

HOCKEY MANITOBA

MALE BANTAM RURAL AAA PROVINCIALS

March 20-22, 2015



Presented by **Cargill**[®]

HOST BID GUIDELINES



Completed applications are to be submitted online by October 31, 2014

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. The Male Bantam Rural AAA provincials are scheduled on March 20-22, 2015.

Applications must be submitted to the Hockey Manitoba office no later than 4:30 PM on October 31, 2014.

The Host must be approved by Hockey Manitoba before host site is officially awarded the event.

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. The bid should outline plans for recruitment and training of volunteers.
4. Suitable accommodations (minimum of 10 double rooms per team) for all teams within a 75 kilometer radius of the host community must be reserved and provided by the Host Organizing Committee. To eliminate double or overbooking the Host Organizing Committee shall block all rooms available within their respective communities and teams shall book their accommodations through the designated person on the Host Organizing Committee.
5. The Host must have an arena complex that is suitable, or 2-3 arenas within a 30 KM radius to serve as the main site for all games. Multi-rink arenas are preferred; 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.
6. The Host Organizing Committee must be willing to assume financial responsibility for the event.
7. The Host must have venue exclusivity throughout the weekend and ensure there will be no other major hockey events being staged in the facility immediately prior to the dates of the championship.
8. The Host must use & promote a standard event website that will be provided by Hockey Manitoba.
9. The Host must use & update a standard stats tracking program that will be associated with the event website. Basic training (tutorial) will be provided to the Host by Hockey Manitoba prior to the event.
10. The Host must adhere to the event sponsor guidelines as distributed by Hockey Manitoba, all event sponsors must be approved by Hockey Manitoba prior to agreement.
11. 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.
12. The Host will ensure that Cargill Ltd. is properly acknowledged as the official presenting sponsor of the event as directed by Hockey Manitoba. No competing sponsor of Cargill Ltd will be eligible for partnership.

HOST RESPONSIBILITIES

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

- 1) Ice booking and payment to facility (minimum 17 total games: 3 periods x 20 minutes stop-time)
 - a) Preferred flood after each period
- 2) Ensure arena has sound system in working order prior to event
- 3) Event promotion/Advertising; establish contact with local media
- 4) Booking of sufficient hotel rooms for up to 9 teams well in advance of event (see bid standards above)
- 5) Arrange Team Hosts and provide billeting if required/requested
- 6) Develop souvenir program
 - a) Ensure content meets Hockey Manitoba requirements
 - b) Will include specific Hockey Manitoba content along with local Host content
 - c) Template to be developed by Hockey Manitoba, associated costs to be paid by Host
- 7) Signage & gate tickets
 - a) Host responsible for costs, Hockey Manitoba will provide templates for use (cover, ads, etc.)
 - b) Includes auction signage, tournament schedule & scores, gate tickets, etc.
- 8) Display event banners in arena as supplied by Hockey Manitoba
 - a) Set-up 1-2 days prior to event
- 9) Schedule off-ice Officials
 - a) Scorekeepers, timekeepers, P/A announcers (adults if possible and have stop watch available)
 - b) Public service announcements provided by Hockey Manitoba must be announced
- 10) Accreditation
 - a) Provide each team with tournament passes & accreditation for all rostered players and team officials
 - b) Teams must purchase additional passes from Host if needed
 - c) Honor Hockey Manitoba and Cargill Ltd. passes (template for all passes will be provided)
- 11) Team information packages (sent to all teams well in advance of tournament, must include minimum):
 - a) Information on accommodation and pricing; method of booking rooms
 - b) List of local attractions, restaurants or other points of interest
 - c) Provincial championship apparel order information (through Royal Sports)
 - d) Tournament rules (to be provided) and approved schedule/draw
 - e) Information regarding opening ceremonies and social events if applicable
 - f) Medical information (i.e. on site, facilities in community)
 - g) Outline of admission (gate) fees
- 12) Awards
 - a) Select Game Stars for each game (1 from each team); provide small item to each game star
 - b) Select a Tournament All-Star Team consisting of 1 G, 2 D, and 3 F
 - i) Email to Hockey Manitoba immediately after last game
 - c) Each player is to receive a small award supplied by Host
- 13) Secure a room for the Coach/Manager's meeting (meeting chaired by Hockey Manitoba Representative and Host Chairperson).

- 14) Banquet
 - a) Formal - Sit-down dinner
 - b) Casual - Juice and sandwiches, snacks, etc.

** Participant prices must be pre-determined well in advance of event if hosting a Banquet*
*** Prices must be pre-approved by Hockey Manitoba*
**** All teams required to attend banquet and submit payment for all rostered players/coaching staff at approved price*
- 15) Statistician(s)
 - a) Required to enter all game-sheet stats and results online (tutorial will be provided)
 - b) Must be updated after each game, several times daily or as frequently as possible
 - c) Recommended to delegate full-time Statistician position to 1-2 people
- 16) 50/50 draws, silent auction, other draws (optional but encouraged)
- 17) Opening Ceremony and Closing Medal Ceremony (Opening ceremony can be combined with banquet); additional social events also encouraged. Note: alcohol is not allowed to be served at any time.
- 18) Provide results and game sheets to Hockey Manitoba office immediately following the completion of the tournament. Provide tournament results to local media.
- 19) Recognize presenting sponsor Cargill Ltd. as follows:
 - a) "Male Bantam Rural AAA Provincials presented by Cargill Ltd."
 - b) Follow other guidelines of sponsorship recognition as provided by Hockey Manitoba
- 20) All event apparel/merchandise must be purchased through the Hockey Manitoba official partner
 - a) Must be purchased through **Royal Sports**
 - b) Packages will be developed by Hockey Manitoba and sent to Host for distribution to teams
- 21) Host responsible for apparel/merchandise and souvenir program sales
- 22) Host must coordinate a quality team championship photo after last game
 - a) Must email photo to Hockey Manitoba immediately after game
- 23) Scout lounge (not mandatory but recommended)
- 24) On-ice Officials
 - a) Host should have local Referee-in-Chief consult with Regional Referee Coordinator for on-ice official assignments and schedule
 - b) Hosts responsible for all costs associated with on-ice officials including travel
 - c) Three man system for all games
- 25) Provide a post event and financial statement within 30 days following the tournament
 - a) Host should identify successes and challenges
 - b) Host responsible for all financial aspects of tournament with the exception of items outlined in Hockey Manitoba responsibilities
 - c) To ensure financial success, silent auction, 50-50, game sponsorship, program advertising and other initiatives are encouraged
 - d) Secure donations for any expenses possible including silent auction, programs, awards, ticket printing etc.

HOCKEY MANITOBA RESPONSIBILITIES

- 1) Tournament coordination (Hockey Manitoba representative to be named)
- 2) Provide tournament rules & regulations
- 3) Approve schedule and final draw (Ken Gladden, Chair of Minor Hockey - Rural)
- 4) Assist in obtaining team roster information
- 5) Provide the following items:
 - a) Provincial medals each of GOLD, SILVER & BRONZE (includes lanyards)
 - b) 1 Provincial plaque to be awarded to the Host Organizing Committee/Association
 - c) 1 Provincial banner to be awarded to the Provincial Champions
 - d) Provincial Champions hats to be awarded to the Championship team
 - e) 20 official Hockey Manitoba Provincial game pucks
 - f) Minimum 2 Large Provincial event banners/stands to be placed in the arena during tournament
 - g) Provincial promo-flex wrap to be used in arena lobby (registration table, etc.)
 - h) 10 Provincial Championship posters for distribution locally
 - i) Provide templates for programs, signage, tickets etc.
- 6) Provide host additional assistance whereas required

HOCKEY MANITOBA CONTACTS

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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 members of the Steering Committee will be as follows:

<u>Chair</u>	Hockey Manitoba (appointed by Branch President)
<u>Members</u>	Host Committee Chair One additional Host Organizing Committee member Hockey Manitoba Staff (appointed by Executive Director)

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:

Accreditation & Protocol	Accommodations	Awards & Stats	Banquet & Ceremonies
Marketing & Promotions	Facilities	Finance & Sales	Game Day Operations
On and Off Ice Officials			

Host must also establish a Rules/Appeals/Discipline Committee which must include a Hockey MB representative and two members of the host committee.

POOL PLACEMENT & SCHEDULE (TENTATIVE)

Assuming eight team draw, as per Hockey Manitoba Handbook, competition will feature two divisions with four teams per division. The event will feature a total of 17 games played between Friday morning and Sunday afternoon. After round robin rank teams in each division first using points, then tiebreaker formula under Regulation D, 69. pages 80-81 of the Hockey Manitoba handbook. Top two teams in each division advance to the Championship round. Third place teams in each division will play a one game final for consolation. Fourth place teams in each division are eliminated.

**Pre-rankings and pool placements to be determined by Hockey Manitoba and Chair of Minor Hockey - Rural (Ken Gladden). Pool placements will be based on pre-rankings.*

Draft schedule (times based on 1 rink), schedule to be altered if multiple facilities are used:

POOL 1– Teams A, B, C, D

POOL 2 – Teams E, F, G, H

Friday	Game 1	A vs. B	9:00 AM
	Game 2	C vs. D	11:00 AM
	Game 3	E vs. F	1:00 PM
	Game 4	G vs. H	3:00 PM
	Game 5	A vs. C	5:00 PM
	Game 6	B vs. D	7:00 PM
Saturday	Game 7	E vs. G	9:00 AM
	Game 8	F vs. H	11:00 AM
	Game 9	D vs. A	1:00 PM
	Game 10	B vs. C	3:00 PM
	Game 11	H vs. E	5:00 PM
	Game 12	F vs. G	7:00 PM

PLAYOFFS

Sunday	Game 13	1 st in POOL 1 vs. 2 nd in POOL 2	9:00 AM
	Game 14	1 st in POOL 2 vs. 2 nd in POOL 1	11:00 AM
	Game 15	Consolation Final: 3 rd in POOL 1 vs. 3 rd in POOL 2	1:00 PM
	Game 16	Bronze Medal Game: Loser Game 13 vs. Loser Game 14	3:00 PM
	Game 17	Championship Final Winner Game 13 vs. Winner Game 14	5:00 PM

NOTE: The following schedule is a template based on Hockey Manitoba provincial regulations but may be adjusted by Hockey Manitoba in consultation with the host committee. This may be required in order to accommodate opening/closing ceremonies, banquet, skills competition, etc.

The Host Committee is required to secure the main arena(s) for the entire weekend (Friday – Sunday) in order to accommodate any changes required in the schedule. A minimum of 17 games will be played, however the number could be increased by Hockey Manitoba.

It is recommended that the host supply a trophy or plaque to the winner of the Consolation Final.

GATE & PROGRAMS

- The Host will not be permitted to charge more than the following ticket prices for this event:

Family:	Weekend Pass \$40, (includes two adults, all children)
Adults:	Weekend Pass \$20, Day Pass \$10, Evening Pass \$7 (evening pass optional)
Senior (60+):	Weekend Pass \$10, Day Pass \$5, Evening Pass \$3 (evening pass optional)
Youth (12-17):	Weekend Pass \$10, Day Pass \$5, Evening Pass \$3 (evening pass optional)
Kids (11-under):	FREE
- Programs: FREE with all weekend passes, suggested sale price of \$2 (not to exceed \$3)
- Teams are NOT charged a tournament entry fee

ARENA REQUIREMENTS

- Must be an artificial ice surface, complete with sideboard glass. Ice surface shall be of adequate size for the level of hockey (should be 200 x 85)
- 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 P/A & music system
- A designated area for scouts is recommended (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