



RINGETTE ONTARIO HOSTING & BID GUIDELINES

FOR

PROVINCIAL CHAMPIONSHIPS

INTRODUCTION

The first part of this document (Part A) outlines how to bid to host a Ringette Ontario Provincial Championship and the second part (Part B) outlines the generic framework for hosting a Ringette Ontario Championship Event. Ringette Ontario has also developed a Championship Host Guide, which further details event hosting expectations and responsibilities ([available here](#)).

Local Ringette Associations and Destination Marketing Organizations are encouraged to review this document and submit their bid indicating how they will best achieve the goals laid out below.

A Hosting Agreement, not included in this document, will be drafted by Ringette Ontario and be based on this document, the Ringette Ontario Hosting Guide and the contents of the successful bid.

ABOUT RINGETTE ONTARIO

Ringette Ontario is the Provincial Sport Organization for Ringette in the Province of Ontario. Ringette Ontario is an athlete-centric and values-driven organization that oversees all ringette interests in the province. Our values are the core beliefs that shape the way we interact and make decisions.

OUR VALUES:

Dedication – We share a collective commitment and passion for the game.

Respect – We recognize everyone's contribution to our community.

Teamwork – We achieve our goals together.

Inclusion – We welcome all who want to join our safe sport community.

Integrity – We govern our sport with transparency and fairness.



Part A

BID TIMELINE FOR EVENTS

Ringette Ontario will host an Information Session on Tuesday, November 4, 2025, for Local Ringette Associations who are interested in hosting a 2027 or future Provincial Championship.

Local Ringette Associations who are interested in submitting a bid for a 2027 Provincial Championship, should express their interest in writing to the Ringette Ontario Event & Engagement Coordinator by Monday, December 15, 2025, and will be alerted by Monday, December 22, 2025, if they should pursue completing a bid package.

The deadline to submit a bid package is February 2, 2026. Ringette Ontario will aim to select Host Organizations for each Provincial Championship by March 2, 2026.

Table 1 below outlines the bidding timeline for 2027 Ringette Ontario Provincial Championships.

Table 1. Provincial Championship Bid Timelines

Information Session	Tuesday, November 4, 2025 – 7:00PM
Expression of Interest Submission	Monday, December 15, 2025
Ringette Ontario Approval to Proceed	Monday, December 22, 2025
Bid Submission Deadline	Monday, February 2, 2026
Selection Process	February 2026
Host Selection	Monday, March 2, 2026
Host Agreement Signing	March 2026
Public Announcement	Late Spring 2026

BID DOCUMENTATION

Ringette Ontario Provincial Championships aim to provide participating athletes with an unforgettable experience, which should be a consideration when compiling the bid package. A successful bid will highlight the host city in addition to responding to all the Bid Requirements (listed in Part B).

Bids are to be submitted in electronic format (PDF files) and sent to the attention of Rachel Wolff, Ringette Ontario Event & Engagement Coordinator, rachel@ringetteontario.com.



SELECTION PROCESS

Bid submissions will be reviewed by Ringette Ontario Staff, the Athlete Director and the Competitions Oversight Committee, and the top candidate for each Event will be recommended to the Executive Director, who will approve the recommendation.

During the review process, Ringette Ontario may request further information from any submitting candidate.

If we have not received a bid that is deemed acceptable to host said championship by that date or are unable to negotiate the appropriate contracts with one of the bid sites considered to be acceptable, we will then solicit interest from a site that we deem to be an appropriate host.

A Hosting Agreement or Partnership Agreement is to be signed before the Event is officially awarded and announced.

Questions on the hosting requirements and/or the bid process/requirements may be directed to Rachel Wolff, Ringette Ontario Event & Engagement Coordinator, rachel@ringetteontario.com.



Part B

HOSTING A PROVINCIAL CHAMPIONSHIP

The Event will be staged in close co-operation with Ringette Ontario. Ringette Ontario will ensure timely progression of the event planning, assist in funding applications, and participate in planning meetings with the Host. Ringette Ontario has compiled a Championship Host Guide to assist in the planning and preparation of the Event, and to indicate the minimum requirements needed to host the Event.

Any Local Ringette Association in good standing with Ringette Ontario may host a Provincial Championship provided the hosting criteria will be met.

Destination Marketing Organizations may also submit a bid provided there is a local ringette community in the proposed host city.

DATE CONSIDERATIONS

The prospective dates for 2027 Ringette Ontario Provincial Championships are outlined in Table 2.

Table 2. Provincial Championships Date Considerations

	2027
Provincial AA Championship	February 18-21, 2027
Provincial A Championship	Option A: March 18-21, 2027 Option B: March 11-14, 2027

LOCAL RINGETTE ASSOCIATION

Local Ringette Associations are a vital part of hosting a Ringette Ontario Provincial Championship. While not a requirement, often the Local Ringette Association is involved in the planning/execution of the event and forms the Host Committee. Destination Marketing Organizations are encouraged to apply to host a Ringette Ontario Provincial Championship and specify if they have connected with the Local Ringette Association prior to their bid. Ringette Ontario can facilitate the connection with the Local Ringette Association if one is not already in place.

In the event the Local Ringette Association is not interested in forming the Host Committee or Ringette Ontario determines the Local Ringette Association does not have the capacity to form the Host Committee, Ringette Ontario will retain the hosting rights for the Event in



partnership with the Destination Marketing Organization.

BID REQUIREMENTS

The bid package should reflect the host community and illustrate the proposed athlete experience at the Event. In order to fairly evaluate each bid (and if necessary, compare bids), each bid package must also include the categories listed below.

For Local Ringette Associations, the bid package must outline the following information:

- Host Committee
- Facilities and Equipment
- Accommodations (available options within a 25km radius of the main facility)
- Minor Officials Recruitment
- Sponsorship & Fundraising Plan

For Destination Marketing Organizations, the bid package must outline the following information:

- Facilities and Equipment
- Accommodations (available options within a 25km radius of the main facility)
- Grants and Support
- Relationship with Local Ringette Association

HOST COMMITTEE

The Host Committee is responsible for the experiential side of the Event, while Ringette Ontario manages the competition and all technical aspects. The bid package should outline the members of the Host Committee, their involvement with ringette, and their area(s) of expertise.

The Host Committee will be responsible for the recruitment and training of volunteers required to execute the Event. The bid package should outline the plans for recruitment and training of volunteers required for the Event.

Ringette Ontario will assign a staff member to be an ex officio (non-voting) member of the Host Committee who will participate in Host Committee meetings as required (either by the Host Committee or Ringette Ontario) and will be provided with all Host Committee documents and minutes.

FACILITIES AND EQUIPMENT

The Host Committee will be responsible for arranging the following facilities and equipment:

- Minimum of four (4) standard size ice surfaces (85' x 200') preferred, or international size ice surfaces;
- The ice surfaces must include all ringette markings;



- Minimum of four (4) shot clocks and remotes, preferable to have two (2) per pad;
- Minimum of four (4) dressing rooms available on each pad, preferable to have six (6) or eight (8) per pad; in addition to a full-size room for referees (can be shared between two pads).
- Tournament Office;
- Medal Presentation area;
- Indoor athlete warm-up area(s);
- Spectator viewing area in the arena, preferably seated;
- Dedicated Internet access for live scoring and broadcast purposes (ideal)

The above items represent the minimum facilities and equipment that should be provided. The Host Committee should ensure that adequate “back-up” equipment is available on site and may supplement the list as necessary.

Ringette Ontario will be responsible for providing game rings and equipment for scorekeepers.

ACCOMMODATIONS

All Ringette Ontario Championships are “Stay to Play” events, unless determined otherwise.

The Host Committee will be responsible for providing a list of hotel accommodations available in the Host City and Ringette Ontario will arrange group rate discounts with these hotel partners. Any commission earned from hotel bookings will be retained by Ringette Ontario.

MAJOR OFFICIALS

Ringette Ontario will be responsible for identifying, selecting, and scheduling the supervisors and on-ice officials participating in the Event. The costs of the major officials’ accommodations, travel expenses and per diems will be covered by Ringette Ontario.

The Host Committee will be responsible for stocking light refreshments and water in the officials’ dressing room(s) each day.

MINOR OFFICIALS

The Host Committee will be responsible for the training, assignment, and oversight of minor officials throughout the Event. This will include scorekeepers, timekeepers and shot clock operators.

Ringette Ontario will outline the pay scale for the positions and cover the costs of the minor official positions.

MEDAL PRESENTATIONS

Medal and Championship Banner presentations will take place following the Bronze and Gold medal games in each division (medals and banners provided by Ringette Ontario). The



presentations will happen off-ice in a designated area established by the Host Committee. The Host Committee will be responsible for the delivery of this presentation, in consultation with Ringette Ontario.

PHOTOGRAPHY & LIVE STREAMING

Ringette Ontario will be responsible for arranging an official Event photographer and owns all imagery relating to the Event.

The rights of television, live streaming and recording of the Event belong to Ringette Ontario. Ringette Ontario will be responsible for sourcing the broadcaster and will aim to work with local companies where possible.

MERCHANDISE, SOUVENIRS AND VENDORS

Ringette Ontario will contract an official merchandiser for Event-branded clothing and apparel. During the Event, the Host Committee may not allow or arrange for branded merchandise sales by other vendors without prior approval from Ringette Ontario.

The Host Committee is required to provide a welcome bag to every participating athlete in the Event.

The Host Committee is free to pursue onsite vendors for the Event, provided they are in line with the spirit of the Event. Costs and agreements associated with vendors are the responsibility of the Host Committee.

SPONSORSHIP AND FUNDRAISING

Corporate Sponsorship is the Host's largest source of revenue outside of the Hosting Grant. The Host Committee is encouraged to seek sponsorship from local businesses and organizations.

All sponsors and vendors must be approved by Ringette Ontario before any agreements are signed to ensure there are no conflicts with current Ringette Ontario partners.

The Host Committee is free to pursue 50/50's and other similar fundraising opportunities. Where local licenses/permits are required, the Host Committee is expected to make necessary arrangements with local authorities and include any costs in their budget. Ringette Ontario does not endorse and will not promote any 50/50's.

HOSTING GRANT

Where a Host Committee is formed by the Local Ringette Association, Ringette Ontario will provide a hosting grant of \$100 per entered team.

In the event Ringette Ontario partners with a Destination Marketing Organization to host the Event and the Local Ringette Association does not have involvement, the Hosting Grant will not be awarded.