



HOSTING OPERATIONS MANUAL

March 2018



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This Hosting Guidelines, and the WCRC Policy and WCRC Technical Package supersedes all other versions of WCRC Policies, Guidelines and Manuals.

Western Canadian Ringette Championships (WCRC) Hosting Guidelines are to provide an outline for the operation of the Tournament by the Host Association. Included in the guidelines are:

- A statement about the purpose of the WCRC's
- Guidance about the kind of planning required to ensure success and
- An outline of the various responsibilities of those involved in the WCRC's, particularly the Host Committee.

These guidelines present the minimum standard for the Host Committee. The Guidelines provide a uniform structure within which the WCRC can be organized. Each WCRC can be tailored slightly by the host and there may be some modifications from year to year based on the experience of the current host. To that extent, these guidelines are intended as the starting point for the Host Committee with specific details being determined through the cooperative effort of the WCRC Governance Committee (The Committee) and the Host Committee (The Host). The Guidelines serve to standardize the operation of every WCRC, assist the Host Committee in clarifying areas of responsibility, and guarantee a uniform procedure from year to year so that participants have predictability. Specific areas that may not be dealt with in the manual shall be left to the discretion of The Committee, in discussion with the Host.

The key to operating a successful event is effective management and attention to four main areas-

PLANNING – ORGANIZATION – LEADERHIP – CONTROL

The Committee maintain this document. It is the responsibility of each Provincial Sport Organization to communicate directly with their membership regarding the information contained herein. The Hosting Guidelines must be read in conjunction with the WCRC Policies and WCRC Technical Package.

Host Committees are encouraged to also consult the Hosting Guidelines for the Canadian Ringette Championships available through Ringette Canada's website.

The key considerations and objectives to be kept in mind when planning to host the WCRC are:

1. The Committee is responsible to declare the Champions of Western Canada through play in the Western Canadian Ringette Champions. The participants are to be the Champions of the four Western Provinces in each of the U14AA, U16A, U19A and 18+A Divisions. The Champions are determined through round robin play, semi-finals and championship games in each of the four age divisions participating.
2. Gold, Silver and Bronze medals are presented to the 1st, 2nd and 3rd place finishers in each age division.
3. The event must be planned for the benefit of the players. The WCRC provide a showcase for teams and players to demonstrate sport excellence and athletic achievement. To attend the WCRC to decide a Western Canadian Champion is the goal for local and Provincial/Territorial teams that value the competitive aspect of the sport.
4. The Provincial Sport Organizations for BC, Alberta, Manitoba, Saskatchewan and the Territories expect that the WCRC will be a well-organized event that demonstrates high standards, and attention to the players. Success in hosting the event will most likely occur if the host community has a sufficiently large body of volunteers with experience in running such events, and where the host community uses long range planning to achieve success.
5. The Host Committee is deemed to be a sub-committee of the Host Province/Territory. The review of the Tournament at its conclusion will include an evaluation of how closely the Host followed these guidelines.
6. The relationship between the Host and The Committee must be cooperative, with all partners conveying accurate and complete information
7. The event will provide opportunity for significant marketing and promotions that will increase the value to the sport. The host is expected to leverage this opportunity for the benefit of Ringette in all Western Canada.

SECTION A: HOSTING CONDITIONS

Hosts are expected to work in partnership with their local municipal and/or provincial sport hosting departments.

1. Facility Requirements

Hosting the WCRC's is a significant undertaking for the Host. However, even the most dedicated volunteers could not host this event without the proper facilities existing in their community. With this in mind, the following represents the facility requirements to host the Western Canadian Ringette Championships.

Ideally, all the games played in the WCRC Tournament would be played on ice arenas that are all contained in one sport facility. (This kind of complex is referred to as a "3-pad" or "4-pad" sports complex.)

A. Main Venue

The main venue will be the 'hub' of game activity during the WCRC and will be used every day of the competition. The main venue will accommodate play of the game and administrative requirements for the smooth operation of the Tournament.

Initial booking for the main venue are Thursday and Friday 7:00am to 11:00pm and Saturday 7:00am to 6:00pm. Games will not start before 8:00am nor begin later than 9:00pm

Semi-final and final games and Opening Ceremonies will occur at the main venue. The administrative services (media, statistics, hospitality room and control centre, etc.) must be located in the main venue. With this in mind, the main venue must have:

- Ice surface in accordance with Ringette Canada rules
- A minimum seating capacity of 500; up to 700 if this venue is to accommodate Opening Ceremonies.
- Four team dressing rooms sufficiently large to accommodate 20 players
- A dressing room with showers for Officials with sufficient room for 10 persons.
- A room to be used as a control center
- A meeting room (Host Committee and protest/grievances)
- Restaurant/canteen service
- First aid supplies/AED (room is ideal)
- 30 second shot clocks

It is also strongly recommended that the facility have some form of secure equipment storage.

Recording equipment of any description is not permitted in any change room in any arena for WCRC's.

B. Satellite Venues

A satellite venue is a sports facility and ice arena where WCRC games will be run that are not at the main venue. Ideally, satellite venues should be within 10km of the main venue.

Initial booking for satellite venues may be: Thursday and Friday, 8:00am to 11:00pm, and Saturday 8:00 am to noon.

Each satellite venue must have:

- Ice surface in accordance with Ringette Canada rules
- A minimum seating capacity of 200
- Four team dressing rooms sufficiently large to accommodate 20 players
- A dressing room with showers for Officials with sufficient room for 10 persons.
- A space that can be set aside to be used as the control center
- A first aid supplies/AED
- 30 second shot clocks

Each satellite venue may have:

- Restaurant/canteen service
- Pro shop with skate sharpening service

C. Initial Ice Time Requirements

In U16, U19 and Open divisions, teams will participate in a full five team Round Robin Tournament. Following the Round Robin, teams tied for 3rd place will participate in mini-game(s). On Saturday, there will be a 2nd vs 3rd semi-final game with the winner advancing to the Gold Medal Game against 1st, and a 4th vs 5th placement game.

These divisions will play 2 x 20 minute stop-time periods, with subsequent 20 minute overtimes, if necessary, until a winner is declared.

The following games will be played per division at U16, U19, and Open;

Thursday – 2 Round Robin games per team, total = 5 games x 1.25 hours

Friday – 2 Round Robin games, plus mini = 5 games x 1.25 hours, 1 hour mini

Saturday – Consolation, Semi-Final and Final = 1 game x 1.25 hours, 2 games x 1.5 hours

In the U14AA division, teams will participate in a ten team, two pool Round Robin Tournament. Following the Round Robin, teams tied for 2nd place in their pool will participate in mini-game(s). On Saturday there will be semi-final games; 1st Pool A vs 2nd Pool B and 1st Pool B vs 2nd Pool A, and finals for Gold and Bronze medals. There will also be placement games for 3rd, 4th and 5th in each pool.

These divisions will play 2 x 18 minute stop-time periods, with subsequent 18 minute overtimes, if necessary, until a winner is declared.

The following games will be played in the U14AA division;

Thursday – 2 Round Robin games per team, total = 10 games x 1.25 hours

Friday – 2 Round Robin games per team, plus mini = 10 games x 1.25 hours, 1 hour mini

Saturday – Placement games (3), Semi-Finals (2) and Finals (2) = 5 games x 1.25 hours, 2 games x 1.5 hours

Games are scheduled by the Host Province’s Director of Competitions (or equivalent/designate) based on ice time available, after all entries are confirmed.

Teams will play a maximum of 2 games per day, with games beginning no earlier than 8:00am and finishing with games starting no later than 9:00pm (U14AA, U16A, U19A divisions).

Games in Round Robin = (# teams (#teams – 1))/2 + medal round games*

- 2 medal round games per division

Estimated maximum number of hours (1. hours per game – incl. warm-up, game and flood)

U14 AA (10 teams)	28 games x 1.25 hours = 35 hours
U16 A (5 teams)	15 games x 1.25 hours = 18.75 hours
U19 A (5 teams)	15 games x 1.25 hours = 18.75 hours
18+A (5 teams)	15 games x 1.5 hours = 18.75 hours
Mini Games	2 Hours

Hours breakdown per day (floods NOT included)

Wednesday – optional on-ice Opening Ceremonies, skills competition U14AA (2 hours)

Thursday – 25 games x 1.25 hours = 31.25 hours (with flood = 37.5 hours)

- Skills Competition for U16A, U19A = 2.5 hours. Total = 40 hours

Friday – 25 games x 1.25 hours + 3 mini games x 1 hour = 34.25 hours (with flood = 41.25)

Saturday – 11 games x 1.25 hours + 4 Medal Finals x 1.5 hours = 19.75 hours (with flood = 23.5 hours)

Please note that the above is estimated maximum number of hours required for games, mini games and skills competitions. Exact ice requirements are not known until the final schedule is prepared (usually mid February). The Host Committee must arrange with venue management that ice, which is not used, can be returned at no or little charge.

The Host Committee will know the number of teams that will be attending the WCRC by December 15th Annually. Once teams are confirmed, the tournament schedule is drafted.

The Provincial/Territorial associations are required to pay the \$1000.00 per team registration fee directly to the Host Committee by January 31st of the year of the event. This payment is non-refundable once paid. The host must invoice each PSO no later than January 15th.

D. Opening Ceremonies

A facility must be booked for the opening ceremonies. There must be seating for a minimum of 600-700 people. The main venue or a large theater may be used. Opening Ceremonies do not have to take place on ice. If the host committee chooses to have an on-ice ceremony this time must be added to the ice required for the games.

E. Accommodation

The Host Committee will arrange for a host hotel and additional hotels as needed. Teams will be required to stay in the hotels that the host has reserved as a means of supporting

businesses that are supporting Ringette. The Host Committee is also responsible to arrange for hotel accommodations for Officials: maximum 16, PSOs: maximum 4, Future host: 1 room

- Experience in accommodating sports teams
- Proximity to the main and satellite venues.
- Price and size of rooms
- Number of rooms required – Standard number of rooms booked in advance for each Province
- Where possible, Provincial teams (2 x U14, 1 x U16 and 1 x U19) will be at the same hotel.
- Double occupancy (2 Queen beds) x 18 rooms per team should be estimated
- Contract/ability to release some rooms following Provincials of each province
- Open teams will not be required to stay in hotels, but if they do stay in a hotel, must use the host hotels
- Equipment storage if there is no secure storage available at the arena. This storage facility should accommodate drying of equipment.
- Efficiency units with sufficient capacity so that teams can cook all their meals for themselves.
- Meal facilities in, or close to the hotel.
- Hot Breakfast included.

F. Banquet Facility

A banquet hall for the Closing Banquet must be booked. The banquet hall must be able to accommodate 700-900 people for a dinner and an awards table. If possible, it is recommended that the banquet be held at one of the host hotels.

2. Volunteer Requirements

The success of the Western Canadian Ringette Championships depends greatly on efforts of volunteers. The Host Committee and sub-committees will require 100+ volunteers to successfully stage the WCRC's. Volunteers will be required for many jobs and some volunteers will be assigned jobs that require training including shot-clock operator, scorekeeping, timekeeping, security and fundraising, to name a few.

3. Transportation Requirements

The host community will have reasonable access to a major airport to accommodate teams arriving by air. The host committee should approach local car rental companies to find the optimal rental arrangements to offer to visiting teams. The host committee will be responsible for on-ice official's ground transportation from their arrival, during the competition until their departure.

4. Budget Requirements

It is the responsibility of the Host Committee to generate revenue through grants, sponsorships, fundraising, etc. With this in mind, the Host Committee should have initial support from local government and businesses.

The budget is prepared by the Host Committee and must be submitted to the Host Province's Executive Director for approval no later than 6 months in advance of the WCRC event.

All monies received for hosting the Western Canadian Ringette Championships must be deposited into a Western Canadian Ringette Championships account arranged for by the Host Committee.

Examples of Expected Expenditures:

- Rental of ice and facilities
- Double occupancy accommodation for the number of On-ice Officials and supervisors, single occupancy accommodation for the Host Province's Director of On-ice Officials,
- A per diem for meals as specified in the policies of the Host PSO but not less than \$50 calculated from departure until return home.
- The costs of airline travel for on ice officials, evaluators, supervisor and the Host Province's Director of On-Ice Officials. The costs associated with the attendance of Provincial Ringette Association On-ice Officials and Evaluators are the responsibility of the host committee except for their travel. The total amount of travel costs will be split equally 5 ways. PSO's will book flights and submit costs to the host who will determine the breakdown.
- Programs Posters
- Closing banquet and other social events: complementary tickets for on-ice Officials, Supervisors, PSOs and the Host Committee
- Servicing of all sponsorships as promised in their contracts or agreements, i.e. banners, rink boards, ice-logos, program advertisements, etc.
- Transportation for officials
 - Airport to hotel on arrival
 - Hotel to rinks daily (when applicable)
 - Hotel to airport on departure
 - Hotel to special events (e.g. Opening and closing ceremonies)
- Medical services (first aid)
- Publicity, Public Relations and Promotion (local, national print media, radio and television)
- Souvenirs for resale-licensed items and others
- Event insurance
- Administration (postage, phone, travel)
- Production and design of event logo
- Opening and Closing Ceremonies
- Miscellaneous (e.g. equipment, hostesses, hospitality, game sheets)
- Minor officials certification training and fees
- The costs of medals, Championships banners, Provincial flags and WCRC logo flags are the responsibility of the host committee.

Revenue

- \$1000.00 team registration fees (paid by the participating Provinces directly to the host committee by January 31st annually)
- Banquet ticket sales (minimum 20 per team U14-U19 and 12 per 18+ Team)
- Sale of Team Photos – optional for team purchase
- Souvenir sales
- Admission revenue (at the discretion of the local host (games and closing banquet))
- Program sales
- Concession sales (if applicable)
- Local Sponsorship including from the Host Hotel(s)
- Advertising – local and otherwise
- Donations (corporate) and grants (local, Provincial/Territorial governments)
- Miscellaneous

SECTION B: HOST COMMITTEE

1. Definition

The Host Committee (The Host) is an Ad Hoc Committee of the WCRC Governance Committee (The Committee). The Host includes all Sub-Committees subsequently created and all persons who, through the Host Committee, assist with the organization and staging of the Western Canadian Ringette Championships. The Host is accountable to The Committee.

The Host Committee will call upon the expertise and influence of individuals selected based on their ability to organize and manage. Since much of the success of the Western Canadian Ringette Championships is dependent upon the enthusiasm and tireless effort of volunteer, special emphasis must be laid upon the volunteer management skills of those placed in leadership positions.

It is the responsibility of the Host to plan, provide and oversee all operations to ensure the Western Canadian Ringette Championships runs effectively.

The Host is responsible for the general day-to-day administration of the Western Canadian Ringette Championships. The Host is responsible to achieve objective of the Western Canadian Ringette Championships within the scope and spirit set out by The Committee.

2. Overview

The Host is formed by volunteers from the host Association and the staff of the Host Provincial Sport Organization.

The Host Committee shall be comprised of, but not limited to, the following positions:

- Chairperson
- Vice-President Technical
- Vice-President Funds Development
- Vice-President Special Projects
- Vice-President Media/Public Relations
- Vice-President Transportation
- Vice-President Housing
- Secretary
- Treasurer

Other key non-committee positions are:

- Host Province's Executive Director and/or Technical Director
- Host Province's Director of Officials
- Host Province's Director of Special Programs (or equivalent)
- Host Province's Director of Competitions (or equivalent)

3. Chairperson

The Provincial/Territorial or local ringette association, which is hosting the WCRC, shall appoint the Chairperson of the Host Committee.

The chairperson of the host committee shall:

- Appoint and recruit a WCRC Host Committee and delegate responsibilities

- Oversee the Host Committee in preparation for the Western Canadian Ringette Championships
- Identify the Championships dates and reserve all playing venues, hotels and banquet facilities a minimum of six months in advance of the event.
- Be responsible for developing the event and acquiring information as necessary from the Host Province's Executive Director
- Prepare a time schedule that the various committees must follow
- Conduct committee meetings at their discretion, prepare and submit minutes of meetings to the Host Province's Executive Director or designate within 15 days.
- Report regularly to the Executive Director with regards to the preparations for the WCRC
- Prepare and review the budget in coordination with the treasurer
- Coordinate the opening and closing ceremonies and the banquet in coordination with the VP of Special Events. Invite Provincial dignitaries to each event
- Prepare an information package to circulate to the other Provinces/territories by January 31st
- Pursue sponsorship for the event in coordination with the VP of funds developments
- Attend meetings of The Committee as requested
- Prepare the Championship draw in coordination with the Host Province's Technical Director and deal with inquiries related to the schedule
- Attempt to obtain national/local media coverage prior to, during and upon conclusion of the Championship in coordination with the VP of Media and Public Relations.
- Invite Provincial, Territorial, and local dignitaries to the event
- Be a member of the Protest, Grievance and Discipline Committee
- Must provide a final report to the host PSO by May 15th of the Hosting year.
- Ensure a wrap up meeting is conducted within a month. Ensure a final report is submitted to the WCRC Governing Authority, including a financial statement, within 4 months of the completion of the Championships. This final report should consist of reports from all sub-committees on their areas of responsibility, including recommendations for future WCRC Hosts.

4. Vice President Technical

The Vice President Technical shall:

- Recruit sufficient volunteers for the Technical Arrangement Committee and Sub-Committees
- With the approval of the Host Committee, plan, provide, install and de-install and technical services and equipment, as outlined in Section 4, to ensure that the Western Canadian Ringette Championships can be run effectively.
- Attend Host and Technical Arrangements committee meetings as required
- Attend Technical Arrangements Sub-Committee meetings as required

5. Vice-President Funds Development

The Vice President Funds Development shall:

- Recruit sufficient volunteers for the Funds Development Committee and sub-committees
- With the approval of the Host Committee, plan and provide all funds development services as outlined in Section 5, to ensure that the Western Canadian Ringette Championships runs effectively.
- Attend Host and Funds Development Committee meetings

6. Vice-President Special Projects

The Vice-President Special Projects shall:

- Recruit sufficient volunteers for the Special Projects Committee and sub-committees.
- With the approval of the Host Committee, plan, provide, install and de-install all special projects services and equipment, as outlined in Section 7, to ensure that the Western Canadian Ringette Championships can be run effectively.
- Liaise with the Vice-President Media/Public Relations to ensure that all required items are covered.
- Attend Host and Special Projects Committee meetings.
- Attend Special Projects Sub-Committee meetings as required

7. Vice-President Media/Public Relations

The Vice-President Media/Public Relations shall:

- Recruit sufficient volunteers for the Media and Public Relations Committee and sub committees
- With the approval of the Host Committee, plan, provide, install and de-install all media and public relations services and equipment, as outlined in Section 6, to ensure that the Western Canadian Ringette Championships can be run effectively.
- Attend Host and Media/Public Relations Committee meetings
- Attend Media/Public Relations Sub-Committee meetings as required.

8. Vice-President Transportation

The Vice-President Transportation shall:

- Recruit sufficient volunteers for the Transportation Committee
- With the approval of the Host Committee, confirm a rental company to work with for the event.
- Attend Host and Transportation Committee meetings
- Attend other committee and sub-committee meetings as required

9. Vice-President Housing

The Vice-President Housing shall:

- Ensure all required housing accommodations (Teams, On-ice Officials, etc.) are provided for so that the Western Canadian Ringette Championships can be run effectively
- Attend Host and House Committee meetings
- Attend other committee and sub-committee meetings as required

10. Secretary

The Secretary shall:

- Establish a mailing and shipping address for the WCRC host committee
- Assist with the planning of meetings and distribution of the agenda
- Set up and maintain a filing system
- Prepare letters, reports, etc. as required
- Record, word process and distribute the minutes of the Host Committee meetings (including a copy to the Host Province's executive Director within 15 days following)
- Assist in the general administration of the WCRC
- Attend Host Committee meetings
- Memo the PSO's 7 days before a critical date as listed in the WCRC Policy at Part 3.

11. Treasurer

The Treasurer shall:

- Coordinate, with other Host Committee members, the preparation of an overall budget for submission to the Host Province's Executive Director
- Work on the budget in consultation with the chair
- Dispense and receive funds in keeping with the approved budget, and keep an accurate record of the same by
 - Setting up books of account and a financial statement format;
 - Setting up bank accounts, arranging signing authorities, coordinating chequing and deposit routines;
 - Prepare expense forms and petty cash vouchers
- Establish procedures for invoicing, collection of accounts receivable, and accounts payable
- Be responsible for receipt and payment of all committee funds, in conjunction with Vice-President Funds Development
- Seek out applicable grants
- Ensure that committees and sub-committees expend funds only as in the approved budget. The Host Committee Chairperson upon the recommendation of the Treasurer must approve any expenditure above and beyond budgeted amounts.
- Provide detailed financial reports on a regular basis to the Host Province's Executive Director (or designate)
- Submit a financial statement to the Host Province's Executive Director within 4 months of the completion of the WCRC.
- Work with the Vice President of Funds Development
- Attend Host Committee meetings
- Attend other committee meetings and sub-committee meetings as required to deal with budget related items
- Invoice the PSO's for competition entry fees and any fines that arise.

12. Host Province – Director of Competitions (or equivalent)

Host Province's Director of Competitions shall:

- Review and approve the schedule for WCRC
- Review pre-event checklists with Technical and Executive Directors
- Assist in presentation of information at orientation meeting
- Attend the WCRC and liaise with the Host Committee regarding the effective running of the event
- Troubleshoot problems which may arise during the WCRC
- In the event mini-games are necessary, together with the Host Province's Technical Director and/or Director of On-ice Officials, explain mini game procedure to the teams involved
- Serve as the Chair of the Protest, Grievance and Discipline Committee
- Appoint a member a large for the Protest, Grievance and Discipline Committee

13. Host Province – PSO - Executive Director or Technical Director

The Executive Director or Technical Director acts in an ongoing consultative role with the Host Committee and liaises with the WCRC Governing Authority with the other western Provinces. The Chairperson of the Host Committee shall report to the Host Province's Executive Director (or designate).

Host Province's Staff shall:

- Together with the WCRC Governing Authority, be responsible for overseeing the Western Canadian Ringette Championships and liaise with the Host Committee
- Represent the WCRC Governing Authority and coordinate the WCRC Governing Authority activities
- Ensure that the Host Committee adheres to policies established by the WCRC Governing Authority
- Ensure that the Host Committee is properly prepared to host the WCRC, and that such preparations are in keeping with the objectives, goals and philosophy of the WCRC Governing Authority
- Coordinate preparation of WCRC policies and ensure that they are forwarded to the Host Committee well in advance of the WCRC
- Be responsible for communicating with the other Provincial associations when necessary
- Attend the WCRC's as the official representative of the Provincial Association. Work with the Host Committee prior to, during and after the WCRC to ensure that the event runs smoothly
- Ensure that the technical requirements for the WCRC are available to the Host Committee and carried out through the event
- Serve as a member of the Protest and Grievance committee unless in a position of conflict
- Ensure that technical requirements for the WCRC, are understood by the Host Committee and carried out during the event. The Host Province's Technical Director and the Host Committee's Vice-President Technical will work together to ensure that the WCRC are run efficiently
- Prepare the schedule and deal with enquiries related to the schedule in conjunction with the Host Committee's Vice President Competitions and Host Province's Director of On-ice Officials.
- Provide, at the earliest possible time, the following information to the host committee:
 - Team roster for all participating teams
 - Game sheets
 - Results sheet for display in arena
- Be an ex-officio member of the Protest, Grievance and Discipline Committee
- Prepare and distribute information packages to head coaches and Provincial/Territorial associations prior to the WCRC. Extra packages to be available at registration
- Review technical information at the Coaches Meeting
- Upon request by the Director of On-ice Officials, attend the pre-event On-ice Officials meeting
- In the event mini-games are necessary, together with the Vice-President Competitions and/or the Director of On-ice Officials, explain mini game procedure to teams involved
- Administer registration of team members and staff at official registration

14. Host Province – Director of Officials

The Host Province's Director of Officials shall:

- Attend technical check of facilities 1-2 days prior to the event
- In the event the mini games are necessary, be prepared to assist the Host Province's Technical Director and/or Host Committee's Vice-President Competitions in explaining mini-game procedure to the teams involved
- Send out communications to the On-ice Officials selected by the attending Provinces
- Coordinate hotel accommodations for on-ice Officials, Evaluators and the Supervisor with the Host Accommodations committee

In addition to the members of the Host Committee, WCRC's has a Supervisor of Officials. The Supervisor of Officials may be from the Host Province and may be that Province's Director of Officials. The Supervisor of Officials has these responsibilities:

- Coordinate the selection of On-ice Officials for the WCRC
- Coordinate the selection of qualified supervisors
- Oversee the preparation of the On-ice Officials information package
- Schedule on-ice officials and supervisors for all games at the WCRC
- Chair on-ice official's orientation and nightly meetings
- Member of the Protest, Grievance and Discipline Committee
- Evaluate the evaluations of the on-ice Officials

SECTION C: TECHNICAL ARRANGEMENTS

1. Definition

It is the responsibility of the Technical arrangements committee, with the approval of the Host Province's Technical Director, to plan, provide, install and de-install all technical services and equipment to ensure that the Western Canadian Ringette Championships can be run efficiently.

The Technical Arrangements Committee is responsible for the following areas

- a) Facilities and equipment
- b) Venue management
- c) Communications
- d) Statistics
- e) Minor Officials

It is recommended that the Technical Arrangements Committee be divided into five (5) sub-committees, as stated above and outline below. Each sub-committee should have a chairperson (e.g. Statistics Chair); however, one person may assume the chair of more than one of the Technical Arrangements Sub-Committees.

2. Volunteer Requirements

The Technical Arrangements Committee will require the recruitment of approximately 100 or so volunteers, most of whom will be Minor Officials and penalty bench attendants. The Vice-President Technical may delegate the recruitment of volunteers to the respective Chairperson.

Facility and Equipment	Chair plus one
Venue Management	Chair plus 25 to 50
Communications	Chair plus one
Statistics	Chair plus one
Minor Officials	Chair plus 30 to 40
Penalty Bench Attendants (Optional)	15 to 20
Shot Clock Operators	5 to 10

3. Facilities and Equipment Sub-Committee

The facilities and Equipment Sub-Committee shall be responsible to plan, prepare, provide, install and de-install all services and equipment in all venues, where games will be played, to ensure that the Western Canadian Ringette Championships can be run efficiently.

The Chair of the Facilities and Equipment Sub-Committee is responsible to:

- a) Ensure, with the Host Committee Chairperson, the Host Province's Technical Director and the Host Province's Director of Competitions, that sufficient venues and ice time have been booked
- b) Ensure that all venues have proper ice markings as outlined in the Official Rules of Ringette Canada.
- c) Assist the Host Province's Technical Director with pre-event technical checklists (at least 8 months and again 1-2 days prior to WCRC).
- d) Ensure that each venue has the required equipment, and that the equipment is in good working condition, for the player of all games. Required equipment is, but not limited to, the following:

- Extension cords
 - Score Clocks
 - PA Systems
 - Nets with fasteners
 - Rings (extra rings) 2 per game
 - Stop Watches (one per ice surface)
 - Stick gauges (one per ice surface)
 - Rule Books (one per ice surface)
 - Tape measures (one per ice surface)
 - Whistles
 - 30 second shot clocks
 - Batteries for Shot Clock Remotes
- e) Ensure that there are adequate snack and restaurant facilities near each venue
- f) Ensure the teams and on-ice officials have clean change rooms, with washroom and shower facilities
- g) Provide an area where statistics can be posted at each venue
- h) With the approval of the Host Province's Executive Director and the Host Committee Chairperson, install banners, ice logos, etc. as supplied by sponsors.
- i) Provide space, in a high traffic area, for souvenir sales.
- j) Try to book a facility with a pro shop with skate sharpening services available. If that is not available provide a list to teams of skate sharpening in the area
- k) Ensure that each venue has a stocked first aid room
- l) Ensure that each venue has a control center for official game report administration
- m) Ensure that sufficient security is in place for accreditation and admissions
- n) Ensure that proper procedures are in place and outlined for medical emergencies (e.g. 911)
- o) Ensure that the main venue has a secure area for medals
- p) Together with the Host Committee Chair and Vice-President Housing, ensure that a meeting room is reserved for the Coaches Meeting. This meeting will normally take place on Wednesday evening, but exact day and time must be confirmed with the Host Province's Technical Director.
- q) Arrange for practice ice to be available for participating teams to purchase.

4. Venue Management Sub-Committee

The Venue Management Sub-Committee shall provide sufficient volunteers who will coordinate activity at all venues where games are being played, to ensure that the WCRC can be run efficiently.

The Chair of the Venue Management Sub-Committee is responsible to:

- a) Recruit, train and schedule sufficient volunteers for venue coordinators, security, first aid, etc.
- b) Ensure that Official Game Reports and Minor Officials equipment (rings, stopwatches, stick gauges, whistles, measuring tapes, etc.) are available prior to the start of each game.
- c) Together with the Host Province's Director of On-ice Officials or an On-Ice Officiating Supervisor, ensure that, in the case of uniform sweater color conflict and mandatory sweater change, that:
- In games where a designated Provincial champion is playing a non-Provincial champion team, the non-Provincial team shall change jersey to negate the color conflict
 - In all other games, the visiting team shall change jerseys in case of a conflict
- d) Ensure proper administration of Official Game Reports (Official Game Reports must be available in each control center 30 minutes prior to each game). Official Game Report forms

must be delivered or faxed to the Statistics Room immediately after each game. Original copies of all forms must be forwarded to the Statistics Room at the end of each day and preferably twice a day.

- e) Ensure proper security for teams and on-ice officials
- f) Ensure that all exits are clear and accessible
- g) Ensure that schedules are posted including assigned dressing rooms
- h) Ensure that statistics are displayed on the statistics board in all venues with a reasonable period of time
- i) Pre-assign dressing rooms to teams
- j) Clearly mark benches as “home” and “visitor” Ensure that minor officials are place prior to each game
- k) Perform necessary troubleshooting

5. Communications Sub-Committee

The Communications Sub-Committee shall plan, provide, install and de-install and communications services and equipment to ensure that the Western Canadian Ringette Championships can be run efficiently. A WCRC website should be utilized to post all pre-tournament info. The website stats sheet should be preloaded for populating the current year’s players.

6. Minor Officials Sub-Committee

The Chair of the Minor Officials Sub-Committee is responsible to:

- a) Recruit sufficient volunteers to perform timekeeping, scorekeeping and shot clock operation duties during all WCRC games. If penalty bench attendants are being used, additional volunteers will be required. If hostesses are used, this can be one of their duties.
- b) Train all minor officials under Ringette Canada’s Minor Officials Program.
- c) Schedule one timekeeper, one scorekeeper and one shot clock operator per game. The Shot Clock operator should only be operating the shot clock and nothing else during the game.
- d) Ensure, with the Chair of the Venue Management Sub-Committee, that scorekeepers and timekeepers are aware of pre-game and post-game administration of the Official Game Report.

7. Statistics Sub-Committee

The chair of the Statistics Sub-Committee is responsible to:

- a) Recruit sufficient volunteers
- b) Set up website and statistics boards for tournament schedule and scores
- c) Ensure that one or more volunteers is/are responsible to add game scores to the website and on the statistic boards throughout the tournament.

SECTION D: FIRST AID/MEDICAL REQUIREMENTS

An essential component of the Western Canadian Ringette Championships is proper first aid and medical care. Consideration must be given to securing the necessary equipment and supplies, acquiring completely trained medical and paramedical personnel, and devising and practicing an emergency plan.

1. Medical Coverage Personnel

a) Physiotherapist or Athletic Therapist

The Canadian Physiotherapist Association through its Sport Physiotherapy Division is now identifying physiotherapists with an expertise in sports. If these individuals are not known within the community, the Sport Physiotherapy Program Coordinator, located in the Sport Medicine Council of Canada office, can identify a Provincial/Territorial event coverage person and local physiotherapists for coverage at the arena. Assistance with these arrangements can be made through the Host Province's Technical Director, as required.

b) St. John's Ambulance

Arrangements should be made by the Host Committee with St. John's units or similar agencies to provide emergency medical first aid at all games. They have the knowledge to recognize head and spinal trauma. This tends to be a very valuable service at major events and is usually reliable.

*It is only necessary to have one of the above, not all.

2. Venue Coverage

At the WCRC the medical personnel on hand will wait until he/she is summoned by the official in consultation with the team staff attending to an injured player. If they are summoned to attend to the injured player, they will treat and further assess the injury as well as determine with other qualified medical personnel if a return to competition is appropriate and order treatment to prevent any injury from recurring. The St. John's Ambulance person has training to assess an injury on the ice and is trained to stabilize an injured athlete for transportation. The physiotherapist can treat the injury on the ice as well as carry out the intervening treatment for the return to competition. Any prophylactic treatment can be done by the physiotherapist.

Attending medical coverage personnel should be scheduled whenever there is a game. Ideally, two people should be scheduled for each venue at the same time because it may be necessary to treat an injury in the first aid room while still being able to have the game covered. However, one person per venue is adequate. The Medical Coverage personnel should be visibly identifiable.

3. First Aid Room

Most arenas have a room that is designated as the first aid room. It may not be regularly used for this purpose, but it should be for this occasion. This room is to be used for assessing and treating injuries that occur at the rink.

The room should:

- Be clearly marked on the door as the "First Aid Room"
- Be away from the ice surface.
- Be warm.
- Contain a high bed (table) to examine injuries.

- Allow a stretcher to pass through the doors.
- Be attended between games to provide pre-competition care.
- Have coolers or a fridge to maintain a supply of clean ice.

The Host Committee is only responsible for providing supplies required to treat injuries that are received during the Western Canadian Ringette Championships competition. Any individual who is being cared for prior to the event must bring their own supplies. (tape, pads, etc.)

4. Conclusion

All Provincial/Territorial associations should be advised to ensure that their team members are covered by their Provincial/Territorial insurance plans for all costs which may be incurred if an injury occurs (e.g. Ambulance)

When hosting the Western Canadian Ringette Championship, emergency care of athletes must be a priority concern. Hospitals, ambulance service, etc. should be advised well in advance of the dates of the event. All medical arrangements should be built into the technical arrangements program and verified with the Host Province's Technical Director.

It is ideal to have a map included in the coach's package showing the nearest hospitals to the venue/hotel.

SECTION E: FUNDS DEVELOPMENT

1. Definition

It is the responsibility of the Funds Development Committee to generate operating funds as outlined in the event budget, to ensure the Western Canadian Ringette Championships can be run efficiently.

The Funds Development Committee can be divided into three sub-committees:

- Sponsorship
- Fundraising
- Souvenirs

2. Sponsorship Sub-Committee

The Sponsorship Sub-Committee shall:

- a) Recruit sufficient volunteers.
- b) Together with the Host Province's Executive Director, develop a professional sponsorship/advertising package for distribution to potential sponsor/advertisers outlining the benefits, options and costs of participation.
- c) Together with the Host Committee Chairperson and the Host Province's Executive Director, coordinate the solicitation of advertisements for event sponsors.
- d) Coordinate the sale and receipt of funds for event program advertisements.
- e) Together with the Host Province's Executive Director, ensure that sponsors receive all benefits which are outlined in their contract or agreement.

3. Fundraising Sub-Committee

The Fundraising Sub-Committee shall:

- a) Recruit sufficient volunteers
- b) Coordinate all fundraising events (e.g. Bingos, casinos, etc.) and ensure adherence to all Municipal/Provincial rules and regulations.

4. Souvenirs Sub-Committee

The Souvenirs Sub-Committee shall:

- a) Recruit, train and schedule sufficient volunteers.
- b) With approval of the Host Committee and the Host Province's Executive Director, order and coordinate the sale of souvenirs (licensed products). Licensed products will bear the official event logo, must be approved by the Host Province's Executive Director.
- c) Set up souvenir stands and/or tables in designated areas in conjunction with the Facilities and Equipment Sub-Committee.

SECTION F: MEDIA/PUBLIC RELATIONS COMMITTEE

1. Definition

The Vice-President Media/Public Relations shall:

- a) Prepare a management plan for the areas of media, publicity and public relations.
- b) Ensure that all required logos are visible on all printed and visual materials produced for the event.
- c) Make arrangements for the awards and ensure that these meet all logo specifications.
- d) Acquire local and Provincial/Territorial publicity and media coverage.
- e) Confirm the design and printing of the promotional poster and/or brochure.
- f) Prepare the content and ensure printing of a high-quality souvenir program. The program must contain:
 - Letters from the Premier of the Host Province, President of the host Provincial ringette association, Host Committee Chairperson and local figures.
 - Schedule and team lists
 - Advertisements for sponsors and advertisements for co-sponsors, and all other sponsors or advertisers connected with the event.
- g) Ensure that invited local dignitaries and sponsors receive a program and complimentary tickets (mayor, alderman, etc.)
- h) Arrange a local media program which, will include:
 - Setting up and organizing a media conference (usually 2 weeks prior).
 - Coordinating production of banners and signs.
 - Sending out press releases on a regular basis.
 - Using local and Provincial/Territorial resources to promote the WCRC.
 - Contacting local schools and community groups to help publicize the event and encourage attendance.
 - Assisting in packaging the media kit
 - Assisting during the week with media.
 - Arranging for a secure display area for awards.

2. Logo and/or Artwork

All material produced for the Western Canadian Ringette Championships will bear the official logo and the WCRC logo.

SECTION G: SPECIAL PROJECTS

1. Definition

It is the responsibility of the Special Projects Committee to plan, provide, install and de-install services and equipment for all areas of hospitality, opening ceremonies and Closing Banquet to ensure that the Western Canadian Ringette Championships can be run efficiently.

2. Volunteer Requirements

The Special Projects Committee will require 15 to 25 volunteers. An additional 15 to 20 volunteers will be required in the event the Host Committee chooses to use hostesses.

3. Hospitality Sub-Committee

The Hospitality Sub-Committee shall:

- a) Provide a hospitality room(s) for volunteers, VIPs, On-ice Officials, Supervisors, etc. at the main venue (hospitality rooms at satellite venues are optional).
- b) Assist the next years Host Committee with their social evening, if necessary.
- c) Arrange for welcoming/information booth at the airport and/or host hotel. Set up signs, posters, and maps of the area at the airport, host hotel, and other points of arrival. Please note that Transport Canada or the appropriate airport authority must be contacted well in advance for permission to do so at the airport.
- d) Arrange for player giveaway packages (goodie bags) to be prepared and ready for distribution at team registration. Approximately 20 packages per team should be prepared. Extras should be available.
- e) Plan accreditation for all participants (teams, volunteers, media, VIPs, etc.).
- f) Recruit, schedule and train hostesses, one per team (optional) **NOTE:** Hostesses are not permitted on the bench during games.
- g) Arrange distribution of refreshments to On-ice Officials after each game.
- h) Organize and host all locally sponsored social events (e.g. Players social, hospitality night, etc.)

4. Opening Ceremonies Sub-Committee

The object of the Opening Ceremonies is to signify the beginning of the Western Canadian Ringette Championships by focusing on the key participants – the athletes. This occasion can be used by the Host Committee and host community to welcome the athletes in a way that reflects some of the uniqueness and pride of the Province/Territory of area. These ceremonies should occur before the first day of play. The ceremony need not take place in the arena.

The basic approach is to provide players and spectators with a rousing opening for the event. If an arena is used, it is preferred that players walk around the ice, then sit in the stands, rather than having to stand on the ice for an extended period of time. The Opening Ceremonies should be kept fairly short with a limited number of speeches and include some quality entertainment for a brief time after the speeches are completed.

The Chair of the Opening Ceremonies Sub-Committee shall:

- a) Recruit sufficient volunteers.
- b) Together with the Host Committee, ensure that proper facilities have been booked.
- c) Plan, administer and coordinate the Opening Ceremonies
- d) Together with the Host Committee, decide on the theme of the Opening Ceremonies.

- e) Arrange appropriate entertainment and speakers. Suggested speakers include major sponsors, Host Committee Chairperson, host Province's Ringette Association President, and local/Provincial dignitaries.

5. Closing Ceremonies and Banquet Sub-Committee

The Closing Ceremonies and Banquet normally includes the formal recognition of divisional champions, presentation of Special Awards, expression of appreciation to all who have been involved, and the transfer of the WCRC flag to the following year's Host Committee.

The Chair of the Closing Ceremonies and Banquet Sub-Committee shall:

- a) Recruit sufficient volunteers
- b) Together with the Host Committee, ensure that proper facilities have been reserved. This facility will need to hold over 800 people.
- c) Plan, administer, and coordinate the Closing Banquet. The format of the banquet is not fixed but must allow all players to come together with an emphasis on social interaction.
- d) Ensure that the following are supplied: PA System, stage, signs, invitations, etc.
- e) Ensure that all banners and awards are prominently displayed.
- f) Review the script of the Closing Banquet with the Vice-President Media/Public Relations and the Host Province's Executive Director.
- g) Organize a seating plan for athletes, approximately 2 to 3 tables per team. Tables for parents and other spectators should be identified at the back of the banquet facility.
- h) U14AA, U16A, and U19A teams are required to purchase a minimum of 20 banquet tickets per team.
- i) U14AA, U16A, and U19A teams are required to purchase a team photo for every rostered participant including bench staff.
- j) Open teams are required to purchase banquet tickets for every rostered participant including bench staff.
- k) It will be optional for Open teams to purchase photos, however individuals on a team may not order a team photo, it must be the entire team.

SECTION H: TRANSPORTATION COMMITTEE

1. Definition

It is the responsibility of the Transportation Committee to plan and provide transportation services and equipment to ensure the Western Canadian Ringette Championships can be run efficiently.

The transportation committee is responsible for the transportation of On-ice Officials and Supervisors to all required functions surrounding the Western Canadian Ringette Championships.

2. Volunteer Requirements

The Transportation Committee will require 3 to 4 volunteers.

3. Committee Responsibilities

The Transportation Committee shall:

- a) Recruit sufficient volunteers
- b) Determine budget requirements for shuttle and airport transportation.
- c) Investigate various car rental companies and advise teams of the rental rates using the information kit.
- d) Provide a dedicated service (1-2 vans with drivers) for the On-ice Officials and Supervisors.
- e) Liaise with the Host Committee as to transportation requirements of other committees and sub-committees.
- f) Work with the Housing Committee to ensure designated loading zones for the duration of the WCRC and inquire about availability of parking for vans and WCRC official vehicles.

SECTION I: HOUSING COMMITTEE

1. Definition

Accommodations are required for the following groups/people:

- Athletes
- Team Staff
- VIPs
- On-ice Officials, Evaluators and Supervisor

2. Committee Responsibilities

It is the responsibility of the Housing Committee to:

- a) Arrange for a host hotel and additional hotels as needed. Teams will be required to stay in the hotels that the host has reserved as a means on supporting businesses that are supporting Ringette. Teams that choose to stay elsewhere than in the hotels provided will be fined.
- b) Preferably On-ice Officials, Evaluators and Supervisors are to be accommodated at a hotel not housing participating teams. The hotel should have restaurant facilities or be within reasonable walking distance to restaurants. If a meeting room is not available, the Supervisor requires a suite with a meeting area or sitting area for 8-10 persons. Initial reservation should be for 6 double occupancy rooms and one suite. The Host Province Director of On-ice Officials will confirm the total number of rooms required as soon as possible. In the event the best option appears to have the On-ice Officials Evaluators and Supervisor at a hotel that will also house participating teams, please contact the Host Province's Technical Director.
- c) Liaise with the Host Committee as to housing requirements of other committees and sub-committees.
- d) Ensure designated loading zones for the duration of the event and inquire about availability of parking for vans and WCRC official vehicles.

SECTION J: OATHS

The following three oaths will be contained in the official program of the WCRC each year. In addition, the oaths will be recited at the Opening Ceremonies by a single representative player, coach and official.

1. Players Oath

I will participate to my fullest, as an individual player and a team member. I will be guided by my coach and assist my coach to teach my team. I will show my coach respect. I will play to make my coach worthy of praise and encouragement from both players and parents.

I promise to play ringette, respecting and abiding by the rules which govern it, in the true spirit of sportsmanship and fair play, for the appreciation of the sport and the honor of my team.

2. Coach's Oath

In the name of all coaches taking part in these Western Canadian Ringette Championships, I pledge that we will coach in a manner respectful of the dignity of all athletes and carry out our tasks with responsibility and integrity.

3. Officials Oath

In the name of all officials, I promise that we shall officiate these Western Canadian Ringette Championships, respecting and abiding by the rules which govern them, in the true spirit of sportsmanship, for the glory of the sport.

SECTION K: RESULTS SHEET

U16 A U19 A 18+A	 BRITISH COLUMBIA	 ALBERTA	 SASKATCHEWAN	 MANITOBA	HOST	TOTAL POINTS
 BRITISH COLUMBIA						
 ALBERTA						
 SASKATCHEWAN						
 MANITOBA						
HOST						

SEMI-FINAL: _____ VS. _____
 2ND PLACE 3RD PLACE

FINAL: _____ VS. _____
 1ST PLACE SEMI-FINAL WINNER

CONSOLATION: _____ VS. _____
 4TH PLACE 5TH PLACE

SECTION K: RESULTS SHEET (X 2) – TEAMS WILL BE SEEDED

U14AA POOL A	BRITISH COLUMBIA (1 OR 2)	ALBERTA (1 OR 2)	SASKATCHEWAN (1 OR 2)	MANITOBA (1 OR 2)	ALBERTA <u>(3 OR 4)</u>	TOTAL POINTS
BRITISH COLUMBIA						
ALBERTA						
SASKATCHEWAN						
MANITOBA						
ALBERTA						
U14AA POOL B	BRITISH COLUMBIA (1 OR 2)	ALBERTA (1 OR 2)	SASKATCHEWAN (1 OR 2)	MANITOBA (1 OR 2)	ALBERTA <u>(3 OR 4)</u>	TOTAL POINTS
BRITISH COLUMBIA						
ALBERTA						
SASKATCHEWAN						
MANITOBA						
ALBERTA						

SEMI-FINAL 1: _____ VS. _____ **GOLD FINAL:** _____ VS. _____
1ST POOL A 2ND POOL B SEMI-FINAL 1 WINNER SEMI-FINAL 2 WINNER

SEMI-FINAL 2: _____ VS. _____ **BRONZE FINAL:** _____ VS. _____
1ST POOL B 2ND POOL A SEMI-FINAL 1 LOSER SEMI-FINAL 2 LOSER

PLACEMENT GAME: _____ VS. _____
3RD POOL A 3RD POOL B

PLACEMENT GAME: _____ VS. _____
4TH POOL A 4TH POOL B

PLACEMENT GAME: _____ VS. _____
5TH POOL A 5TH POOL B