



Regional Championships  
Hosting Guide 2022

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# INTRODUCTION

The purpose of this manual is to provide guidance for associations hosting 2022 Regional Championships.

This manual has been created with information at our disposal at this time. We reserve the right to add or modify information contained in this manual. Any modifications will be communicated to Host Committees as soon as they become available

## Guiding Principles for the Regional Championships

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

- Compliance with Covid-19 Requirements & Restrictions;
- 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 Host Association (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 mobilizing 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.

# REQUIREMENTS

To ensure Regional Championships are held to the highest standards, Host Associations need to ensure that they adhere to the following requirements. They create a solid foundation for hosting the Regional Championships, after which Host Associations will have considerable room to create and innovate to develop a better event with greater benefits for all involved.

## Facilities and Equipment

### A. Ice Requirements

In Appendix A is a detailed overview of the ice requirements for U12 Regional Championships.

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 the event (by the Host Committee).

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 Canada and Ringette Alberta.
- The Host 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 Host Committee will provide the following rooms:

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

# Human Resources

## D. Host Association

The following will be provided by the Host Association:

- Host Association Representative;
- Officials Supervisor (assigned by the Host Association);
- Host Committee (See Appendix B for details on roles and responsibilities).
- One person assigned as Liaison to the Chinook League (Chairperson);
- Two (2) First Aid trained volunteers at the rink at all times;
- Minimum of 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 one to do the score clock.

The following will be members of the **Protest and Grievance Committee**:

- Host Association Representative
- Officials Supervisor
- Chairperson of the Host Committee

# Finances

## E. Budget

The following is a basic breakdown of financial responsibilities:

<b>Revenues:</b>	<b>8 Teams</b>	<b>12 Teams</b>
Sponsorship		
Donations / Fundraising		
Sales		
Advertising		
TOTAL		

<b>Expenses:</b>	<b>8 Teams</b>	<b>12 Teams</b>
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		
<b>All Costs are to be covered by Entry fees and sponsorship. The event is meant to be self funding.</b>		
Referees Fees (\$25/game, 18-23 Games, 2 officials/game)	\$900 - \$1,050	\$1,150
Referee Accommodation		
Awards: Medals (\$350), Trophies, Banners (\$40)	\$390	\$390
Souvenir Program: Cover	\$50	\$50
Game Sheets	\$35	\$40
Sub-Total	\$1,375 - \$1,525	\$1,630
TOTAL		
GRAND TOTAL		

# Communications and Marketing

## F. Program

It is recommended that Host Committees produce a program. It may be a paper copy or online format. The program should include the following:

- Master schedule of events;
- Appropriate maps, notices, emergency numbers;
- Team rosters (pictures are optional);
- Tournament Rules.

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 signals.

## Ceremonies

### G. Opening Ceremony

It is recommended that Host Committees organize an Opening Ceremony. This 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 could be:

- Announcement of all attending teams;
- Presentation of the coach, athlete, spectator and officials oaths;

The ceremony does not have to be on ice.

### H. Medal Ceremony

Presentations should be organized for all Gold/Silver and Bronze games.

As with the Opening Ceremony, they do not need to be on ice.

# 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 the Host Association's responsibility to chair the meeting. The following topics should be covered:

- 1.0 Welcome all teams participating in Regional Championships
- 2.0 Introductions
  - 2.1 Host Association Representative
  - 2.2 Host Committee Representative
  - 2.3 Official's 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 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

The Host Committee is responsible for distributing information to the teams and coaches. This information should be sent out at least 10 days prior to the competition.

Coaches Package must include:

- Schedule for the Regional Championship
- Time and location of Coaches Meeting
- Copy of Protest and Grievance Information
- 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 host hotel(s) and tries to get preferred rates for the teams attending. This information can be communicated to teams in advance.

The Host Committee is responsible to arrange and pay for accommodation and transportation of officials.

## Report

The Host Association will provide a written report no later than 60 days following the end of the Championships (see 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

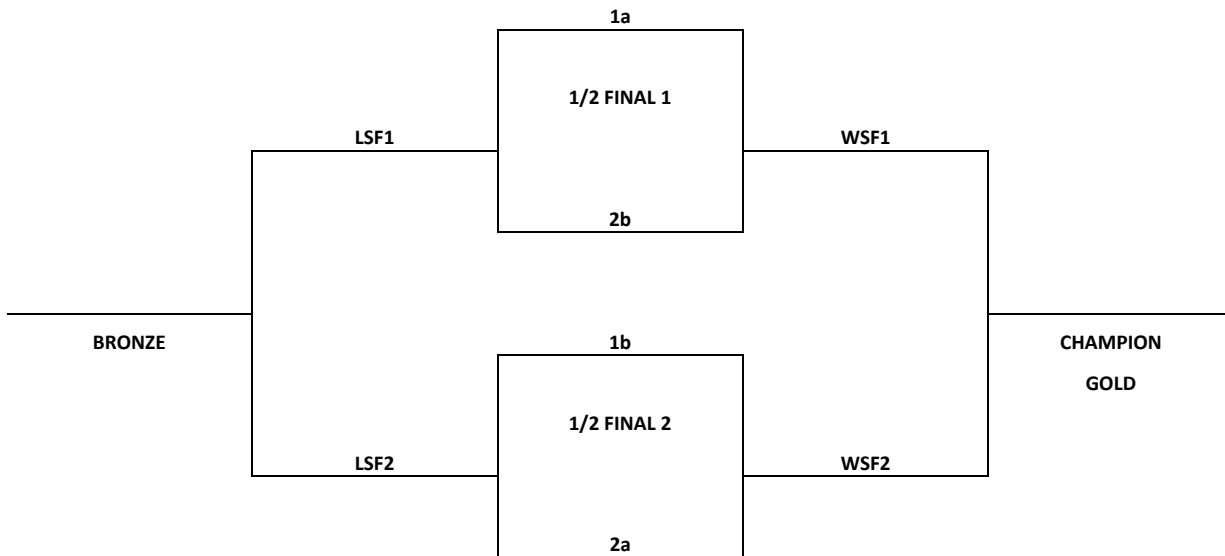
- Each pool requires six (6) games to complete the round robin
- Six (6) games x two (2) pools = 12 games
- Each team plays three (3) round robin games

Pool	1	2	3	4
1				
2				
3				
4				

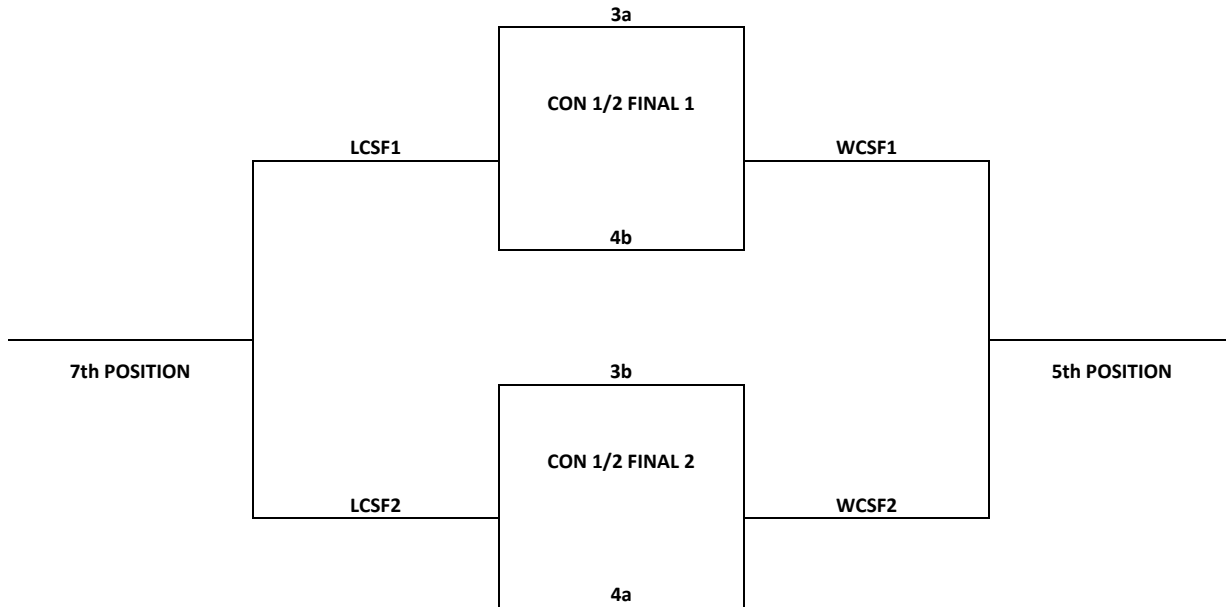
#### Elimination and Medal Rounds

- 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		<b>25</b>	

- 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:

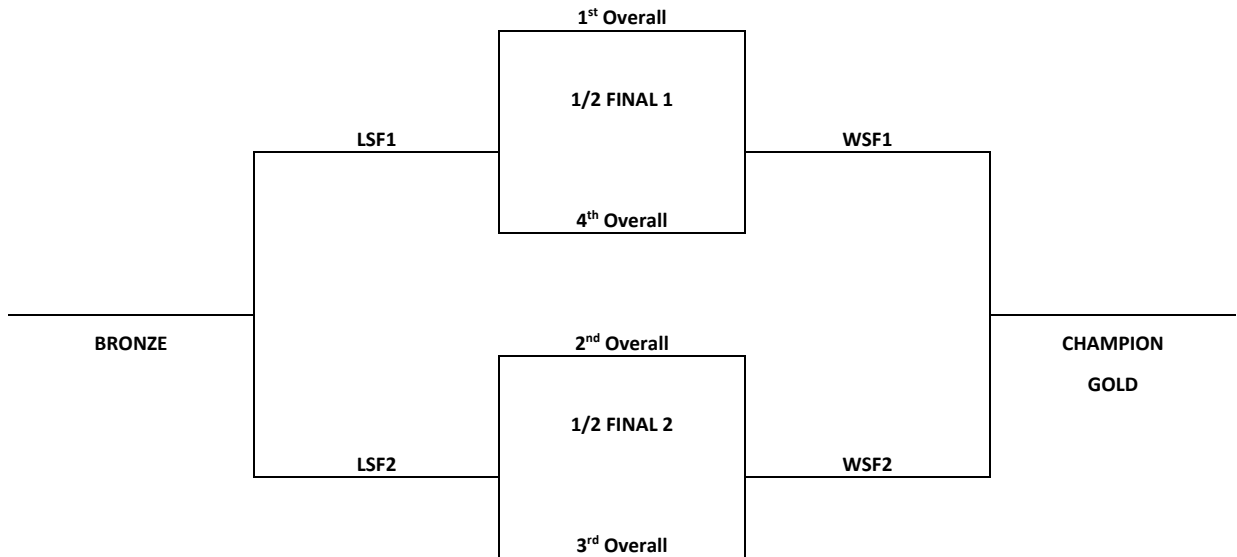
1 <sup>st</sup> A vs. 4 <sup>th</sup> B	2 <sup>nd</sup> A vs. 3 <sup>rd</sup> B
1 <sup>st</sup> B vs. 4 <sup>th</sup> C	2 <sup>nd</sup> B vs. 3 <sup>rd</sup> C
1 <sup>st</sup> C vs. 4 <sup>th</sup> A	2 <sup>nd</sup> C vs. 3 <sup>rd</sup> A

- 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 -  $(24 \times 1.0) + (8 \times 1.5) + 1.0 = \mathbf{37 \text{ hours of ice}}$

	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		<b>37</b>	

- 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

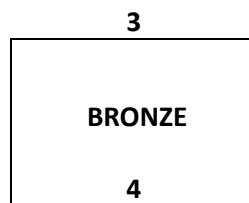
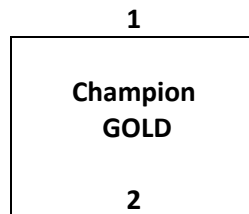
Pool	1	2	3	4	5
1					
2					
3					
4					
5					

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		<b>18</b>	

- 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

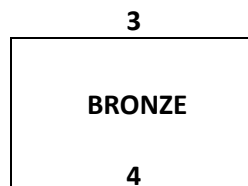
Pool	1	2	3
1			
2			
3			

### 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	
	<b>GRAND TOTAL</b>	<b>21.75</b>	

- 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

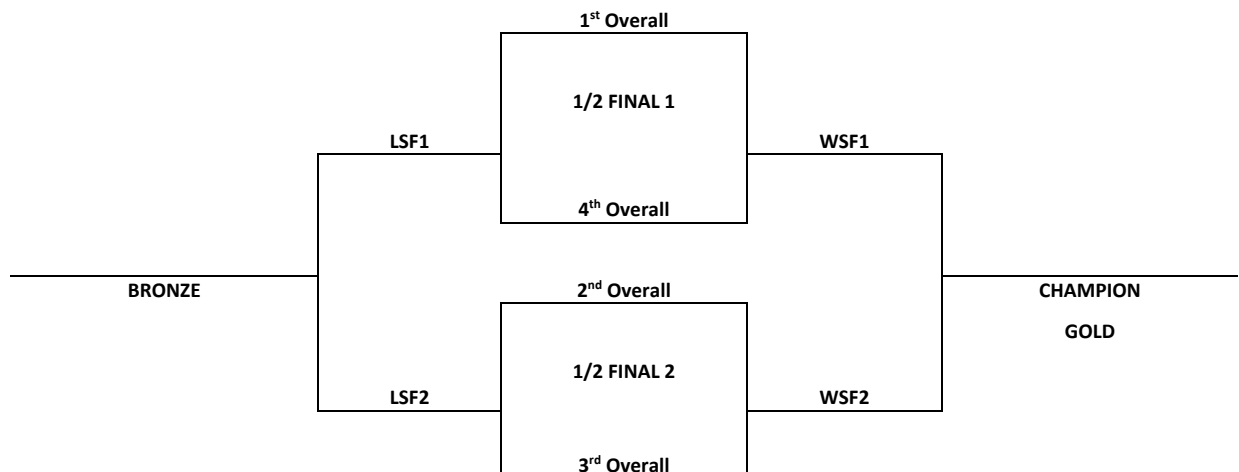
Team	1	2	3	4	5	6	7
1							
2							
3							
4							
5							
6							
7							

### ICE REQUIREMENT:

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

	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.

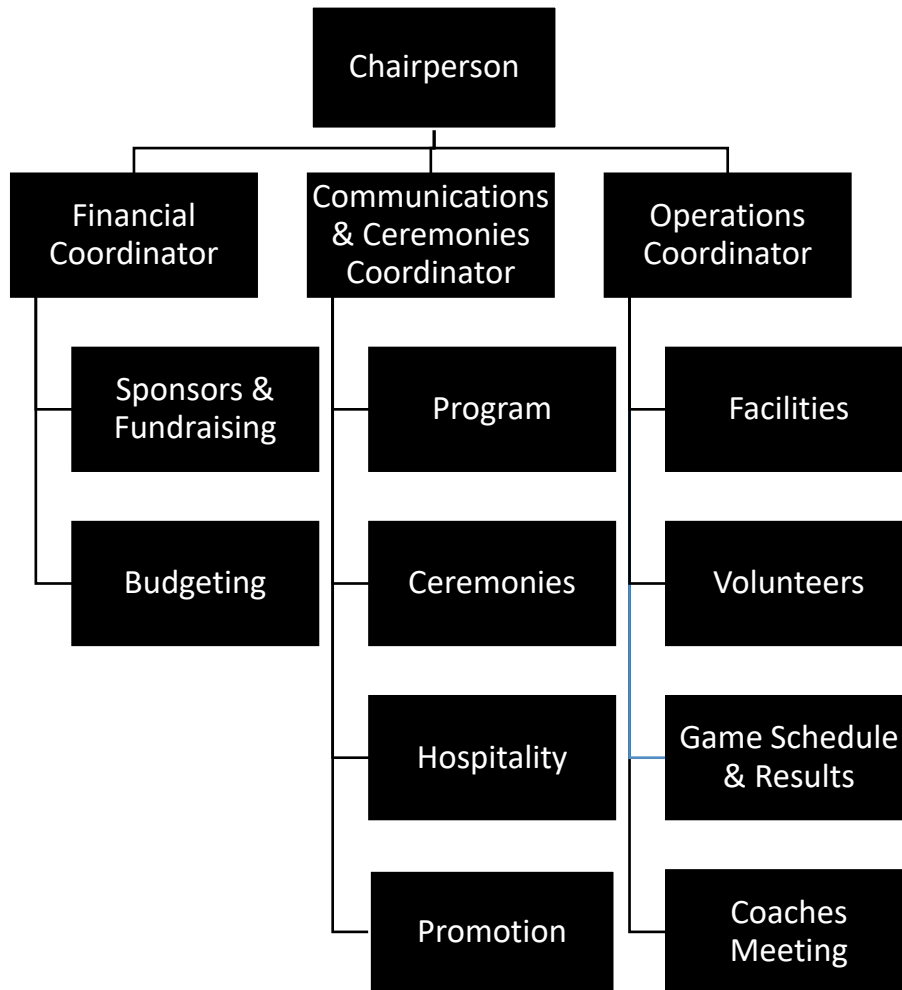




# APPENDIX

## B. Host Committee Organizational chart | Roles and responsibilities

Host Committee roles and responsibilities can be divided many ways. Here is a sample 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 the Chinook League and must provide leadership to the Host Committee.

Here is a summary of other responsibilities:

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

## C. Report

Host Association's are required to provide a summary of your Regionals, including any information you deem important for the Chinook League and future Organizing Committees. Send to Ringette Calgary with a financial report, no later than 60 days after the Championship.

Association:	
Contact person:	
Email	

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
- c. Medals, Banners and Trophies

### 5. Operations

- a. Game Scheduling
- b. Medical
- c. Coaches' Meeting
- d. Accommodation and Transportation