



## Table of Contents

<b>What is a Special Event.....</b>	<b>1</b>
<b>Purpose.....</b>	<b>1</b>
<b>Application.....</b>	<b>1</b>
<b>Conditions.....</b>	<b>1</b>
<b>Sanctioning Registration Form .....</b>	<b>2</b>
<b>Non- Registered &amp; Registered Participant Forms .....</b>	<b>3</b>
<b>Follow up Report Form .....</b>	<b>4</b>

## Special Events Sanctioning

### 1. What is a Special Event

- An event that involves non-registered participant(s). Examples: Parent versus player games, coaches game, etc.

### 2. Purpose

- A Ringette Saskatchewan special event sanction is mandatory to ensure that all standards and safety requirements, as established by the RAS, are met at each and every event. The compliance by the team insures that the event will provide a safe and enjoyable experience to all participants.

### 3. Application

- Application for sanction must be submitted to the RAS office a minimum of 30 days prior to the event in order to ensure proper processing. Once approved, all non-registered participant(s), if any, need to fill out the non-registered participant form as well as a Waiver and submit it to the RAS office a minimum of 14 days prior to the event. Failure to adhere to the requirements may permit discipline in accordance with *RAS's Discipline and Complaints Policy*.

### 4. Conditions

- Application deadline is 30 days prior to the event start date
- If the special event is approved, all non-registered participant forms need to be submitted 14 days before the event start date.
- All waivers need to be signed by non-registered members 14 days in advance of the event
- Only special events sanctioned by RAS is covered with RAS insurance; if a special event occurs without RAS approval no one will be covered under insurance, including RAS athletes, coaches and bench staff.
- Sanctions are only for 1 specific event and cannot be transferred to another event
- Granting sanctioning is at the sole discretion of RAS based on sound athlete development and principals and it is not appealable
- All RAS policies and procedures must be adhered to during the event



**Special Event Sanctioning Form**

#300-1734 Elphinstone St.

Regina, Sk.

308-780-9432

Please complete and submit this form to the RAS office as listed at the top of this page along.

**Name of Team:** \_\_\_\_\_ **Special Event Date:** \_\_\_\_\_

**Location of Event:** \_\_\_\_\_ **Association of Event:** \_\_\_\_\_

**Event coordinator:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Expected # of Participants:** \_\_\_\_\_ **# of Athletes Participating:** \_\_\_\_\_

**Expected # of Non- Registered Participants:** \_\_\_\_\_

**List of activities expected at the event - for both on-ice and off-ice:**

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**Office Use Only**

Date Received: \_\_\_\_\_ Payment Received: \_\_\_\_\_



**Special Event Follow-Up Report Form**

The following **MUST** be submitted to RAS within 14 days

**Name of Team:** \_\_\_\_\_

**Event Date:** \_\_\_\_\_ **Sanction #:** \_\_\_\_\_

**Contact Name:** \_\_\_\_\_

**Official # of Non-Registered Participants:** \_\_\_\_\_

**Official # of Registered Participants:** \_\_\_\_\_

1. Was there an accident or incident that occurred at this event? Yes \_\_\_ No \_\_\_  
If yes, are incident/accident forms attached? Yes \_\_\_ No \_\_\_  
If no, are blank incident/accident forms attached? Yes \_\_\_ No \_\_\_
2. Re-Cycle: the sanctioning guidelines are enclosed? Yes \_\_\_ No \_\_\_
3. Are all non-registered waiver forms attached? Yes \_\_\_ No \_\_\_

**Office Use Only**

Date Received: \_\_\_\_\_ Complete: \_\_\_ Incomplete: \_\_\_