

## Western Region Meeting - Sept 18<sup>th</sup> - Membership Services

**TRF's** - registrars should try to get them input as soon as possible. If a team is playing in sanctioned play early it must be done prior to that. Elora Fergus / Goderich / Oshawa / London Tournaments

- All TRF's must be into the system / verified/signed by coach and chq sent to the ORA prior to Nov 15<sup>th</sup>.
- Changes to regional Regional teams will be dealt with by their Region. Any changes to a provincial team after the November 15<sup>th</sup> deadline, (such changes include new players, releases, contract players, late registrations) need to be brought to the Regional MS Coordinator for approval by the MS Committee. This is not guaranteed and can take time don't wait for the last minute.
- Any new player after Jan 8<sup>th</sup> is restricted to non-sanctioned play
- Coaches should always carry a copy of their TRF.

**Information Change Forms** - changes must be done prior to Jan8<sup>th</sup>

**Two Team Contracts** - these need to be done and handed in and approved before the player plays for the 2<sup>nd</sup> team. The final deadline for these is Dec 15<sup>th</sup>. Please don't leave till the last minute. You must ensure form properly filled out and that the playing agreement between coaches is signed and is included.

**Over age Players** - These are due to WRRL conveners for review and then they will be send to membership services and G&T for final approval.

**Facility Audits** - These are due for the Nov 15<sup>th</sup> meeting so please get them started. This includes arena's, gyms and fitness facilities, anywhere a team does workouts. These should be put on your websites for any visiting team to see. You can sent these via email if you wish

**Injury Forms** - When an injury occurs you need to get the form filled out within 2 days and sent to the ORA office. Please cc me on these forms so I can file a copy. If these are not filed properly and an insurance claim is necessary then it may not be covered.

Address for paperwork to be sent – 68 Grenfell Cres, London, ON, N5X2M7  
Membership services EMAIL - [memwrra@wrra.ca](mailto:memwrra@wrra.ca)

All forms can be found on the  
Western Region website - <http://www.wrra.ca/wrpoletc.html>  
ORA Website - <http://ontario-ringette.com/administration/forms.php?sub=administration>