



RINGETTE ONTARIO

CHAMPIONSHIP HOST GUIDE

July 2021

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PREFACE

The purpose of the Host Guide is two-fold: to assist the Host in planning and preparation of the event and to indicate the minimum requirements needed to host this event. This Guide is to be used in conjunction with the Ringette Ontario Sanctioned Event Handbook.

The Host Guide is divided into four (4) sections:

1. Administration
2. Operations
3. Hospitality
4. Technical

The following is a brief description of each section:

1. Administration:
 - Host's Committee Structure
 - Communication
 - Financials
 - Meeting schedule and minutes
2. Operations:
 - Ringette Ontario responsibilities
 - Host responsibilities
 - Ice bookings
 - Risk Management
3. Hospitality:
 - Awards Presentations
 - Accommodations
 - Team Hospitality
 - Media & Corporate Relations
4. Technical:
 - Event Registration
 - Event format
 - Officiating

This Host Guide is meant to work as a guideline, and we encourage hosts to add their own unique touch to the event. You may also refer to the Ringette Ontario Sanctioned Event Handbook for more information on the organization of your event.

ADMINISTRATION

The difference between a successful and an unsuccessful event depends upon several factors, but one of the biggest chances of success is a strong organizational structure with clearly defined roles and responsibilities.

It is important when creating your Host Committee, that everyone is aware of the tasks ahead and who is responsible for them.

The Ringette Ontario Provincial team with their roles are listed below:

<u>Executive Director</u>	<u>Technical Director</u>	<u>Marketing</u>	<u>Chair of G&T</u>
Budget Approval Budget Management Insurance Medals Accommodations	Event Schedule Coaching/Officiating Rules Injuries	Social Media RO Merchandise Provincial Clothing Banners Logo Creation	Event management Substitutions Game sheets On-site True Sport Awards

All members of the RO Provincial Team must be included on all communications including host committee meeting minutes.

HOST COMMITTEE

The Host Committee is the organizing group for the event as set up by the Host Club.

Suggested structure is to assign lead roles for:

- Operations
- Hospitality
- Technical
- Finance

Areas of responsibility include but are not limited to:

- Corporate sponsorship
- Hospitality/Receptions
- Awards ceremonies
- Medical/Safety
- Risk Management
- Concessions
- Communications
- Minor Officials
- Facility Rental
- Public Relations and Marketing
- Registration Desk

To get organized, the Host Committee must hold regular meetings in order to ensure that targets are being met. Meetings should be held at least once a month and should gradually increase in number the closer you get to the date of the event. Ringette Ontario Staff, your Regional Chair and your Regional G&T Coordinator must be invited to all meetings.

When running a meeting, the Host **MUST** record minutes. Minutes are to be recorded using the template provided. Minutes must then be sent electronically to the Regional G&T Coordinator, Chair of G&T Committee, RO Executive Director (executivedirector@ringetteontario.com) and the RO Technical Director (techdirector@ringetteontario.com) within ten days following the meeting.

FINANCIAL

BUDGET

The event budget will be managed by the RO Executive Director. The budget will be updated periodically throughout the planning process and shared with the event Host. Event costs will be paid through Ringette Ontario with bills being submitted in accordance with the event budget by the Host to the RO Executive Director.

HOST FINANCE SUBCOMMITTEE

The Host Finance Subcommittee's main purpose is to work with the Executive Director on the finances for the event. Both the Host Chair and Association's Treasurer must be members of this committee, as the Chair is ultimately responsible for all aspects of the event. The Subcommittee is Chaired by the RO Executive Director.

BUDGET REPORTING

The budget template will be provided to the event host, and they will be responsible for inputting all projections and submitting the budget to the RO Executive Director for review and approval within 15 days of the Host contract being signed. The Host will be responsible to provide updates and submit approved invoices for payment directly to Ringette Ontario.

All budgetary approvals related to the Hosts contractual responsibilities to Ringette Ontario, must be approved by the Ringette Ontario Executive Director. Further, the Host will be responsible to return unused ice as instructed by the Ringette Ontario Technical Director, by the required date to not incur unnecessary charges.

Any changes to the budget must be approved by the Ringette Ontario Executive Director.

The Host will be provided with a hosting grant of \$100/team and are allowed to keep all fund raising and sponsorship funds that they have arranged.

OPERATIONS

FACILITIES & EQUIPMENT

ICE SURFACE REQUIREMENTS:

Access to quality facilities with multiple ice surfaces, will greatly determine if you can successfully organize a Ringette Ontario Championships.

The Ringette Ontario Technical Package provides a general outline of ice requirements (number of hours) for each event.

ICE MARKINGS:

Ringette ice markings must be provided, and the lines re-painted prior to the event. This must be stipulated in your ice contract with the facilities. Please refer to the Official Ringette Canada Rule Book for further details.

A template is available from the office to paint the Ringette Ontario logo onto the ice surface, if allowed by the arena/facility. Arrangements to get these are the responsibility of the Host and plans should be made out well in advance.

BOARD ROOMS:

The Host must also secure the appropriate board rooms as required by the Host Event Contract:

- A room (can be a change room) must also be available on the Sunday afternoon at the arena following the gold medal games for the distribution of Team Ontario Uniforms and information packages (Provincial Champions Only).
- A room must be available for RO Committee/Staff for the duration of the weekend.
- Hospitality rooms as required or deemed necessary by the Host Committee.
- First Aid Room – this may already be in place at the facility. If there is a designated room already in place, please ensure that there is access to this room throughout the duration of the event.

EQUIPMENT:

Responsible	Category	Notes
Ringette Ontario	Rings	Ordering/Costs: <ul style="list-style-type: none">• 4 dozen new rings for AA• 4 dozen new rings for A
	Back up Game Sheets	<ul style="list-style-type: none">• Hard copies in case of electronic game sheet issues• RO Office to provide
	Banners	<ul style="list-style-type: none">• Championship Division Banners• 2 large RO Banners for display
	Medals	<ul style="list-style-type: none">• Ordering/Costs• 60 Medals per division
Host	Rings	<ul style="list-style-type: none">• Availability at sites
	Stop Watches	<ul style="list-style-type: none">• Available at all venues• In case of clock failure
	PA System	<ul style="list-style-type: none">• Semi Final and Finals• Awards

COMMUNICATION

Communication is key while planning and during the event. Use of social media is strongly encouraged and Ringette Ontario has a page dedicated to each event on their website, where all information will be posted.

ON-SITE SYSTEMS

Accurate and up to date information is imperative venue to venue. The Host is responsible for ensuring that adequate communication between venues is in place and that teams and spectators can access current standings.

- Ringette Ontario will provide Statistical Boards on which scores and standings are recorded. The boards will be placed in a central location in each venue along with tiebreaking rules.
- All games will be run through the RAMP GameSheet App with statistics being live updated to the Ringette Ontario GameSheet Website.

SOCIAL MEDIA/NEWSLETTERS:

- Ringette Ontario has a page dedicated to each event on their website. This page will be constantly updated with information regarding the event.
- All additions and/or changes to the webpage must be made to the Ringette Ontario Marketing & Communications Specialist at marketing@ringetteontario.com .
- Teams will be notified of all changes as they pertain to their event through email, social media, and the website.
- If the Host wishes to have a separate webpage or website, they must provide that link to Ringette Ontario for posting on the Ringette Ontario website.
- Ringette Ontario will create a hashtag for each event which will be provided, and the Host event must use the tag to have posts shared via social media.
- The Host Committee will submit information to Ringette Ontario for the RO Championships Notices, to keep teams up to date on occurrences and information during the event. The Notices will be distributed by Ringette Ontario Ringette Ontario via our email system by the Ringette Ontario Marketing & Communications Specialist and will then be posted on the Ringette Ontario website.

TEAM SIGNS:

The Host may design signs for each team (or Club) participating in the event. These signs can be placed on a dressing room door to assign teams or placed behind a team's bench for the spectators.

RISK MANAGEMENT & SAFETY

The best way to deal with an emergency, is to plan for it. There are two steps involved when preparing your risk management strategy: Facility Audit and Emergency Action Plan.

FACILITY AUDIT

A facility audit is performed to ensure that all areas pertaining to the safety of the players, coaches, officials, and spectators, have been identified and inspected by the Host Committee.

Those areas include but are not limited to:

- Emergency Exits
- Accessibility access
- Facility Emergency Plan
- Emergency Relief locations/lockdown areas
- First Aid locations within the facility
- Stairs/Elevators
- Telephones
- Emergency Numbers
- Nearest Hospitals and/or clinics

NOTE:

Makes sure to check all arenas/facilities prior to start of the event including:

- Ice Surfaces
- Dressing Rooms
- Bench Areas
- Parking Areas
- Stands
- Boiler Rooms
- Zamboni

EMERGENCY ACTION PLAN (EAP)

An emergency plan should be established to deal with all injuries and/or emergencies and all volunteers trained using the plan. The Host Committee should designate a lead for the EAP, who will draft and train all volunteers on their responsibilities in the case of an emergency.

Make sure that your EAP has an action plan for all possible scenarios such as missing children, holes in rink, ice pad loss, Zamboni breakdowns, etc. In addition, it should include a Phone Tree or Contact list for any such occurrences.

The EAP must be presented to the Ringette Ontario Executive Director at executivedirector@ringetteontario.com no later than February 1st for review.

The EAP must be provided to the Officiating Chair and the On-Ice Officials.

The EAP must include an Emergency Response Team for each venue, prior to the event. This team must be always onsite, so assigning 2-3 people per role to accommodate for shifts and breaks, is recommended. The Emergency Response Team roles are:

1. Emergency Lead
2. Emergency Liaison
3. Emergency Control

1. Emergency Lead:

- a. Control and assess the situation
- b. Work with Team Safety Officer
- c. DO NOT MOVE the individual
- d. Leave all equipment in place
- e. EVALUATE the severity of the injury
- f. Determine if an ambulance is required
- g. Instruct Emergency Liaison on course of action (i.e. Call ambulance, etc.)
- h. Course of action for individual's removal from location of injury if no ambulance is being called (i.e. ice)
- i. STAY CALM

2. Emergency Liaison:

- a. Must know all emergency numbers
- b. Must know Facility Emergency Plan
- c. Must know location of all first aid kits
- d. Contact for Emergency Personnel (Paramedics/Ambulance)
- e. Provides the following when calling an ambulance:
 - i. Location where injury occurred (address, where – ice, stands, etc.)
 - ii. Description of the injury (unconscious, bleeding, etc.)
 - iii. Description of individual injured (age, role, etc.)
 - iv. Contact number (cell phone, facility phone, etc.)
 - v. Emergency access at the venue
 - vi. Obtain estimated time of arrival and report back to Emergency Lead

3. Emergency Control:

- a. Crowd control
- b. Identify the Team Safety Officer and bring them to the injured individual
- c. Ensure route for ambulance is clear and available
- d. If injury is serious, seek out any medical personnel in attendance (PA system announcement).
- e. Aid Lead in keeping everyone calm and organized

Each role is important, and each person should be educated on both the Event EAP and the Facility Audit and Emergency Action Plans. Each venue should have a map outlining all points of access, first aid station and parking area.

The Emergency Response Team must also ensure that an Injury Report Form is filled out by the team Safety Officer. The Ringette Ontario Injury Report Form is available online on the Ringette Ontario website.

MEDICAL SERVICES

The Host Committee may consider hiring the services of a third-party medical services team to assist with injuries, as only trained medical professionals should be tending an injured individual.

In the case where a third party is retained, they will then be assigned as the lead in the Emergency Response Team with designated volunteers as part of that team.

It is suggested that the Host Committee contact a local Sport Injury Clinic to advise them of the event, as well determine clinic hours and accessibility.

Please ensure that all designated First Aid Rooms have a stocked First Aid Kit.

HOSPITALITY

AWARDS

There are four types of awards presented:

1. Medals (Gold, Silver, and Bronze)
2. Championship Trophy
3. Divisional Banner
4. True Sport Sportsmanship Award

MEDALS:

Ringette Ontario provides 60 medals per division (20 Gold, 20 Silver, 20 Bronze), with all extras returned to the Ringette Ontario office.

CHAMPIONSHIP TROPHY

The Gold medal team of each division is presented with a trophy, which must be returned before leaving the presentation area, after pictures are taken.

DIVISIONAL BANNERS

Ringette Ontario will provide Divisional Championship Banners to be provided to the champion of each division. The banners will have the Ringette Ontario logo, name of the event, year, division and host.

TRUE SPORT SPORTSMANSHIP AWARDS:

In each division of all Championships, an award is given to the team that most closely adheres to the True Sport principles throughout the event. Ringette Ontario is responsible for supplying True Sport ballots which will be attached to game sheets. Collection of the ballots will be organized with G&T and the awards will be provided to the winners by Ringette Ontario after the event.

AWARD PRESENTATIONS

After final games in each division, the medals are to be awarded along with the Championship Trophy and Division Banners.

The Ringette Ontario Executive Director or a Ringette Ontario designate must be involved in all presentations. A G&T Committee representative, if available, may also be involved. Designates for awards presentations must also be organize (political, sponsors, Ringette Ontario designate, etc.).

The Host is responsible for the organization of the logistics of each awards ceremony (number will depend on number of divisions) and must ensure photographs are taken of all winning teams with their medals, trophy, and championship banners, for social media use.

ACCOMMODATIONS

TEAMS

Ringette Ontario will be responsible for forging relationships with hotel sponsorship partners in each Host city. Links to these hotels will be provided on the Ringette Ontario website on the Provincial Host Event page on a date specified by the Ringette Ontario Provincial Team. The release date and information will be communicated to teams by Ringette Ontario.

Teams are responsible for the booking of and payment of their accommodations. Teams must use the hotel sponsorship hotels or pay an opt out fee of \$1,000 to Ringette Ontario.

ON-ICE OFFICIALS & G&T COMMITTEE

The expenses for these groups will be included in the Ringette Ontario budget. The cost of travel, and meal allowances are to be paid by Ringette Ontario e-transfer after the event.

The Committee Chairs will provide a rooming list a minimum of three (3) weeks prior to the event to the Ringette Ontario at executivedirector@ringetteontario.com , who will handle all bookings.

TEAM HOSPITALITY

It is the responsibility of the Host to ensure that teams have a memorable experience at the event.

EVENT PACKAGE

Ringette Ontario will work with the Host to produce an information package for teams and their families.

The Team Information Package must be completed and prepared for posting on the Ringette Ontario Website **ONE MONTH** prior to the event. The package should include, but is not limited to, the following information:

- Welcome Letter from the Host & Ringette Ontario
- Important Dates
- Event Registration Information
- Fundraising
- Event Rules
- Local attractions
- Medical Clinics and Hospitals
- Local emergency numbers
- Local merchants/restaurants sponsorship partners
- Parking information

GOODIE BAGS/TEAM SWAG

Team Goodie Bags or Swag are an opportunity to promote event sponsors and provide the team with a memento from the event. Contents may vary depending on the age divisions.

BOX OFFICE/GATE ADMISSIONS

There will be no admission charge for entry to the event.

MEDIA AND CORPORATE RELATIONS

MEDIA RELATIONS

While the Host is responsible for obtaining media coverage of the event, Ringette Ontario has a full time Marketing and Communications Coordinator who can work with you to prepare press releases. The Host should contact all media outlets in their area, including newspapers, radio and local television stations. Information on dates, number of participants, sponsors, level of play, etc. should be included when contacting media.

CORPORATE RELATIONS

Corporate Sponsorship is the Host's source of revenue. The Host should work with potential corporate sponsors to create a relationship which is mutually beneficial to both the Corporation and the Host.

Sponsorship may include, but is not limited to:

- Signage
- Event press coverage
- Social media exposure
- Game announcements
- Ringette Ontario website and social media exposure (must be approved by Ringette Ontario Executive Director)
- Medal Presentations

It is up to the Host to determine what they wish to offer potential corporate sponsors and packages can be created to suite each partnership.

RINGETTE ONTARIO SPONSORS

Ringette Ontario has ongoing contractual arrangements with several Corporate Sponsors. These arrangements may give the sponsors rights (possibly exclusive) to operate at the Championships. The Host should contact the Ringette Ontario office for more details.

Where local licenses/permits are required, the Host is expected to make necessary arrangements with local authorities.

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

TECHNICAL

REGISTRATION

Each team must register before stepping on to the ice. Registration occurs in two steps: Pre-Event Registration and Event (Game) Registration. If a Team does not register through this process or has not paid their Event Fee, they will not be allowed to participate in the event.

PRE-REGISTRATION

Any team wishing to attend the RO Championships must fill out an Intent to Proceed Form on the Ringette Ontario website. These forms are collected by Ringette Ontario and team lists are provided to G&T Committee and the Host Committee. All submitted forms will be deemed as official confirmation of a team's intent to attend the RO Championships.

Ringette Ontario will establish the Championship Event Fee for each event. This fee is payable to Ringette Ontario through either cheque or e-transfer and must be sent to the Ringette Ontario office once the Intent to Proceed Form has been submitted. Instructions for payment are sent to the teams by Ringette Ontario. Ringette Ontario will send the Host Committee their Hosting Grant of \$100/team to the Host Committee but will retain the balance of the team fees to pay for all costs for the event.

All teams, including Host Teams, are required to submit their Event Fee to Ringette Ontario. Any teams not paying the fee by the deadline will not be permitted to participate at the event.

EVENT (GAME) REGISTRATION

Upon arrival to the event, each team's coaching staff must report to the Host Convenor office/desk, to receive their dressing room assignment. It is strongly recommended that the Host Committee draws up a dressing room schedule prior to the event, to organize teams and provide both the Host Representatives and the Teams with information on timing and locations of dressing rooms. To obtain their dressing room key, each team must hand over a personal set of house/car keys as collateral.

At the same time, True Sport Sportsmanship Award will be provided to the bench staff. Bench staff should be reminded to check their line up and add jersey numbers in the RAMP GameSheet App. All injured players must also be indicated in the App.

After the game, the coaching staff must return the dressing room key and sportsmanship award slip to receive their own keys. The Host Convenor must ensure that the referees have signed the game sheet in the App. Any match penalties, misconducts or teams receiving thirty (30) minutes in penalties or individuals receive ten (10) minutes in penalties, must be reported to the G&T Chair immediately.

The True Sport Sportsmanship Ballots will be provided by Ringette Ontario/ G&T. An envelope for collecting the ballots will also be provided and the results must be kept confidential. The envelope will be collected by Ringette Ontario/ G&T.

COACHES MEETINGS

AA PROVINCIALS COACHES MEETING:

The Coaches meeting for the RO AA Championships will take place on the Tuesday night prior to the Championships via Zoom. Ringette Ontario will organize and provide login information for all AA Bench Staff. Each Team must be represented at the Coaches meeting. G&T, Officiating, Host Committee, and the Ringette Ontario Technical Director will be in attendance.

A PROVINCIALS COACHES MEETING:

The Coaches meeting for RO A Championships will take place on the Tuesday night prior to the Championships via Zoom. Ringette Ontario will organize and provide login information for all A Bench Staff. Each Team must be represented at the Coaches meeting. G&T, Officiating, Host Committee, and the Ringette Ontario Technical Director will be in attendance.

OFFICIALS

The Ringette Ontario Officiating Chair will select the on-ice officiating team for all Championship Events. The Host Committee is responsible for selecting and training all minor officials.

ON-ICE OFFICIALS

Only the Ringette Ontario Officiating Chair will determine who will be selected to attend the Championships. The Officiating Chair is also responsible for the officiating assignments and scheduling.

MINOR OFFICIALS

Minor officials (timekeepers, scorekeepers and shot clock operators) are the responsibility of the Host Committee. The Host is responsible for recruitment and training of these roles and prior to the event, a Minor Officials Clinic must be organized to train and educate the minor officials on their roles and responsibilities. It is strongly suggested that these roles be recruited from the pool of local players or volunteers.

Training is **MANDATORY**, especially for Timekeepers and Shot Clock Operators.

While expenses are not paid for minor officials, they are paid a flat rate per game which is determined by Ringette Ontario:

Scorekeeper	\$8.00/game
Timekeeper	\$10.00/game
Shot Clock Operators	\$15.00/game

Food and refreshments should be provided.

However, it is important to note that during the event, that once a game has started, the *On-Ice Official is in charge* and all questions and concerns should be directed to them.

The use of all electronic devices and/or cell phones by Minor Officials during games is strictly prohibited.

NOTE:

- Verbal or physical abuse of any on-ice or minor official, will result in immediate expulsion from the arena and may result in further sanctions by Ringette Ontario.
- The Timekeepers box can get very cold, so a portable heater is a good idea for keeping them comfortable
- Remember to check in periodically with all Minor officials to ensure that any questions or concerns can be addressed

FORMAT

For the 2022 Championships all U14 and up A, AA and University teams may enter a team in each division of Provincials

SCHEDULE

The schedule is created by the Ringette Ontario Technical Director with input from the G&T Committee and Officiating Committee. The Host Committee ensures that the correct ice has been allocated.

NOTE:

- No team should play more than two (2) games per day, including medal round games
- Schedule will attempt to allow a minimum of a 3-hour break between games if on the same day.
- Schedule is always **SUBJECT TO CHANGE**

RULES

All Championship Events will follow the rules as outlined in the Ringette Canada Rule Book with any exceptions and changes as stated in the Ringette Ontario Sanctioned Events Manual.

FINAL GAME STRUCTURE

For a division with 8 or more teams:

- Top four (4) teams advance to the medal round
- 2 Semi-Final Games
 - 3rd place vs 2nd place
 - 1st place vs 4th place
- Gold Medal Game
- Bronze Medal Game

ICE REQUIREMENTS

Ice requirements to host the AA or A Championship can be made available by contacting RO Technical Director at techdirector@ringetteontario.com

RESPONSIBILITIES CHECK LIST

HOST	Sign host contract and submit to RO Office
	Acquire ice as indicated by contract
	Recruit Host Committee and delegate leads for each area
	Provide RO & G&T with program lead names and emails
	Take Minutes at all Host Committee Meeting
	Work with the RO Executive Director on the event budget
	Ensure all ice surfaces have proper Ringette lines & markings
	Ensure that all Advertising & Banners are at the correct venue
	Organize Fundraising
	Work with the RO Marketing & Communications Specialist on all publicity and media relations
	Organize, train and schedule minor officials
	Recruit, organize and train volunteers for registration desk, arena supervisors, etc.
	Create Emergency Action Plan
	Conduct a Facility Audit
	Recruit and train Emergency Response Team
	Organize Awards Ceremonies
	Make sure Medals are at the correct arena
	Make sure rings are at the correct locations for opening games
	Ensure all PA systems are in working order
	Ensure shot clocks are at all venues with back up and extra batteries and screwdriver
	Ensure that volunteers have the RAMP GameSheet App downloaded and are trained on its use
	Work with RO to create Event Information Package
	Organize communication flow between ice surfaces, Officiating Chair, G&T Chair, Host Chair
	Provide list of contact numbers and emails of all lead volunteers for RO Staff, G&T Chair and Officiating Chair during the event
	Event office is stocked with office supplies
	Signage is posted in appropriate locations
	First Aid Kits are stocked
First Aid room is open	
Final venue inspection prior to event	
Supply space for Ringette Ontario Booth	
RO OFFICE	Prepare Event Contract
	Prepare and manage event budget and payments
	Notify Host of RO Sponsors and contractual obligations
	Notify sponsors of dates and hosts when approved

	Organize and secure Accommodations for teams
	Maintain Event page on Ringette Ontario website
	Work with Host to create Event Information Package
	Prepare ice schedule
	Issue Intent to Proceeds
	Collection of Event Fees
	Ensure clear lines of communication between all parties
	Order and deliver Medals
	Order and deliver Championship & Division Banners
	Order and deliver rings
	Bring Championship Trophy for final games
	Ensure Team Ontario uniforms are on site for final games
	Prepare issuing procedures and issuing forms for uniform distribution
	Social Media coverage leading up to event
	Social Media coverage during event
	Provide marketing materials
	Ringette Ontario Booth with activations
	Organize Provincial Clothing Supplier contract
	Provide Host with names of officials/supervisors
	Provide Host with names of G&T attending
	Arrange for RO Executive Director or designate to be in attendance
	Distribute Team Info and Uniforms for Nationals and Easterns
	Provide Expense forms for Officiating and G&T
G&T	Pre-Registration process in collaboration with Technical Director
	Attend Coaches meeting and inform teams of procedures for the event
	Keep event running efficiently and troubleshooting as required
	G&T Regional Coordinator to attend all Host Committee planning meetings
	Ensure trophies and banners are returned to RO Office
	Prepare list of G&T attending for meal allowance and submit to RO three (3) weeks before
	Design and provide Statistics Boards
	Submit rosters to Host
	True Sport Sportsmanship Ballots – provide, collect and tabulate
	Hold nightly meetings to review daily event
	Protests/Grievances during event
	Complete Tie-Breaking decisions
	Prepare G&T Binder for each Committee Member
OFFICIATING	Select On-Ice Officiating Team
	Schedule and supervise the On-Ice Officials
	Review Schedule
	Submit list of Officials and Supervisors attending for meal allowance to RO three (3) weeks ahead of event

	Hold Meetings as required during the event
	Attend Coaches meeting and present procedures for the event
	Submit Officiating expense forms to RO

OFFICE SUPPLIES LIST

	Pens (LOTS!)
	Markers
	Paper – plain, construction and Bristol board
	Envelopes – various sizes
	Masking Tape
	Scotch Tape
	Scissors
	White Out
	Staplers and Staples
	Extra batteries for Shot Clocks
	Extra Fuses for Shot Clocks
	Extra Shot Clocks
	Multi-head Screwdriver
	Long Clip Boards
	Post it Notes
	Extra Game Sheets
	Extra True Sport Sportsmanship Ballots
	Home/Visitor Signs
	Stick or Tray for medal presentations
	Tie-Breaking Rules
	Stats Boards
	Microphones for announcements
	Power bars and extension cords
	PA System
	Portable heater
	Small First Aid Kit

REMEMBERING AGNES JACKS

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

Over the years, Agnes proved herself to be truly dedicated, not only to the sport but also to the people in Ringette. She faithfully attended numerous Ringette tournaments and championship events and never failed to provide just the right word of enthusiasm or congratulations to players, coaches, officials and spectators. The Ringette community appropriately laid claim to Agnes as their very own Goodwill Ambassador.

"At every opportunity, Agnes told us that we were 'all her girls' and we knew she truly meant that. Every Ringette athlete, coach, referee, parent, volunteer and fan, was like family to her and if you were in that family, you felt Agnes' love and support," said long-time Ringette athlete Laura Warner. "When she told us to 'stay out of the penalty box' we honestly felt a touch more inspired to play Ringette in the true spirit of the game. Agnes knew that Ringette was a unique sport that offered something invaluable to women. It is a game of unparalleled speed, finesse, and perhaps most importantly, passion. Agnes understood that and did more than anyone I've ever met to further infect us all with the love of the game."

In 1998, Agnes Jacks proudly lent her name to a scholarship to recognize Ringette players, coaches and officials who demonstrate strong academic performance and a commitment to the sport of Ringette. The scholarships are awarded annually during the closing ceremonies of the Canadian Ringette Championships.

Sadly, the Ringette community lost their goodwill ambassador on April 1, 2005, when Agnes Jacks passed away in her hometown of North Bay, Ontario. The Agnes Jacks Scholarship Awards continue to live on and while recipients continue to achieve academic excellence and commitment to the sport, they also honour her memory and carry forward her dedication and love of Ringette.

In the years prior to her passing, Agnes had worked very hard lobbying various levels of government to put up signs in North Bay to recognize the town as the birthplace of Ringette.

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

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

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