

Ontario Ringette Association



Invitational Ringette Tournament Handbook

August 2001

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Introduction

This handbook is designed to help the Ringette Associations of Ontario who are interested in hosting any level of tournament. It is an excellent resource to help ensure a successful tournament.

Many thanks to all who helped put this handbook together, including Pat Billings, Keith Kaiser, Bill Fryer, Maggie Stubbs, Jo-Ann Wilson, and Bernie Cockburn, under the direction of ORA's Technical Director , Rick Daly. Special thanks go to Jo-Ann Wilson under who's careful guidance and prodding this handbook was brought to fruition.

Many thanks to the original concept handbook put together by the 1980-81 committee of: Elaine Wilfong, Dorothy Hoyt, Barb Weibe, June Tiessen, and Pat Doherty, with advice from the then Technical Director, Wes Clark.

Special thanks go to community volunteers who offered assistance with submissions for this document, such as Bea Yetming and Susan Castellan.

We all wish you good luck and a successful tournament.

Yours in Ringette,

Bill Fryer
Chairman G&T Committee
Ontario Ringette Association

O.R.A. Sanctioning of Your Event

The Ontario Ringette Association sanctions ALL Invitational Tournaments, Regional Championships, and any Regional Preliminary Championships leading towards the Ontario Provincial Championships. Getting this approval must be included in your planning and organization.

Your regional G&T Coordinator will have a list of all of the traditional and available weekends. Each Region has a Regional G&T Coordinator, elected or appointed by your Regional Committee or Chairman. Their names are listed in the "Contact List" section of the O.R.A. Operating Manual. Your Coordinator send you Sanction approval after their meeting in August. It behooves you to find out who this person is as soon as possible. If you do not have access to the Operating Manual, phone your Regional Chair, or the O.R.A. office for the information. Notwithstanding all of the above, your Regional G&T Coordinator is a valuable ally in helping and advising you on how to set up and run a tournament.

Along with the sanctioning of the weekend for the tournament, your G&T coordinator will issue you a Sanction Event Package, which includes a check off list of all items, needed to run a successful tournament. Also included, is a set of Sanctioned Event Rules. These rules are made and distributed by the O.R.A. to all associations so that all tournaments are relatively consistent in what they offer and how they are conducted. To help ensure this, being sanctioned means sending in required pre and post event requirements within the time specified in the package. (See section "Rules".) Your Regional G&T Coordinator must authorize slight changes to the sanction package rules if necessary. Contact the coordinator for advice.

The Referee-in-Chief for your tournament may be your association R.I.C., but you may ask the Officiating Coordinator for your Region for assistance. If you are hosting Regional Championships or Prelims, then the Officiating Coordinator of your Region is the Referee-in-Chief.

When planning your own Invitational Tournament you are responsible for all items and must ensure that they are done in accordance with the sanction package check off list.

When applying to host Regional Championships you must establish with your Regional G&T Coordinator as to where the responsibility for each item lies. Each region may plan its Regional Championships as best suits their own region. Be sure to assign responsibility for: medals, posters, Officiating Supervisor's Expenses, G&T Expenses, and any Regional committee Expenses.

Your tournament can be large or small. It can revolve around house league or the more elite representative teams depending on the size and desires of your organization. Regardless of how big or small it is, there are a number of items that must be controlled to ensure a quality tournament. Volunteers should be named to ensure each item is under control or at least has been discussed. One volunteer may look after as many, or as few, items you think necessary for good control. As mentioned earlier, part of your planning process, should include regular scheduled and emergency meetings. At these meetings you should assign duties and do the regular follow up action to ensure everything is progressing, as you would like.

Planning & Organization

Hosting a tournament is not difficult, but it requires much planning, organization, and a concentration of effort to make it successful. There is no substitute for good planning to ensure a high quality event. Hopefully, the following pages will assist you, but don't be surprised to find a few unknown, or unplanned, difficulties that may provide concern. Good planning, and being organized, will help to reduce the unknown to a very small number of items.

Whether your tournament is large or small, "C" or "AAA", the key is establishing what it is you wish to accomplish and then getting organized to do it.

In order to coordinate all of your planning, you should schedule regular meetings. In one of your very early meetings you should appoint a tournament chairperson and select your committees. (See the section on "Committees" for more information.) You should book your ice time, and any other facilities you think you may require, as soon as possible, even as much as one year in advance. Give yourself as much lead-time as you can. There are many details to plan and time is required to get them all into motion. (See the section titled "Facilities".)

If this is your first endeavour at hosting a tournament it is advisable to start small, possibly one or two divisions with four teams each. Please keep it in mind that a team should have two or three hours rest between games and should not be expected to play more than three games in a day. See the section "Scheduling" for the multitude of items that must be addressed.

Team entry fees should cover the cost of all expenses and then all fundraising will provide a profit for your organization. See the section "Budget" for a sample layout.

Meetings

It is important to establish regular meetings, to discuss the tournament. Items of discussion, each time, should center around what needs to be done, what is done, and any follow up action required. Items to be discussed can include anything of which you want control or knowledge.

Your first meeting should discuss your objectives. You should brainstorm to list all of the items you wish to control in your subsequent meetings. See the attached list of possible items to be controlled.

Schedule all meetings well in advance and expect written reports so that everyone knows what to expect.

Pre-tournament Meetings

From the outset, meetings should be held as often as necessary to ensure everything is progressing as well as possible. Minutes should be kept, even if informal, so that everything discussed is not forgotten or perceived differently in the memory bank.

During the Event

Quick recap meetings with the chairperson should be held to ensure you are doing what you wanted to accomplish and make changes if necessary.

Post Tournament, Wrap-up Meetings

Be sure your tournament chairperson has a meeting of all committee workers to evaluate your tournament after it is over. This will be very beneficial in the planning of your next tournament.

Items to be Kept Under Control

The following items should be kept under control, and their progress monitored either at your committee meetings or by your Committee Members, who report progress at your meetings.

Tournament Committee

To ensure each of the parts is made whole.

Accommodations and Billeting

To organize hotel accommodation and/or billets for the teams.

Announcer Coordinator

To schedule announcers and inform them of their duties at all games and ceremonies.

Convenors – Tournament and Individual Arena or Site Supervisors, Managers, Troubleshooters, or Facilitators

The tournament Convenor's job is to coordinate a team of Arena Convenors, Site Supervisors, Troubleshooters or Arena Managers responsible for the overall running of each arena and responsible to the Tournament Chairperson. This on-site supervisor will ensure that all games are ready to go on time (facility, teams, officials-minor & on-ice); and ensure clean facilities (washrooms, dressing rooms, etc.); and ensure that all teams have completed the registration process.

Awards Presentations

Preparation of all awards to ensure that they are available when required, and to ensure that dignitaries are present at the appropriate time.

Budget

This must be emphasized. It is crucial to making the event a success financially.

Communications

To decide and coordinate what communications, if any, are required.

Concessions

To decide if you want to arrange concessions for tournament profit, or if you want to have Arena Staff look after things such as the canteen. See also "Souvenirs" section.

Dignitaries

To arrange for inviting and hosting dignitaries.

Equipment Room

To be available to open the equipment room, if available, so that teams can store their equipment while not playing.

Facilitators

See Arena Convenors, above.

Facilities

To assure that all of the items discussed above, in "Facilities" are taken care of.

Fair Play Awards

Conduct and arrange for evaluations for the sportsmanship program.

First Aid

To assure that a qualified first aid attendant is available at all times, if possible.

Fundraising

To ensure you decide what direction the tournament will take.

Goodie Bags

A team package can be given to each team upon registering. This includes food coupons, etc.

Hospitality Night

To welcome and receive guests.

Hospitality Room

To arrange hospitality room for coaches and officials and volunteers that is open at all times. Arrange for some light refreshment (sandwiches, soup, juice, coffee, etc) if possible.

Program

To assemble a program with team lists, schedules, and advertisements.

Protest and Grievance Committee

To handle efficiently and fairly any game or discipline grievances or protests which are filed.

Publicity Director- Local

To contact local media and promote the tournament as a major sporting event. Reporting of results to media.

Referee-in-Chief/Director of Officials

Conducts officials meeting for both referees and minor officials (scorekeepers/timekeepers) prior to the games, selecting and scheduling these officials. Evaluation and follow-up of the officiating as required and assuring rings are available are his/her responsibility. (The sanction package also has a handbook for the referee-in-chief.)

Referees/Game Officials

To invite, schedule and coordinate game officials.

Registration

To register teams as they apply and give them relevant information when they arrive.

Rules Director

Makes sure the Sanction Rules are followed.

Scheduler

Draws up the game schedule.

Signs

To have team signs made to display behind the benches, dressing rooms, and to show game results and standings.

Site Supervisor

See convenor above.

Souvenir Sales

To organize local SOUVENIR SALES AS DESIRED. Responsible for coordinating the sales tables and accounting for all souvenir sales and accounts receivables.

Sponsors – Tournament & Program

To solicit sponsors and advertisements for the program and the tournament as a whole.

Statistician

Maintain large up-to-date result boards, ensure game sheets are delivered to the registration table and picked up from there before game.

Team Coordinators – Hostesses

To organize a team of hostesses or coordinators to help the teams by making sure the dressing rooms are available, putting up team signs behind benches and assisting as required. To assure that the teams are lined up and ready for opening and closing ceremonies.

Thank You's

Be sure thank you letter are sent to all persons who assist with the tournament and are not directly involved with the organization.

Timekeeper Coordinator

Selection, scheduling and training of timekeepers and scorekeepers.

Transportation

Make sure that officials & supervisors can get between sites

Troubleshooters

See Convenors, above.

Committees

In order to host an event of any size you need more than one person doing the work. The smaller you make the jobs, the more people you can get to do them. Few want to be chairman, but getting people to take on jobs such as running the arenas, or making the schedule is much easier.

Individuals or committees are needed to fill a number of positions. Following is a list of some suggested positions to be filled. Committee members or jobs to be done are not limited to these and where necessary you may combine them.

Schedule regular meetings, allow for emergency meetings, and expect written reports from all committee members so that everyone knows what to expect. Written reports make it easy for the secretary to follow up with minutes and in helping to plan any future tournaments.

Positions

Tournament Chairperson
Tournament Convenor

Announcer
Awards Director
Billeting Director (optional)
Equipment Storage Director (optional)
Facilities Coordinator
First Aid Supervisor
Fundraising
Hospitality Room Supervisor
Hostess Supervisor
Program and Sponsorship Convenor
Protest Committee
Publicity Convenor
Referee-in-Chief
Registrar
Scheduler
Rules Convenor
Secretary
Souvenir Sales Convenor
Statistician
Treasurer

Complimentary Staff

Assistant
Arena Convenors, Managers,
Troubleshooters, Facilitators
Committee

Assistant

St. John's Ambulance

Assistants
Hostesses
Committee
Committee
Committee
Officials/Minor Officials
Committee

Committee

Miscellaneous

Ice Markings
Ceremonies
Signs

Arena Staff

Committee Member Responsibilities

Tournament Chairperson

To coordinate the tournament and oversee all committees

Tournament Chairperson's Assistant

To assist the Tournament Chairperson in the overall coordination of the tournament and associated activities.

Secretary

Record minutes of meetings. Responsible for all correspondence. Order sufficient game sheets from O.R.A. Prepare the game sheets.

Treasurer

Sets the budget. Sets up the bank account. Is accountable for all receipts and disbursements.

Receipts	-	entry fees	Expenses	-	Ice
	-	souvenir sales		-	Awards
	-	program sales		-	printing of program
	-	program ads		-	timekeepers
	-	donations		-	scorekeepers
	-	sponsors		-	referees
	-	other		-	postage, etc.
				-	Hospitality expenses
				-	Other

You should make a Terms of Duties/responsibilities for each Committee Member so there is no confusion as to who does what.

Accommodation/Billeting

Accommodation

(At times, ORA may have a corporate sponsor to assist in these matters. Contact your G&T Coordinator to see if this is a possibility)

Make a list of Hotels, Motels, Restaurants, etc. in the area for teams well in advance showing on a map, costs, etc.

Visit or phone the Hotels/Motels ahead of time. Make sure that any accommodation listed will take teams. Try to arrange for officials' rooms if necessary. Try to negotiate free or a lower charge for these rooms. Perhaps you can do this in lieu of payment for an ad in the programme, or sponsorship of ice, etc.

A local travel agency may be a resource.

Billeting

Billeting is also an option, especially for younger age groups. It works very well when one team billets another team.

-Those opening their homes must be aware of the responsibilities ie. Housing, feeding, transportation.

- Usually just players but could be coaches &/ or parents also. Hosts should be given explicit instructions on their responsibilities and detailed event schedules and contact names in case of emergency.

Sample questionnaire:

- Your location and address
- name & best time to contact
- # of rooms (beds available)
- meals to be provided
- transportation
- notice required
- any age preference, male/female
- cost involved
- previous hosting experience
- any pets

Determine how many billeting homes are needed.

Try to billet guests with girls in their own division (up or down one division if necessary).

If playing at several arenas, check the schedule to determine which arena would be the best pick up spot for guests and hosts if all billeting is not done from a central location.

Set up a list of responsibilities for the billeting parents.

Phone all billeting homes a day or two ahead of the tournament to let them know exact time of arrival.

Request billeting homes to accept girls in pairs.

Request to have players' names sent to you in pairs. Write in the space provided on the bottom of the billeting form.

Complete the billeting form a few days before the tournament with the exception of the players' name opposite the billeting parent. Allow the coach to do this at the time of arrival, often there are changes. Duplicate forms should be made so that one can stay with the Billeting Convenor and one given to the Coach. A firm letter should be sent to the coach requesting no deviations from original list, and to be sure to inform you of all medical problems.

Don't change forms once a decisions made.

Most organizations do not billet within an eighty-mile radius.

Billet Form

Team Name _____ Division _____

Coaches Name _____ Hotel _____

Phone _____

Billeting Convenor _____ Phone _____

Arrival Time _____ Place _____

Time of first game _____ Arena _____

Billets Name Address Phone Players Name Medical Problems

13 Billets requested (Please billet two or three players to a home)

Budget

All tournaments should be run on at least a break-even basis, where income equals expenses. But there is no shame in using your tournament to make profit for your association. Most associations do.

Income

- Team Entry Fees
- Sponsors
- Donations
- Souvenir Sales
- Program Sales
- Other

TOTAL

Expenses

- Ice Rental
- Awards
- First Aid
- Publicity
- Souvenirs
- Officials Expenses
- Organizer's Expenses
- Correspondence
- Hospitality
- Equipment (Game Sheets, Rings, etc.)
- Other

TOTAL

Income over Expenses

Communications

Communications include telephones and correspondence before, during and after the event.

Information Kit

Send an Information Kit to the coaches of all teams. This kit includes:

Tournament Rules	Transportation
Team registrations	Equipment Storage (optional)
Opening Ceremonies (optional)	Souvenirs
Accommodations	Hospitality Night (optional)
Awards	Discipline
Team Protocol	Schedule
Team Checklist	

Telephones

You need good communication between team contacts before the event and between arenas and tournament headquarters during the event. Cellular phones have become a necessity. Each arena must have one, as well as the chairperson, referee-in-chief, rules coordinator, and tournament headquarters. **GOOD COMMUNICATION IS A MUST!**

Correspondence and Paperwork

1. Reserve ice and other facilities you require to host your event.
2. Apply for sanctioning of the event to O.R.A.
3. Send out letters of invitation (sample enclosed) to include; dates, deadline for applications, cost and who to make cheque payable to, level and divisions available, guaranteed number of games, contact name, address and phone number. Are officials needed?
4. Acceptance and non-acceptance letters must be issued as soon as possible after the deadline to notify teams that they are in or not. A written non-acceptance is a must.
5. Send in required pre-event sanctioning requirements.
6. Hold committee meetings and keep minutes to assure that all details are being handled.
7. After the event send in post-event requirements.

Other information regarding the tournament should be provided upon request.

After the tournament, thank you notes to committee members, media, arenas, donators, sponsors, etc.

Tournament Invitation

This should be sent four months before the tournament is held (in the fall of each year is best). The teams accepted need time for fundraising, arranging accommodations, planning transportation, etc. If you want the team to bring along a referee, tell them the current carded level of the referee.

Points to include Are:

- date of tournament, arena(s) to be used
- Divisions involved - how many teams in each.
- Whether or not you will billet and what age levels.
- Amount of entry fee.
- Guarantee of how many games.
- if you want them to bring a referee, and what level.
- Final date for entry and date of acceptance.
- Ask to have cheques enclosed with entries – who is cheque payable to?
- Address and Phone number of tournament chairperson
- Date when they can expect to receive notification of acceptance or rejection.
- Request that a TRF MUST be included when registering.
- A policy on refunds must be stated

Letter of Acceptance

This should be sent as soon as a final decision is made as to which teams are accepted, which should be no later than two weeks after the closing date for applications.

Points to Include Are:

- Inform them of teams accepted or rejected.
- Billeting list
- List of accommodations with prices
- Request names of referees and their qualifications
- When to expect schedule if not included
- Map of city, showing arena (s), accommodations, restaurants
- Information on any hospitality being provided
- Information concerning storage availability at arena

Letter of Non-Acceptance (Rejection)

This letter needs to be sent as soon as possible. A phone call should be made to tell the team, to allow them as much time as possible to get into another tournament, but a letter still must be sent. It is not necessary to include why they are not accepted, unless for instance the division is not included in the tournament. Teams require these letters for Provincial Wild Card applications, or for seeding requirements.

Concessions

Food: If there is none available already, you will probably need to arrange something. i.e. barbecue, bake table, etc.

Bake Table: Have baked goods brought in the evening before, so that goods can be labeled ahead of time.

Barbecue: Sell tickets inside and then get food outside. Sausages, hamburger, Bacon on a bun, etc. go over well.

Souvenirs: See this section below

A cash float will be necessary whenever cash is used. Make sure that prices are set firm before you begin. Make signs with prices already made up.

Convenors, Site Supervisors, Arena Managers, Troubleshooters or Facilitators

Tournament Convenor

The tournament convenor is the person who arranges for and appoints all of the Arena Convenors. He/She should be prepared to be at the rink for the majority of the event. Either he/she or the Arena Convenor schedules and controls the arena volunteers, such as timekeepers, scorekeepers, etc. Arrange for all supplies for table, stationery, extra game sheets, organized game sheets, referees payments, first aid supplies, rings for games, pens, clipboards, etc. See also the section on Facilities for some of the pre-tournament tasks that must be done.

Arena Convenor

One of the most important positions to fill during the actual event is the arena Convenors. Sometimes they are called Site Supervisors, Arena Managers, Arena Troubleshooters, or Arena Facilitators.

Regardless of what they are called, come game day, he/she is your most visible person in each arena. Their job is to oversee all activities at the arena that they are in charge of on the day, or days, of the tournament. See also the section on Facilities for other tasks, some of which must be done even before the event begins. The Convenors' main job is to try to keep everybody in the arena happy with everything except the actual playing of the games. They should know everything a visitor might want to know about the area around the arena, the community as a whole and the arena itself.

Most asked questions:

- Where is the closest skate sharpening?
- Where is the best restaurant in the area?
- Do you have a first aid room?
- Where is the nearest hospital or clinic?
- Are the other arenas on time?
- How far behind is this arena?
- How do I get to the next arena?
- Is there a place to store our bags before the next game?

They man the phones between arenas and Tournament Headquarters. If you are using cellular phones, will they work inside each arena. (Sometimes you have to go outside, or they may not work in that area at all.) Phone scores to a central location and to the scoreboards at all other sites. Find out who is making decisions such as tie-breaking, protests, etc.

The Arena Convenor keeps a master list of emergency phone numbers.

- Registration of teams (registrar)
- Crowd control
- Public Relations
- Report scores to radio and press (publicity)
- Sign in of teams
- Post scores immediately after games
- Keep games running on time
- General inspection of dressing rooms, lobby and washrooms.
- Have extra equipment available such as goalie pads, sticks, helmet, skates, sweaters (for colour conflicts), etc.
- Liaise with ice attendant re: flooding policy and nets (whether pegged or not)

Facilities

The first order of business is to reserve your ice time and any other facilities you will need to run a successful event. You may have to do this as much as a year or more in advance. Call your arena scheduler as soon as you decide you would like to host an event. You may have to do a small balancing act between what the community says is available and the weekends that O.R.A. says are available to you. The weekend you want may not be one that is available. Often all of the ice sports in one community have a joint meeting during the spring or summer to trade off ice for major events. One of the prime considerations when hosting a tournament is to ensure that you have considered all of the facilities, and equipment required to run the event. Many small items may be accidentally left off your list, but are essential to playing the game.

Arena Convenors (see section on Convenors)

Complete co-operation of the arena attendants at the time of your tournament is essential to having a good tournament. You should name "Arena Convenors", "Tournament Managers", "Site Supervisors", or "Troubleshooters" for each arena you will play in. He/She should be the only one asking the arena staff to do something out of the ordinary during your time in that arena. If several different people are asking, sooner or later the staff may simply say "NO!".

Sometime, well before the tournament, you should ask the person in charge of the arena to check, do, or make available things such as:

- Repainting of lines on the ice, possibly special lettering. Include a rulebook with your letter showing proper rink markings. You may want to consider getting the event logo painted at or near center ice.
- Use of telephone
- Use of microphone and PA system. Have music, etc. ready if needed.
- Have the refreshment booth well stocked and open at all games
- First Aid room available, as well as skate sharpening
- Clocks in working order
- Give the staff your game schedule with expected flood times.

As well, a member of the committee (if possible the chief troubleshooter) should make a personal visit to the arena to discuss your needs with the attendant who will be working at the time of the event. At this time, you can see if the things listed above are in hand. For example are the lines on the ice? Are power sources available and ready to go?

Facilities Checklist

Included in the Sanctioned Event Package that O.R.A. send, is a Risk Management checklist. It must be filled in before the tournament starts. Below is a list of some of the items and others to consider in your own tournament facilities checklist.

1. Time Facilities are open. Notify all arena persons, concession attendants what times you will need the facilities open.
2. Registration Room – Can be designated area or a specific room.
3. Dressing Rooms. for teams – preferably 4, Make sure that rooms are kept clean.
4. Dressing Room Keys. Ask that they be kept at the registration desk.
5. Referees Dressing Room. Need an adequate room for officials to dress in; ask for a secure room large enough to leave their equipment while not officiating on-ice.
6. Adequate Spectator Seating.
7. Timekeepers & Scorekeepers Area – clock, lights, PA system, etc. working.
8. Rink Markings. Make sure that they will be as required. You may want to ask if they will paint your logo on or near centre ice.
9. Equipment. Rings, stopwatches, whistles, pens, heater (for scorers), extra sets of sweaters (in case of conflicts), and clipboards for scoresheets.
10. Equipment Storage. Ask if they can provide an area to leave equipment between games. This is difficult to control. Make sure that a warning is made very clearly that you cannot be held responsible. If all games are played at one arena this is very convenient. However, it is not a big problem if you cannot get a room and teams have to take their equipment with them.
11. Communications. Between Arenas
12. Tournament Charts & Scoreboards. Needed to keep everyone up-to-date at each site. Make sure that they are easy to read and understand.
13. Hospitality Room. If possible provide a Hospitality Room available for volunteers/officials/dignitaries. This is great for arena supervisors, etc. who may not be able to leave the site. (see section on Hospitality)
14. Skate Sharpening. If none available on site, you should provide a listing, handy for anyone who needs the service.
15. Directional Signs. To registration, Sales areas, etc.
16. St. John's Ambulance. or qualified First Aid personnel.
17. Risk Management Checklist.
18. Flooding Schedule. Make sure the coaches are advised before each game if and when there will be a flood. Many rinks start their floods at different times. A difference of five to eight minutes while short in time is enough to change the mood of a team, ready, or conversely not ready, to play at actual game time.
19. Municipal Approval/Licenses. Make sure that you have checked to see if you need any municipal approval or license for sales, concessions, etc.
20. Shot clocks available and working.

First Aid

You must decide if it is better to have St. John's Ambulance or an individual with first aid training in attendance at all tournament games; or conversely where your 911 or emergency ambulance service is better.

If you use St. John's Ambulance or an individual find out if an honorarium is normally given. If a donation is to be given consider sending it along with a thank you letter.

Is it necessary to supply first aid items such as band aids, ice packs, etc. or does the facility supply them?

Fundraising

Program, Sponsors, Souvenirs

See also the section about the "Program" for advertising in it and sections about "Sponsorships" and "Souvenir" activities. Some portions of what we call Fundraising can be considered Sponsorship, and vice-versa.

Fundraising

Fundraising is a very important part of any financially successful event. It includes donations and activities other than those in the program or paid advertising under sponsorship. For example, it is sometimes possible to get entrepreneurs to sell things at your tournament and give you a percentage of the sales or a flat fee for the right to do so. Use the same principles as you do in the program for cost and profit.

50/50 Draws. Little expense or forethought needed. Great fundraiser as it cannot lose any money.

Goalotto. Again, it cannot lose any money. For every second (60) a square is sold for \$.50 or \$1.00 or 3/\$1.00. The second the last goal is scored determines the winner (:00 to :59). If no winner, tournament keeps the whole thing, (or you could decide to give it to the closest second, splitting the winner if they were equal distance apart. Winner gets 50% of what is sold.

Fling-a-ring. Cannot lose any money. A sale of numbered rings to be tossed onto the ice at half time. Closest to centre ice gets 50% of sales for that game. This can cause serious delays in event timing if not controlled closely. (It typically can add one hour in a full day's event per pad.)

Penny Table. Get donations of prizes. Tickets sell for 3/\$1.00 or \$.50 each. Jars kept next to each item to collect tickets.

Face Painting.

Entrepreneurs. Sports store sets up a table for sales. Host gets a percentage or flat fee.

Hospitality

Hospitality Night

Some tournament committees wish to have a hospitality night, usually Saturday night. It is customary to invite coaches, managers, other bench staff, tournament volunteers, officials, sponsors, and other invited guests such as local, regional, or provincial dignitaries. (Mayor, MP, MLA, Local Hall of Fame members, ORA Executive, or Committee Members, etc.) Most events cannot do this as games are going on at the same time.

Hospitality Room at Arenas

It is suggested that you keep in mind that volunteers should not be out of pocket for drinks, food, etc. Many tournaments arrange for a hospitality room at various sites used by the tournament, for all of the people listed previously. On- and off-ice officials will greatly appreciate this also. This is great for all of your volunteers to get a sandwich, juice, coffee, etc. when they may not be able to leave the site. Donations of food, drinks, etc. cost nothing but greatly add to the well being of the volunteers.

Suggest pot of hearty soup or stew. Picnic cooler for juice and sandwiches. Try to arrange with hotel, donut shop for leftovers for the convenor's room and offer free advertising in the program.

Kitchen supplies such as towels, soap, sugar, milk, coffee, cups, stir sticks, wrap, napkins, kettle, coffee pots, tea, etc. will be needed.

Referees Room

They travel from far and wide to be scheduled for only 4/5 games a day. This hardly covers 2 meals and a snack for a day, never mind the gas or accommodation expenses. Therefore try to arrange with the hotel for free rooms, arrange for juice, sandwiches, baking, fruit, soup, etc. for their dressing rooms, or they could have access to the hospitality room. With only 1 or 2 hours between games it is difficult to change, drive somewhere, eat and be ready for the next game. They are MOST GRATEFUL for these extras. It is truly for the love of the game that they referee.

Hostesses

Often communities provide team hostesses, or hostesses assigned to a certain stretch of time. These could be players of Petite to Belle age or possibly mothers. They can be assigned a team throughout the event or a certain number of hours. For the games involved.

She will need a schedule of her times expected and a description of her duties such as:

- Show teams to their dressing rooms
- Fill water bottles if needed
- She should be sure dressing rooms are locked during the game
- She would always be close to the bench, in case they need her assistance
- After teams leave the dressing rooms, check for forgotten items and make sure that rooms are in good order for the next team

She should be at the arena more than one half hour before the team she is looking after is scheduled to play.

GAME OFFICIALS – REFEREES

Referee-in-Chief (R.I.C.)

Every Invitational Tournament RIC is required to communicate with their respective Regional Officiating Coordinator regarding the selection and scheduling of officials for their tournament. Such communication must take place no later than three weeks prior to the tournament's first game and shall occur solely for the purpose of information interchange.

Some of the responsibilities are:

- Call the tournament chair to find out the number of teams, calibre of play and the number of facilities being used, to determine the list of officials.
- Contact officials to determine their availability.
- Schedule the officials.
- Send your Regional Officiating Coordinator a list of all the officials being considered for the event.
- Send a completed schedule of officials to your Regional Officiating Coordinator one week prior to the tournament.
- Supervise and monitor the event in it's entirety.
- You must arrange a method of payment ie. cheque, sign in sheet, pay envelope, etc.

For further information and guidelines please consult the Tournament Host Guide.

MINOR OFFICIALS

Scorekeepers, Timekeepers, Shot Clock Operators and Announcers

Your timekeepers, scorekeepers, and shot clock operators play a vital role in the operation of your tournament.

All minor officials should be knowledgeable and familiar with the materials that are made available to them i.e. game clock, gamesheet.

Scorekeepers

Responsible to record on the Official Game Report goals, assists, penalties and timeouts. In addition, to ensure the timekeeper and on-ice officials sign the gamesheet at the end of the game.

Timekeepers

The timekeeper is responsible for the operation of the game clock i.e. penalties, goals, 30 second timeouts.

Shot Clock Operator (if applicable)

The shot clock operator is responsible for the operation of the shot clock device and to observe the on-ice officials signals.

Announcers (optional)

Can be volunteers, maybe even from your local media. Responsible girls of Junior or Belle age groups or parents can be used. Timekeeper is responsible for announcing team lineups (if time permits), penalties (player name, number, team, time of the penalty and type of penalty), and goals (player name, number, and who assisted).

Announcements mentioning sponsors can also be made, before the game, at half time or during stoppages in play.

OPENING CEREMONIES

It is up to the discretion of the tournament committee to be as elaborate or simple as you wish.

Invite dignitaries to make short speech possibly the Mayor or a representative from the community service or Parks and Recreation.

Invite sponsors to present the awards they have presented.

You will need a hall of area for the team to line up in before their entrance onto the ice. Possibly have a colour guard to lead the teams onto the ice.

You will need an organized game plan as to where all teams, referees, dignitaries, and executive are to be and the order in which presentations will be made.

TOURNAMENT PROGRAMME

A tournament programme, whether sold or given away, whether a single sheet schedule or a glossy fully sponsored booklet, is your main communication vehicle. Often this is the only method of getting information to your coaches, the players, the spectators, and the public. There is probably nothing better that will force you to think comprehensively about all elements of the tournament than a full booklet.

A basic programme should contain a master schedule of events, tournament rules (those differing from ORA rules), any appropriate maps, notices, emergency numbers, etc. Once this work is done, it is not much extra effort to add team listings from the submitted TRFs. The total ORA rules package comes in the sanctioning package, especially the section on tie breaking. Some pictures from last year's tournament, and some welcoming letters from the Mayor, association President, etc. also add to this. Thank you lists for sponsors and volunteers as well as an autograph page also add greatly to the whole venture.

You now can sell advertising space in the programme, which will cover the cost of the program and in all likelihood generate income.

In planning the programme you must think of four elements. The first is the editorial aspect. The editorial content is anything but advertising. It is the reason for producing the program in the first place. The second element is the production of the program. Everything from the type of paper to be used to whom will print the program. The third element is advertising. While it is tempting to think of advertising for the revenue it can bring in you must also consider what your production has to attract and make it feasible for advertisers to buy into. Ideally, these three elements will work together to enhance your event.

The fourth element is deciding whether to sell or give the programme away. Remember, if you sell it you need to find volunteers. It can be sold at concession booths, but it also needs to be well promoted. You can split these and have them available with a donation can and a suggested amount. That way everyone wins and you do not need as much personal attention in selling them.

Editorial Elements

The editorial content of your programme will ultimately be decided by the nature of the booklet that you intend to produce. In any case, the following may help you decide what you wish to include.

- Cover
- Contents Page
- Local Directory
- Map(s) showing Arenas & Hotels, etc.
- Event Schedule
- Team Rosters
- Tournament Rules
- Scoreboards for results
- Letters of Welcome
- List of Thank Yous (Volunteers, Sponsors)

Production Elements

Unless you have experience within your group this may be the time to pick and involve a printer, to work with you on the details. Printers are used to working with inexperienced clients and can offer examples of possible formats, price structures, and production deadlines. In your planning, though, there are some things that you should begin thinking about.

Number of Pages – Many types of printing have preset groupings such as four pages to a printed sheet. Nothing is more discouraging than to put together the best booklet ever and find that you have 34 pages in a four to a page layout.

Number of Programmes to Produce - Check on printing costs. Sometimes an extra 100 programs are relatively cheap. The number of programs required will depend upon the number of attendees. The nature of the program (souvenir types will need more than just basic schedules), and whether it will be sold or given away. If selling them a rule of thumb is that for every (7) seven people admitted you will sell one (1) programme. Everybody likes to see his or her name in print, therefore the more names or pictures, the more you will sell.

Method of Production - Many organizations have people who have the capabilities and/or software to do desk top publishing. As typesetting is labour intensive task, any work that can be done by volunteers will have dramatic savings.

Production deadlines – Do not forget that the printer will need lead time to do the setup, prepare the proofs, get your signoff, and print the final product. This lead-time should be determined with your printer months before the event.

Page Size

Colour/Format

Binding Type

Paper Type

Advertising Elements

In considering the advertising elements for your programme, you should attempt to come up with a balance. At the very least, the ratio of advertising to editorial content should be 50/50. A program that contains more advertising can obviously generate more revenue but anything above 60/40 can become self-defeating. Smaller local tournaments can get away with higher ratios because the advertisers are equally interested in supporting the local events as they are in earning payback for their submissions. Bear in mind that a single page of advertising can accommodate several ads. As part of your layout planning, you should choose how many advertisers you can accommodate on a page without shorting them. In planning the advertising elements, the following should be considered.

Number of Ad Spaces -

Preparation of Ads – Ad lay-up can be expensive. Many advertisers will have camera ready artwork and/or layouts to use. Others may have business cards that can be readily used. Here again is an opportunity for that skilled volunteer with the handy computer and laser printer.

Keeping the ad lay-up for the next year can also save future setup dollars.

Rate Structure – Certain locations such as inside front cover, back cover, beside schedule, etc. command a higher price. Be sure to identify and promote these premium spots. A page of smaller ads should generate more revenue than a single full page ad.

Sales Contracts – A simple page that contains rates, a check off box, and an open space upon which to attach a copy of the artwork will avoid the embarrassing “I didn’t get what I paid for.” comment.

Contra Arrangements – All tournaments have needs besides money. Ads in the programme can be traded for goods and services that can be more valuable than money to a tournament. To be fair to other advertisers, some attempt should be made at valuing the products received to ensure the proper size ads are traded. This also helps in evaluating the profit or loss of the project.

Advertising Targets – There are three market areas – International, National, and Local. Normally lead times are needed in approaching the first two areas and you need to offer them fair value for their dollar.

The Local advertiser on the other hand does not have as much money to spend, but is not as much encumbered by preset budgets and level of authority. In addition the local advertiser is interested in the community support aspect of the tournament.

Giving each advertiser an invitation and admission to the event, a thank you letter after the event, and a copy of the programme featuring his ad, is a solid presale for next year.

Sales Kit – Each person selling advertising should be given a simple sales kit to make the job, if not easy, at least organized. This kit can contain the following:

- Rate card illustrating the size of available ads, their cost and those premium slots available
- Contracts and agreements committing the advertiser
- Information on your organization, the event history, and perhaps information on Ringette itself.
- Dummy of the programme or a copy of a previous year or similar programme from another event.
- Examples of well-designed ads

Extras

All of the above is conventional as far as programmes are concerned. You should not feel restricted in any way from adding to the approaches set out. After all, there are no rules and nothing to say that a committee cannot improve on anything that has been done before.

The following are some further features that can be added. Do not forget that what attracts your audience to reading the programme will also attract advertisers to participate.

- Lucky number or similar contest using the programme
- Coupons offering discounts at event or at advertisers or elsewhere.
- Update statistic page as inserts on subsequent days of the event.

Summary

The first step is to choose the objective of the programme. Is it to generate revenue, inform the participants, exposure for the sport or enhance your tournament? Once these questions have been answered, the information contained within this document should give your tournament the basic information required to produce a product to meet your needs.

PUBLICITY/MEDIA

Your Publicity Director's job is to contact the media in the area to promote your tournaments as a major sporting event.

Relations with the media cannot be a one-shot deal. Provide a regular and consistent campaign. Assume that the people you speak to know nothing about Ringette, but speak as if it is a household name that they all should know about.

The best news is "people", not "events" or "scores". If you cannot find news, make some. When you are hosting a tournament, mention it early and keep the media posted regularly. Reporting of results to the media is more likely to get printed if you connect it to a personality from the local community.

Promotion/Publicity/News Releases

BEFORE: Press Release – Info about the tournament – Background, etc. schedule – with team names and home team information. Send all information to your local radio station and newspaper two weeks in advance of the event.

Include the date of the event, where games will be played when play starts, times of final games.

- Number of teams participating, where they are from
- Possibly your tournament chair could be interviewed on radio or TV
- Request pictures by the press
- Posters could be made up giving all details and posted in arenas, plazas, etc.
- Notices could be sent to schools

DURING: Passes (if admission is charged)
Arrange to have someone knowledgeable in the tournament and the game itself to be available to answer questions, etc.
Up-date scores as soon as possible to all media such as radio, TV, and press

AFTER: Send follow-up information immediately – scores, awards, prizewinners, etc.

ORA Website/Association Website

Post tournament information and application on your association website (if available), along with schedules, score, etc.

ORA's Webmaster will provide a link to your site or will put your schedule onto the ORA site (www.ontario-ringette.com). Results should be sent to the ORA website immediately after your event.

REGISTRATION OF TEAMS

Registration of teams includes all of the tasks you associate with sending out invitations and receiving them back, filled in by the prospective teams wishing to participate. Following are some guidelines to help with registration.

Have only one contact for tournament registration. That person should be the Tournament Registrar. When there is more than one person taking registrations, problems will undoubtedly arise.

Before Event

Send out tournament invitation letters (see sample) asking for fee and copy of the team's O.R.A. Team Registration Form (TRF). You will save yourself a lot of grief if you ensure that you have this TRF along with the registration fee. This will ensure that you have the team in the correct division, level, and that everyone is a legal member of the team.

After the Deadline

Once your committee decides on teams to accept, you should send letters to all who applied telling them of their status and making refunds where necessary. Do not delay, so teams can make alternate arrangements, or will not make them if you will accept them but you take too long to reply. Make sure that each team's registration fee is in before turning other teams away.

For teams that have been accepted, send maps, hotel info, etc. with approval letters. Schedules should be sent as soon as possible. The sooner schedules are sent out the better, so those teams can arrange transportation and accommodation, etc. Do not give out any maybe information, until you are sure, as this may turn against you later if things change.

Once you know the teams, make copies of the TRFs and arrange them by Team and Division and Level of Play. Copies of any completed TRF Adjustment Forms must be sent with the Post package.

Any welcome letters or goodie bags should be labeled ahead of time, ready for team's first game. (Particular note should be taken of possible changes in game times, tournament rules, etc.)

At The Event

You should set up a registration area, where all registration process can take place. (game sheets signed, dressing room keys distributed, etc.). Exchange dressing room keys for car keys to ensure that they will return them. Keep these in a secured area. When the game is over exchange the dressing room keys for the car keys and their copy of the game sheet.

Before each game all bench staff must sign the game sheet and make any changes to player rosters and ensure that shirt numbers are correct. Any additions to the player's list, as submitted on the TRF, must have an Information Change Form (players registered late or changed teams) or TRF Adjustment Form (for substitute players only) to show the players are registered correctly. The Regional G&T Coordinator has the final decision on legal players.

If the game sheets are pre done it is much easier to spot any changes.

Goodie Bags

Sometimes a team package is given to the team upon registration that includes passes (if necessary) and food coupons, etc. Soft drinks or juice may be distributed after games.

RULES

Playing Rules

Rules as per the Official Rules of the Ontario Ringette Association.

Sanctioned Event Rules

The Ontario Ringette Association sanctions ALL invitational Ringette Tournaments; Regional Championships, and any Regional Preliminary Championships leading towards the Ontario Provincial Championships. Getting this approval must be included in your planning and organization.

Each season Ontario Ringette puts out a resource called the ORA Sanctioned Event Package. There is a check off list of all of the items needed to run a successful event. This package is sent to the contact person, as noted on the annual application form, once the tournament has been approved for sanctioning. The deadline for this form is July 31st to the ORA office accompanied by the required fee. This form is issued annually to the President in a package from the ORA office.

Included in your Sanctioned Event Package are the Sanction Rules. These rules are made and distributed by ORA so that all tournaments are relatively consistent in what they offer and how they are conducted. It means that every team leaves home knowing the ground rules beforehand. Read these rules carefully. Follow these rules and your event should run smoothly. BE SURE that you send the required pre and post event requirements within the specified deadlines.

Minor Changes to Sanctioned Event Rules

No changes may be made arbitrarily by the tournament host. Your regional G&T Coordinator must authorize any changes to the sanction package rules. Contact your Coordinator for advice.

Two changes that are very often considered are:

- Game length for Junior and above (should be 20 minutes per period – but usually is not due to time constraints)
- No overtime games until semi or finals (due to time constraints) – points to be assessed are listed in the rules.

SCHEDULING GAMES

Factors to Consider when Deciding on your Schedule

A single round robin is the most common, however, if fewer teams are involved, a double round robin offers the fairest method of determining finalists. A modified round robin is often used when there are more teams than available ice time. If there are 5-7 teams for example and you only have ice for three games each, before the medal or crossover game, then schedule each team for three games. Try not to schedule the best teams against each other during the modified round robin, or one may eliminate the other before the medal game or crossover games.

Sometimes pools are used if there are too many teams to put together for a round robin format. In a single pool, the top two teams advance to the final. In 2 pools, there should be a crossover games (i.e. 2nd in Pool A vs 1st in Pool B and 2nd In Pool B vs 1st in Pool A). The winners advance to the final game. If not possible due to time constraints then let the top team in each pool advance. Be aware that this is not the best choice because the top teams could have been placed in the same pool.

One way to combat this problem is to have the teams in Pool A play only the teams in Pool B and therefore vice versa and allow the top teams to proceed based on total points, not which pool they were in. The number advancing will depend on whether you have ice time for only a final or for the crossovers plus the final. If you are giving out a bronze medal, then the 3rd place could play second place and the winner advances to play the 1st place.

Some Thoughts to Consider in Scheduling Games

- How much ice can be obtained?
- Include flood times when scheduling games
- Schedule a catch up “Crush Ice” or “Slush” time. Allow at least one hour per ice pad per day.
- Calculate the number of hours required for the number of teams. For example 7 hours of ice is required for a 4 team divisions – gives a full round robin plus a final. – If presenting medals on ice add another 15 minutes to each final scheduled. This is for 15 minute periods, 20 minute periods would be altered accordingly.
- If you do not have time to allow teams a rest period before another game, schedule an exhibition game. A “AAA” level exhibition game or Bunny game.
- Consider the distance a team is coming when scheduling them. Attempt to end the tournament early enough Sunday so the teams will arrive home in time to have enough rest for school/work the next day.
- Try to schedule the first games for the closest teams Friday night or during the week if required.
- Try to have no more than 3 games a day per team.
- At least a three-hour break is recommended between games. Although two hours is not totally impossible, it should be shunned where possible.
- Try to make sure that a team playing first thing in the morning does not have to stick around until late to play their last game of the day.

- Try to be sure those teams that have a late game are not scheduled first in the morning.
- Teams should only play through one meal a day.
- Ensure an even number of home and away games, if possible.
- Keep in mind teams travelling distance and the number of games played per day.
- Copies of the schedule should be forwarded to the Host Chairman and the Referee-in-Chief, for their final input before distributing.
- No team should have to arrange accommodation for more than 2 nights.
- Older divisions should be put in the same arena so that referees can be easily arranged. Putting a Novice, then a Deb, then a Petite game, does not allow the Referee-in-Chief to make best use of his officials.

If all teams can be available for the first games and are equal ability a simple draw can be made to determine the position of each team on the schedule. You could do this by placing all team names in a hat and inserting the name onto the schedule in the order they are drawn. No team likes to come to a tournament and get early morning games when the host does not have them. Make sure that you treat all teams equally. You want to show that you can be a good host.

Breaking of Ties

You must use the ORA tie-breaking procedures. In round robin or pooled games, a tie can stand, but teams have to know ahead of time that this will be in use. (2 points for a win, 1 for a tie, 0 for a loss is the ORA sanctioned procedure. No other way can be used unless previously approved by the G&T Coordinator.)

Types of Formats

(Hours are based on 2 -15 minute period games)

3 teams – 3 games guaranteed

Single round robin (A@B, B@C, C @ A)	3 hours
3 rd place vs 2 nd place semi-final	1 hour
Winner of preceding semi-final vs 1 st place	1.25 hours
TOTAL	5.25 hours

4 teams – 3 games guaranteed

Single round robin (A@B, C@D, C@A, D@B, A @D, B@C)	6 hours
2 nd place vs 1 st place	1.25 hours
TOTAL	7.25 hours

5 teams – 4 games guaranteed

Single round robin (A @B, D @C, C @E, B @D, C @A, E @B, D @E, B @C, E @A, C @E, A @D)	10 hours
2 nd place vs 1 st place	1.25 hours
TOTAL	11.25 hours

6 teams – 3 games guaranteed – playing vs opposite pools	
Two Pool Round Robin (A @D, B @E, C @F, E @A, F @B, D @C, A @F, B @D, C @ E)	9 hours
Top 4 teams advance (4 th vs 2 nd , 3 rd vs 1 st) OR (4 th vs 1 st , 3 rd vs 2 nd)	2 hours
Winners play (home team highest in standings)	1.25 hours
TOTAL	12.25 hours

OR

6 teams – 3 games guaranteed – playing in own pool	
Two Pool Round Robin (A @B, B @C, C @A, D @E, E @F, F @D)	6 hours
3 rd place in Pool A vs 3 rd place in Pool B	1 hour
2 nd in Pool A vs 3 rd in Pool B/ 2 nd in Pool B vs 1 st in Pool A	2 hours
winner of 2 nd vs 1 st games advance to final	1.25 hours
TOTAL	10.25 hours

OR

Same scenario as above but 3 rd place play 2 nd place teams in crossover games and winners advance to semis against 1sts and these winners go to Final	
TOTAL	11.25 hours

SIGNS

Scoreboards in Arenas

Large scoreboards must be posted in all arenas and scores kept current. The tie-breaking rules should be posted in close proximity. Train anyone who will be posting scores so that it is done correctly and consistently from arena to arena.

Signs posted in the arena behind the benches with the team names, assists anyone watching the game. Make sure the HOME and AWAY signs are also clearly visible.

Team dressing rooms can also have the names put on them.

A sign pointing out what dressing rooms are available for what team should be displayed at the entrance to the arena. Another sign, directing team bench staff to the registration area is essential.

SOUVENIRS

Participants like to purchase souvenirs such as pins, shirts, etc. ORA can be of assistance directing you to someone that will supply these items, as there may be a corporate sponsor.

You will have to decide whether you want to take the chance and have some made up yourself or whether to get someone to come in for a fee.

If bought outright, you can be left with a few items that will mean a much lower profit or even a loss. If brought in on consignment, you cannot lose, but you must have enough manpower to do this. The easiest method is to have a company come in and give you a percentage or flat fee for being allowed to sell their wares. Make sure that all terms are made very clear before you begin.

Any time that you get something for free, whether programs, or hotel accommodations as examples, these are in effect a type of fundraising. Many people tend not to realize the importance of these items as well as actual money that crosses hands.

SPONSORS

Program & Advertising

See also the section about the “Program” for advertising in it and the section on “Fundraising” activities. Some portions of what we call Fundraising can be considered Sponsorship, and vice-versa.

Sponsorship

Sponsorship is a very important part of any financially successful event. It includes donations and advertising other than in the program. For example, it is sometimes possible to put up advertising signs in the arenas or even get them painted onto the ice. Use the same principles as you do in the program for cost and profit. Anytime you can get something for free that you would have had to pay for, is in effect sponsorship or fundraising. (i.e. hotel rooms for officials which are given free due to the number of rooms that have been booked there) The number of donations is unlimited.

Advertising

A letter may be sent to businesses in the community offering advertising space (signs) at pre determined rates, or simply requesting donations. You may wish to mention that you are offering business the opportunity to be part of your venture and also the opportunity to help youth in your community.

Sponsorship of ice Time

You can announce the sponsor during a particular hour or time slot in exchange for sponsorship to cover ice costs. Make sure that you do give them the coverage with signs and frequent announcements.

Sponsorship of Medals, Trophies, or a Division

Make sure that you give them enough coverage to warrant their sponsorship. Program notes, signage, and on the medals or banners, etc. are all ways to announce their contribution.

Admissions

If you do have an admission, make sure that sponsors all receive passes for entry to the event.

Hospitality

If you have a hospitality night, ensure the sponsors are invited. When you write them or tell them, advise them of what to expect. For example if there is a cash bar. They will need to know where it is being held in order to dress appropriately.

SUMMARY

Following is a summary of events in chronological order. While these dates may help in establishing the sequence of events as you plan, organize, and prepare your tournament. Please bear in mind these dates are approximate and may vary from community to community.

MAY

Search association for core volunteers to be on committee.
Apply to the community for the required ice time.

JUNE

Apply to ORA for tournament sanctioning.

JULY

Canvas community for sponsors and volunteers for sub-committees.

AUGUST

Sanction approval to be received by G&T Coordinator.

SEPTEMBER

Prepare invitation letters. Mail to associations, distribute at Region or League meetings. (2 hours)
Start the ice schedule. (6 hours)
Write to community for permission to sell items.
Have only one contact for tournament registration.
Order Medals/Trophies/Banners, etc. as per the tournament budget.

A MONTH BEFORE EVENT

Finalize the ice schedule (8-10 hours)

Prepare your pre-tournament sanction requirements. (6 hours)

Send letters of acceptance to teams with schedules, maps, etc. (4 hours)

Appoint arena convenors, scorekeepers, timekeepers, etc.

Arrange for all supplies.

Organize game sheets.

Arrange for payment of officials (On ice and off ice)

Prepare goodie bags. (10-30 hours)

Distribute schedules to:

- Coaches of all teams
- Referee-in-Chief
- Treasurer
- Arena Persons for floods and ice markings
- Program Printer
- Scheduler for timekeepers/scorekeepers
- Anyone else who needs to schedule volunteers

Hospitality coordinator – arrange for coffee, donuts, etc. Much of this can be donated. (10 hours)

Program Coordinator –

- Letters requesting sponsorship with art work due in usually 3 weeks before event. Get letters form Mayor, President, list of executive, team lists, master schedule, score boxes, etc. (20 hours)

Game Sheets – typed and arranged by day at each arena. (6 hours+)

Volunteers – Schedule the volunteers for all concessions, etc.

Prepare score boards for walls and signs at each site.

Publicity Coordinator – Arrange for notices in newspapers, Community TV, Radio

Facility Audit – For pre sanctioning package

Equipment Coordinator – extra sweaters if needed, rings, locks, stop watches, etc.

Treasurer – floats for concessions. Money for officials. (4 hours)

AFTER EVENT

Ensure that all post tournament package items are completed and sent to the G&T coordinator A.S.A.P. (1 hour)

Finalize tournament accounts (4 hours)

Have a final wrap up meeting to go over what went well and what should be altered for the next event.

**WE WISH YOU THE BEST WITH ANY AND ALL
TOURNAMENTS THAT YOU HOST.
HOPEFULLY THIS GUIDE WILL ASSIST YOU.**