



# Off Season Sanctioning Request Process

Date: August 7, 2024

Who Can Submit the Form?

RAMP registration club administrators may submit the Off Season Sanctioning Form. Only associations in good standing can host special events under Ringette Alberta's Policy, not individuals.

Step 1

From the RAMP home page select **'Permits, Sanctions and Forms'**. This will expand the drop down.

The screenshot shows the RAMP home page. On the left sidebar, the menu item 'Permits, Sanctions and Forms' is highlighted with a red circle. The main content area shows a 'Public Access' dropdown menu and a 'Basic Setup Instructional Video' link. Below that, there is a 'Merchant Processor' section with a message about missing a merchant account and a 'Summary' section. A 'Notices' section is also visible, containing a 'VSS Verification and Background Check Update' notice dated Monday April 22, 2024 11:56 AM.

Step 2

From the expanded drop down menu, select **'Club Submissions'**

The screenshot shows the RAMP home page with the 'Permits, Sanctions and Forms' menu expanded. The 'Club Submissions' option is highlighted with a red circle. The main content area shows the 'Public Access' dropdown menu and the 'Basic Setup Instructional Video' link. Below that, there is a 'Merchant Processor' section with a message about missing a merchant account and a 'Summary' section. A 'Notices' section is also visible, containing a 'VSS Verification and Background Check Update' notice dated Monday April 22, 2024 11:56 AM and a 'CRC Verification Update' notice dated Thursday February 15, 2024 01:27 PM.

Step 3

From the club submissions tab, select **'Add Response'** to begin filling out the desired form.

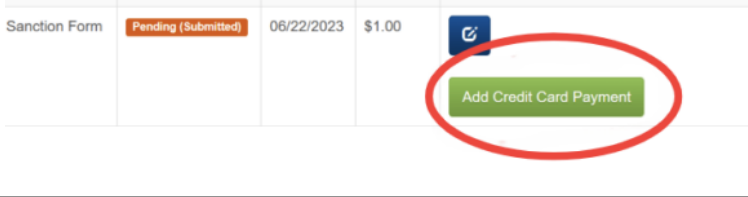
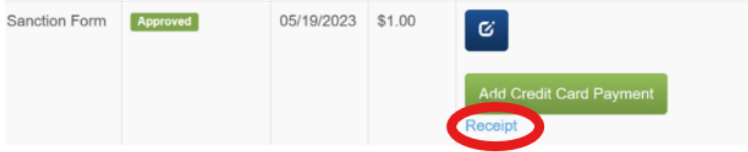
The screenshot shows the 'Club Submissions' page. The page has filters for 'Seasons' (2024-2025 (Ringette Canada)), 'Tournaments' (None), and 'Competitions' (None). The 'Status' is set to 'All'. Below the filters is a 'View' button and a 'Quick Search' field. A table lists the submissions:

Season	Permit Name	Status	Balance	End Date	Action
2024-2025	Membership Renewal	Pending		12/31/2024	Add Response
2024-2025	Off Season Sanction	Pending			Add Response
2024-2025	Tournament Sanction Form	Pending		4/26/2025	Add Response

The 'Add Response' buttons for the 'Off Season Sanction' and 'Tournament Sanction Form' rows are highlighted with a red circle.

Step 4

On the next screen answer all the questions required to complete

	the form. Click ' <b>SUBMIT</b> ' when complete.
Step 5	Ringette Alberta will review the request, add the Off Season Sanctioning fee (\$50) to the form. Payment can be made by credit card in RAMP or by email transfer.
Step 6	<p>To make Payment on the form by credit card: Following the form submission, an "<b>Add Credit Card Payment</b>" option will be available to select.</p> <p>Payment can also be made by e-transfer to <a href="mailto:carolyn@ringettealberta.com">carolyn@ringettealberta.com</a></p> 
Step 7	<p>Transaction Approval: The transaction will be approved once the payment is received. A copy of the approved form may be viewed under the receipt link.</p> 
Step 8	If there are any questions in regard to this process, please email <a href="mailto:lauren@ringettealberta.com">lauren@ringettealberta.com</a>