



### Team Sponsorship Guidelines

Please remember that you and all the members of the team are a representative of our association and we always want to maintain our good standing within the community. Therefore, at minimum, your team should send a thank you letter ([sample](#)) and provide the [Team Sponsorship Agreement](#) to your sponsors.

All sponsors' names/logos will appear on the website with a link to the sponsor's website or Facebook page. All sponsors will also be recognized at our year-end banquet.

Teams will need to email a 300 pixels wide by 250 pixels high JPEG image of the sponsor logo to the Director of Administration ( [administration@westottawaringette.com](mailto:administration@westottawaringette.com) ) to have this done.

You can also upload your sponsor logo using a vector file, along with a link to the sponsor's website, from your team's page manager. Details on how to do that can be found on the portal where you update your team's information or at this link: [How To Upload Logos To Team Page in Ramp](#).

To further recognize a sponsor's contribution, your team may wish to consider offering any of the following at the team's expense:

- Thank you plaque
- Team photo
- Sponsor logo on Team Banner
- Jersey sponsor bar (Jersey policy still in effect!)
- Sponsor logo on team website
- Sponsor logo on team accessories (ie. water bottles, helmet stickers, non-WORA branded apparel)
- Any other method of recognition agreed upon by the team & sponsor requires Board approval: email to [executive@westottawaringette.com](mailto:executive@westottawaringette.com)

Here are some recommended businesses that we have used in the past:

MEMENTOS  
1027 Carp Rd. Stittsville  
613-836-6494  
[www.mementos.com](http://www.mementos.com)

PRO2COL  
247 Westbrook Rd Unit 1  
Carp ON  
613-836-8779  
[www.pro2columniforms.com](http://www.pro2columniforms.com)

TPH - the printing house  
340 Albert Street, Suite # 130  
Constitution Square, Ottawa, Ontario K1R 7Y6  
<https://www.tph.ca/051-2/>

## Appendix I: Sample Thank You Letter

***[Sponsor's Name]***  
***[Sponsor's Company Name]***  
***[Company Address]***

Dear *[Sponsor's Name]*,

On behalf of the entire *[Team Name]* team, I want to extend an enthusiastic thank you for your generous sponsorship this season.

Your contribution will help our team *[choose from: gear up, travel to games, compete at tournaments, focus on playing our best, etc]*, and create unforgettable experiences that go beyond the rink. Your sponsorship has made a huge difference for our team, and we really appreciate it.

We're proud to have you as a partner in our ringette journey, and we're excited to represent *[Sponsor's Company Name]* with pride and enthusiasm throughout the season.

We look forward to keeping you updated on our progress and sharing our successes with you.

With thanks,  
*[Your Name]*  
*[Your Title/Position]*  
*[Team Name]*  
*[Your Contact Information]*

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