

# **HOCKEY MANITOBA**

## **FEMALE BANTAM AAA SHOWCASE 1**

**October 16-18, 2015**



## **HOST BID PACKAGE**

**Completed applications are to be submitted online by August 24, 2015**

## BID PROCESS

The event will be awarded to a Minor Hockey Association, Club Team or Region that is selected by a committee representing Hockey Manitoba.

All applications must be submitted to the Hockey Manitoba office no later than 11:59pm **Aug. 24, 2015.**

## HOST BID STANDARDS

In order for a candidate to be considered for this event, the host site must meet the following minimum hosting standards:

1. The Host must demonstrate a proven track record and ability to stage major provincial sporting events in a highly successful manner, both financially and logistically.
2. The Host must have a sufficient population base from which to market the event.
3. The Host must have a strong volunteer base within the business and hockey community from which to draw on for leadership. Host must have most committee personnel in place at time of application.
4. The Host must have an arena complex that is suitable, or 1-2 arenas within a 30 KM radius to serve as the main site for all games. If proposing multiple arenas designate a primary site of which most games will be played. Travel distance between arenas will be taken into consideration during the selection process.
5. The Host Organizing Committee must be willing to assume financial responsibility for the event.
6. The Host must ensure there will be no other major hockey events being staged in the facility immediately prior to the dates of the Showcase. Host must ensure access to favorable ice time block for this event.
7. The Host must use & promote a standard event website that will be provided by Hockey Manitoba.
8. The Host must use & update a standard stats tracking program that will be associated with the event website. Basic training will be provided to the Host by Hockey Manitoba prior to the event.
9. The Host must adhere to the event sponsor guideline as distributed by Hockey Manitoba, all event sponsors will be approved by Hockey Manitoba prior to agreement.
10. The Host will extend the excitement of hosting this event as broadly as possible throughout the site community and surrounding areas. Bids should include details for event promotion, community involvement, special events, and/or social activities.
11. The Host will operate a Skills Competition at this event if requested by Hockey Manitoba.
12. **Team entry fee will be \$900.00 per team.** Fees will be collected by Hockey Manitoba on behalf of the Host. There will be no gate/entrance fee charged for any Bantam Showcase this season.

## HOST RESPONSIBILITIES

The Host Operating Committee will be responsible for the following event tasks:

- 1) Ice booking and payment to facility (16 to 28 total games)
  - a) 3 periods, 20-minutes stop time, OT & Shootout if needed
  - b) Flood after each period
  - c) 2 hour slots needed per game
- 2) Arena(s) must have quality sound system in working order (music, P/A announcements)
- 3) Event promotion/Advertising and obtaining local sponsorship
- 4) Booking of sufficient hotel rooms for all teams well in advance of event
  - a) At least 15 rooms per team requiring accommodations must be blocked by host within 75km of arena
  - b) Host must act as information liaison between hotel(s) and teams
- 5) Arrange Team Hosts and provide billeting if required/requested
- 6) Souvenir program layout is designed by Hockey Manitoba, local content completed by Host
  - a) Includes space for specific Hockey Manitoba content along with local Host content & rosters
  - b) Production cost is \$2.00 per program, suggested sale price is \$3.00 per program
- 7) Display event banners in arena as supplied by Hockey Manitoba
  - a) Set-up prior to event
  - b) Banners designed & provided by Hockey Manitoba
- 8) Cover game fees for all on-ice officials (includes travel if necessary)
  - i) Local RIC and Regional Ref Coordinator will confirm officials' assignments/schedule
- 9) Schedule off-ice Officials
  - a) Scorekeepers/Statisticians
  - b) Timekeepers
  - c) P/A announcers
  - d) Music
- 10) Provide each team with accreditation (i.e. lanyards)
  - a) For each rostered player and team official
  - b) Hockey Manitoba will design lanyard; can provide for \$1.25 each
- 11) Provide event awards
  - a) Select Game Stars for each game (1 from each team)
    - i) Each Game Star is to receive a small award supplied by Host (\$10.00-\$12.00 value)
  - b) Select a Tournament All-Star Team consisting of 1 G, 2 D, and 3 F
    - i) Each player is to receive an award supplied by Host (\$25.00 value)
- 12) Statistician(s)
  - a) Required to enter all game-sheet stats and results online immediately after each game
  - b) Recommended to delegate full-time Statistician position
- 13) 50/50 draw, loonie draw, etc. (optional but strongly recommended)
- 14) Opening ceremony (special guest puck-drop)

- 15) Provide tournament results to local media
- 16) All event apparel, merchandise and awards must be purchased through the Hockey Manitoba's official supplier, Royal Sports  
*\*Apparel/merchandise sales optional but encouraged for efficient revenue source*
- 17) Host responsible for apparel/merchandise and souvenir program sales
- 18) Host must be active on social media throughout weekend
  - a) Provide local twitter, Facebook and Instagram accounts to Hockey Manitoba
  - b) Include high quality images in posts where possible, use hashtag(s) provide by Hockey Manitoba
  - c) Designate social media rep from host committee
- 19) Operate a silent auction prize draw
  - a) Approx. 10 prize packs of high quality, collective value of \$750 or more
  - b) Draw tickets to be sold as; \$5 for 3 tickets, \$10 for 10 tickets
- 20) Encouraged to add special events or features focused on provided the best experience for participants
- 21) Provide a post event summary report and financial statement within 14 days following the tournament

## EVENT STRUCTURE

To ensure the event is conducted in accordance with acceptable Hockey Manitoba standards, committees will be structured to manage the event as follows.

### Steering Committee

The Steering Committee will oversee the operation of the event, including the activities of the Host Organizing Committee.

The Steering Committee will approve the operating budget and organizational guidelines for the Host Organizing Committee and make policy decisions regarding the event as required.

The 4 members of the Steering Committee will be as follows:

- Showcase Event Manager (Hockey Manitoba staff)
- Host Committee Chair
- Host Committee Sub-Chair
- Hockey Manitoba Executive Committee Liaison (Chair of Female Hockey or designate)

### Host Organizing Committee

Reporting to the Steering Committee, the Host Organizing Committee will be responsible for the promotion and staging of the event. The Host Organizing Committee will be made up of representatives from the local business community, as well as individuals from local hockey programs and the host association.

The structure of the Host Organizing Committee and the appointments to senior volunteer positions within the organization, including the Host Chair, are subject to the approval of the Steering Committee.

The Host Organizing Committee will be responsible to appoint the following supervisors (suggested):

Accreditation & Protocol	Accommodations	Awards & Stats
Marketing & Promotions	Facilities	Finance & Sales
Game Day Operations	Minor Officials	Social Media

Host must also establish a Rules/Appeals Committee which must include a Hockey MB representative.

## GAME SCHEDULE

Number of games will vary for this event based on the amount of teams confirming participation from Winnipeg & Out-of-province.

The Bantam Showcase 1 event will feature four (4) games per team that will be pre-scheduled prior to the event. Hockey Manitoba will confirm schedule with Host in advance of the event.

Games breakdown by team: (may be altered if approved by Hockey MB)

Friday - 1

Saturday - 2

Sunday - 1

- 3 stop-time 20 minute periods (flood after each period)
- 5 minute Overtime & 3-player Shootout if needed (no flood)
- 5 minute warm-up immediately before each game

## FACILITIES & BOARDING (as previously outlined)

- The Host Community shall have sufficient hotel/motel accommodations to house all teams within a 75 KM radius
- The Host must have an arena complex that is suitable, or 1-2 arenas within a 30 KM radius to serve as the main site for all games. If proposing multiple arenas designate a primary site of which most games will be played. Travel distance between arenas will be taken into consideration during the selection process.
- It is the responsibility of the Host Committee to arrange and pay for facility rentals
- Host to ensure exclusive use of the arena facility for the duration of the tournament

## ARENA REQUIREMENTS

- Must be an artificial ice surface, complete with sideboard glass. Ice surface shall be of adequate size for the level of hockey (not less than 185 x 80)
- Minimum of 4 dressing rooms of sufficient size to accommodate a team of 19 players
- Showers in or attached to the dressing rooms
- Must provide a secure area for all teams to open & store their equipment
- A digital time clock and scoreboard
- Penalty box and players benches
- Referees room
- Functional PA & music system
- A designated area for scouts (one that overlooks the ice surface if possible)

- Permission to hang banners & post signage in arena (rink & lobby)
- A concession stand that will provide light lunches and snacks
- Ability to display tournament info/schedule in prominent location near entrance at arena
- Meeting room & headquarters for Host Committee