



# PROVINCIAL CHAMPIONSHIP HOSTING GUIDELINES



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## INTRODUCTION

This manual lists the requirements and selection criteria for hosting Provincial Championships and the U12 Year End event. Additional to this guide, interested associations should get familiar with Ringette BC's Technical Package. This document will let you evaluate your association's capacity to take on hosting one or more divisions.

These guidelines have been created to support local associations with planning an application to host an event. Ringette BC reserves the right to add or modify information contained in this manual and has final approval on all event related documentation.

The selection of Host Committees is the responsibility of Ringette BC.

## SELECTION TIMELINES

1. Application Deadline	June 1
2. Ringette BC announces second call for Applications if required	June 14
3. Ringette BC notifies hosts of successful bids	July 1
4. Host Committees and Ringette BC sign the Host Agreement	October 31

## APPLICATION CONFIDENTIALITY

Ringette BC ensures that applications are kept confidential. Details pertaining to each application will only be communicated to Ringette BC's staff for selection purposes and board members if necessary. Documents sent become the property of Ringette BC and could be used as reference for future host selection process.

## CONTACT PERSON

We would like to thank you for your interest in organizing Provincial Championships and encourage you to communicate with our Sport Operations Director, for any questions at [susandoucette@bcringette.org](mailto:susandoucette@bcringette.org) and to contact previous Host Committees; their experience could be beneficial to your organization.

## OVERVIEW

### GUIDING PRINCIPLES FOR THE PROVINCIAL CHAMPIONSHIPS

The following statements should serve as the bottom line for decision making in the application for and the organization of Provincial Championships:

- All teams have equitable opportunity to participate;
- Special, exciting, different from other tournaments;
- Developmental benefits – LTAD appropriate;
- Accommodate as many teams as possible;
- Net benefit to associations to host (financial or otherwise – leverage for publicity and recruitment).

### BENEFITS OF HOSTING PROVINCIAL CHAMPIONSHIPS

Hosting Provincial Championships should be rewarding for an association. When done well, hosting can:

- Be an opportunity to promote Ringette in general and your Association in your community;
- Rally your community around this mobilizing event and foster a sense of belonging;
- Contribute to the development of organization and leadership skills for your volunteers;
- Create interest for other activities your association runs during the year: Come Try Ringette, tournaments, summer camps, etc.;
- Stimulate the local economy and potentially raise money for your association;
- Ultimately, Provincial Championships are the highlight of the season. By hosting you take part in providing this rewarding experience for which many athletes worked for most of the year.

### OFFICIAL APPLICATION DOCUMENTS

Following the timelines stated on the previous page, make sure to include all the information and documents that could assist Ringette BC in evaluating your application favorably. Applications will not be accepted from teams and must be received by an association.

At minimum, your application package should include

- Application form ([found online here](#))
- Budget
- Ice Contract or Commitment from Facilities

Other supplemental documents may include

- Host Accommodation Contracts
- Additional event outlines (ie Ceremonies, Come Try Ringette, Community engagement)
- Endorsement from the local community / facilities
- Confirmed sponsors

Your application package can be submitted to Ringette BC by email at [susandoucette@bcringette.org](mailto:susandoucette@bcringette.org), or by regular mail at **PO Box 99619, Burnaby RPO Market Crossing, BC, V5J 0H7**. All documents **MUST** be delivered at the same time and by **the specified application dates**.

## DIVISIONS OF THE PROVINCIAL CHAMPIONSHIPS

ZONE DIVISIONS	ADULT DIVISIONS	CLUB DIVISIONS	U12 DIVISION
U14 Zone (Female)	18+A	U14 Club	all teams
U14 Zone (Male)	18+B	U16 Club	
U16 Zone (Female)		U19 Club	
U16 Zone (Male)			
U19 Zone			

- If hosting any Zone Divisions, host committees should plan to host up to 7 teams per division.
- If hosting the U12 Year End Event, host committees should plan to host between 15 and 25 teams
- All Club and 18+ divisions are hosted as an open event. Numbers will be confirmed by January 15th but can be estimated earlier in the season based on team formation in each division.

## DATES OF THE PROVINCIAL CHAMPIONSHIPS

COLUMN 1 – SELECT DIVISIONS	COLUMN 2 – SUGGESTED EVENTS
<b>Week 1</b> All Zone divisions, All Adult	U14 Zone (F), U16 Zone (F), U19 Zone, 18+ A
<b>Week 2</b> U14 Zone (M), U16 Zone (M), All Adult	U14 Zone (M), U16 Zone (M)
<b>Week 3</b> All Club, 18+B	U14 Club, U19 Club
<b>Week 4</b> U12, All Club, 18+B	U16 Club, 18+B
<b>Week 5</b> U12, All Club, 18+B	U12 Year End

Weeks begin in the first week of March each year. Bids will be accepted for both options above, allowing host committees to choose which divisions they would like to host, or select one of the suggested events in column 2.

## EVALUATION & SELECTION

### MEASURES OF SUCCESS

- Comprehension of the guiding principles;
- Athlete Centered;
- Understanding of the scope;
- Buy-in from the host community.

**EVALUATION CRITERIA**

<b>CRITERIA</b>	<b>VALUE</b>
Member in Good Standing	Y / N
Minimum Ice Requirements	Y / N
Application submitted by Association Member (not team)	Y / N
Required ice at one location <ul style="list-style-type: none"> <li>• 1 Location – 25 Pts</li> <li>• 2 Locations – 15 Pts</li> <li>• 3 Locations – 5 Pts</li> </ul>	/ 25
Willingness to host multiple divisions / levels <ul style="list-style-type: none"> <li>• Willing to host more than 2 divisions – 20 Pts</li> <li>• Willing to host 2 divisions – 10 Pts</li> </ul>	/ 20
Proposed dates match prescribed dates <ul style="list-style-type: none"> <li>• Yes – 15 points</li> <li>• No, 1 week off – 10 points</li> <li>• No, more than 1 week off – 0 points</li> </ul>	/ 15
Proximity of ice to team accommodation (based on google maps non-rush hour) <ul style="list-style-type: none"> <li>• 0-5 Minutes – 10 Pts</li> <li>• 6-10 Minutes – 7 Pts</li> <li>• 11-15 Minutes – 5 Pts</li> <li>• 16-20 Minutes – 3 Pts</li> <li>• More than 20 Minutes – 0 Pts</li> </ul>	/ 10
Required facilities provided	/ 10
Plan to leverage event for recruitment of new players <ul style="list-style-type: none"> <li>• Scheduling a Come Try Ringette event associated with the Provincial Championship (during or shortly after) – 10 Pts</li> <li>• No Come Try Ringette event planned – 0 Pts</li> </ul>	/ 10
Skills Competition	/ 5
No issues from previous hosting	/ 5
Unique Location – has not hosted Provincial Championships in the past 2 seasons	/ 5
Evidence of municipality support, e.g., letter of support	/ 5
<b>TOTAL</b>	<b>/110</b>

In case of a tie, the application submitted earliest will be chosen as host.

## SELECTION

Selection of the Provincial Championship host committees will be completed by Ringette BC, following the timelines mentioned in this document. If timelines need to be adjusted, Ringette BC will notify all Local Association and League representatives. The selection committee will use the criteria above to score all competing bids.

The selection committee will consist of

- Ringette BC Executive Director
- Ringette BC Board Member
- One Independent member from the sport community

## REQUIREMENTS

To ensure Provincial Championships are held to the highest standards, hosts must be able to fulfill the following requirements. Bidding committees should read and understand these requirements before proceeding with their bid. These requirements will help create a solid foundation for hosting the Provincial Championships. With this foundation in place, Bid/Host Committees will have considerable room to create and innovate to develop a better event with greater benefits for all involved.

These requirements are intended to be clear enough to give specific directions to Bid Committees. What cannot be captured in requirements of this type is the need for our hosts to rise to the level Provincial Championships deserve.

## FACILITIES AND EQUIPMENT

### ICE REQUIREMENT

[Appendix A](#) a detailed overview of the ice requirements for each Provincial Championship division. In addition to the requirements for game play in Appendix A, host committees should allocate

- 15 minutes for flooding per game
- 1 hour of slush ice on each ice sheet, per day, to account for delays and rescheduling
- 1-1.5 hours of mini game ice Saturday evening, per division, for tie breaking

The amount of ice time required for Provincial Championship will be finalized by January 15th and a final schedule will be completed at least 21 days prior to Provincials.

Guidelines for ice:

- Each team must have a minimum break of two and a half (2.5) hours from the start of one game to the start of the next game.
- If teams must travel to a different location, the schedule should provide extra time to allow for travel and rest between games.
- Game times should be reasonable and accommodating of the age division participating.
- Games should not start before 7:00 am in the morning and should start no later than 9:00pm at night, whenever possible.
- Ideally, teams should not play the early game on both days of the round robin.

- Ringette BC will provide the host committee with any additional requirements necessary for scheduling upon notification of the number of teams (January 15th)

If hosting the U12 Year End Event, Ringette BC will communicate the tournament format to the committee depending on the number of estimated teams and ice availability. U12 Year End Hosts should allot for a minimum of five (5) games per team.

### ICE MARKINGS AND EQUIPMENT

- Ice markings will be as per the current Ringette Canada Rulebook
- Ringette BC will provide two (2) rings for every game (the quality of the rings will be at the Officials' discretion).
- The schedule and draw board will be displayed in the lobby of the main arena.

### ROOMS

The Organizing committee will provide the following rooms:

- Private meeting room to conduct Coaches Meeting and for Protest and Grievance Committee use if required;
- Officials' dressing room.

### RINGETTE BC

The following will be provided by Ringette BC:

- Ringette BC representative (provided by Ringette BC);
- Officials Supervisors (assigned by Ringette BC);
- Referees (selected by the Officiating Development Committee)
- Protest and Grievance Committee composed of
  - Ringette BC Representative
  - Officials Supervisor
  - Host Committee Representative

### HOST COMMITTEE

The following will be provided by the Host Committee:

- Organizing Committee
- One person assigned as Liaison to Ringette BC;
- Incorporate representation from their local Indigenous communities.
- Two (2) First Aid trained volunteers at the rink at all times;
- Minimum of two (2) to three (3) Minor Officials per game (for quarter finals, semifinals, and finals);
  - One to do the shot clock;
  - One to do the game sheet
  - One to do the score clock.
  - If only two (2) volunteers are available, the visiting team will provide a volunteer to do the game sheet

## FINANCES

It is difficult to provide details on finances regarding the Provincial Championships. Host Committees are invited to make Provincials as big and prestigious as they want by adding fundraising and social events. Also, your budget will depend on the size of the Championship you are bidding for, as well as where you are located (price of rentals and services may differ greatly).

The following is a breakdown of financial responsibilities:

### REVENUE

- Registration Fees - \$1250 per team
  - Ringette BC holdback (administration, awards, officials travel & accommodations) - \$375 / team
  - Host Committee Registration Revenue - \$875 / team
  - Other potential Host Committee Revenue sources
    - Sponsorship
    - Grants
    - Donations / Fundraising
    - Sales
    - Advertising

### EXPENSES

Ringette BC will provide 50 % of the Host Committee Registration Revenue to the Host Association no later than February 1st. The remaining 50 % will be sent once the Host Association has completed and submitted its final report (see [Report](#) section below).

#### HOST COMMITTEE EXPENSES

- Ice Rental, as outlined in ice requirements
- Facilities Rental, rooms as outlined in facilities and equipment
- Volunteer Services: meetings, training
- Non-technical event supplies
- Player / Coach gifts (if applicable)
- Hospitality
- Officials Fees and honorariums— see honorarium guidelines in Appendix D
  - Referee Game Fees & Officials Supervisors Fees
  - Officials per diem

#### RINGETTE BC EXPENSES

- Awards: Medals, Trophies, Banners, Awards
- Game Sheets
- Ringette BC Representative Travel and Accommodation – if required
- Officials Travel & Accommodations
- Additional Officials Supervisor Fees – if required

## COMMUNICATIONS AND MARKETING

### PROGRAM

It is mandatory for Host Committees of U12-U19 Provincial Championships to produce a program (optional for Open if hosted as a separate event). This program may be a paper copy or online format. This program must include the following:

- Cover;
- Master schedule of events;
- Appropriate maps, notices, emergency numbers;
- Team rosters (pictures are optional);
- Other information required by Ringette BC

The Host Committee could choose to include these or other elements in the program:

- Scoreboards for keeping track of results;
- Welcoming letters from the mayor and association President;
- Thank you letters for volunteers and sponsors;
- Advertisements (paid = revenues);
- Officials' signals.

A draft of the event program should be given to Ringette BC three (3) weeks before the event.

### LOGO USAGE

#### RINGETTE BC LOGO

Each host committee will be provided with the Ringette BC Competition Logo and Corporate Logo files for use at their event. These logos may not be changed, altered, or updated in any way.

- Host Committees may use the logos in print without approval (ie signs, banners)
- If the host committee chooses to have clothing, swag, or other items produced with either Ringette BC logo included, these items must be approved by Ringette BC prior to production

#### EVENT LOGO

Host committees are encouraged to create a logo that is unique to their event, utilizing characteristics or images from their local community or club. Should the Host Committee choose to hire an individual to create this logo, they are responsible for this cost. Ringette BC can recommend designers if needed.

This logo must be approved by Ringette BC before use in print or product production.

### TOURNAMENT PACKAGES AND EVENT INFORMATION

Each Host Committee is responsible for distributing information to the teams and coaches. This information should be sent out by the Organizing Committee at least two (2) weeks before the competition.

The Coaches Package must include:

- Schedule for the Provincial Championship (approved by Ringette BC)
- Time and location of Coaches' Meeting
- Copy of Protest and Grievance Information
- Links to Technical Package
- Emergency Action Plan
- Closest skate sharpening facility with contact information;
- Name and address for arena(s);
- Name and phone number of contact person on Host Committee;
- Map of city/town with arena(s) clearly marked;
- Coaches pledge
- Additional event information as designated by Host Committee

## CEREMONIES

### OPENING CEREMONY

It is not mandatory for Host Committees of U12-U19 Provincial Championships to organize an Opening Ceremony (optional for Open). The event adds to the prestige of the event and the experience of the athletes and coaches. It is also a great moment to thank sponsors, partners, and volunteers.

### MEDAL CEREMONY

Presentations must be organized for all Gold/Silver and Bronze games. As with the Opening Ceremony, they do not need to be on ice. The Host Committee should ensure they have enough representation to award medals at all games. The Ringette BC representative may be available to support.

- Awards are provided by Ringette BC (medals, banners, trophies)

## OPERATIONS

### MEDICAL

The Host Committee must have access to First Aid supplies, whether provided by the rink or by the Host Committee. There should be two First Aid representatives on site at each venue.

The Host Committee should also provide an Emergency Action Plan, which should be posted on the event website, distributed with any tournament packages, and available in Print at the tournament desk. The Emergency Action Plan should include

- Evacuation routes;
- Procedures for injuries;
- Nearest First Aid Kit
- Main contact in case of emergency
- Nearest AED
- Ambulance entrance
- Nearest Hospital
- Location of first aid personnel

## COACHES' MEETING

The coaches' meeting is designed to inform the teams about important issues surrounding the Provincial Championships. It is Ringette BC's responsibility to chair the meeting. The Host Association must be present and will assist in providing the required information. The following topics should be covered:

- Welcome all teams participating in Provincial Championships
- Introductions
  - Ringette BC Representative
  - Host Association Representative
  - Officials Supervisor
  - Members of the Protest and Grievance Committee
  - Team Representatives (have them introduce themselves and indicate their team)
- Tournament Format and Rules
  - Identify the tournament format and briefly describe the schedule
  - Review basic Shot Clock rules (if necessary)
  - Review the tie breaking format
  - Games
  - Standings
  - Review Protest and Grievance process
- Arena Personnel and Amenities
  - Identify Paramedic and/or first aid personnel and first aid facilities
  - Review Emergency procedure
  - Identify locations of dressing rooms and equipment storage locations
  - Identify nearest location for skate sharpening
- Team Staff and Player Eligibility
  - Review team staff sign-in forms for completion
  - Address any player eligibility issues (motions)
- Host Association Information (i.e. opening ceremonies, banquets, etc.)
- Conclusion
  - Allow team representatives the opportunity to ask questions
  - Remind teams to play hard, have fun and obey fair play guidelines

## ACCOMMODATION AND TRANSPORTATION

It is recommended that the Host Committee select a host hotel(s) and tries to get preferred rates for the teams attending. This information can be communicated to teams in advance.

Ringette BC is responsible for arranging and paying for accommodation and transportation of officials and Ringette BC's Representative.

The Host Committee will set aside rooms for the Officials (Supervisor and Referees) and Ringette BC representative if applicable. Ringette BC will confirm the number of rooms required no later than January 15<sup>th</sup>, unless an alternative date has been arranged between Ringette BC and the host to fulfill booking deadlines.

**TIMELINE**

All Provincial Championships will follow the timeline below, with the time frames being counted from the official start date of the first game of the event.

<b>Deadline</b>	<b>Item</b>	<b>Responsibility of</b>
October 31st	Host agreement completed and signed	Ringette BC & Host Committee
January 15th	Confirmation of Officials (#s, room requirements)	Ringette BC
January 15th	Confirmation of # of teams / division and ice requirements	Ringette BC
6 weeks prior	First Draft of Schedule (with placeholders) sent to Ringette BC	Host Committee
4 weeks prior	First Draft with necessary amendments send to Host Committee	Ringette BC
3 weeks prior	Draft of Event Program sent to Ringette BC	Host Committee
3 weeks prior	Final Schedule released	Host Committee
2 weeks prior	Coaches Package and Tournament Information released	Host Committee
1 week prior	Officials Schedule released	Ringette BC & Officiating Supervisor(s)
2 weeks past	Officials Paid Fees, Honorariums & Per diems	Host Committee
60 days past	Report Submitted to Ringette BC	Host Committee

**REPORT**

The Host Association will provide a written report no later than 60 days following the end of the Championships by filling in the form in [Appendix](#) . The post-event report will also include the budget and results (winners).

**APPENDIX**
**A. ICE REQUIREMENTS**
**3 TEAM PROVINCIALS**

## Format

- Three (3) Teams
- One (1) pool of three (3)
- Four (4) game guarantee

## Round Robin

- Each team plays four (4) round robin games within the pool
  - Two Games against each team (double round robin)
- Each pool requires three (6) games to complete the round robin
  - Six (6) games x one (1) pool = 6 games
- Teams will be ranked according to tiebreaking procedures in the Technical Package

## Elimination and Medal Rounds

- Finals (medal): Bronze (2<sup>nd</sup> vs 3<sup>rd</sup>) and Gold medal (WSF1 vs 1st)

**TOTAL = 8 games**

- Each team plays a minimum of four (4) games, maximum of six (6)

3 Team Format				
	Round Robin Games	Semi Finals & Finals	Consolation Games	Mini Games
Pool A	6	1	0	0
<b>Total Games</b>	6	2	0	0
<b>Time Required / game</b>	1.25	1.5	1.25	1.5
<b>Hours of Ice Required</b>	7.5	3	0	0
<b>TOTAL ICE (hours)</b>	<b>10.5</b>			

Ice Requirements by Day				
	1.25 hour	1.5 hour	Total Hours	<b>TOTAL ICE REQUIRED</b>
Friday	3	0	3.75	
Saturday	3	0	3.75	
Sunday	0	2	3	
				10.5

**4 TEAM PROVINCIALS**

**Format**

- Four (4) Teams
- One (1) pool of four (4)
- Four (4) game guarantee

**Round Robin**

- Each team plays four (4) round robin games within the pool
- The pool requires six (6) games to complete the round robin
  - Six (6) games x one (1) pool = 6 games

**Elimination and Medal Rounds**

- Finals (medal): Bronze (2nd vs 3rd) and Gold medal (WSF1 vs 1st)

**TOTAL = 8 games**

- Each team plays a minimum of four (4) games, maximum of five (5)
- 4<sup>th</sup> place team is eliminated after round robin
- 

4 team format				
	Round Robin Games	Semi Finals & Finals	Consolation Games	Mini Games
Pool A	6	4	0	1
<b>Total Games</b>	6	2	0	1
<b>Time Required / game</b>	1.25	1.5	1.25	1.5
<b>Hours of Ice Required</b>	7.5	3	0	1.5
<b>TOTAL ICE (hours)</b>	<b>12</b>			

Ice Requirements by Day				
	1.25 hour	1.5 hour	Total Hours	<b>TOTAL ICE REQUIRED</b>
Friday	3	0	3.75	
Saturday	3	1	5.25	
Sunday	0	2	3	
				12

**5 TEAM PROVINCIALS**
**Format**

- Five (5) Teams
- One (1) pool of five (5)
- Four (4) game guarantee

**Round Robin**

- Each team plays four (4) round robin games within the pool
- The pool requires eight (10) games to complete the round robin
  - Ten (10) games x one (1) pool = 10 games

**Elimination and Medal Rounds**

- Semi-finals : 1st vs 4th | 2nd vs 3rd
- Finals (medal): Bronze (LSF1 vs. LSF2) and Gold medal (WSF1 vs WSF2)

**TOTAL = 14 games**

- Each team plays a minimum of four (4) games, maximum of five (5)
- Fifth (5<sup>th</sup>) place team is eliminated after round robin

<b>5 Team Format</b>				
	<b>Round Robin Games</b>	<b>Semi Finals &amp; Finals</b>	<b>Consolation Games</b>	<b>Mini Games</b>
<b>Pool A</b>	10	4	0	1
<b>Total Games</b>	10	4	0	1
<b>Time Required / game</b>	1.25	1.5	1.25	1.5
<b>Hours of Ice Required</b>	12.5	6	0	1.5
<b>TOTAL ICE (hours)</b>	<b>20</b>			

**6 TEAM PROVINCIALS - 2 POOLS OF 3 TEAMS**
**Format**

- Six (6) Teams
- Two (2) pools of three (3)
- Four (4) game guarantee

**Round Robin**

- Each team plays two (2) round robin games within the pool
- Each pool requires three (3) games to complete the round robin
  - Three (3) games x two (2) pools = 6 games
- Teams will be ranked according to tiebreaking procedures in the Technical Package

**Elimination and Medal Rounds**

- Quarter Finals : 2nd Pool A vs 3rd Pool B | 2nd Pool B vs 3rd Pool A
- Semi Finals: WSF1 vs 1st Pool B | WSF2 vs 1st Pool A
- Finals (medal): Bronze (LSF1 vs. LSF2) and Gold medal (WSF1 vs WSF2)
- Consolation Game: LQF1 vs LQF2

**TOTAL = 13 games**

- Each team plays a minimum of four (4) games, maximum of five (5)

<b>6 team format (2 pools)</b>				
	<b>Round Robin Games</b>	<b>Quarter, Semi &amp; Finals</b>	<b>Consolation Games</b>	<b>Mini Games</b>
<b>Pool A</b>	4	4	1	1
<b>Pool B</b>	4			
<b>Total Games</b>	8	4	1	1
<b>Time Required / game</b>	1.25	1.5	1.25	1.5
<b>Hours of Ice Required</b>	10	6	1.25	1.5
<b>TOTAL ICE (hours)</b>	<b>18.75</b>			

<b>Ice Requirements by Day</b>				
	<b>1.25 hour</b>	<b>1.5 hour</b>	<b>Total Hours</b>	<b>TOTAL ICE REQUIRED</b>
<b>Friday</b>	6		7.5	
<b>Saturday</b>	2	3	7	
<b>Sunday</b>	1	2	4.25	18.75

**6 TEAM PROVINCIALS - 1 POOL OF 6 TEAMS**
**Format**

- Six (6) Teams
- One (1) pool of six (6)
- Four (4) game guarantee

**Round Robin**

- Each team plays two (2) round robin games within the pool
- Each pool requires twelve (12) games to complete the round robin
  - Twelve (12) games x one (1) pools = 12 games
- Teams will be ranked according to tiebreaking procedures in the TechnicalPackage

**Elimination and Medal Rounds**

- Semi-finals : 1st vs 4th | 2nd vs 3rd
- Finals (medal): Bronze (LSF1 vs. LSF2) and Gold medal (WSF1 vs WSF2)

**TOTAL = 16 games**

- Each team plays a minimum of four (4) games, maximum of five (6)
- OPTIONAL Games
  - Consolation Game for fifth (5th) and sixth (6th) place teams (1 extra game)

<b>6 team format (1 pool)</b>				
	<b>Round Robin Games</b>	<b>Semi Finals &amp; Finals</b>	<b>Consolation Games</b>	<b>Mini Games</b>
<b>Pool A</b>	12	4	0	1
<b>Total Games</b>	12	4	0	1
<b>Time Required / game</b>	1.25	1.5	1.25	1.5
<b>Hours of Ice Required</b>	15	6	0	1.5
<b>TOTAL ICE (hours)</b>	<b>22.5</b>			

<b>Ice Requirements by Day</b>				
	<b>1.25 hour</b>	<b>1.5 hour</b>	<b>Total Hours</b>	<b>TOTAL ICE REQUIRED</b>
<b>Friday</b>	6	0	7.5	
<b>Saturday</b>	6	1	9	
<b>Sunday</b>	0	4	6	

**8 TEAM PROVINCIALS - 2 POOLS OF 4 TEAMS (CURRENT STANDARD)**
**Format**

- Eight (8) Teams
- Two (2) pools of four (4)
- Four (4) game guarantee

**Round Robin**

- Each team plays three (3) round robin games within the pool
- Each pool requires six (6) games to complete the round robin
  - Six (6) games x two (2) pools = 12 games

**Elimination and Medal Rounds**

- Semi-finals (crossover): 1a vs. 2b | 1b vs. 2a
- Consolation games 3a vs. 3b | 4a vs. 4b
- Finals (medal): Bronze (LSF1 vs. LSF2) and Gold medal (WSF1 vs WSF2)

**TOTAL = 18 games**

- Each team plays a minimum of four (4) games, maximum of five (5)
- OPTIONAL: Change Consolation games to crossovers, and add Consolation Finals (games for 5-8 positions): WCON1 vs. WCON2 | LCON1 vs. LCON2 (2 additional games)

<b>8 Team Format</b>				
	<b>Round Robin Games</b>	<b>Semi Finals &amp; Finals</b>	<b>Consolation Games</b>	<b>Mini Games</b>
<b>Pool A</b>	6	4	2	1
<b>Pool B</b>	6			
<b>Total Games</b>	12	4	2	1
<b>Time Required / game</b>	1.25	1.5	1.25	1.5
<b>Hours of Ice Required</b>	15	6	2.5	1.5
<b>TOTAL ICE (hours)</b>	<b>25</b>			

<b>Ice Requirements by Day</b>				
	<b>1.25 hour</b>	<b>1.5 hour</b>	<b>Total Hours</b>	<b>TOTAL ICE REQUIRED</b>
<b>Friday</b>	8	0	10	
<b>Saturday</b>	6	3	12	
<b>Sunday</b>	0	2	3	

**10 TEAM PROVINCIALS - 2 POOLS OF 5 TEAMS (CURRENT STANDARD)**

**Format**

- Ten (10) Teams
- Two (2) pools of five (5)
- Four (4) game guarantee

**Round Robin**

- Each team plays four (4) round robin games within the pool
- Each pool requires eight (8) games to complete the round robin
  - Eight (8) games x two (2) pools = 16 games

**Elimination and Medal Rounds**

- Semi-finals (crossover): 1a vs. 2b | 1b vs. 2a
- Consolation games: 3a vs. 3b | 4a vs. 4b
- Finals (medal): Bronze (LSF1 vs. LSF2) and Gold medal (WSF1 vs WSF2)

**TOTAL = 22 games**

- Each team plays a minimum of four (4) games, maximum of five (5)
- Fifth (5th) place team from each pool is eliminated after round robin
- OPTIONAL Games
  - Consolation Game for fifth (5th) place teams from each pool (games for 9-10 positions)
  - Change Consolation games to crossovers, and add Consolation Finals (games for 5-8 positions): WCON1 vs. WCON2 | LCON1 vs. LCON2 (2 additional games)

<b>10 Team Format</b>				
	<b>Round Robin Games</b>	<b>Semi Finals &amp; Finals</b>	<b>Consolation Games</b>	<b>Mini Games</b>
<b>Pool A</b>	8	4	2	1
<b>Pool B</b>	8			
<b>Total Games</b>	16	4	2	1
<b>Time Required / game</b>	1.25	1.5	1.25	1.5
<b>Hours of Ice Required</b>	20	6	2.5	1.5
<b>TOTAL ICE (hours)</b>	<b>30</b>			

<b>Ice Requirements by Day</b>				
	<b>1.25 hour</b>	<b>1.5 hour</b>	<b>Total Hours</b>	<b>TOTAL ICE REQUIRED</b>
<b>Friday</b>	8		10	
<b>Saturday</b>	8	1	11.5	
<b>Sunday</b>	2	4	8.5	

**12 TEAM PROVINCIALS - 3 POOLS OF 4 TEAMS + CROSSOVER**

## Format

- Twelve (12) Teams
- Three (3) pools of four (4)
- Four (4) game guarantee

## Round Robin

- Each team plays three (3) round robin games within the pool
- Each pool requires six (6) games to complete the round robin
  - Six (6) games x three (3) pools = 18 games
- Teams will be ranked according to tiebreaking procedures in the Technical Package

## Crossover

- Saturday afternoon / evening, all teams will play one (1) additional crossover game with a team from another pool
- Seeding in these games is based on standings from Round Robin Play
- The games will be as follows

1<sup>st</sup> Pool A vs 4<sup>th</sup> Pool B2<sup>nd</sup> Pool A vs 3<sup>rd</sup> Pool B1<sup>st</sup> Pool B vs 4<sup>th</sup> Pool C2<sup>nd</sup> Pool B vs 3<sup>rd</sup> Pool C1<sup>st</sup> Pool C vs 4<sup>th</sup> Pool A2<sup>nd</sup> Pool C vs 3<sup>rd</sup> Pool A

- Six (6) total crossover games
- Following mini games, teams will be ranked using the tie breaking procedures
- Mini games will be used to break ties where any team would be eliminated from contention for a medal due to tie breaking procedures
- The top four (4) teams will advance to the Medal Round

## Elimination and Medal Rounds

- Semi-finals : 1st vs 4th | 2nd vs 3rd
- Finals (medal): Bronze (LSF1 vs. LSF2) and Gold medal (WSF1 vs WSF2)

**TOTAL = 28 games**

- Each team plays a minimum of four (4) games, maximum of six (6)
- OPTIONAL Games
  - Teams will be ranked out from 5th-12th and consolation finals will be conducted for 5th, 7th, 9th, and 11th positioning
    - 5th vs 6th, 7th vs 8th, 9th vs 10th, 11th vs 12th (4 additional games)

<b>12 Team Format</b>				
	<b>Round Robin Games</b>	<b>Semi Finals &amp; Finals</b>	<b>Consolation Games</b>	<b>Mini Games</b>
<b>Pool A</b>	6	4	2	1
<b>Pool B</b>	6			
<b>Pool C</b>	6			
<b>Total Games</b>	16	4	2	1
<b>Time Required / game</b>	1.25	1.5	1.25	1.5
<b>Hours of Ice Required</b>	20	6	2.5	1.5
<b>TOTAL ICE (hours)</b>	<b>30</b>			

<b>Ice Requirements by Day</b>				
	<b>1.25 hour</b>	<b>1.5 hour</b>	<b>Total Hours</b>	<b>TOTAL ICE REQUIRED</b>
<b>Friday</b>	8	0	10	
<b>Saturday</b>	8	1	11.5	30
<b>Sunday</b>	2	4	8.5	

**7, 9 AND 11 TEAM PROVINCIALS**
**Format**

- Seven (7), Nine (9) or Eleven (11) Teams
- One (1) pool
- Four (4) game guarantee

**Round Robin**

- Each team plays four (4) round robin games within the pool
- The pool requires
  - Seven (7) teams - Fourteen (14) games x one (1) pool = Fourteen (14) games
  - Nine (9) teams – Eighteen (18) games x one (1) pool = Eighteen (18) games
  - Eleven (11) teams – Twenty-two (22) games x one (1) pool = Twenty-two (22) games

**Elimination and Medal Rounds**

- Semi Finals: 1st vs 4th | 2nd vs 3rd
- Finals (medal): Bronze (LSF1 vs LSF2) and Gold medal (WSF1 vs WSF2)
- Consolation Games: 5th vs 6th

**TOTAL = 7 teams – 19 games, 9 teams – 23 games, 11 teams, 27 games**

- Each team plays a minimum of four (4) games, maximum of five (6)
- OPTIONAL Games
  - Teams will be ranked out from 5th-12th and consolation finals will be conducted for 7th, 9th positioning as applicable
  - 9 team tournament – 7th vs 8th (1 additional game)
  - 11 team tournament – 7th vs 8th | 9th vs 10th (2 additional games)

<b>7 team format</b>				
	<b>Round Robin Games</b>	<b>Semi Finals &amp; Finals</b>	<b>Consolation Games</b>	<b>Mini Games</b>
<b>Pool A</b>	14	4	1	1
<b>Total Games</b>	14	4	1	1
<b>Time Required / game</b>	1.25	1.5	1.25	1.5
<b>Hours of Ice Required</b>	17.5	6	1.25	1.5
<b>TOTAL ICE (hours)</b>	<b>26.25</b>			

<b>Ice Requirements by Day</b>				
	<b>1.25 hour</b>	<b>1.5 hour</b>	<b>Total Hours</b>	<b>TOTAL ICE REQUIRED</b>
<b>Friday</b>	7		8.75	
<b>Saturday</b>	7	1	10.25	
<b>Sunday</b>	1	4	7.25	

<b>9 team format</b>				
	<b>Round Robin Games</b>	<b>Semi Finals &amp; Finals</b>	<b>Consolation Games</b>	<b>Mini Games</b>
<b>Pool A</b>	18	4	1	1
<b>Total Games</b>	18	4	1	1
<b>Time Required / game</b>	1.25	1.5	1.25	1.5
<b>Hours of Ice Required</b>	22.5	6	1.25	1.5
<b>TOTAL ICE (hours)</b>	<b>31.25</b>			

<b>Ice Requirements by Day</b>				
	<b>1.25 hour</b>	<b>1.5 hour</b>	<b>Total Hours</b>	<b>TOTAL ICE REQUIRED</b>
<b>Friday</b>	9		11.25	
<b>Saturday</b>	9	1	12.75	31.25
<b>Sunday</b>	1	4	7.25	

<b>11 team format</b>				
	<b>Round Robin Games</b>	<b>Semi Finals &amp; Finals</b>	<b>Consolation Games</b>	<b>Mini Games</b>
<b>Pool A</b>	22	4	1	1
<b>Total Games</b>	22	4	1	1
<b>Time Required / game</b>	1.25	1.5	1.25	1.5
<b>Hours of Ice Required</b>	27.5	6	1.25	1.5
<b>TOTAL ICE (hours)</b>	<b>36.25</b>			

<b>Ice Requirements by Day</b>				
	<b>1.25 hour</b>	<b>1.5 hour</b>	<b>Total Hours</b>	<b>TOTAL ICE REQUIRED</b>
<b>Friday</b>	11		13.75	
<b>Saturday</b>	11	1	15.25	36.25
<b>Sunday</b>	1	4	7.25	

**B. REPORT**

Please provide a report that includes the information below, and any information you deem important for Ringette BC and future Organizing Committees and send to Ringette BC with a financial report, no later than 60 days after the Championship (3 PAGES).

Host Committee Information					
<b>Association</b>					
<b>Organizing Committee Chair</b>	<b>First Name</b>		<b>Last Name</b>		
<b>Mailing Address</b>					
<b>City</b>		<b>Province</b>		<b>Postal Code</b>	
<b>Contact Number</b>		<b>Email</b>			
Host Committee Members and Roles					
Event Information					
Our association hosted the following event					

**HOW WAS YOUR EXPERIENCE HOSTING THE EVENT?**

Poor      Average      Good      Great      Excellent

Explain why:

**HOW WOULD YOU RATE RINGETTE BC'S APPLICATION PROCESS?**

Poor      Average      Good      Great      Excellent

Explain why:

**RINGETTE BC RESPONSIBILITIES:**

Please add any comments related to Ringette BC's services that would help us serve future Organizing Committees better:

- Ringette BC Representative | Coaches' Meeting Chair;
- Officials Supervisor and Officials;
- Scheduling and Breakdowns;
- Program Cover, Medals, Banners, and Trophies.
- Other

**COMMENTS:****HOST COMMITTEE'S RESPONSIBILITIES:**

For each of the following, please explain:

- What you had planned;
- Aspects that worked well;
- Challenges and solutions if any; and
- Recommendations for future Host Committees

**FACILITIES AND EQUIPMENT**

- Ice
- Equipment
- Rooms

**HUMAN RESOURCES**

- Host Committee
- First Aid
- Minor Officials and other volunteers
- Protest and Grievance Committee

**COMMUNICATIONS AND MARKETING**

- Logo
- Social Media
- Communications (emails, media)
- Print and Products

**CEREMONIES**

- Opening Ceremony
- Medal Ceremony

**OPERATIONS**

- Medical
- Coaches' Meeting
- Accommodation and Transportation

## D. HONORARIUM AND PER DIEM GUIDELINES

Ringette BC's Honorarium and Per Diem Guidelines are applicable at the Provincial Championships.

### OFFICIATING FEES

- Officials Supervisors will receive an honorarium of \$150 per day.
- U12 Year End Event
  - Officials will receive \$25 / game
- Provincial Championships (all divisions)
  - Officials will receive \$30 / game
- For all games, your budget should account for two (2) referees at the rates above

### OFFICIATING PER DIEMS

- The Host Committee shall provide Officials and Officials Supervisors with the following meal Per Diems:
  - \$50 for Officials who officiate 3 or more games per day
  - \$50 per day for Officials Supervisors
- Meal Per Diems for Officials travelling from out of town during their travel time, and accommodation stay when required to travel the day before the tournament starts.
  - \$10 – Breakfast
  - \$15 – Lunch
  - \$25 -Dinner

### TRAVEL

- Flights will be booked by Ringette BC, or by the official upon Ringette BC approval.
- If traveling by car, officials should make the effort to carpool where possible.
  - Mileage will be paid as per the Ringette BC Honorarium Guidelines

### ACCOMODATIONS

- Ringette BC will pay for officials' accommodations
- The Host committee will be required to book officials accommodations
- Unless otherwise stated, it can be assumed that all officials will arrive on Thursday (or the day before competition start), and depart after the final game has commenced.
- Officials will be assigned to rooms based on double occupancy
  - Should an official wish to have their own room, they will do so at their cost
  - Officials will be asked to provide the name of two individuals who they would like to room with, but there are no guarantees they will be placed with this individual