

# **Adult Come Try Ringette**

## **2016-2017 Pilot**

### **Process Document**

**Objective:** To pilot the Adult Come Try Ringette program in each region (except NorthWest) during the 2016-2017 season.

#### **Accessing Program Funding**

1. Each Regional Adult Coordinator will work within their region to identify a host
2. The Host will submit a budget, based on the rates (see below), for approval to their Regional Adult Coordinator and Adult Chair
3. The Host will work with their regional coordinator and will run the program in accordance with the Adult Come Try Ringette Manual.
4. Within 30 days of the event, the host will submit an invoice (receipts for ice, refreshments, and other miscellaneous expenses are required to be included) to the Adult Chair (copy regional coordinator).
5. The Chair will be responsible for approving the invoice and forward to the ORA office for payment.

#### **Rates**

1. Ice rental: 1 hour up to a maximum of \$300
2. On-ice official: 1 @ \$25;
3. Facilitator Honorarium: \$75/facilitator with a maximum of 2 facilitators. Honorarium will include food and mileage;
4. Refreshments and other miscellaneous expenses: up to a maximum of \$125