

Western Region Meeting - Nov 20th - Membership Services

TRF's - Should be done and sent to the ORA office with payment

- Any changes to TRF's should now be done by the Information Change form
- Changes to regional Regional teams will be dealt with by the Region. Any changes to a provincial team now 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 8th is restricted to non-sanctioned play
- Coaches should always carry a copy of their TRF.

Information Change Forms - changes must be done prior to Jan8th

Two Team Contracts - these need to be done and handed in and approved before the player plays for the 2nd team. The final deadline for these is Dec 15th. 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.

Facility Audits - DUE NOW! 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

- [M-F-17](#) Risk Management & Safety Audit Form

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.

- [M-F-13](#) Sport Injury Report Form
- [M-F-14](#) Athletic Claim Report/B. F. Lorenzetti & Associates Inc.

Address for paperwork to be sent – 68 Grenfell Cres, London, ON, N5X2M7

Membership services EMAIL - 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>