



Hosting Application Guidelines

Provincial Championships

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# INTRODUCTION

The purpose of these guidelines is to list the requirements as well as selection criteria for hosting a Provincial Championship. In addition to this guide, interested associations should get familiar with Ringette Alberta's Provincial Championships Technical Manual. This document will let you evaluate your association's capacity to take on hosting one or more divisions.

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

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

## Selection timelines

1. First Application Deadline	May 15
2. Ringette Alberta announces First Application Host Committees that have been selected	June 1
3. Second Application deadline	August 15
4. Ringette Alberta announces Second Application Host Committees that have been selected.	September 1
5. Applications accepted as they are received up until December 1st	September 2

## Application Confidentiality

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

## Contact person

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

# OVERVIEW

## Ringette Alberta Vision and Mission

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

### Vision

*Ringette will be the sport of choice for those seeking an athlete-centred model in a safe, fun, and inclusive environment that inspires athletes of all ages and backgrounds to achieve their full potential.*

### Mission

*Our Mission is to provide a safe, competitive, and fun environment that encourages participation of all ages and skill levels to develop and showcase their athletic abilities, while promoting the values of teamwork, sportsmanship, and respect.*

*We strive to advance and grow the sport of ringette through innovative programming, inclusive policies, and partnerships with stakeholders while upholding the highest standards of integrity, excellence, and*

### Core Principles & Values

*Ringette Alberta is a proud member of True Sport and wholeheartedly support the True Sport Principles.*

*Respect in Sport is a foundational tenet of Ringette Alberta.*

*Safe Sport principles are fundamental to the delivery and administration of Ringette in Alberta.*

*The culture of Ringette encompasses all partners, including Ringette Alberta, Associations, coaches, officials, and volunteers. It is expressed in our attitudes and beliefs about our sport and is reflected in a shared set of values, as described below:*

***Athlete-centred Coaching Model*** – *The athlete-centric coaching model is about empowering athletes to develop their own goals, solutions to problems, and to become more self-aware of their physical and psychological states. We will avoid or minimize the coach-centric method that is authoritative, inflexible, and absolute in its instruction. We will empower athletes to choose their own path of participation and foster an environment that encourages the athlete to learn, take responsibility for their behaviour, gain confidence, and be accountable for their results.*

***Shared Success*** – *Shared success comes to an organization when all stakeholders are aligned to achieve a common goal or purpose. We believe in working as partners with our athletes, our Association members, PTSOs, and Ringette Canada to build a better sport.*

***Respect in Sport*** – *Ringette Alberta is committed to investing in the Respect in Sport Program and its principles. These programs are intended to help define a standard of behaviour for all parents and create a more rewarding, safe, and respectful environment for everyone involved. It educates coaches and activity leaders to recognize, understand, and respond to issues of bullying, abuse, harassment and discrimination. It may be the single most important training that leaders receive to assist in creating a safe, healthy, and respectful environment for all participants.*

***Integrity*** – *We respect the rules. We take responsibility for our actions. We are committed to making fair, equitable and ethical decisions for our sport. We require all participants to conduct themselves impartially, lawfully, and in good faith in all dealings with others.*

***Diversity and Inclusivity*** – *Ringette Alberta is committed to removing barriers that may prevent an athlete, a volunteer, or employee from participating in sport. We want our sport to grow by creating a welcoming and safe environment for anyone who wants to participate. A diverse sport environment acknowledges the*

*differences and experiences in age, gender, education, and background to create positive experiences for all ringette participants.*

## Guiding Principles for the Provincial Championships

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

- Best teams in the province are in attendance;
- All teams have equitable opportunity to participate;
- Special, exciting, different from other tournaments;
- Developmental benefits – LTAD appropriate;
- Accommodate as many teams as possible as specified in the Provincials technical package;
- Net benefit to associations to host (financial or otherwise – leverage for publicity and recruitment);
- Inspire athletes from across the province by providing them with the highlight of the season and a rewarding experience for which many athletes worked towards all season.

## Benefits of hosting Provincial Championships

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

- Be an opportunity to promote your Association and Ringette in general in your community;
- Rally your community around this 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 raise money for your association;

## Required Application Documents

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

Fill the Application Form found on the website, attach all required documents, add any complementary information you judge appropriate and send to Ringette Alberta by email at [carolyn@ringettealberta.com](mailto:carolyn@ringettealberta.com). All documents MUST be delivered at the same time and by the specified application deadlines.

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

## Dates for Provincial Championships

Week 1	U14AA, U16AA, U19AA
Week 2	U16A, U19A, Open A
Week 3	U14B, U16B, Open B, Open C
Week 4	U14C, U14A, U16C, U19B

Please note the following:

- Applications may be selected prior to the application deadline if potential host Associations are forced to pay an ice cancellation penalty.
- Associations may submit joint bids with another Association within close proximity (ie. Cochrane/Calgary NW) on two divisions or more.
- Associations may choose a mix of divisions in the same week (i.e. U14A/C, U16C/U19B) as long as it remains on the same weekend (weeks 3 & 4 only).
- If an Association submits an application for one division only, the second application for a division on the same weekend may be selected by Ringette Alberta based on proximity (ie Airdrie/Cochrane, St. Albert/Spruce Grove, Strathmore/Indus).

# REQUIREMENTS

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

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

## Facilities and Equipment

### A. Ice Requirement

Prov. Size	division(s)	Friday	Saturday	Sat. Cons.	Sunday	Sunday Cons.	Min total	Total w/ Cons.
<b>8 team</b>	U14	8	8.5	3	3		19.5	25.5
	U16, U19, Open	10	9.5	3	3		22.5	28.5
<b>12 team</b>	U14	12	13.5		6		31.5	37.5
	U16, U19, Open	15	16.5		6		37.5	43.5
<b>7 team</b>	U14	7	8.5		6	1.5	21.5	23
	U16, U19, Open	8.75	10.25		6	1.5	25	26.5
<b>9 team</b>	U14	9	10.5		6	3	25.5	28.5
	U16, U19, Open	11.25	12.75		6	3	30	33

\*numbers represent hours of ice

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. Templates are linked on the [www.ringettealberta.com](http://www.ringettealberta.com) website.

**[Appendix A](#) has a detailed breakdown of the ice requirements for each Provincial Championship division.**

The amount of ice required for Provincial Championships will be finalized by February 1, and a final schedule will be completed at least 10 days prior to Provincials. AA Provincials may depend on the number of teams at

each division but will not exceed 9, so are subject to change each season. Schedules will be sent out at that time.

Guidelines for ice:

- Each team should have a minimum break of three (3) hours from the end 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 7:00 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.
- Open divisions should not start earlier than 5pm on Friday and should start no later than 9:45pm at night.
- Each team in U14-U19 is guaranteed 4 ice times for the weekend. Consolation games on Sunday are not required.

## B. Ice Markings and Equipment

- Ice markings will be as per Ringette Canada's rulebook.
- The host committee will provide two (2) rings for every game (the quality of the rings will be at the Officials' discretion).

## C. Rooms

The host committee must provide the following rooms:

- Private meeting room to conduct Ringette Alberta business and for Protest and Grievance Committee to use if required;
- Officials' dressing room.

## D. Human Resources

**The following will be provided by Ringette Alberta:**

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

**The following must be provided by the Host Committee:**

- Host Committee - See also [Appendix B](#) for details on roles and responsibilities.
- One person assigned as Liaison to Ringette Alberta;
- Two (2) First Aid trained volunteers at the rink at all times;
- Minimum of three (3) Minor Officials per non-round robin game (mini-games, quarter finals, semi finals and finals);
  - One to do the shot clock
  - One to do the game sheet
  - One to do the score clock.
- Coaches Package which must include:
  - 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) and host hotel(s) clearly marked;
  - Host hotel address/phone numbers.



# Finances

## E. Budget

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

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

<b>Revenues:</b>	<b>8 Teams</b>	<b>12 Teams</b>
Grant per team from Ringette Alberta \$475 / team AA, A, B, C, D	\$3,800	\$5,700
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 (boardroom, Opening ceremonies)		
Volunteer Services: Meetings, Training		
Publicity / Promotion		
Hospitality		
Sub-Total		
<b>The following are covered by Ringette Alberta, per Provincial Championship</b>		
Referees Fees (\$35/game, 18-23 Games, 2 officials/game)	\$1,260	\$1,610
Awards: Medals (\$350), Trophies, Banners (\$40)	\$390	\$390
Ringette Alberta Provincials tournament website	\$50	\$50
<i>All costs are low estimates</i>		
Sub-Total	\$1,7005	\$2,050
TOTAL		
GRAND TOTAL		

Ringette Alberta will provide 50 % of the financial support to the Host Association no later than February 1<sup>st</sup>. The remaining 50 % or balance of ice cost will be sent once the Host Association has completed and submitted its final report (see [Report](#) section below).

# Communications and Marketing

## F. Program

It is mandatory for Host Committees of U14-U19 Provincial Championships to produce an online program (optional for Open). This program can be posted under the host information page on the [www.rabprovincials.com](http://www.rabprovincials.com) website and must include the following:

- Link to Master schedule of events;
- Appropriate maps, notices, emergency action plan including emergency numbers;
- Other information required by RAB.

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

- 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

Host Committees of U14-U19 Provincial Championships should organize an Opening Ceremony (optional for Open). The event adds to the prestige of the event and the experience of the athletes and coaches. It is also a great moment to thank sponsors, partners and volunteers.

Opening ceremonies:

- may be on ice or in another location;
- may be included as part of the banquet if the Host committee chooses to have a banquet
- must include an announcement of all attending teams, their athletes and coaches;
- must include presentation and reading of the coach, athlete, spectator and officials oaths (provided by RAB);
- may include a keynote speaker as chosen by the host committee.

### 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.

Medals, banners, and trophies are provided by Ringette Alberta.

## 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 (template located on our website) and must include:
  - Evacuation routes;
  - Procedures for injuries;
  - Nearest First Aid Kit
  - Nearest AED
  - Ambulance entrance
  - Nearest Hospital

## J. Between Qualifying and the Provincial Championship

When all teams have qualified for a particular Provincial Championship, Ringette Alberta will send an email to all teams (head coach and manager), as well as the Host Committee, RAB Rep, and Officials Supervisor which will include the following information:

- Link to the Information Video
- Link to the Technical Manual
- Links to relevant Policies
- Link to the Provincial Website (with schedule information)
- Coaches Package (created by the Host Committee)
- TRFs will be emailed to each team for sign-off

There are 3 important steps that teams/participants must know about:

1. Team coaches/managers, host committee, RAB Rep, and Officials Supervisor must watch the Provincial Event Information Video.
2. Teams will sign off on the TRF, confirming its accuracy, as well as acknowledge that they watched the video from step 1.
3. Team coaches/managers, host committee, RAB Rep, and Officials Supervisor will attend a virtual Event Lead-Up Meeting:
  - a. The Lead-Up meeting is designed to inform the teams about important issues surrounding their specific Provincial Championships.
  - b. It is Ringette Alberta's responsibility to chair the meeting.
  - c. The Host Association must be present and will assist in providing the required information.
  - d. The Officials Supervisor must be present to share important information as well as indicate whether games will start on time or, if ice allows, start up to 10 minutes early.
  - e. Teams must have at least ONE representative present at this meeting or they forfeit their right to protest.
  - f. Any questions pertaining to the Technical Manual will be addressed and answered.

## K. Accommodation and Transportation

It is recommended that the Host Committee select a host hotel(s) and try to get preferred rates for the teams attending. This information can be communicated to teams in advance. The Host Committee should also communicate these hotels to Ringette Alberta to arrange for officials and the RAB Rep.

Ringette Alberta is responsible to arrange and pay for accommodation and transportation of officials and Ringette Alberta's Representative. Host Association to communicate to Ringette Alberta which hotels to are providing block rates.

## Post Provincials Host Report

The Host Committee will provide a written report no later than 60 days following the end of the Championships by filling an electronic form provided by Ringette Alberta at the end of the event. Questions on the electronic form are found in [Appendix D](#). The post-event report will also include the budget and results (winners).

## Evaluation Criteria

CRITERIA	VALUE
Member in Good Standing	Y / N
Minimum Ice Requirements Secured	Y / N
Application submitted by Member Association (not team)	Y / N
Number of locations where ice is secured: <ul style="list-style-type: none"> <li>● 1 Location – 25 Pts</li> <li>● 2 Locations – 15 Pts</li> <li>● 3 Locations – 5 Pts</li> <li>● 4 Locations – will not be considered until following the final bid deadline</li> </ul>	/ 25
Willingness to host multiple divisions / levels <ul style="list-style-type: none"> <li>● Willing to host 3 or more divisions – 30 Pts</li> <li>● Willing to host 2 divisions – 10 Pts</li> <li>● Willing to host 1 division – 0 Pts</li> </ul>	/ 40
Proximity of ice to team accommodation (based on google maps non-rush hour) <ul style="list-style-type: none"> <li>● 0-5 Minutes – 10 Pts</li> <li>● 6-10 Minutes – 7 Pts</li> <li>● 11-15 Minutes – 5 Pts</li> <li>● 16-20 Minutes – 3 Pts</li> <li>● More than 20 Minutes – 0 Pts</li> </ul>	/ 10
Required facilities provided	/ 10
Plan to leverage event for recruitment of new players <ul style="list-style-type: none"> <li>● Scheduling a Come Try Ringette event associated with the Provincial Championship (during or shortly after) – 5 Pts</li> <li>● No Come Try Ringette event planned – 0 Pts</li> </ul>	/ 5
No issues from previous hosting   Past experience with hosting	/ 5
Evidence of municipality support, e.g., letter of support	/ 5
<b>TOTAL</b>	<b>/100</b>

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

# APPENDIX

## A. Ice Requirements

\*Note that none of these requirements includes the flood time between games.

\*\*Ice schedule templates are posted on our website. Some Provincials formats require a certain amount of time between games depending on pool sizes etc.

**Brief overview of ice requirements for each division, detailed breakdowns are below.**

Prov. Size	division(s)	Friday	Saturday	Sat. Cons.	Sunday	Sunday Cons.	Min total	Total w/ Cons or Cross over RR
<b>8 team</b>	U14	8	8.5	3	3		19.5	25.5
	U16, U19, Open	10	9.5	3	3		22.5	28.5
<b>12 team</b>	U14	12	13.5		6		31.5	
	U16, U19	15	16.5		6		37.5	
<b>7 team</b>	U14	7	8.5		6	1.5	21.5	23
	U16, U19, Open	8.75	10.25		6	1.5	25	26.5
<b>9 team</b>	U14	9	10.5		6	3	25.5	28.5
	U16, U19, Open	11.25	12.75		6	3	30	33

\*numbers represent hours of ice for playing, not including flood times between slots

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

#### Round Robin

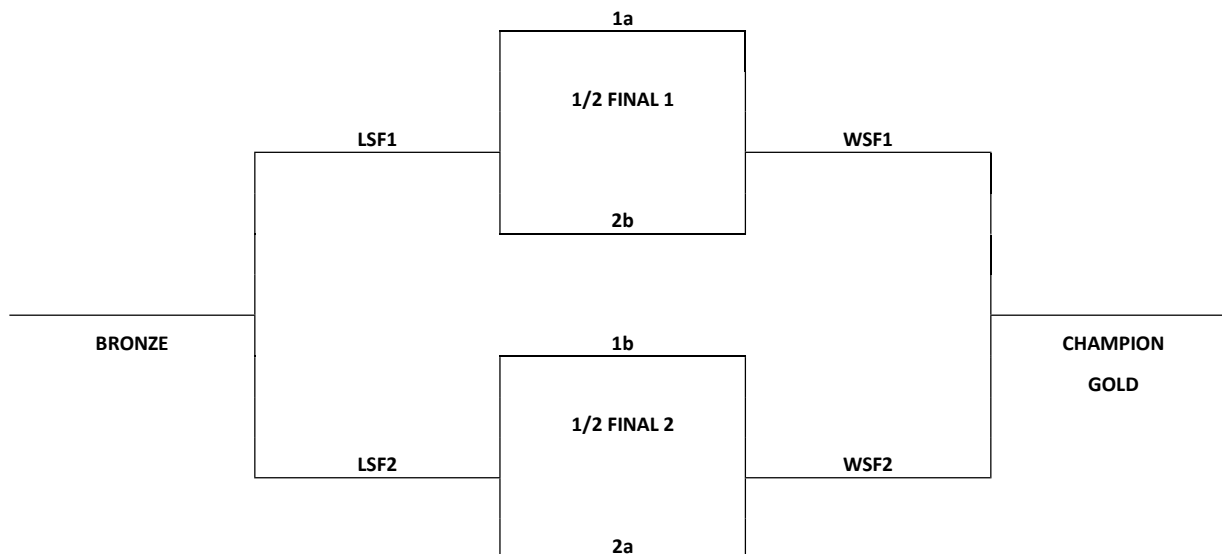
- Each pool requires six (6) games to complete the round robin
- Six (6) games x two (2) pools = 12 games
- Each team plays three (3) round robin games

Pool	1	2	3	4
1				
2				
3				
4				

Elimination and Medal Rounds

- Semi-finals (crossover): 1a vs. 2b | 1b vs. 2a
- Consolation crossover: 3a vs. 4b | 4a vs. 3b
- Finals (medal): Bronze and Gold medal games

Finals



Consolation

3a vs 4b  
4a vs 3a

TOTAL = 18 games

- Each team plays a minimum of three (4) games, maximum of five (5)

**ICE REQUIREMENT: U14** - (12 x 1.0) + (8 x 1.5) + 1.5 = **25.5 hours of ice**

	1.0 hour	1.5 hours	Total hours
Friday	8		8
Saturday	4	4	10
Sunday		2	3
Mini Game Slot		1.5 Hour	
<b>GRAND TOTAL</b>		<b>23.5</b>	

- 90 minute slot on Saturday afternoon (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 each day as a cushion in case games go over the allotted time due to stoppages, penalties, injuries, or overtime.

**ICE REQUIREMENT: U16/U19** - (12 x 1.25) + (8 x 1.5) + 1.5 = **28.5 hours of ice**

	1.25 hour	1.5 hours	Total hours
Friday	8		10

Saturday	4	4	11
Sunday		2	3
Mini Game Slot		1.5 Hours	
GRAND TOTAL		<b>26.5</b>	

- 90 minute slot on Saturday afternoon (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 each day as a cushion in case games go over the allotted time due to stoppages, penalties, injuries, or overtime.

**ICE REQUIREMENT: Open** -  $(12 \times 1.25) + (4 \times 1.5) + 1.5 = \underline{\underline{22.5 \text{ hours of ice}}}$

	1.25 hour	1.5 hours	Total hours
Friday	4		5
Saturday	8		10
Sunday		4	6
Mini Game Slot (Saturday)		1.5 Hours	
GRAND TOTAL		<b>22.5</b>	

- Open Provincials do not host Consolation games
- 90 minute slot on Saturday evening (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 each day as a cushion in case games go over the allotted time due to stoppages, penalties, injuries, or overtime.

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

### Round Robin

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

Pool	1	2	3	4
1				
2				
3				
4				

### Crossover

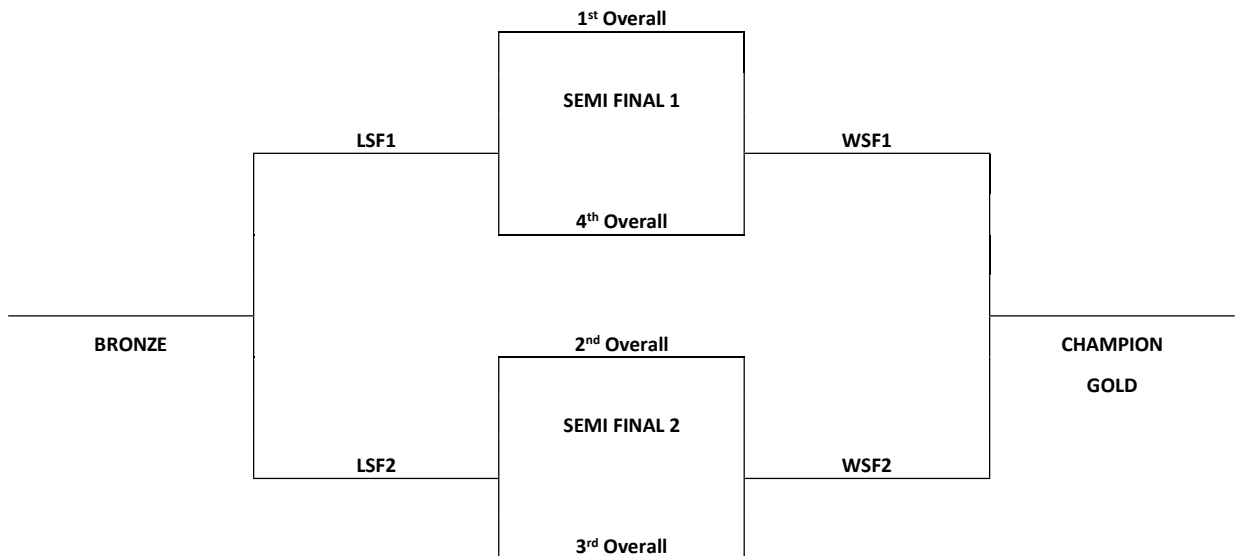
- Each pool will have one (1) crossover round robin game against a team from another pool
- These games will be scheduled according to the rankings after Round Robin play
- These games will occur Saturday afternoon
- Games will be as follows:

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
  - 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 at least 2 hours after Semi-finals are finished.





TOTAL = 28-32 games

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

ICE REQUIREMENT:

- U14 -  $(24 \times 1.0) + (8 \times 1.5) + 1.5 = \underline{\mathbf{37.5 \text{ hours of ice}}}$

	1 hour	1.5 hours	Total hours
Friday	12		12
Saturday	12		12
Sunday		4	6
Mini Game Slot Saturday		1.5 Hours	
GRAND TOTAL		<b>31.5</b>	

- 90 minute 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 each day as a cushion in case games go over the allotted time due to stoppages, penalties, injuries, or overtime.

- U16/U19 -  $(24 \times 1.25) + (8 \times 1.5) + 1.5 = \underline{\mathbf{43.5 \text{ hours of ice}}}$

	1.25 hour	1.5 hours	Total hours
Friday	12		15
Saturday	12		15
Sunday		4	6
Mini Game Slot		1.5 Hours	
GRAND TOTAL		<b>37.5</b>	

- 90 minute 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 each day as a cushion in case games go over the allotted time due to stoppages, penalties, injuries, or overtime.

## 6 Team Provincials - 2 Pools of 3 Teams

### Round Robin + Medal Rounds

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

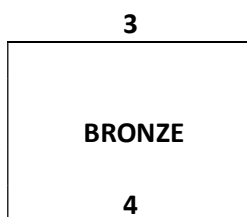
Pool	1	2	3
1			
2			
3			

### ICE REQUIREMENT:

- $(15 \times 1.25) + (2 \times 1.5) = \underline{20.75 \text{ hours of ice}}$

	1.25 hour	1.5 hours	Total hours
Friday	6		7.5
Saturday	6		7.5
Sunday		3	5.25
<b>GRAND TOTAL</b>			<b>20.75</b>

- Require an extra 15 minutes at the end of each day 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 Provincials – Modified Round Robin

### Round Robin + Medal Rounds

- Teams Ranked 1 - 7
- Each team plays four (4) round robin games
- Semi Finals (crossover): 1 vs. 4 | 2 vs. 3
- Finals (medal): Bronze and Gold medal games

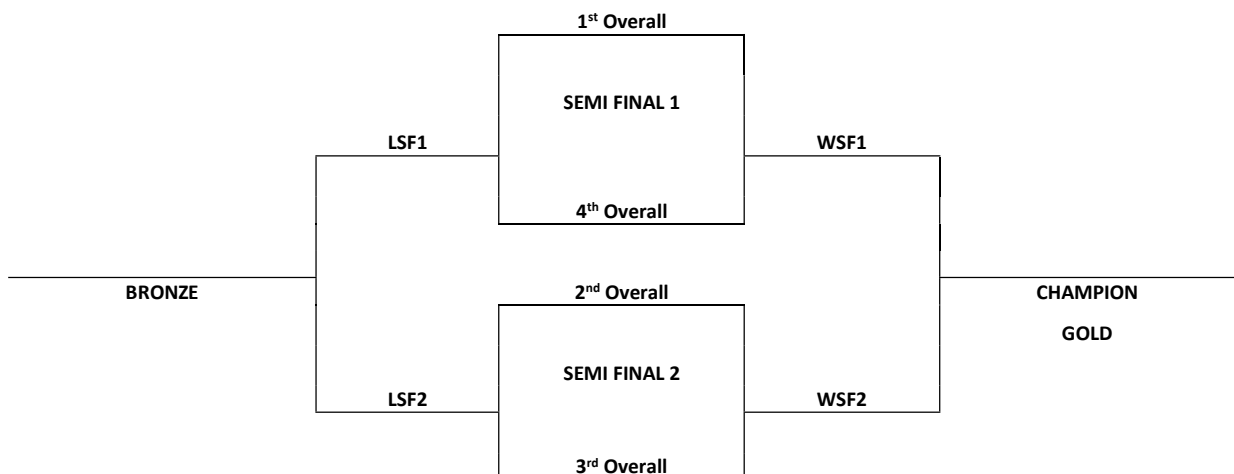
Team	1	2	3	4	5	6	7
1	█	█	█				
2	█	█		█			
3	█		█		█		
4		█		█		█	
5			█		█		█
6				█		█	█
7					█	█	█

### ICE REQUIREMENT:

- $(14 \times 1.25) + (4 \times 1.5) + 1.5 = \mathbf{25.0 \text{ hours of ice}}$

	1.25 hour	1.5 hours	Total hours
Friday	7		8.75
Saturday	7		8.75
Sunday		4	6
Mini Game Slot		1.5 Hours	
GRAND TOTAL		<b>25.0</b>	

- 90 minute 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 each day as a cushion in case games go over the allotted time due to stoppages, penalties, injuries, or overtime.



## 9 Team Provincials – 3 pools of 3 teams, 2 Round Robins

Round Robin + Medal Games:

- Teams ranked 1-9 and placed in 3 pools
- Round Robin 1: each team plays 2 games (9 games)
- Round Robin 2: each team plays 2 games (9 games)
- Teams ranked 1-9 after all games played
- Semi Finals (crossover): 1 vs. 4 | 2 vs. 3 (2 games)
- Finals (medal): Bronze and Gold medal games (2 games)

Round Robin 1

Pool A	Pool B	Pool C
Team 1	Team 2	Team 3
Team 5	Team 6	Team 4
Team 9	Team 7	Team 8

Following RR1, teams are re-pooled based on points and tie-breakers as necessary. 3 new pools are formed:

Round Robin 2

Pool D	Pool E	Pool F
A1	B1	C1
B2	C2	A2
C3	A3	B3

Following RR2, teams ranked 1-9 based on all 4 games played. If necessary, tie-breakers and mini-games will occur.

ICE REQUIREMENT:

❖  $U14 (18 \times 1) + (4 \times 1.5) + 1.5 = \underline{25.5 \text{ hours of ice}}$

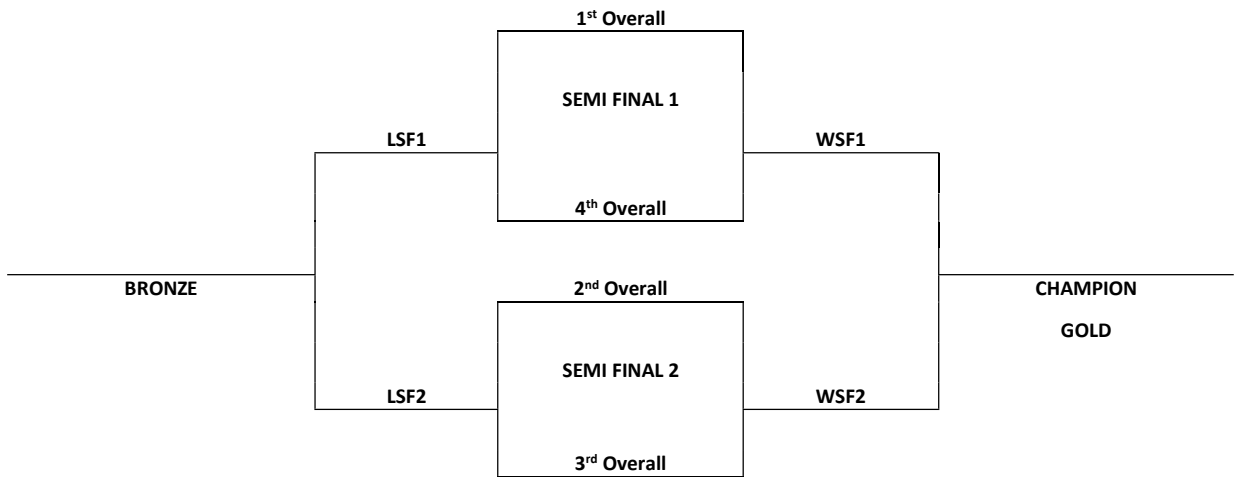
	1.0 hour	1.5 hours	Total hours
Friday	9		9
Saturday	9		9
Sunday		4	6
	Mini Game Slot	1.5 Hours	
	GRAND TOTAL	<b>25.5</b>	

- 90 minute 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 each day as a cushion in case games go over the allotted time due to stoppages, penalties, injuries, or overtime.

❖  $U16, U19 (18 \times 1.25) + (4 \times 1.5) + 1.5 = \underline{30.0 \text{ hours of ice}}$

	1.25 hour	1.5 hours	Total hours
Friday	9		11.25
Saturday	9		11.25
Sunday		4	6
	Mini Game Slot		1.5 Hours
	<b>GRAND TOTAL</b>		<b>30.0</b>

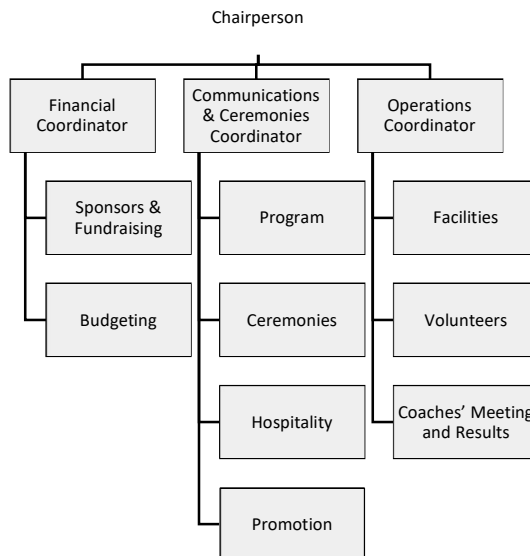
- 90 minute slot late Saturday (for possible mini – games)
- Require a minimum 2 hour break between games for each team on Sunday
- Require an extra 15 minutes at the end of each day as a cushion in case games go over the allotted time due to stoppages, penalties, injuries, or overtime.



# APPENDIX

## B. Organizational chart | Roles and responsibilities

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



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

Here is a brief summary of other responsibilities:

<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 regular financial statements;</li> <li>- Oversees sponsorship agreement:             <ul style="list-style-type: none"> <li>o Sponsors agreement;</li> <li>o Deliverables</li> <li>o Follow up with sponsors</li> </ul> </li> <li>- Oversees fundraising activities:             <ul style="list-style-type: none"> <li>o Product Sales;</li> <li>o 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;             <ul style="list-style-type: none"> <li>o Liaise with sponsorship for advertising;</li> </ul> </li> <li>- Gather local and tourist info;</li> <li>- Organize hospitality night/event if desired;</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>- Elaborate and 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>- Liaise with arena staff.</li> </ul>
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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 Alberta and future Organizing Committees and send to Ringette Alberta with a financial report, no later than 60 days after the Championship (3 PAGES).

Association	
Contact person	
Email	
Cell phone	
Championship division(s) (circle all hosted)	U14C U14B U14A U14AA U16C U16B U16A U16AA U19B U19A U19AA

### How would you rate your experience hosting this event?

Poor       Average       Good       Great       Excellent

Explain why:

### How would you rate Ringette Alberta's application requirements?

Poor       Average       Good       Great       Excellent

Explain why:

## RINGETTE ALBERTA RESPONSIBILITIES:

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

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

COMMENTS:



## HOST COMMITTEE'S RESPONSIBILITIES:

For each of the following, please explain:

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

### 1. Facilities and Equipment

- a. Ice
- b. Equipment
- c. Rooms

### 2. Human Resources

- a. Host Committee
- b. First Aid
- c. Minor Officials and other volunteers
- d. Protest and Grievance Committee

### 3. Communications and Marketing

### 4. Ceremonies

- a. Opening Ceremony
- b. Medal Ceremony

### 5. Operations

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

COMMENTS: