

**Northeast Region Ringette Clinic Information Sheet – for 2016/17 Season**

Clinic (check the box that applies to this clinic)

Coaching:

- Introduction to Ringette (\$50 per attendee)
- Community Sport Initiation (CSI) (\$150 per attendee)
- Competition Introduction (CI) (\$225 per attendee)

Officiating:

- Level 1 (\$125 per attendee)
- Level 1 Refresher (\$50 per attendee)
- Level 2/3 (\$75 per attendee)
- Level 2/3 Refresher (\$50 per attendee)

Date of Clinic: \_\_\_\_\_

Location of Clinic: \_\_\_\_\_

Name of Instructor (s): \_\_\_\_\_  
\_\_\_\_\_

Name of Host Association: \_\_\_\_\_

Costs Paid by Host Association (enter dollar amount so the Region can reimburse the Host)

Ice: \_\_\_\_\_

Room Rental: \_\_\_\_\_

Equipment Rental: \_\_\_\_\_

Other: (describe and enter the cost): \_\_\_\_\_  
\_\_\_\_\_

**This form must be submitted to the Region Treasurer within 5 business days along with any Expense claims. Late forms may result in delayed reimbursement.**

### **Costs Incurred by Instructor:**

Each instructor will fill out an ORA Expense Claim form (<http://www.ontario-ringette.com/administration/documents/A-F-04.pdf>) and submit it to the Region Treasurer for reimbursement of the following:

- Mileage paid at the current ORA rate
- Other travel costs such as train, bus or airplane (with prior permission of Region Treasurer)
- Taxi (receipt required)
- Hotel (actual cost to a maximum \$140 per night, receipt required)
- Meals paid at the current ORA rate as indicated on the ORA Expense Form
- Any other costs as needed for this clinic (receipts required)

### **Surplus Calculation**

Upon receiving all necessary documentation, including this form and all expense statements from the instructor(s), the Region Treasurer will reimburse the Host and the Instructor(s) for their costs within 30 days. The Region Treasurer will then add up all income (sum of all fees paid by attendees) and subtract all costs incurred to run the clinic (including costs incurred by Host that have been reimbursed as well as all ORA fees and materials). If there is a surplus amount, this will be split evenly between the Region and the Host Association. The Region will issue a cheque to the Host for their share.

Instructors will be paid by the Region based on the ORA fee schedule for each clinic. See the ORA Officiating or Coaching Manual for the latest fee schedules.

Instructors will NOT collect money or cheques from attendees. The Home Association for each attendee will be billed by the Region Treasurer for the cost of each attendee based on the information collected on this form.

All attendees need to have permission from their home association before attending. If the Home Association wishes, they may bill their attendees to recover the “per attendee” cost of a clinic.





<b>Name</b>	<b>Association</b>	<b>Address</b>	<b>Phone</b>