



## Hosting Come Try Ringette

We all love the sport of ringette and the Come Try Ringette campaign is a marketing system to get people to register for our favourite sport. Your event is not judged based on how many people attend your event, but how many people then register for ringette at the next opportunity. Remember, participants at Come Try Ringette events are already heavily considering ringette as their activity of choice. We want to make the environment inviting and fun for the child and answer as many questions as possible for the parent.

Below is some basic information about some of the components of a Come Try Ringette event.

### Registrations

All registrations will be forwarded to your email address via the Come Try Ringette website. These registrations are only forwarded to your email, and not stored in the CTR website (as it does not have that capability), so ensure you save this information.

All registrations must be tracked on a spreadsheet to be provided to Ringette Alberta after the event. This spreadsheet should include all participants who pre-registered as well as any walk ups from the day of. Please ensure you have complete information for each registrant, as this information is used to track which athletes end up registering for Ringette in any community after attending a CTR. A copy of the spreadsheet template is available from Ringette Alberta and will be sent to you when your event is approved.

### Volunteers

You will want to have specific volunteers set aside to run sign in/registration for your event, direct registrants to dressing rooms and to be available to parents for questions during the event. The size of your event will determine how many of these you require, but a minimum of *4 off-ice volunteers* is a good guideline.

You will require additional *on-ice volunteers* to assist the Recruitment Team in running the event. These on-ice volunteers **MUST** be 16 years of age or be a junior coach. It is a good idea to have current coaches help where possible. On-Ice volunteers will be needed to help execute

stations, provide one-on-one attention to athletes who may be new to skating, and to assist in the movement of groups from station to station. It is even more ideal to have coaches involved in your CTR event who may be coaching the divisions that a prospective athlete may end up in.

## Equipment

Your association is responsible for providing the following:

- Sticks for every participant
- Rings for every participant
- Name tags for participant's helmets
- Jerseys or other apparel for your volunteers to wear
- Jerseys for participants to wear (not required)
- Snacks and refreshments at the event

## Promotional Materials

Ringette Alberta provides promotional materials such as posters and brochures to help promote your event and direct people to the registration site. "Digital posters" (pdfs) They will also promote the event on social media.

## Parent Info

It is also helpful to host a parent information session before or after the ice time. You should also provide informational materials or follow-up emails with the following:

- "Next steps" (links to register for your association, or a registration form)
  - Keep in mind newcomers to Canada may not speak English as their first language. Consider having resources translated into different languages depending on the demographics of your community.
- Information about other Come Try Events in the area
- Information about
- Information about where to purchase equipment (new and used)
- Other information about your association (i.e. What age division will my child be in? How often the applicable age groups are on the ice? How much does registration cost? Is there travel involved? How long is the season?)