



**ONTARIO RINGETTE ASSOCIATION**

705-1185 Eglinton Avenue, East

North York, Ontario M3C 3C6

Ph: 416-426-7205 \* Fax: 416-426-7359

E-mail: [info@ontario-ringette.com](mailto:info@ontario-ringette.com)

**E-SPORT REGISTRATION PROCEDURES**

**2008-2009 SEASON**

**AUGUST 2008**

## ***E-SPORT REGISTRATION SYSTEM***

The following documentation has been compiled to guide you through the Registration Process.

Familiarize yourself with these procedures before attempting to access the E-Sport Registration System. The Registration Procedures are comprised of two (2) sections. The first is the Registration Process itself – procedures, requirements, submissions, payments and timelines.

The second part addresses how to access and use the E-Sport Registration System.

Hoping you find the Registration Package helpful in this coming season. If any assistance is needed, please contact your Regional Membership Services Co-ordinator.

<b>Position/Region</b>	<b>Name</b>	<b>Phone</b>	<b>Email Address</b>
Chair	Lori Pasanen	(613) 842-4994	<a href="mailto:chair.membership@ontario-ringette.com">chair.membership@ontario-ringette.com</a>
Central	Ann Penney	(905) 666-8755	<a href="mailto:acpen@rogers.com">acpen@rogers.com</a>
East	Kelly Sitland	(613) 825-7465	<a href="mailto:Kelly.sitland@rogers.com">Kelly.sitland@rogers.com</a>
Northeast	Chris Francom	(705) 495-1470	<a href="mailto:psa@ontera.net">psa@ontera.net</a>
Northwest	Laura Flanagan	(807) 662-0500	<a href="mailto:lauralpflan@msn.com">lauralpflan@msn.com</a>
South	Cathy Nie	(519) 623-8223	<a href="mailto:cnie13@hotmail.com">cnie13@hotmail.com</a>
West	c/o Chris Beuglet	(519) 351-2325	<a href="mailto:memserv@wrra.ca">memserv@wrra.ca</a>

We are setting up additional ways to provide support to registrars; Webpage based frequently asked questions posting and after hours helpline on an individual basis as necessary. Prior to calling check the webpage and contact your Regional Co-ordinator to see if the answer to your question is already available.

# ONTARIO RINGETTE ASSOCIATION REGISTRATION PROCEDURES

Included are samples of certain registration forms. These can be photocopied or printed off our website ([www.ontario-ringette.com](http://www.ontario-ringette.com) - Operating Manual – Appendices) as required.

Membership Registration Form	M-F-15
Playing Agreement	G&T-F-02
Registration Summary Form	M-F-12
Bench Staff Code of Conduct	C-F-01
On-Ice Officials Registration Form	O-F-05
Information Change Form	M-F-10
Player Tryout/Release Form	M-F-07
Player Relocation Form	M-F-18
Two Team Player List	

## STEP ONE: LOCAL REGISTRATION

1. Local Registration times should be established taking into consideration the O.R.A. Registration deadline of **November 15th**.
2. All members of your Association must be duly registered and, in the case of Bench Staff and On-ice Officials, must have completed or in the process of completing the necessary certification requirements for the position and level being held.
3. **Membership Registration Form (MRF)**

The MRF must be completed and signed **ANNUALLY** by every member 18 years of age or older, or by a parent or guardian if the member is under 18. **DO NOT SUBMIT MRFs, RETAIN FOR YOUR RECORDS.**

The Local Association must keep on file an MRF for EVERY member registered with the O.R.A. Many associations have their members complete a local registration form. If your association does not have one you may wish to photocopy the Ontario Ringette MRF for this purpose.

**Under Provincial legislation it is not permissible to ask for the Health Card Number.** Do not ask registrants for this number.

## STEP TWO: PREPARING YOUR MANUAL FORMS

### 1. **Player Tryout/Release Form (M-F-07)**

This Form is used when a player seeks permission to tryout for or to be released to an association other than the association the player is presently registered with.

The Player Tryout/Release Form must be completed in accordance with Section 8. Player Tryout/Release, Membership Services in the Operating Manual, and submitted to the Releasing Region no later than **November 15<sup>th</sup>**.

### 2. **Player Relocation Form (PRF)**

This Form is used when a member relocates from one association to another institution due to a change in their permanent primary residence and/or educational facility.

Proof of change of permanent residence and/or education facility must accompany the completed Player Relocation Form. Refer to Section 7. Player Relocation, Membership Services in the Operating Manual.

### 3. a) **Two Team Player List**

List these players by name, date of birth and O.R.A. number. Indicate both associations, if applicable, division and level of play.

### b) **Playing Agreement (Two Team)**

Two Team Players only refers to B or C level players also playing on an A or AA level team. **Dues and fees shall be paid by the local (B or C home) association.** Two Team Player Agreements are not permitted between 'B' and 'C' levels of play or ADP players.

Agreement must be completed and duly signed no later than **January 8<sup>th</sup>** each season and before playing on provincial teams at tournaments on sanctioned events.

### 4. **Bench Staff Code of Conduct Agreement for Sanctioned Events – C-F-01**

The Bench Staff of each of the Association's Teams must sign this form.

These Forms are to be submitted to the Regional Coaching Co-ordinator by **November 15<sup>th</sup>**.

5. **On-Ice Officials Registration Form (O-F-05)**

Each official must complete and sign an On-Ice Registration Form.

These Forms are to be submitted to the O.R.A. office and not retained by the local association.

Enter the Official's Email address if supplied on the On-Ice Registration Form.

**DO NOT FILL OUT THE FORM ON THE OFFICIAL'S BEHALF**

An official is any member who referees (officiates) the game of Ringette. Most officials are registered through their local association, however, it is possible for an official to register as an independent official. When using officials that are not members of your local association, ensure that they are in fact registered and qualified. The Region Officiating Co-ordinators and O.R.A. office maintain a record of this information.

6. **Volunteers/Executives**

Voting Members of the Association Executive must be registered. These are the individuals who are involved with the operation and decision making of your association. Other association members such as qualified Bench Staff not attached to a particular team, but act at-large for the association must also be included.

We strongly recommend that anybody who assists on the ice be registered for insurance purposes.

A separate list, of all other volunteers who periodically assist the association in some capacity, must be prepared and maintained by the association (no applicable dues and fees). Do not send a copy of this list to the O.R.A. office.

## STEP THREE: E-SPORT REGISTRATION

Follow the link from <http://www.ontario.ringette.com>

[Account Activation](#)

[Lost Password or Login Information?](#)

[Association Listing](#)

[Registering Membership](#)

[Deleting Membership](#)

[Membership Reports](#)

[What do the Pictures Mean?](#)

### ***Account Activation***

Account activation is required to permit access to your membership in E-Sport.

You will need specific information provided by Ontario Ringette before you can activate your account.

Contact Ontario Ringette for your welcome letter which contains your association specific activation information.

1. Enter your Activation Code.
2. Enter your Association Information (note, even if it is incorrect, enter it exactly as provided, you can update it later).
3. Enter your Email, Login Name and Lost Password reminder question.
4. Check your email inbox for your acceptance note.
5. Confirm the email to activate your account.
6. Login to E-Sport.

### ***Lost Password or Login Information?***

Three options

- a) Follow the on-line steps for password retrieval.
- b) Re-activate your account.
- c) Contact Ontario Ringette.

### ***Association Listing***

The information on the left hand side of your Association Notice Board is the information that will be displayed in the general Association Listing accessible to the public.

You can choose to include contact people for your organization from the section "See/Manage our Executive".




## **Registering Membership**

Registration has been divided up into three main sections

1. Executive
2. Membership
3. Teams

**See/Manage our Executive** is a list of your executive. When managing your executive, you can choose to assign them as contact people to be included with your Association Listing.

**Add/Modify Membership** is a complete list of all active and inactive players, coaches, officials and members. Type at least two characters of their last name to perform a lookup of your association membership.

*Found the member?* Click the  button on the left hand side to update their profile. Quickly activate or deactivate a member by clicking the  or  picture.

*Member not there?* Click **Add a new Member**.

Note: Players and Coaches can be added directly from **See/Manage our Teams**.

### **See/Manage our Teams (players/coaches)**

Not only can you manage your teams here, you can

- Add new teams.
- Modify the team description by clicking the ID#
- See a PDF version of the official Team Registration Form
- See a PDF version of the minimal version of the official Team Registration Form
- Print an on-line version of your Team Registration Form to sign and return to the Ontario Ringette Association.

Click **change** from the Roster heading to manage the team.

Players or coaches can be deleted by clicking the  in column three.

Player or coach information can be modified by clicking the  button in column two.

Clicking either of the **Add** buttons will let you lookup existing players or coaches to add and also permit the addition of players and coaches that do not otherwise exist.

*Note:* A player cannot be assigned to the same team more than once, nor can a coach.

*Note:* ORA numbers are assigned by the ORA and will usually appear within 24-48 hours.

Members awaiting Central Office processing will have a shaded background.

## **Deleting Membership**

If you do not want a member to appear in E-Sport or have made an error, contact Ontario Ringette to request the member be removed.


You can also simply make them inactive.

*Note:* Players and coaches can be removed from teams

*Note:* Executive can be deleted

## **Membership Reports**

Access the **Membership Listing** section from the Association Notice Board.

Select your view option then click the  button.

View any or all Roles.

View Active, Inactive or All.

Visit the section **See/Manage our Teams** to see and print your Team Registration Forms.

The main login page (**Association Notice Board**) contains your Annual Fee Calculation as well as a listing of your teams and your Officials Field Report.

### What do the Pictures Mean?



Member is active and modifications can be made  
Role. Each colored hat represents a different role



Member is active



Member is not active



Registration Status. Green = Registered



Registration Status. Yellow = Pending

When a member is activated, they become pending until the ORA approves the membership and changes their status to Registered (green)



Registration Status. Red = Not Registered



Print membership. See a printable (non graphical) list of your membership



## STEP FOUR: SUBMITTING YOUR REGISTRATION

Registration of all members including Players, Bench Staff, Officials and Executives are due on one date only. **November 15<sup>th</sup>**.

Any Team/Official participating in a Sanctioned Event before **November 15<sup>th</sup>** must submit their TRF/Registration to the O.R.A. office before attending the event.

**Payment in full** must be submitted with the completed Registration Package. Prepare a cheque or money order (**Please No Cash In The Mail**) for the Total Amount Payable in favour of the Ontario Ringette Association. A **10% late fee** is levied against Registration Packages received more than **fifteen (15) days after the due date**. Refer to the Operating Manual - Membership Services, Section 6 - Registration.

### **ANY REGISTRATION DUES AND/OR FEES SUBMITTED TO THE O.R.A. ARE NON-REFUNDABLE.**

Submit to the O.R.A. office by the registration deadline:

- On-Ice Officials Registration Form(s)
- Team Registration Forms (TRF) (1 for each team) signed by the Head Coach
- Two Team Player List
- Player Relocation Forms (PRF)
- Cheque for Registration Fees

Enclose all registration documents in a protective package and forward to the O.R.A. office at the address below. You have put considerable time and effort into preparing these important documents. You may prefer to register your package or obtain a parcel tracking number if you are sending it by courier.

Send everything to: Ontario Ringette Association  
1185 Eglinton Avenue East, Suite 705  
NORTH YORK, Ontario  
M3C 3C6

Do not forget to send these forms to the appropriate Regional Co-ordinator.

<b>Form</b>	<b>Co-Ordinator</b>
Player Tryout/Release Form (M-F-07)	<i>Membership Services</i>
Bench Staff Code of Conduct	<i>Coaching</i>
Playing Agreement (Two Team)	<i>Membership Services</i>

## **STEP FIVE: AFTER NOVEMBER 15TH**

An Information Change Form (ICF) is required to report any new or returning member after the **November 15<sup>th</sup>** due date. The ICF must be submitted to the O.R.A. office before these players and bench staff participate on-ice or in team and association related events.

### **Information Change Form (ICF)**

This form is used to register additional members or record changes to individual and/or team information after Team Registration Forms (TRFs) have been submitted to the O.R.A. office.

The Form should be completed as follows:

#### Section 1. Change of Individual Information

- complete when registering a late or new member
- complete when advising change of address, phone number, etc.
- complete in the same manner and detail as the Team Registration Form (TRF).

#### Section 2. Change of Team Information

- complete when a member already registered on one TRF is changing to another TRF during the current season.
- complete when any players and/or bench staff members change from one TRF to another TRF.

#### Section 3. Change of Bench Staff

- complete when a bench staff is being replaced and/or added to a team. May also be a member of another bench staff
- also complete Section 1 and/or Section 2 if applicable.

Changes/additions requiring the payment of appropriate dues and fees must be re-capped on a **Registration Summary Form (M-F-12)** and forwarded to the O.R.A. office with payment and relative original documentation. These payments may be accumulated and re-capped on one Registration Summary Form for submission to the O.R.A. office no later than the **January 8<sup>th</sup>** deadline.

**Note: Only Association Registrars can submit Information Change Forms.**

## **SUBMITTING INFORMATION CHANGE FORMS**

There are two (2) methods of submitting an Information Change Form:

Copies can be printed from our website [www.ontario-ringette.com](http://www.ontario-ringette.com) - Operating Manual – Appendices – M-F-10 Information Change Form

1. By Mail

Information Change Forms (ICF) must arrive at the O.R.A. office no later than **January 8<sup>th</sup>**.

Ontario Ringette Association  
1185 Eglinton Avenue East, Suite 705  
NORTH YORK, Ontario  
M3C 3C6

2. By Fax: (416) 426-7359

Faxed information is accepted as legal documents without follow up of hard copy, accompanied by a cover sheet, includes date, name of sender and number of pages. Sender is responsible for proof of confirmation.

Faxes received by midnight of a deadline will be accepted as on time.