

Nanaimo Minor Hockey Association

TOURNAMENT MANUAL

INTRODUCTION

This manual hopes to assist Nanaimo Minor Hockey Association (“NMHA”) teams in organizing and hosting their home tournament this hockey. If you have any questions throughout the year, please feel free to contact nanaimomha@shaw.ca.

NMHA encourages the concepts of fair play and fun, stressing participation over winning in each of its tournaments.

NANAIMO MHA Office

NMHA will:

- Request sanctions from VIAHA & BC Hockey for tournaments;
- Post tournament information (dates, contact information for interested teams, etc.) on the BC Hockey, and NMHA websites;
- Request referees from the hockey community for appropriate levels;
- Assist the Nanaimo team’s tournament parent organizers as required.

Each division shall be invoiced and pay a tournament fee to NMHA to cover the expenses for ice time, registration fees, referee costs and game sheets.

INDIVIDUAL DIVISION TOURNAMENT ORGANIZER

Each division hosting a tournament needs to obtain a volunteer for the position of Tournament Organizer and Committee. No real “hockey” knowledge is required. The committee will help decide which teams to invite as it is optimal to match skills as closely as possible. We encourage committees to invite teams early and then e-mail an invitation package containing a “Welcome Letter” and Rules and Registration Form for the tournament.

The Tournament Organizer will also be responsible for delegating duties, such as scorekeeper, timekeeper, music operator, etc. to other parents by way of a signup sheet. In addition, a raffle table and a 50/50 draw are great ways to generate funds and create a fun atmosphere for your tournament. Please try to involve the parents and delegate the work.

All teams within the division are to participate and volunteer in the local tournament. Each tournament may set their required fees for entry with local teams paying the same entry fee, which will be split between the players on the team participating in the tournament.

Fundraising Guidelines are available in the NMHA Policy & Procedures Manual. The tournament committee should be in contact with the NMHA Ways & Means Coordinator regarding raffle licences and fundraising details.

GRANTS:

<http://www.tourismnanaimo.com/sport-tourism-grants>

FINANCIALS:

Tournament Committees are responsible for opening a bank account with two signatories, in the name of the Tournament. Any signatories on the bank account must have a criminal record check completed prior to handling any money. All collection of money needs to be "double counted" in the presence of two individuals.

At the end of the tournament a detailed accounting of costs, profit distribution, and revenue sources and amounts (registrations vs raffle vs 50-50 vs sponsors) should be filed with the Administrator and available for review by the board and members if requested. Tournament bank accounts should be closed once all billing is finalized, approx.. within 2 months of hosted tournament.

Teams from outside of Canada are subject to an additional \$150 Cdn. fee for tournaments. All tournament fees are payable by Canadian Dollar money order. Canadian teams from outside of BC are subject to an additional \$50 Cdn. fee.

Ice fees will be charged according to City of Nanaimo Contract, game Officials will be charged according to the NMHA fee schedule, game sheets are cost at \$1.00 per game, sanction fees are cost by BC Hockey fee schedule.

BC GAMING: tournaments must apply for 50/50 and raffles, please visit the BC Gaming website, DO NOT choose the drop down of Nanaimo Minor Hockey, you are a new user and must use your tournament name as the applicant. Remember to do the final report at the end of your tournament, as well as give NMHA a copy of your gaming license.

NANAIMO TOURNAMENT FORMAT

Please note that all NMHA policies, CHA, BC Hockey and VIAHA rules applicable to the division shall apply to tournament play. eg fundraising limits, "Gretzky rule" for initiation and novice.

Initiation H1-H4:

Each Initiation team will join with its NMHA counterpart to host the tournament, ice scheduled will be split equally between divisions, as will any profit made by the tournament. The tournament will be sanctioned as a Jamboree with the focus on fair play and fun. Initiation will play cross ice format, with no game officials or score clock used, the buzzer may be used for line changes. ALL teams will be guaranteed four games, with no playoff or finals.

Atom – Midget:

Each team will join with its NMHA counterpart to host the tournament and will play the other teams once during round-robin play. At the conclusion of "round-robin" play, a final Championship and Consolation game will be played. Each team is therefore guaranteed four ice times, barring unusual circumstances, such as a forfeit. Tie games will be permitted during round-robin play. The two teams with the most points will be in the Championship Final. The other two teams will compete in the Consolation Final.

Example:

Sixteen team tournament with 6 games on Friday night, 16 games on Saturday, and 10 games on Sunday with 2 games being bronze and gold medals.

All games are 1 hr 15 min. with the two medal games being 1 hr 30 min.

Point System:

The game results for all tournaments will be scored as follows:

- 2 points for a WIN;
- 1 point for a TIE; or
- 0 points for a LOSS.

TOURNAMENT DATES and ICE TIMES

Tournaments will be held in the Nanaimo Ice Center Arenas:

- October;
- November;
- December pre-Christmas and post-Christmas;
- March;

All teams will be expected to attend and be a part of the committee and volunteer base.

Example Ice:

Sixteen team tournament with 6 games on Friday night, 16 games on Saturday, and 10 games on Sunday with 2 games being bronze and gold medals.

All games are 1 hr 15 min. with the two medal games being 1 hr 30 min.

Please request a copy of the assignor template to send games to the assignor and office 30 days prior to tournament start.

INVITATION OF TEAMS

Depending on the date of your tournament, an early jump on the invitation process is recommended. The goal of the team invitations is to create a fair and competitive tournament. The best way to achieve this goal is to keep an eye out for prospects as your team plays other teams.

Confirmation of guest teams should be done as early as possible. Participation is confirmed by acceptance of the tournament fee – **GET THE CHEQUE!**

****PLEASE NOTE***: It is imperative that you secure teams with tournament fee payment as soon as possible. In the past, some teams have waited too long to secure teams and then have had to cancel their home tournament. NMHA has a short window within which to return any unused ice. If, at the eleventh hour, a tournament has been cancelled by a team and NMHA is unable to reallocate the ice, the individual divisions may be held partially responsible for the ice.*

REFEREES- DO NOT request your own referees!!

All referees and linesmen will be coordinated by the Nanaimo MHA Referee Assignor and Ice Coordinator. Individual teams need not arrange for referees.

Our game officials do enjoy when tournaments treat them with a snack and juice box too!

GAMEDAY

The Team Tournament Organizer has a few duties that need to be completed on or before game day.

- a. **Prepare the game sheets:** It is easier if you fill out the game sheets in advance of the games (many teams print multiple copies of the team roster on small stickers and affix those to the game sheets). Game sheets will be provided to you by the NMHA Office prior to tournament.
- b. **Post the locker room assignments:** The teams will show up at our arena and need some direction. Ensure someone is available at least 45 minutes prior to the games to direct teams to the proper locker rooms. Signage on the locker room doors is most helpful. Print up a team sign with their name and put on the locker room doors with sticky tack to avoid damaging the doors.
- c. **Each arena has its own sound system:** If you are not sure how to run the sound system in the arena of your home tournament, it may be prudent to ask a rink attendant to walk you through the system.
- d. **Check to ensure the referees have arrived:** Mix-ups do occur.
- e. **Game Results Poster:** Remember to make a poster to display the game results as the tournament progresses.
- f. **Enlist volunteers:** Timekeeping, scorekeeping, 50/50 sales, and raffle table (if necessary), etc. Don't forget a master list for ease of reference.

TIMEKEEPERS AND SCOREKEEPERS

Your team needs to supply volunteers to run the time clock, keep the score sheet and make announcements. The Tournament Organizers should completely pre-arrange these responsibilities once the ice schedule has been obtained.

Please note that timekeeper and scorekeeper responsibilities must be assigned to **two** adults.

Teams must supply volunteers at games in which two guest teams are playing. Please be wary that this is potentially a forgotten responsibility as parents generally look at their child's ice times and overlook assignments that do not coincide with their own team games

PRIZES

Prizes are not mandatory but are a fun way to reward the players for giving their best effort, such as a Heart and Hustle or MVP award. If prizes are donated, please recognize the contributor in the program.

PROGRAMS

Tournament programs have several purposes:

- Recognition of the Tournament / Team Sponsor(s);
- Recognition of Players;
- Communication for Parents/Players;
- Souvenirs;
- Addition source of advertising/fundraising.

Team rosters and tournament sponsor recognition/advertising is each team's responsibility. Quite often, receiving the team rosters result in the biggest hold up to completing the program. As a result, we suggest that you try to obtain your team lists as soon as possible.

Tournament Committees are responsible for the production of their program. Be sure to ask team parents if they have skills and resources available for this purpose - get the team involved!

TEAM FUNDRAISING OPPORTUNITIES

Fundraising for tournaments can be supplemented by a 50/50, raffle draw, puck toss, etc. Tables are available for use at each of the arenas to assist teams. Tickets can be sold by the host team to the spectators. With the 50/50 draw, a draw usually takes place after the second period and the winner receives 50% of the proceeds collected. Please note the following:

- The team can use the remaining 50% of the proceeds as they see fit.
- A 50/50 draw may be held at each tournament game.
- The winners and amounts should be recorded, announced and posted in a conspicuous place; beside the tournament scoreboard is an ideal spot.
- The draw should be made in the stands in front of the visiting audience.
- The timekeeper or scorekeeper should announce the winning number.

TEAM TOURNAMENT ORGANIZER CHECKLIST

1. Confirm dates of tournament with the office, nanaimomha@shaw.ca, receive ice times from the ice coordinator.
2. Your sanction number will be provided to you by NMHA. Referees will be arranged by NMHA.
3. Confirm teams invited to your tournament. Send invitation letters requesting the tournament fee, team roster and game sheet stickers.
4. Collect tournament fees, team rosters and game sheet stickers.

5. Forward tournament invoiced fees to the NMHA Treasurer, at the office. Please ensure that all cheques are made payable to **Nanaimo Minor Hockey Association** at least 1 week prior to the commencement of the tournament.
6. Organize and manage volunteers for the following positions:
 - a. Program Coordinator;
 - b. Music Coordinator;
 - c. Timekeepers and Scorekeepers;
 - d. 50/50 Draw Coordinator;
 - e. Team Prizes;
 - f. Photographer;
 - g. Snack Coordinator;
 - h. Raffle Coordinator;
 - i. Welcome Committee.
7. Prepare Game Sheets in advance by filling in the necessary information and affixing the game sheet stickers.
8. Ensure P.A. system and intercom system is operational. Arena staff have the keys for arena systems.
9. Post Tournament Rules by results poster.
10. Post locker room assignments and post team logos to locker room doors.
11. Make sure a First Aid Kit and safety supplies are available.
12. Ensure games stay within allotted time schedules.
13. Secure prizes (if giving) for participants.
14. **SUBMIT COMPLETED GAME SHEETS within 48 hours of the end of your tournament to YOUR TEAM'S LEAGUE Commissioner. Your team manager will know the name and contact information.**

VOLUNTEER DUTIES

Program Coordinator

- Coordinate the program production (print up team roster inserts and game schedules)
- Final program completed and photocopied (approx 70 copies) • Items to be included in the program:
 - Nanaimo MHA Logo;
 - Recognition and thank you to any team sponsors (if applicable); ○ Acknowledgement of gifts; ○ Recognition of team/players;
 - Game schedule; ○ Brief synopsis of rules and tournament format; ○ Advertisements (if applicable).

Music Coordinator

- Obtain “O Canada” tape and select hockey music for tournament
- Learn how to use microphone and music system
- Coordinate and train others who sign up to do music • Announce players/goals scored/assists, etc.
- Announce winner of 50/50 draw between second and third periods

Time Keepers and Score Keepers

- Prepare all game sheets ahead of time
- Ensure understanding of use of time clock and filling out of game sheets
- Coordinate and train volunteers
- Update poster board for game results and points

50/50 Draw Coordinator

- Buy tickets for 50/50 draw
- Obtain cash boxes and float
- Coordinate and train volunteers
- Announce winners of 50/50 draw between second and third period of games
- Post winners

Team Prize Coordinator

- Buy and prepare “swag bags” for each player
- Coordinate distribution of “swag bags”
- Organize any special individual player prizes

Snack Coordinator

- Order snacks for all games, dry snacks and juices, no fruit please in dressing rooms
- Organize how snacks are to be distributed after each game
- For dry snacks, you may want to distribute in locker room
- Coordinate and train volunteers

Raffle Coordinator (large ticket items)

- Secure prizes for raffle
- Make booklets for raffle (if needed)
- Organize raffle (obtain cash boxes and float)
- Coordinate and train welcome team to manage raffle

Welcome Committee

- Make poster board to display game results
- Make signage with team names to post on locker room doors
- Post locker room assignments and put signs on doors
- Coordinate and welcome teams for each game
- Setup and take down raffle tables

WELCOME LETTER

Dear Coaches/Managers:

We are pleased to extend an invitation to your team to participate in the (year) Springbank Nanaimo (Div., Tier) Hockey Tournament. We are committed to provide your team's players and parents with the best tournament competition and hockey experience possible.

In order to confirm your team's registration, we require the following three items:

1. Your team's roster (for inclusion in our tournament program);
2. Twelve roster stickers for use on the game sheets; and
3. Your team's registration fee, in cheque form, in the amounts of \$_____ made payable to "**tournament name**".

Please be advised that **registration will only be confirmed once all three items have been received.** As we have a waitlist for this tournament, we ask that you provide us with these items no later than _____ (deadline). You can forward them to us at (contact address).

Once we have received your registration fee, team roster and team stickers, we will then forward to you our Tournament Package including the rules and Regulations of the tournament as well as the game schedule.

Thank you for considering our tournament. We look forward to hearing from you.

TOURNAMENT RULES – *JUST A SUGGESTION*

To: All Coaches
From: (Your Team Name) Tournament Coordinators
Re: Tournament Procedures and Regulations

Pre-Game Warm-Up:

A three minute warm up will be available prior to each game start. Please ensure your team is ready and able to take advantage of this time.

Game Format:

Duration of the Game: (eliminate all that do not apply)

Novice: All games will be 3 periods – 18 minutes each, or
Other Divisions: 60 minute permit - 12, 15 and 15 minutes, stop time;
75 minute permit – 15, 15 and 15 minutes, stop time;
90 minute permit – 15, 15 and 20 minutes, stop time;

All Hockey Canada, BC Hockey and VIAHA rules will be in effect during tournament play.

Tournament Format:

Point System in round robin play:

The tournament will consist of three round robin games. Points will be awarded as follows:

- 2 points for a WIN;
- 1 point for a TIE; and
- 0 points for a LOSS.

Tie games will be permitted during round-robin play and will not be broken. The two teams with the most points at the end of round robin play will be in the Championship Final. The other two teams will compete in the Consolation Final.

Tie Breakers after Round-Robin Play is completed:

(a) Tie in standings between two teams after round robin play:

Ties in the standings after round-robin play for all tournaments will be broken as follows:

- i. The winner of the game between the two tied teams;
- ii. If that game ended in a tie or the two tied teams did not play one another, the team with the better record of goals for and against (goals for divided by goals against – highest fraction wins, note: a maximum six-goal differential in any on game will apply); or
- iii. If again there is a tie, the team that scored the first goal in a game between the two tied teams; or
- iv. If still a tie, the team with the fewest penalty minutes assessed overall; If all else fails, a coin toss.

(b) Tie in standings between three or more teams after round robin play:

In the event of a tie in the standings between three or more teams, standing will be determined in the indicated order:

- i. The best records of goals for and against as per (ii) above, or
- ii. If a tie still exists, then the team with the fewest penalty minutes assessed in round robin play; or
- iii. If all else fails, the tie will be broken by a coin toss.

*****If a three or more team tie is extinguished to the point of a two-team tie, revert then to the list of tie breakers as set out in part (a) above.*****

Tie Games in Championship and Consolation Finals:

If a Consolation Final or Championship Final Game is tied at the end of regulation time, a "NHLstyle" shoot-out will be held to break the tie. Each team will select three (3) players to take shots on the opposing goalie. Players from each team will alternate. Each shot will begin with the puck at center ice and the player will start his shot at the sound of the referee's whistle. In the event that the game is still tied after the first initial three players from each team have taken their shots, teams will continue to alternate players to take a shot on a "sudden death" basis until the tie has been broken. No player may be selected to be a shooter a second time until all players have had an opportunity to shoot once. See **Tie Breaking Procedures - Shootout - Final Games Only** for further clarification and procedures.

Tie Breaking Procedures - Shootout - Final Games Only The shootout procedure shall be as follows:

1. The ice will not be re-surfaced prior to the shootout.
2. The Teams will not change ends for the shootout.
 - a) The Home Team has the option to shoot either first or second.
 - b) The teams shall alternate shots.
3. Three (3) players from each team shall participate in the shootout and they shall proceed in such order as the Coach selects. All players are eligible to participate in the shootout unless they are serving a ten minute misconduct or have been assessed a game misconduct, gross misconduct or match penalty.

4. The goaltender may be changed before the start of the shootout should the coach decide to do so. However, once the shootout begins, the goalkeeper cannot be replaced unless he/she is injured. If the Goaltender has to be replaced due to injury no warm up shall be permitted for a substitute goalkeeper.
5. Each team will be given three shots, unless the outcome is determined earlier in the shootout. After each team has taken three shots, if the score remains tied, the shootout will proceed to a "sudden victory" format.
 - a) Sudden victory is achieved by each team sending one additional shooter, should one team score and the other not a winner will be declared. If both shooter's score or both shooter's miss then each team will send another shooter to participate until one team has scored and one has not.
 - b) No player may shoot twice until everyone who is eligible has shot.
6. Regardless of the number of goals scored during the shootout portion of overtime, the final score recorded for the game will give the winning team one more goal than its opponent, based on the score at the end of overtime.
7. If a team declines to participate in the shootout procedure the game will be declared as a shootout loss for that team.
 - a) If a team declines to take a shot it will be declared as "no goal".

SHOOTOUT WILL BE USED FOR FINAL GAMES ONLY

Tournament Eliminations:

Any player who receives a misconduct penalty in the last ten (10) minutes of a game will be required to sit out the next game. In all other cases, BCH/VIAHA rules apply.

Player Eligibility:

Team Rosters are required, and must be on hand if challenged by any team. Only registered and approved affiliates for your team may be used. Only those players included in the 2015/16 Tournament Registration will be eligible to play in this tournament.

Other Rules and Information:

Teams should arrive 30 minutes prior to the start of the game.

Players must take their equipment directly from the dressing room to their vehicles and not leave it in the arena foyer. NMHA will not be responsible for any lost or stolen equipment.

The Tournament Committee, consisting of three members of the host team, will review any disorderly conduct by players or coaches on or off the ice. The Tournament Committee will hand down consequences for such actions.

There will be at least two (2) certified officials on the ice for each game.

Sample letter; a letter must be used for all requested donations, if supplier does not receive a letter tournament funds must be used to pay for items received.

“use tournament name”

Date

Dear Minor Hockey Supporter,

Please accept this letter as a request to your organization for product or financial support of the *Nanaimo(Tournament name) Hockey Tournament*.

Each year we host “The Tournament” during the hockey season, with tournaments being held in October, December and March. Teams from Vancouver Island and surrounding areas are invited to participate.

Hosting a hockey tournament is a “big event” to these young players and a huge part of the overall experience is getting prizes and treats or sponsorship to assist in the success of the tournament. Players may receive a plaque or trophy upon completion of the tournament; however, whenever possible, we try to provide additional tokens of appreciation to the players for having given their best.

We are seeking the support of individuals and organizations in the form of a **RAFFLE DONATION ITEM, WELCOME BAG ITEM** or **CASH SPONSORSHIP** for miscellaneous items to be distributed during the tournament (i.e. **water bottles, skate towels, skate guards, prizes** etc.)

Sponsors and donors will be recognized through our tournament programs. We appreciate any level of support you can provide as it is essential for the success of our tournament. Thank you for considering our request.

Please contact (Team Volunteer Organizer – phone number and e-mail address) who will be pleased to arrange for the pickup of any donation or sponsorship item. Artwork may be emailed to (Team Program Coordinator).

Thank you,

Hockey Tournament Organizers
Nanaimo Minor Hockey Association

SAMPLE DUTY SHEET

TEAM NAME - SAMPLE						PARENT DUTIES				
<u>Day</u>	<u>Date</u>	<u>ice</u>	<u>Start</u>	<u>End</u>	<u>Duration</u>	music/score	time	Raffle Table		50/50 / Snack
Fri	12-Mar-06	RD	5:30 PM	6:30 PM	1:00					
Fri	12-Mar-06	RD	6:45 PM	8:00 PM	1:15					
Sat	13-Mar-06	RD	10:00 AM	11:00 AM	1:00					
Sat	13-Mar-06	RD	11:15 AM	12:30 PM	1:15					
Sat	13-Mar-06	RD	4:45 PM	6:30 PM	1:00					
Sat	13-Mar-06	RD	6:45 PM	7:45 PM	1:00					
Sun	14-Mar-06	RD	2:30 PM	3:45 PM	1:15			B Final	prize	
Sun	14-Mar-06	RD	4:00 PM	5:15 PM	1:15			A Final	pickup	