



**RINGETTE | RINGUETTE**  
**CANADA**

# **Bid Guideline**

**2028 +**

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**Do you want to bring the largest national ringette tournament to your hometown?**

**Sport tourism is a \$3.6 billion segment of Canada's tourism industry and is Canada's fastest growing tourism segment.**

- The Canadian Ringette Championship is an annual weeklong event that plays host to 50 Teams, 250+ bench staff, 195+ Games, 920+ athletes from across Canada.
- As well as determining champions, the tournament provides athletes with the opportunity to compete at the elite level, encourages fair play and interprovincial goodwill, and increases the visibility of the sport across the country.
- At the Canadian Ringette Championships, the combined spending of out-of-town athletes, family members, spectators and other visitors supported \$3.7 million in total spending (total Industry output) in the host city.
- The total net economic activity (GDP) generated by the Canadian Ringette Championships in Ottawa was: \$5.1 million for Canada as a whole; \$3.3 million for the province of Ontario; and \$2.8 million for the City of Ottawa.
- Of those surveyed, 95% said that they would come back to another Canadian Ringette Championships regardless of location.

# **THIS ICE IS YOURS.**

## **Introduction**

Ringette is a Canadian invention, proud of its special designation as a Heritage Sport. There are currently more than 32,000 players on nearly 2,000 teams across Canada, with over 1,500 officials and nearly 8,000 coaches.


An inclusionary champion, ringette is also a leader in the Sport for Life movement, activating Sport Canada's Long-Term Development model. For more information, please refer to the Ringette Canada website at [www.ringette.ca](http://www.ringette.ca)

# Event Overview

The event being hosted and open for bids is the Canadian Ringette Championships (CRC), hereinafter called the “Event”. This Event encompasses the Canadian championships in the U16 and U19 age divisions, and the National Ringette League (NRL) Championship.

Hosting the CRC incorporates all three categories of play. This Event requires a clear understanding of roles and responsibilities that continue to nurture open communications between the stakeholders for the Event.

The following is an overview of the key stakeholders in the Event to give context to those details that follow:



**Provincial Ringette Associations:** The provincial ringette associations are the direct members of RC. All bids must receive the endorsement of their provincial ringette association to be considered for this bid process. Provincial ringette associations will be free to endorse more than one bid.

**Local Ringette Associations:** Local ringette associations are a vital part of the process from the bid stage through to execution.

**Host Committee:** The Host Committee is the body with which RC will contract to host the Event. The Host Committee must be fully constituted according to their provincial societies incorporation act and must be free to contract. In the case of the Event, this is often through a local or provincial ringette association. The Host Committee will be responsible for the distribution of surplus legacy funds or ultimately responsible for financial losses incurred at the Event.



# Bid Submission

Bidding communities must produce a document that outlines their bid, the support they have in executing the bid, and the Event if successful in the bid. While each bid will be unique in its theme and presentation it is also important for the delegates considering this bid to have sufficient time and basic information to accurately review and compare the bids received. The bid submission document, utilizing the format outlined in the Appendix will consist of two parts:



**Part 1** Comprising the basic information complying with the technical requirements/information in a consistent format using 'key assumptions' and the templates provided in this document; and

**Part 2** Comprising any other information the bidder wishes to present, all of which can be presented in a manner that reflects the uniqueness of the community and region submitting the bid.

The Bid Document, consisting of all details outlined in both Parts 1 and 2 will be provided in accordance with the timeline outlined.





The bid process presents an incredible opportunity for ringette communities and communities-at-large to excite and electrify their communities by hosting ringette's best athletes.

Interested groups may opt to bid on one single individual event in 2028, or on multiple years Events for 2028 and 2029.



# Bid Timeline

July 28th, 2025

Declaration of intent to bid submitted to Ringette Canada

August 29th, 2025

Deadline to submit bids to Ringette Canada

September 15-19, 2025

Bid presentations conducted virtually by host to Selection Committee

October 20, 2025\*

Decision of host by selection committee to award the 2025 Event.

October 20-30th, 2025\*

Host Agreement signed

November 15, 2025\*

Public announcement of event.

\*Date TBC based on site visits and board approval.

## Event Dates for Consideration

Year	Start Date	End Date
2028	1) March 26	1) April 1
2029	1) March 25	1) March 31

\* Week 13 annually

# Event Requirements

In order to ensure the Event is held to the highest standards, RC has created the following Event requirements. Bidding committees should be careful to read and understand these requirements before proceeding with their bid.

These requirements are intended to be clear enough to give specific direction to Bid Committees. What cannot be captured in requirements of this type is the need for our hosts to rise to the world-class level of our athletes. The guidelines outline, for instance, the size of dressing rooms. They do not outline that the dressing rooms must be of a quality fitting for a National Championship. A secondary requirement outlines the necessity for 6 ice pads, consideration should be given regarding the proximity of the ice pads to meet the necessary in event movement required for officials, scouts, volunteers and staff.

# Key Assumptions

## **NOTE 1:**

Whenever information provided in the bid submission varies from a “key assumption” or another assumption is utilized or added, this revised assumption is to be identified within the submission, generally by way of a footnote contained in Part 1.

## **NOTE 2:**

If one or more of the proposed venues is not currently in existence or will be undergoing renovations/construction prior to or during the proposed time frame of the Event, this fact should be identified by way of a footnote which will include an alternative location/plan for the activity anticipated for that venue in the eventuality the construction or work is not completed in time

## **NOTE 3:**

Failure to comply with any of the “key assumptions” in any category does not disqualify the bid submission, but the Bid Committee should be prepared to explain this failure during the presentation to the voting delegates, who may take these omissions into account in their deliberations and voting.

## **NOTE 4:**

Ringette Canada is currently in the process of completing the implementation plan for its Competition Review Process. Ringette Canada would collaborate with the host to ensure any changes in format or requirements are possible before making a final change for the 2028 event.

# Number of Teams

Up to 18 teams @ ul6 with average team size of 24 athletes/staff

Up to 18 teams @ ul9 with average team size of 24 athletes/staff

Up to 14 teams @ **NRL** with average team size of 22 athletes/staff

Approximately 920 athletes. 250 bench staff and 65 officials.



# Required Venues

## **Athlete Dressing Rooms**

Dressing rooms in each playing venue that measure approximately 20' x 20' (400 sq ft) include a private toilet/sink, and stalled shower facilities. It is expected the dressing rooms will be clean and acceptably maintained throughout for a national-level event.

## **Athlete Warm-Up Area**

Areas associated with each playing venue. This area must be accessed by accreditation, separate from the general public, and large enough to accommodate teams wishing to warm-up prior to their match. The floor surfaces must be appropriate athletic surfaces.

## **Volunteer Services**

Location at each playing venue for the Host Committee and volunteers to report for duty and relax between games. This space can also be used for Event Photographers and media throughout the Event.



## **Main Operations Centre**

Meeting room within the Main Playing Venue to be used, RC staff for pool standings, statistics, protest committee and/or Strategic Operating Committee Meetings. This area must have power and wifi accessible at all times.

## **Medical Services**

Separate and private first aid location at each playing venue. The first aid room must be easily accessible from the ice surface and should not be accessible to spectators.

## **Merchandise Service**

Location of approximately 600 sq ft at each playing venue, or as ultimately determined by the Official Merchandise Supplier.

## **Officials Meeting Room**

Meeting room at the Official Hotel to be available for use by the Officials throughout the Event at no additional cost to RC. The officials must have a printer for daily on-ice official and shot-clock operational schedules. Where possible a room for officials to relax and meet away from the public at the arena is valuable.



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## **Ringette Canada Office(s)**

Meeting room within each Playing Venue (if more than one) for RC staff and the Operating Committee. Power and event specific Wi-Fi must be available at all times.

## **Supervisor**

Location within the confines of each playing venue complete space for Supervisors and Scouts to file reports. required.

# Ceremony Venues

## **Opening Ceremony**

This venue is at the discretion of the Host Committee and will depend on the availability of a facility suitable for the planned ceremony. Seating should be no less than 1,500. The venue chosen for the Opening Ceremony should in no way impact on the ice surfaces needed for competition.

## **Awards Ceremony**

This venue is at the discretion of the Host Committee and will depend on the availability of a facility suitable for the planned ceremony. Seating should be no less than 2000. The venue chosen for the Awards Ceremony should in no way impact on the ice surfaces needed for competition.

# Playing Venues

Exclusive use of six (6) playing surfaces (including the Main Playing Arena) within the fewest possible facilities meeting the Technical Requirements outlined.

In addition to actual competitions, ice availability up to two days prior is important pre-Event for practice purposes for teams arriving early for the Event. This practice ice represents an opportunity for revenue to the Host Committee.



# Transportation

## **Air Transportation**

The Host City must be easily accessible by air. The Host City should be serviced by an international airport with an adequate number of non-stop flights and passenger seats each day. Information regarding airline flights and costs related to airlines servicing the airport(s) to be utilized for the Event should be included in your bid.

# Technical Requirements

## **Main Playing Venue - Playing Surface and Spectator Areas**

The Main Playing Arena must meet the following requirements:

- Standard size ice (85' x 200') preferred The ice surface must include all ringette markings.
- Minimum of six (6) dressing rooms available
- First Aid room
- High Performance Athlete treatment room
- Officials' meeting room and change area
- Athlete warm-up area
- Spectator seating in the arena adjacent to the ice surface for no less than 1250 spectators
- A space for broadcast setup
- Dedicated Internet access for broadcast purposes - to be supplied by the host.

## **Other Playing Venues - Playing Surface and Spectator Areas**

The other playing arenas must meet the following requirements:

- Standard size ice (85' x 200') preferred. The ice surface must include all ringette markings
- Minimum of five (5) dressing rooms for each pad of ice at the venue or a flex room between two ice pads
- First Aid room
- High Performance Athlete treatment room preferably a dressing room with a sink
- Officials' meeting room and change area
- Athlete warm-up area
- Seating in each arena for roughly 250 spectators at arena adjacent ice pads.
- Dedicated space for broadcast setup including Internet access - to be supplied by the host.

### **Medical services should include**

- Non-emergency treatment
- Emergency Treatment

The Host Committee will have first aid attendants, ideally with Emergency Medical Responder Training and first aid kits available at every venue to treat coaches, fans and that can support the event emergency action plan. An emergency action plan that includes access to a qualified physician within minutes of each venue should be created.

Ambulance services would be coordinated so that appropriate coverage would be in place for all of the related events.

The main medical center would be located at the Main Playing Venue where all medical personnel would be coordinated and dispatched. On site medical centers would be clearly identified and visible to all participants, volunteers and spectators.



## **Number of Ringette Canada Representatives**

Range of 30-40 (Board members (2), National Team Scouts (12 - 16), Sport Development Team (4) and Ringette Canada Staff (10)).

## **Major Officials**

55-65 (on-ice officials, shot clock operators and supervisors) depending on facilities.

RC will be responsible for identifying, selecting and scheduling the major officials who will be participating in the Event.

The cost of the major officials' accommodation rooms and travel expenses to the host city and back are borne by RC. The costs for per diems and local transportation for the major officials will be borne by the Host Committee.



## **Minor Officials**

The Host Committee will be responsible for the training, assignment and oversight of minor officials throughout the event. This will include announcers, scorekeepers and timekeepers. For the Event the typical requirement will be no less than 30 trained individuals for each role.

The Event Technical Delegate, in consultation with the Officials Lead and Technical Director will select the minor officials for playoff games and will reserve the right to request minor officials be assigned (or not assigned) for certain games.

The training of a pool of minor officials will be an important pre-event function for the Host Committee and will provide the hosting community with an important legacy after the Event. Ringette Canada will work with the Host Committee to train your minor officials prior to the Championship.

# Event & Logistical Requirements

## Arena - Media and Television Requirements

The Host Committee is required to source and secure a broadcast partner for the duration of the event. This partner must be able to cover all games, on all rinks and will be linked to Ringette Canada's YouTube channel.

- Each rink must have a platform available that a camera operator can use which places them above the crowd and ideally the glass, so they are able to follow the flow of the game.
- Netting must be taken up to allow for cameras to follow the play
- Each individual ice pad will require its own ethernet port and power source for your broadcaster to access. This should be built into the rental agreement with the venues, so it does not become an additional cost at a later date to your host committee. **Additional costs will be absorbed by the hosts.**

## Ground Transportation

Ground transportation requirements can be fulfilled in a variety of ways, either separately or in combination, subject to contract negotiations and budget considerations between the Host Committee and RC.

The host shall provide:

- Transportation of all major officials for the duration of the event
- Five (5) vehicles, preferably Large Suv/Minivans to be used by Ringette Canada Staff and Scouts for the duration of the event. One (1) Cargo Van or small box truck to transport materials between venues.
- Ringette Canada will designate a lead volunteer to facilitate the drivers for the officials in coordination with the Ringette Canada Officiating Lead.
- Four (4) Minivans to be used for Major Official transportation during the event. 4-7 volunteers per day will be required for official transportation.
- A designated vehicle rental partner, with negotiated preferred rates for teams attending the event.
- Fans attending the event should also be provided with a preferred transportation plan (e.g., public transit, etc).

## **Opening Ceremony**

Following a predetermined script from Ringette Canada. The ceremony should include an introduction of the provincial contingents and teams and could include entertainment, speeches by local and national dignitaries. The details of this activity will be at the discretion of the Host Committee while the intent of this ceremony is to raise enthusiasm and excitement for the beginning of the Event. It is recommended to be less than 1 hour keeping in mind that the focus needs to be on the athletes and their preparation for the competition. The opening ceremonies will not include any planned meal or food preparation for participants.

Seating should be no less than 1500.

## **Awards Ceremony**

The specific details of this activity will be at the discretion of the Host Committee and will include recognition of the age group winning teams, entertainment, speeches, awarding of all star lines and other post-event awards.

The intent is to provide a more upscale event than the Opening Ceremony, one that is dedicated to recognizing excellence and awards recipients in a more formal format, at a reasonable cost to the Host Committee.

For budget reasons the Ceremony does not require any planned meal or food preparation; however, if at no additional charge to the teams, it is appropriate for some form of light fare to be served either in advance of the ceremony while teams are waiting for the start of the ceremony or at the conclusion of the ceremony. Seating should be no less than 2000.

Athlete and Staff attendance up to their approved roster numbers will come at no additional cost. If the host chooses to charge spectators to attend the ceremony this can be negotiated with Ringette Canada prior to any ticket sales.

## **Medal Presentations**

Medal presentations will take place on ice following the gold medal game. The format of this presentation will be developed by Ringette Canada in consultation with the Host Committee. This ceremony will include gold, silver and bronze medal presentations (medals supplied by RC) and a trophy (supplied by RC) presentation to the winning team.

In addition to the presentations outlined above, presentations will be made to "athlete of the game" in several categories at the conclusion of each quarter/semi-final in each division.



## Game Presentation

Game presentation will be a vital element in making this Event a success. If possible, all games should have an announcer (both official languages for medal games) and music during warm-up, stoppages in play and intermissions.

Over the course of the Event feature games can be identified where off-ice fan interaction intermission activities will be held. This is an opportunity for the hosts to highlight their local associations, sponsors and engage with local schools to bring in fans for the game(s).



## **Skills Competition**

The host community will have an opportunity to host a skills competition featuring some of the best athletes competing in the event. The skills competition is a great opportunity for sponsorship and is one of the highest streamed competitions during the event. The Skills Competition should take place at the main playing venue.

## **Host & Officials Hotel and Accommodations**

One hotel for the Event should be identified as the Host Hotel for Ringette Canada delegates, Major officials, sponsors and VIPs. This hotel should ***not*** be used by any of the participating teams. If appropriate, a hotel may be identified as a host for the teams. A preferred rate for staying at each host hotel should be negotiated by the Host Committee.

<b>Hotel</b>	<b>Guest Rooms</b>	<b>Room Nights</b>	<b>Meeting Rooms</b>
Host hotel (Ringette Canada Staff, Major Officials, Team Canada Scouts)	45 double rooms  15 single rooms  4 Suites	432 room nights	2 rooms for available for the duration of the week at no cost to RC.  Room 1 - 60 people Room 2 - 20 people
Teams	750 (50 teams @ 15 rooms each)	6000 (8 nights)	Varies

## **VIP Services**

The following groups are designated VIPs for the Event and should receive preferential treatment such as access to all events/activities, preferred seating, and access to Event transportation:

- Ringette Canada Board of Directors & Staff
- Key national and local sponsors
- Government Representatives
- Provincial Ringette Association Presidents

## **Merchandise and Souvenirs**

Ringette Canada will contract an official merchandiser for clothing and branded memorabilia. During the Event, the Host may not allow or arrange for branded merchandise sales by other vendors.

## **Official Event Photographer**

An official event photographer is required and will be identified by Ringette Canada. The host may be asked to support additional local photographers. The photographer is required to provide their daily photos of games and daily activities surrounding the Event to RC.

Photographs will be used for media and promotional purposes. At the conclusion of the Event, the photographs become the property of RC with photo credit being given to the photographer. No photos are to be made available for sale by Event photographers.



## **Media Relations and Communications - Including Websites**

The Host Committee will designate a Media PR representative to work in consultation with the Communications, Engagement & Marketing Director to create awareness and provide general event information to the media. Ringette Canada will provide the platform for the event website, online results system and access to the ringette.ca network.

All external communications must be provided in both official languages (press releases, website postings, etc).

## **Event Promotions and Ticket Sales**

The host committee should create a promotional / ticketing sales plan. This plan should be geared towards the promotional goal of having a sellout for the gold medal games and local games were possible. The plan should include:

- Event signage throughout the Host community leading up to and during the Event
- An event logo designed by the host committee in consultation with RC to reflect the event and the host community (more details and branding guidelines for the event logo and signage will be provided to the successful bid committee)
- Press conferences
- All local ringette associations in the host area.

RC will work with the teams to support the event marketing by making coaches or athletes available (when possible) for any promotional events scheduled.

### **CCES Clean Sport Monitoring**

As Ringette Canada values Ethical and Clean sport, it adheres to the drug policy and enforcement under the Canadian Centre for Ethics in Sport (CCES), participants at this event may be subject to random or scheduled drug testing throughout the week. The host committee must provide space that includes a sink and a washroom for this testing to occur.

The CCES will work with RC and the Host Committee to explain the process of this activity; the successful bidder should be prepared to have independent volunteers on hand to take the required training and assist as chaperones in conducting the necessary testing.



# Financial Requirements

In order to create value for our partners, we need to bring resources into the Event and allocate those resources prudently. This section deals with those elements and should be a part of the consideration of any group considering or working on a bid for these events.

## **Revenue Generation**

The Host Committee will need to generate adequate revenues to fulfill all of the obligations of the Event while ideally creating a legacy fund. Hosts can, and should expect revenue from the following sources (though others are certainly possible):

- Ticket Sales - Host Committees can and should sell tickets to all games and capture revenue from these sales
- Local Sponsorship - Host communities will be able to develop sponsorship packages for local sponsors as well as national-level sponsors in partnership with RC.

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- **Merchandise Sales** - See above re: Merchandise and Souvenirs
- **Ticket Sales for non-game events** (e.g. Opening and Awards Ceremonies) - Athletes and rostered staff must be provided complimentary access. Spectators and visitors can expect to pay a small fee
- **Grants** (see below) - Host Committees will need to examine opportunities to partner with government and other agencies for grant funding in support of the Event
- **Parking, concessions and other ancillaries** - Host Committees should attempt to capture revenue from parking, concessions and other elements of the venue operations. These elements are often retained by the venue but should be considered in your venue contract negotiation.
- **50/50 and other Gaming Fundraisers** - Host Committees are free to pursue 50/50's and other fundraisers providing, they secure proper registration/licensing
- **Ice Sales** - Sale of ice obtained at the venues can be resold by the Host Committee to teams arriving for the Event seeking practice ice.
- **Community Partnerships** - Rental Car revenue sharing, tourism sector ticket revenue share (Tours, Mall, Shopping Outlets), Event ticket revenue share (Concerts, Shows, Sporting Games), Sponsorship Activations in venues.

## **Key Funding Partners**

Government funding partners can be an important part of the revenue picture, but also a source of the important connections that can make the Event truly memorable.

This can and should start at the bid stage, as Bid Committees should be working closely with their local tourism bureaus to help with the formulation of the bid. Governmental partners can include (but are not limited to):  
Local Municipality.

Regional Government (if applicable);


- Local or regional tourism, sport tourism and/or economic development bureau; and
- Provincial Government.

## **Hosting Fee**

The Host Committee will be expected to pay a hosting fee in the amount of \$45,000 for the rights to this event. This amount shall be deducted from the event profit and due to Ringette Canada by April 30th, of the year hosting (ie 2028, 2029, etc.).

## **Hosting Grant**

Ringette Canada will provide a hosting grant of at minimum \$1650/team.



This amount will be distributed in the months leading up to the Event, with up to \$20,000 withheld pending the filing of the Host's final report. Depending on the nature of RC sponsorship agreements, some of these may also provide a share of the proceeds to the Host Committee. Final report is due no later than 90 days after the Event.

### **Economic Impact**

Historically, we have seen that the economic impact of the Event will be on the order of \$5,100,000.

### **Cost Management**

In order for the Event to be successful, the Host Committee will have to ensure that proper contracts are in place to manage and limit costs. The Host Committee will need to establish its own bank account and financial procedures.

Signing authority for the Host Committee account needs to be held to a maximum of four people and it needs to be clear to the entire Committee that only those four can commit the funds (even informally) of the Committee. Host Committees can expect costs to be incurred for many of the areas outlined in this bid package.

It is vital to note that analyses incurred through the hosting of this Event will be the responsibility of the Host Committee.

## Surplus Sharing

As this Event is owned by RC there is a formula for sharing the surplus, following the submission of audited statements to RC by the Host Committee. The net surplus is calculated after payment of Hosting fee to Ringette Canada. The formula is as follows:

Net Surplus	Host Legacy Fund	PSO Legacy Fund	Ringette Canada
\$0-\$10,000	35%	5%	60%
\$10,001 - \$50,000	40%	5%	55%
\$50,001 - \$100,000	45%	5%	50%
\$100,001 +	50%	5%	45%

## Legacy Funds

Every Host Committee should be planning to create a surplus as a result of their hosting of this Event. As such, each Host Committee will be expected to develop a plan for the use of their legacy funds to help further ringette and leadership in their respective communities and present it in the bid package.

# Host Committee

Although the Committee may be affiliated with another body, it will be required to have its own bank account and to keep financial operations separate from its parent body.

## Structure of the Host Committee

The Host Committee will need to have a structure that is sufficiently flexible to allow it to adapt to the challenges throughout this process but sufficiently rigid that it can form the foundation of the Event.

## Agreement with PSO

As part of a hosting agreement with Ringette Canada, the applicable host provincial sport organization will co-sign on hosting the event alongside the host committee. The provincial ringette organization will not be *required* to contribute financially to the event, but through their support will be able to earn legacy funding as part of the successful event hosted in that province.

## **Chairperson**

The Event should have a chairperson who performs the leadership role for the Event. As with the other key roles in the Host Committee, the chair structure allows for some redundancy and avoids having the Host Committee become too reliant on one person. The Chair should be prepared to act as the official spokespeople for the Event in the community and to lead the efforts of the rest of the host group.

## **Director - Technical Arrangements**

This role attends to the service of the ringette tournament part of the Event. This includes medical services, officiating services, the preparation of the ice surface area and the dressing rooms areas and therefore would have significant ringette experience. The person in this role is often selected to sit on the Event Protest and Grievance Committee.

## **Director - Hosting and Athlete Services**

This raise attends to the transportation, housing and feeding of the athletes, coaches and officials at the Event. This raise is broad and usually involves a large portion of the volunteer contingent for the Event. Key areas of this portfolio include hotel liaisons, athlete welcome packages and ground transportation for officials.

## **Director - Volunteer Services**

The Event will require between 175 and 250 volunteers. In this role, the Director will be in charge of recruiting, training and recognizing these irreplaceable volunteers. The person in this role will have to be able to liaise effectively with all other elements of the organization in order to gauge and fulfil each of their volunteer services needs.

## **Director - Finance**

The Director of Finance will be charged with managing the financial well-being of the Event through the initial stages of the bid through to the completion and the creation of legacy funds. This role requires solid knowledge of bookkeeping/accounting practices as well as the ability to work closely with all of the elements of the host group to determine and resource financial requirements.



## **Director – Fundraising**

The Director of Fundraising plays an essential role in providing the financial support for the Event and engaging the local and surrounding communities, businesses and organizations, as well as governments in providing services (both cash and in-kind) to the Event. Ideally this individual needs to be someone passionate about ringette, with contacts in the business community and an ability to sell the sport of ringette.

## **Director - Event Services**

The Event services element of the event will include the opening and closing ceremonies, game presentation, medal ceremonies and other promotional events leading up to and including the week of the Event.

## **Provincial Sport Organization Representative**

## **Representatives of Partners**

It may be prudent to include representatives of key partners on the Host Committee. These partners may include the municipality, the tourism office, the province or a key funding agency. The inclusion of these people on the Committee can include ex-official (non-voting) roles or full membership.

All roles will be backed up with co-directors and with sub-committees. This structure will allow the Host Committee to spread out the work and allow leaders in the community to take on particular areas (transportation for instance) without having to take on the entire "Athlete Services" portfolio. The Host Committee will have some flexibility in terms of their organizational structure but should expect to work with a structure similar to that outlined above.

# Host Committee Relationship with Ringette Canada

Ringette Canada has the honour and the challenge of hosting this major Event in our sport. Likewise, we will award a Host Committee with a similar challenge and honour; so, we need to work together at every step of the way.

The Chief Executive Officer of RC or designate will be an ex officio (non-voting) member of the Host Committee and is available to participate in Host Committee meetings as required (either by the Host Committee or Ringette Canada) and will be provided all Host Committee documents/minutes/ budgets.

## Ringette Canada's Staff

The Bid/Host Committee can expect that one or more members of the RC staff will visit the Bid/host community on at least two occasions:

(1) after the initial bid submission and in advance of the vote for the bid selection, to conduct an on-site evaluation and provide feedback to the Bid Committee in advance of the final submission (at the host committees expense); and

(2) in the months leading up to the Event the Host Committee and RC will participate in Committee meetings at that time. The RC staff as sport administration specialist, will bring the historical experience of running this annual Event. It will be important for Host communities to work in close partnership with the RC staff at all times to ensure a positive outcome for the Event.

## **Ringette Canada Board**

The Ringette Canada Board will play a role (as voting delegates) in the very important duty of selecting the successful bidder for this Event. They will attend the Event and are in charge of approving budgets and policy that may affect the operation of the Event.

Although ultimately responsible for the Event, the Board does not typically get involved in the day-to-day preparations and operations for the Event. From time to time, the Board may request a report from the Host Committee about their progress. The Board will then provide feedback to the Host via the RC staff.

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## **Volunteer Recruitment, Training and Recognition**

The Event simply will not happen if not for the considerable efforts of dedicated volunteers. Volunteers will be involved from the development of a bid package right through to after the Closing Ceremony and submitting their final report.

Host Committees will need to have a plan in place to recruit these volunteers, train them for their specific roles and recognize them for their efforts.

The bid package should include an overview in reference to the available volunteers (especially if the municipality or province maintains a volunteer skills inventory), plans for recruitment and plans for retention.

# Host Committee Relationship with Key Partners

The Host Committee will need to work closely with many key partners in order to make the Event a reality. Below is a short overview of some of these key partners

**Provincial Ringette Associations:** The provincial ringette associations are the direct members of RC. All bids must receive the endorsement of their provincial ringette association to be considered for this bid process. Provincial ringette associations will be free to endorse more than one bid.

**Local Ringette Associations:** Local ringette associations are a vital part of the process from the bid stage through to execution.

**Host Committee:** The Host Committee is the body with which RC will contract to host the Event. The Host Committee must be fully constituted according to their provincial societies incorporation act and must be free to contract. In the case of the Event, this is often through a local or provincial ringette association. The Host Committee will be responsible for the distribution of surplus legacy funds or ultimately responsible for financial losses incurred at the Event.

## **Competing Teams**

At the bid stage, the bid group will have limited, if any, interaction with the competing Provincial Territorial Sport Organizations or teams. Ringette Canada will be the conduit to the Provincial Territorial Sport Organizations. As the Event date approaches, the Host Committee will begin working with these teams on logistical and promotional information on an ongoing basis.

## **Venue Owners**

Host Committees will need to work closely with the owners of all of their venues. This, of course, includes the Playing Venue(s), hotels, sites for ceremonies and venues set aside for practices.

## **Governments**

A national championship event requires that the municipal and provincial levels of government become involved. Their involvement can be financial in the form of grants and can also include promotional and logistical support. The governmental partners can also include local and provincial tourism boards that can provide support to the Host Committee through the bid process and into the operational phase of the event.

# Post Event Report

The Host Committee will be required to complete a post-event final report. This report will include information about financial operations, logistics as well as lessons learned from the experience of hosting. This report will be due no later than 120 days from the event.

## General Requirements

The following outlines some elements of an outstanding Event not captured in one of the headings above.

### **Relationship with the Federal Government**

Host Committees may be able to find funding sources through the federal government such as regional development agencies (e.g., Western Economic Diversification, Atlantic Canada Opportunities Agency), Human Resources Development Canada or other departments. Within the government, only Ringette Canada should have contact with Sport Canada or the Department of Canadian Heritage. The Host must keep RC apprised of all contact with the federal government.



## **Relationship with Event Sponsors**

The Host Committee needs to work closely with Ringette Canada's Communication, Marketing and Engagement Director to ensure that there is clear direction and alignment on sponsorship strategy, target groups, deliverables and partnerships. Ringette Canada sponsors will have the opportunity for first right of refusal in protected or sellable investment areas. Ringette Canada's experience will also help the Host Committee leverage their event partnerships to ensure that they get the best possible return for their investment. Aligned strategies between RC and the HOC regarding sponsor servicing, VIP servicing levels, VIK and deliverables are also essential.

# Official Languages and Inclusive Language

All communications in relation to this Event must be provided using inclusive language in both of Canada's Official Languages. This includes websites, promotional material, in-venue announcements and major signage in the venues. RC will support with translation services, but the Host Committees will need a plan and budget line for translation. A plan for recruiting bilingual announcers and MCs for events is essential.

All official and public correspondence must be released simultaneously in both official languages.

**Ringette Canada strives to make sure that everyone in its community feels respected and valued by promoting an equitable, diverse, and inclusive environment for all. One approach is through inclusive writing. The Host will ensure that all communications in both official languages are inclusive by working closely with translation services and RC to ensure that texts in French are egalitarian and avoid discrimination or prejudice and better represent the ringette community in all its diversity.**

# Bid Submission and Selection Process

The bid selection committee (as outlined in Ringette Canada Policy) will be faced with a difficult decision to select from among several well-prepared bidding groups, all of whom would be more than capable of hosting an unforgettable event.

RC will conduct individual meetings in a virtual setting which will allow for interested groups to formally present their bid to the committee.

## Site Visit

Site visit to be scheduled following bid submissions for each community at the cost of the host committee.

## **Bid Presentations**

Each group will be given an opportunity to present their bid in a virtual setting to the Selection committee.

The total length of the presentation should be a maximum of 30 minutes. An additional 20 minutes shall be allotted for questions from the Selection Committee to the bid group.

The bid group will have the option of utilizing their own virtual meeting/presentation software or may opt to use the meeting space set up via Google Meets by Ringette Canada.

Ringette Canada will allocate the date and time to each bid group in the time frame indicated in the Bid Timeline Section of this document. The presentations shall take place during Eastern Time business hours.

## Selection Procedures

The selection of the successful host Bid Committee will be conducted by the Selection committee.

The selection committee shall consist of one member of the Ringette Canada Board of Directors, one member from a past Event Host committee, the Sport Director and the Sport Coordinator - Events (or designate).

This group will review the bids and provide a recommendation to the Ringette Canada Board of Directors of approval in accordance with the timeline outlined in the Bid Timeline Section of this document.



# Ringette Canada Partners

Current Ringette Canada partners as of June 15, 2025:

**Telus - Streaming**

**BFL - Insurance**

**Ringjet / Doms Sports - Ringette Sticks**

**Gatorade\* - Sports Beverage**

**Team Snap - Team Management**

**Annabelle - Cosmetics**

\*Indicates category exclusivity

Opportunities may exist for local host committees to sell sponsorship to other businesses in common sectors as the sponsors above. Please inquire with Ringette Canada on any sponsorship opportunities that may conflict with current partners.

Please note that Ringette Canada partners and exclusivities are subject to change once the event / championship is awarded and there is a signed hosting agreement in place. A Ringette Canada staff member will share an updated list of Ringette Canada partners and exclusivities once the hosting agreement is finalized.

# Local Host Sponsorship Opportunities

Categories of sponsorship that do not conflict with Ringette Canada that you should consider when building your sponsorship plan. Local host organizing committees are encouraged to sign non-exclusivity agreements with local non-conflicting partners in the event of Ringette Canada signing a new partner during the season. The non-exclusivity agreement will both protect Ringette Canada's partner and local partner.

Suggested sectors for local host sponsorship sales:

- Automotive Dealership
- Automotive Rental Agency
- Brewery / Spirit / Wine Producer
- Grocery Retail
- Investment / Financial Planning
- Local Crown Corporations
- Moving & Storage
- Office Equipment
- Print & Digital Media
- Real Estate
- Restaurant


# Bid Guidelines Check List

The following items are required for any bid to be considered by the Site Selection Committee. Omission of any one of these items will result in an incomplete bid.

- ☐ • Mandate of Host Organizing Committee – what is your goal in hosting the Canadian Ringette Championship
- ☐ • Involve Member and League from day one of bidding process
- ☐ • Highlight your relationship and partnership with local Ringette Association
- ☐ • Include the site selection overview as page one of your bid document
- ☐ • Facility agreement – include a copy of the potential facility agreement showing the facility is available and what type of business agreement your potential host group would be entering into with the facility, this should also outline how many seats are available to sell, seats, standing room, suites, etc.
- ☐ • Hotel agreement – include a copy of the potential hotel agreement(s)
- ☐ • List of current facility sponsors
- ☐ • Arena diagram – with room measurements documented as well as how your group plans to use the various rooms
- ☐ • Host Organizing Committee Org Chart – who are your key members and what are their roles



- Detailed business plan – to include, but not limited to:
- ☐ • Ticket sales plan – highlighting timelines, prices, Success indicators and overall sales strategy, where and when packages and single tickets will be sold and what background do you have to support this strategy
- ☐ • Sponsorship plan – timelines, prospects, proposed sales package, pricing structure, goals, and plans to work with Ringette Canada exclusivities and partners
- ☐ • Legacy plan – detailed plan for all potential profits of the event
- ☐ • Deficit plan – detailed plan for all potential deficits from the event
- ☐ • Media plan and promotional strategy – including potential partners and timelines, who is on board and how will they be supporting
- ☐ • Advertising plan – including potential partners and budget and how any advertising will be used to meet your goals
- ☐ • The overall marketing plan highlighting how your ticket sales, sponsorship, media and advertising plan are integrated to help you achieve your goals
- ☐ • Detailed budget – outlining full budget based on your event projections and detail on how your projected budget is going to be met
- ☐ • Break even budget – outline a break-even budget based on your expenses and your revenue plans. Worst case scenario

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- ☐ • Logistics plan – detailed plan on how teams, officials, VIPs, Member reps will be looked after from arrival to departure i.e. accommodation, meals, transportation plan and ability to handle all teams and delegates, dressing rooms
  - ☐ • Athlete experience – what are you going to do as a committee to give the athletes the best experience possible?
  - ☐ • Facility – does arena meet minimum standards as outlined in the bid guidelines for the Canadian Ringette Championships? If not, how do you plan to meet these?

# Agreement with Ringette Canada

The Host Committee will enter into an agreement with Ringette Canada regarding the technical arrangements, financial arrangements, operating arrangements and other activities contained in the successful bid document, along with other roles and responsibilities outlined in the of Ringette Canada.

**Please submit bids or direct your questions to:**

Jake Clarke  
Sport Coordinator and Events  
416-912-5989  
[Jake@ringette.ca](mailto:Jake@ringette.ca)

Confirmation of receipt for bid submissions will be issued within two working days.