com. Please let the **Executive Director** know the password being used to secure the e-Transfer to ensure receipt of payment. **(Please No Cash In The Mail)**. A **10% late fee** is levied against Registration Packages received more than **fifteen (15) days after the due date**. Refer to the Operating Manual - Membership Services, Section 2-5.

*****Do not print an updated "Annual Fee Calculation" until after November 1st. Any statements received with a print date prior to November 2nd will not be accepted and the registration documents will be returned for resubmission.***

***NOTE*: RO will NOT be sending out invoices to each Association. Associations are responsible for completing the Annual Fee Calculation Sheet and including it with registration package.**

ANY REGISTRATION DUES AND/OR FEES SUBMITTED TO RO ARE NON-REFUNDABLE.

Submit to the RO office by November 15:

- Team Registration Forms (TRF) (one (1) for each team) signed by the Head Coach. ***** These forms must have a print date of November 1st or later *****
- Two Team Player List
- Player Relocation Forms (PRF)
- Payment for Registration Fees
 - Account Fee Statement. ***** This form must have a print date of November 1st or later *****

If mailing, enclose all registration documents in a protective package and forward to the RO office at the address below. You have put considerable time and effort into preparing these important documents. You may prefer to register your package or obtain a parcel tracking number if you are sending it by courier.

Send the above forms and lists to:

Ringette Ontario
305 Milner Ave., Suite 912
SCARBOROUGH, Ontario
M1B 3V4

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Do not forget to **send these forms to the appropriate Regional Coordinator:**

<u>Form</u>	<u>Coordinator</u>
Player Tryout/Release Form (M-F-07)	<i>Membership Services</i>
Bench Staff Code of Conduct (C-F-01)	<i>Coaching</i>
Playing Agreement (Two Team) (M-F-02)	<i>Membership Services</i>
Player Affiliation (ADP-F-02)	<i>Adult Development</i>

STEP FIVE: AFTER **NOVEMBER 1st**

An Information Change Form (ICF) is required to report any new or returning participants after the **November 1st** due date. The ICF must be submitted to the RO office before these players and bench staff participate on-ice or in team and association related events.

Any player changes to a team after the November 15th deadline require approval of the Regional MS Coordinator. (If a provincial team, approval from the G&T Committee is also required). Refer to Operation Manual - Membership Services - Section 7.0

Information Change Form (ICF)

This form is used to register additional participants or record changes to individual and/or team information after Team Registration Forms (TRFs) have been submitted to the RO office.

These Forms should be completed as follows:

Change of Individual Information

- complete when registering a late or new registrant
- complete when advising change of address, phone number, etc.
- complete in the same manner and detail as the Team Registration Form (TRF).

Change of Team Information

- complete when an individual already registered on one TRF is changing to another TRF during the current season.
- complete when any players and/or bench staff members change from one TRF to another TRF.

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Change of Bench Staff

- complete when a bench staff is being replaced and/or added to a team.
May also be a participant of another bench staff
- also, complete Section 1 and/or Section 2 if applicable.

Note: Only Association Registrars can submit Information Change Forms.

SUBMITTING INFORMATION CHANGE FORMS (ICF)

An ICF can only be accessed through E-Sport Registration by copying and pasting a link into your internet search engine. The link is available once you log-in. ICF's are submitted on-line.

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