



PRESENTED BY *Cargill*[®]

2022 HOST MANUAL

IMPORTANT NOTE Hockey Manitoba is opening applications in anticipation of hosting 2022 Hockey Manitoba Provincials presented by Cargill. Please note that due to the ongoing COVID-19 health crisis, the health and safety of all participants must remain the number one priority. As a result, the hosting of these events will remain fluid and flexible to accommodate the necessary response to the changes with the situation as we navigate advice from the Provincial Health professionals. Ultimately this may include the cancellation of the events.

Host sites will be required to follow the most up to date Return to Play guidelines, any public health orders or restrictions and facility guidelines for both on and off-ice activities. Hockey Manitoba will be in constant communication with selected host sites in regard to the status of 2022 Hockey Manitoba Provincials presented by Cargill.

CONTENTS

1.0 INTRODUCTION

2.0 HOST ORGANIZING COMMITTEE

3.0 HOST CENTER RESPONSIBILITIES

- 3.1 Ice Time
- 3.2 Entry Fee / Gate Admission
- 3.3 Off-Ice Officials
- 3.4 Finances
- 3.5 Arena Facilities
- 3.6 Hockey Manitoba Representatives
- 3.7 Information Package for Participating Teams
- 3.8 Opening Ceremonies
- 3.9 Social Events
- 3.10 Transportation
- 3.11 Marketing and Promotion
- 3.12 Media Services
- 3.13 Protocol
- 3.14 Accreditation and Security
- 3.15 Services
- 3.16 Sponsorship Recognition
- 3.17 Provincial Apparel & Merchandise
- 3.18 Game Scores & Statistics
- 3.19 Social Media
- 3.20 Championship Pictures
- 3.21 Printed Materials & Signage
- 3.22 Post Event Report

4.0 HOCKEY MANITOBA COMMITMENTS/RESPONSIBILITIES

- 4.1 Tournament Coordination
- 4.2 Tournament Rules and Regulations
- 4.3 Tournament Draw and Schedule
- 4.4 Team Entries/Player Verification
- 4.5 Medals, Awards & Other
- 4.6 Host Team Grant

5.0 COMBINED ROLES OF THE HOST ORGANIZING COMMITTEE AND HOCKEY MANITOBA

- 5.1 Selection of On-ice Officials
- 5.2 Discipline Committee

6.0 GENERAL INFORMATION

Appendix A: Sample Budget Sheet
Appendix B: Tournament Schedules

Appendix C: Tournament Rules
Appendix D: Referee Assignment List

1.0 INTRODUCTION

Dear Minor Hockey Association,

Thank you for your application as a host site for one of the 2022 Provincial Championship tournaments. I am sure that preparations within your community are getting underway and the anticipation and excitement is starting to build as the tournament approaches.

Each Provincial Championship is undoubtedly filled with excitement and will provide great memories while celebrating some of the best hockey in the province of Manitoba. Many individuals never get the chance to participate in this prestigious event during their entire hockey career. Therefore, we must provide the most positive experience possible that will provide lasting memories for everyone.

We have prepared this manual as information for the host committee to follow, and as a way of providing guidance in making your event as successful as possible. This manual is a further outline of the requirements needed, as displayed in the 2022 Provincial Championship tournament bid application and guidelines, but also provides some detailed answers to the most commonly asked questions.

Each Provincial Championship tournament is designed to be not only exciting for the participants and their families, but also for the Minor Hockey Association, the host community, Hockey Manitoba, and the tournament Host Committee. I hope you enjoy the experience, and I would like to thank you for your commitment to providing this opportunity for young hockey players throughout our Province.

Hockey Manitoba is pleased to again welcome Cargill Ltd. as the official presenting sponsor of the 2022 Provincial Championships and I am confident your tournament host committee will work with us in acknowledging their contributions leading up to and during the event. In addition, we are pleased to again announce that provincial apparel and merchandise will be available directly through Hockey Manitoba. These items will be attractive and reasonably priced, while providing consistent branding for Hockey Manitoba and Cargill Ltd. In addition, a simple method of ordering the items online will ensure all participants interested can easily access their preferred items.

Please note that the Provincial Championships are sanctioned by Hockey Manitoba and we are responsible for overseeing each tournament. The host committee at each event is required to report to Hockey Manitoba on a regular basis to ensure the success of this event.

Good luck and best wishes with all your tournament preparations.

Sincerely,



Peter Woods, Executive Director

2.0 THE HOST ORGANIZING COMMITTEE

- ◆ Assumes financial responsibility for the event;
- ◆ Must ensure there will be no other major hockey event being staged in the facility immediately prior (day of or day before) to the dates of the Provincial Championship tournament;
- ◆ Is encouraged to extend the excitement of hosting this provincial event as broadly as possible throughout the host community and surrounding areas. Host community should try to make the event as festival like as possible.
- ◆ The event must be priced in such a way to ensure the individual games are family affordable. This will allow spectators of all ages the opportunity to experience an event of this magnitude. At the same time, the ticket pricing must be structured to enable the Host Organizing Committee to achieve revenue projections. See Appendix A for maximum rates.
- ◆ Will be made up of representatives from the local Minor Hockey Association, host team and local community.
- ◆ The following is a suggested outline for the Host Organizing Committee:
 1. Host Committee Chairperson
 2. On and Off-Ice Officials
 3. Ceremonies/Awards
 4. Publicity/Promotion
 5. Game Day Operations
 6. Finance & Sales
 7. Accommodation/Hospitality
 8. Registration/Accreditation
 9. Statistician/Technology/Media
- ◆ The suggested structure of the Host Organizing Committee is only a guideline, and may be comprised of a greater or lesser number of positions and/or sub committees.
- ◆ Hockey Manitoba will provide support to the Host Organizing Committee through the following:

Minor Council Representative, Regional Registrar, Chairs, Office Staff
- ◆ Recognize Cargill Ltd, presenting sponsor of the 2022 Provincials, throughout the event. Information regarding specific sponsorship recognition is outlined in Section 3.16.
- ◆ Host Organizing Committee must distribute Provincial Championship apparel and merchandise to participating teams, fans and volunteers as outlined in Section 3.17.

3.0 HOST CENTER RESPONSIBILITIES

3.1 ICE TIME

See APPENDIX B regarding various draw formats. Hockey Manitoba will provide an initial draw for review based on the number of teams attending the tournament. Please note that the Chair will approve all Provincial draws. The number of teams in each tournament is finalized each January.

ALL HOSTS SHOULD BOOK ICE FROM FRIDAY MORNING UNTIL SUNDAY EVENING.

3.2 ENTRY FEE / GATE ADMISSION

The host center shall not charge a tournament entry fee to visiting teams participating in Provincial Tournaments.

The Host Organizing Committee can charge a gate admission and provide tournament passes.

See APPENDIX A.

3.3 OFF-ICE OFFICIALS

The Host Organizing Committee is required to supply volunteers for the following positions:

1. Announcers - announce all goals and penalties during game period action. Also make any public service announcements provided by Hockey Manitoba. Coordinate with the Host Organizing Committee any other important announcements. Strongly encouraged: provide appropriate music between shifts.
2. Scorekeepers - keep an accurate record of goals, assists, penalties, shots, and times. List referees and have their signatures as well as for the scorekeeper and timekeeper. Game sheets shall be kept by the Host Organizing Committee. Should any suspensions occur, game sheets will be sent immediately to the Hockey Manitoba representative as well as the applicable Chair and Minor Director. Contact information can be found on the Hockey Manitoba website.
3. Timekeeper - keeps an accurate account of the time for the period, penalties, goals, and the official playing clock.
4. Penalty Keeper - open and close penalty gates when required.

Note: Off-Ice Officials should be responsible adults whenever possible, and a stopwatch should be available at all times.

3.4 FINANCES

The Host Organizing Committee's obligations for event expenses shall include the following items:

1. Arena facilities and any necessary staffing;
2. On-ice officials' game fees and travel if required;
3. All off-ice officials including announcers, scorekeepers and timekeepers (when not volunteer);
4. Marketing and promotional expenses (newspaper, radio station, etc);
5. Tournament program - Mandatory
6. Various event administration expenses, including meetings, printing, postage, etc;
7. VIP Accreditation, tickets, security;
8. (Optional items) Tournament Banquet/Luncheon, Opening/Closing Ceremonies, Hospitality center(s), special events, etc. These are strongly encouraged to ensure success of event

The cost associated with travel, meals and accommodations at the event will be the responsibility of each of the participating teams.

Note: The Host Organizing Committee shall not charge a tournament entry fee for this event.

- a) Please refer to Appendix A for a sample budget format for your 2022 Provincial Championship tournament. To ensure financial success, silent auction, 50/50, game sponsorship, program advertising, apparel sales and other promotional/revenue generating initiatives are encouraged.

The net proceeds or losses of the event will be the responsibility of the Host Organizing Committee and/or the local Minor Hockey Association.

3.5 ARENA FACILITIES

To host an event of this type, certain facility standards must be met. These standards are as follows:

1. The main host arena must be available on an exclusive basis to the Host Organizing Committee for the entire duration of the event.
2. Equipment storage is the sole responsibility of the participating teams; however the Host Organizing Committee may provide complimentary use of storage if available. Hosts are encouraged to provide storage to teams whenever possible.
3. An office area to be used for the discipline and complaint hearings.

3.6 HOCKEY MANITOBA REPRESENTATIVES

Hockey Manitoba is responsible for its representative's hotel reservations, accommodations, and payment of same. The Host Organizing Committee will be advised of the Hockey Manitoba representative and their contact information prior to the event. Hockey Manitoba representative may differ from the Hockey Manitoba disciplinary representative.

3.7 INFORMATION PACKAGE PARTICIPATING TEAMS (REGIONAL REPS)

The Host Organizing Committee is required to develop an information package to be distributed to the contact of all participating teams. This will assist visiting team's preparation prior to the event and keep them organized during the weekend of the event. The information package should include at least the following:

- ◆ Information on accommodations and pricing
 - Suitable accommodations for all teams must be provided by the Host Organizing Committee. Hotels, motels, or dormitories shall be considered suitable accommodation. (If dormitories are used, they must have hot and cold running water, shower/bath facilities and normally be used as a sleeping facility.)
 - Suitable accommodations will be deemed to be a minimum of ten (10) rooms per team. These rooms must be within a 75 km radius of the host community. To eliminate double or overbooking the Host Organizing Committee shall block all rooms available within their respective communities and teams shall book their accommodations via the designated person on the Host Organizing Committee. Please instruct each hotel/motel not to allow individual teams to book rooms.
- ◆ A list of local restaurants, attractions, or other points of interest.
- ◆ Information regarding Provincials apparel and/or merchandise available for purchase from Hockey Manitoba as directed. This information will be supplied to each Host Organizing Committee by Hockey Manitoba in January.
- ◆ Tournament rules (Appendix C) and approved schedule/draw along with applicable admission/gate fees.
- ◆ Information regarding opening ceremonies and social events if applicable.
- ◆ Withdrawal from Provincials by teams carry serious penalties and fines as outlined in the Hockey Manitoba Regulations handbook: Section D, paragraph 79, a-f).
- ◆ Should a team withdraw from Provincials as indicated above, Council will determine what (if any) portion will be submitted to the Host Organizing Committee. Only actual expenses will be eligible for reimbursement.
- ◆ Participating teams must submit an approved team roster from the Hockey Canada Registry (HCR), in addition to an approved roster (again from the HCR) of any eligible affiliate players to the Host Organizing Committee once it is confirmed the team will be representing their respective region at the Provincials (this is to be no later than the **January 31st**). Teams must also include information such as player numbers, positions, captains/assistant captains, and team colors.
- ◆ Teams are expected to conduct themselves in a respectful manner on and off the ice during the Provincial Championships. Hockey Manitoba will not engage in disputes regarding damage to or garbage being strewn in dressing rooms. This shall be the jurisdiction of the Host Organizing Committee, offending team, arena

management and if need be, the courts to settle any monetary claims.

Hockey Manitoba does however retain the right to deal with and suspend any team, i.e. player(s), coach(es), manager(s), etc. for proven unbecoming conduct with respect to the above matter. Hockey Manitoba recommends that all coaching staff therefore inspect their respective designated dressing rooms prior to use and immediately report any noticed damage to the host committee prior to using the dressing room.

3.8 OPENING CEREMONIES

- ◆ It is mandatory, at minimum, for each host to hold a pre-game opening ceremony with ceremonial puck drop, welcome from host, O Canada! etc. prior to the first game, or home team's first game.
- ◆ It is not mandatory for each host site to conduct an opening ceremony for all teams, but this is **strongly encouraged**. If opening ceremonies are held on-ice, players must be wearing CSA approved helmets unless suitable carpets are provided. An alternative option is to hold an opening ceremony in conjunction with a banquet for all teams.
- ◆ If the host committee arranges an opening ceremony for all teams, each team participating in the Provincial Tournament is expected to co-operate and participate.
- ◆ The committee should always invite Hockey Manitoba and Cargill Ltd. representatives in the presentation and delivery of all ceremonies.

3.9 SOCIAL EVENTS

- ◆ Social events at the Provincial Tournament are not mandatory but strongly encouraged to enhance your tournament. Examples would be pancake breakfast, player lounge, banquet, scavenger hunt, etc.
- ◆ Should the host site organize a social event, participation of competing teams will be on a voluntary basis.
- ◆ All costs are to be determined and covered by the Host Organizing Committee.
- ◆ **Alcohol is not allowed** to be served at any time during the tournament. (i.e. within arena/VIP room.)

3.10 TRANSPORTATION

The Host Organizing Committee will not be responsible for transportation for the participating teams.

3.11 MARKETING AND PROMOTION

In order for the event to achieve its financial objectives, the Host Organizing Committee should endeavor to promote the event and generate substantial support from a variety of sources. Promotion of the tournament is the responsibility of the host site. The following is a list of some activities, which will improve the promotion and quality of the event;

- ◆ Website & Social Media exposure
- ◆ Local Radio/TV Coverage/Advertisements in local paper(s)
- ◆ Local Sponsorship (programs, signage, game sponsors, silent auction prizes, etc.)

- ◆ Banners (Hockey Manitoba will supply two event banners to be returned)
- ◆ Posters (Hockey Manitoba will supply posters for your community in advance of tournament)

3.12 MEDIA SERVICES

The Host Organizing Committee will be responsible for servicing all local media during the event.

1. Host Organizing Committee will be responsible for establishing a media contact person within their committee structure and ensure the media personnel are assisted and serviced throughout the event (tournament).

3.13 PROTOCOL

In this regard, the Host Organizing Committee will be responsible for the following at the main host arena;

1. Game Tickets
 - ◆ Honor VIP passes from Hockey Manitoba and Cargill Ltd. representatives.
 - ◆ Reserve complimentary entrance for all identified local sponsor(s) and media.
 - ◆ Reserve complimentary entrance for all participating teams' players/coaching staff.
2. Special Functions
 - ◆ Provide two complimentary tickets to a Hockey Manitoba and Cargill Ltd. representative for any special event functions held during the course of the event.
 - ◆ In order to facilitate access to the various hospitality areas, the Host Organizing Committee will provide accreditation to all Hockey Manitoba and Cargill Ltd. dignitaries.

3.14 ACCREDITATION AND SECURITY

The Host Organizing Committee will be responsible to provide the following:

1. An accreditation system, which includes a registration package for participating teams, officials, media, VIP's and other dignitaries approved through the Protocol guidelines for the event.
2. A system must be established to ensure all participating teams and visiting VIP's are provided with adequate identification and security. (i.e. game passes, wrist bands, lanyards, etc.).

3.15 SERVICES

1. Medical Services

Every Provincial Championship tournament should endeavor to have medically responsible personnel available for every game, (e.g., St. John Ambulance). The tournament committee should also inform all of the local communities' medical facilities of the tournament and the types of possible hockey injuries. Each team is also required to have a rostered safety person in the arena during games.

2. Skate sharpening

The host center should ensure that every team has access to or knowledge of the community's skate sharpening facilities. This is to be a team expense.

3.16 SPONSORSHIP RECOGNITION

The Host Organizing Committee will ensure that Cargill Ltd. is acknowledged as the official presenting sponsor of the 2022 Provincials as requested by Hockey Manitoba.

The recognition for Cargill Ltd. includes but is not limited to:

- ◆ Establish contact with Cargill Ltd. representative in your area (contact info will be provided) and personally invite them to be a part of opening ceremonies, medal presentations, banquets, etc.
- ◆ Include Cargill Ltd. full page advertisement (this will be provided) in your event program.
- ◆ Honor all Cargill Ltd. representatives VIP passes into the event.
- ◆ Ensure all Cargill Ltd. public service announcements as received from Hockey MB are honored each game.
- ◆ Hang two Provincial event banners (that includes Cargill Ltd. logo) in prominent areas in arena.
- ◆ Ensure all printed materials and signage include Hockey MB and Cargill Ltd. logos as provided.
- ◆ Other as requested by Hockey Manitoba.

Note: The Host Organizing Committee is strongly encouraged to obtain additional sponsorship for the event as long as there is no conflict with Cargill Ltd. (i.e. Pioneer, Viterra, etc.). Please contact Hockey Manitoba for further information.

Hosts must invite Cargill Ltd. representatives to be a part of any special/social events. Cargill Ltd. has expressed interest in having a personal connection with each of your communities and they can provide assistance and support for your various activities such as pancake breakfasts, banquets, etc.

3.17 PROVINCIAL APPAREL & MERCHANDISE

All provincial championship apparel & merchandise will be ordered by teams and parents online through Hockey Manitoba as directed. This enables Hockey Manitoba to ensure consistent branding for all Provincial tournaments held across the province, while providing a simple, quick, and efficient method of ordering for parents. A flyer and link to be distributed to teams will be provided to each host. Examples of items available are:

- ◆ Hockey Manitoba Provincial logo branded apparel (shirts, toques, hats, hoodies, etc.)
- ◆ Other possible merchandise such as key chains, stickers, water bottles, etc.

Please note that it will be the responsibility of the host to accept and distribute the merchandise shipped to them from Hockey Manitoba or its supplier. This merchandise will be shipped and identified by team, and the host must ensure each team receives their merchandise on the first day of competition.

Hockey Manitoba will circulate the list of items ordered per team to each host prior to their tournament.

3.18 GAME SCORES & STATISTICS

The Host Organizing Committee will ensure that all scores and game statistics are provided to Hockey Manitoba immediately after each game on our stats website (www.hockeymanitobastats.ca). This is a crucial component of the Provincials as it enables fans to access results throughout the tournament. More information including web access, instructions and a tutorial will be provided by Hockey Manitoba well in advance of the tournament.

3.19 SOCIAL MEDIA

Provincial hosts are required to support and promote their tournaments via social media throughout the weekend. Hockey Manitoba will provide specific details surrounding the types of social media posts that are expected, handles and hashtags to use, images, etc. Twitter, Facebook, and Instagram accounts should be created and used by each host.

Each host should have designated social media personnel assigned. Information on the tournament social media accounts etc. must be sent to all teams.

3.20 CHAMPIONSHIP PICTURES

The Host Organizing Committee is responsible for taking a good quality team picture of the championship team immediately following the gold medal game IN FRONT OF THE PROVINCIAL CARGILL BANNER. Teams should be wearing their medals and hats, and holding their championship banner in the picture. Pictures must be emailed to Hockey Manitoba by the Monday following the provincial tournament.

3.21 PRINTED MATERIALS & SIGNAGE

Provincial hosts are required to include the Hockey Manitoba Provincials logo in addition to the Cargill Ltd. logo on all printed materials and signage associated with your tournament. These logos must not be manipulated in any way (i.e. stretched, change color, added to other logo, etc.). Hockey Manitoba will provide these logos to each host well in advance of the tournament. In addition, Hockey Manitoba will provide templates for use in various printed materials such as programs, silent auction signage, etc.

All templates or ads provided MUST be used in printed materials as instructed by Hockey Manitoba.

3.22 POST-EVENT REPORT

The Host Organizing Committee is responsible for submitting a brief post-event report identifying key successes, challenges or concerns in hosting their Provincial tournament. A summary financial statement (including revenues and expenses) is also required in the post-event report. The report can be emailed to info@hockeymanitoba.ca.

Please note that the \$50 per team grant will be sent to the Host Committee upon receipt of the host event report and summary financial statement.

4.0 HOCKEY MANITOBA COMMITMENTS AND RESPONSIBILITIES

4.1 TOURNAMENT COORDINATION

The assigned Hockey Manitoba representative is responsible for overseeing the overall coordination of the tournament. Each tournament's assigned representative contact information will be provided by Hockey Manitoba when available.

4.2 TOURNAMENT RULES AND REGULATIONS

The provincial championships will be played under official Hockey Canada Rules, apart from the Hockey Manitoba specific regulations and/or rules which are included in APPENDIX C.

4.3 TOURNAMENT DRAW AND SCHEDULE

The tournament draw is the responsibility of Hockey Manitoba and draft schedules/draws will be distributed to each Host Organizing Committee well in advance of the tournament. The Host Organizing Committee may consult with Hockey Manitoba to work out minor details or special requests. Any change from the set format as indicated in APPENDIX B must be approved by the applicable Chair. No changes may occur until such approval has been obtained.

Chair of Minor Hockey - Rural (Male Provincials)
Dan Johnson, 204-867-7047
djohnson@hockeymanitoba.ca

Chair of Female Hockey (Female Provincials)
Kim Paull, 204-899-0640
kpaul@hockeymanitoba.ca

4.4 TEAM ENTRIES/PLAYER VERIFICATION

Hockey Manitoba will inform all hosts of the teams (including contact information) participating in each Provincial tournament. Approved rosters will be reviewed and verified by the Organizing Committee or the Hockey Manitoba representative if required. The number of teams and identification of teams in each event will be identified in January/February and varies for male and female. Hockey Manitoba will correspond with hosts directly in this regard.

4.5 MEDALS, AWARDS & OTHER MATERIALS SUPPLIED TO HOST (AT MINIMUM)

- ◆ Provincial medals each of GOLD, SILVER & BRONZE (includes lanyards)
- ◆ 1 Provincial banner to be awarded to the Provincial Champions
- ◆ Provincial Champions' hats to be awarded to the Provincial Champions (players & coaches)
- ◆ 1 Provincial Consolation Winner trophy (if applicable)
- ◆ 15 official Hockey Manitoba Provincial game pucks
- ◆ 2 large schedule posters to place in arena lobby to update scores
- ◆ Provincial Game-Star Awards (1 award per team per game)
- ◆ Adhesive signage for rink boards and glass
- ◆ Provincial promo-flex wrap and string pennants to be used in arena lobby (registration table, etc.)
- ◆ 10 Provincial Championship posters and other possible signage/promo materials

4.6 PROVINCIAL HOST TEAM GRANT

Upon receipt of the post event report and financial summary, Hockey Manitoba will award each host a grant of \$50 per team entered in their respective Provincial tournament.

5.0 COMBINED ROLES OF THE HOST ORGANIZING COMMITTEE AND HOCKEY MANITOBA

5.1 SELECTION OF ON-ICE OFFICIALS

1. Approved tournament draw must be given to your applicable Regional Officials Coordinator for assignment.
2. The Host Organizing Committee Chair, Regional Officials Coordinator and local Referee-in-Chief are to agree upon the schedule assignment. If there is any disagreement regarding a particular official, games should be reassigned immediately. This is to be done at least 1-2 weeks before the tournament.
3. All games shall be officiated by a two (2) or three (3) man system as indicated in 3. C. below.
 - A. Registered officials MUST be used and must have registered in the CURRENT season. The referee must be at least THREE YEARS SENIOR TO THE AGE OF THE CATEGORY in which they are officiating.
 - B. Officials for Provincial tournaments in all categories shall be appointed by Regional Officials Coordinator in consultation with the Referee-in-Chief of the host association. The Referee-in-Chief or Host Organizing Committee should ensure that hometown referee(s) are not used in games involving hometown teams, especially in Championship games.
 - C. In all Hockey Manitoba Provincials, Under-15 to Under-18, the three (3) man system will be used with the referee to be a minimum Level III and each linesman to be a minimum of Level II. In Under-13, the two (2) man system will be used with one of the officials to be a minimum Level III and the other minimum of Level II. If a three (3) man system is used, the referee is to be a minimum Level III and each linesman to be a minimum Level II. In Under-11, the two (2) man system will be used with the officials to be a minimum Level II (one must be 18 years of age or older). If a three (3) man system is used the referee can be a Level III but the linesmen must be a minimum Level II.
 - D. Officials fees will be paid by the Host Organizing Committee at a rate consistent with the fees paid in the applicable category of hockey in the host region.
 - E. At the completion of each game the Referee will be responsible for having the Official Game Report signed by the Official Scorer and himself/herself. Game Sheets for regional play-offs and provincial championships will be forwarded to the host Regional Director.
 - F. All Match Penalties, other than for Abuse of an Official, and Gross Misconducts, shall be reported to the Chair after the game by telephone or the Executive Director if the Executive Committee Member cannot be reached. The game sheet and incident report shall be faxed or mailed within 24 hours of the announced start time for the game. In Minor Hockey, the above report, and contact, would be made to the Minor Council Representative of the Region where the game was played, who would be empowered to make decisions if both teams were from the Representative's region.
4. Registered referees must be used in all Hockey Manitoba playoff competitions and must be properly attired according to Hockey Canada regulations.

5.2 DISCIPLINE COMMITTEE

This committee will hear and rule on any infraction/protest that may have to be ruled on. This committee is to be chaired by a designated Hockey Manitoba representative and must have two (2) other personnel to sit on any hearing. Two (2) extra alternates should also be available to ensure the three (3) person committee can be maintained throughout the weekend.

APPENDIX A

SAMPLE BUDGET OUTLINE

Most tournament costs can be determined in advance of the scheduled event. Please put some time into your budgeting planning:

REVENUE:

Hockey MB Grant	_____
Door Admittance/Gate	_____
50/50 Draw	_____
Silent Auction	_____
Other Draws	_____
Program Sales	_____
Sponsorship	_____
Concession	_____
TOTAL REVENUES:	_____

EXPENSE:

Ice	_____
On-ice Officials	_____
Medical Services	_____
Printing/Signage	_____
Merchandise	_____
Banners/Decorations	_____
Administration	_____
Banquet	_____
Sponsorship/VIP servicing	_____
Accommodations	_____
Off-ice officials	_____
TOTAL EXPENSES:	_____

SURPLUS/DEFICIT: _____

GATE/ADMISSIONS:

Gate Prices (**MAXIMUM** rate, all weekend passes include free program)

- | | |
|---|----------|
| 1. Family weekend pass (includes two adults & all children) | \$ 40.00 |
| 2. Adult weekend pass | \$ 20.00 |
| 3. Senior/youth weekend pass | \$ 10.00 |
| 4. Adult day pass | \$ 10.00 |
| 5. Senior/youth day pass | \$ 5.00 |
| 6. Children 6 & under | FREE |

PROGRAMS: Suggested sale price \$2.00, maximum \$3.00

NOTE: These prices should be adjusted according to the number of teams/games in the Provincial tournament. For example, a tournament with only 6 teams, over two days should charge a lower rate than above compared with a tournament that has 10 teams over 3 full days.

APPENDIX B

DRAFT TOURNAMENT SCHEDULES (FORMAT ONLY)

U11 & U13 - Three fifteen-minute stop time periods. Time allocated for each round robin game in the schedule will be **1 hour, 30 minutes. Consolation games will be 1 hour, 45 minutes and playoffs will be 2 hours.**

U15 & U18- Two fifteen minute, stop time periods and one twenty minute, stop time period. Time allocated for each round robin game in the schedule will be **1 hour, 45 minutes. Consolation and playoff games will be 2 hours.**

Mandatory break for resurfacing of ice before each game and between second and third period. **NOTE:** Break for ice resurfacing between first and second period is encouraged if time permits but shall not be required for all games throughout the tournament.

The tournament draw is the responsibility of Hockey Manitoba and draft schedules/draws will be distributed to each Host Organizing Committee well in advance of the tournament. The Host Organizing Committee may consult with Hockey Manitoba to work out minor details or special requests. Any change from the set format as indicated in APPENDIX B must be approved by the applicable Chair. No changes may occur until such approval has been obtained.

SCHEDULE FORMAT

FOUR TEAMS: Single Round Robin - top 2 play off in a 1 game final for Gold and Silver medals. Third and Fourth place teams play off for the Bronze medal. 8 Games to play - each Team guaranteed 4 games. Game total = 8

FIVE TEAMS: Single Round Robin - top two teams play a 1 game final for Championship (Gold and Silver). Third and fourth place teams play a game final for Bronze. Fifth placed team in round robin is eliminated. Game total = 12

SIX TEAMS: Two divisional three-team single round robin. After round robin rank teams in each division 1-3 using first points, then tie breaking formula. (see Appendix C, 8.0) Top two teams in each division will advance to the Championship side. Third place teams in each division will play a one game consolation final. The two runner-up teams in the Championship semi-finals will play off for the Bronze medals. *With this format games only take place on Saturday and Sunday.* Game total = 11

SEVEN TEAMS: Two Divisions, one of three teams and one of four teams, each team plays two round robin games. After round robin rank teams in each division 1-7 using first points, then tie breaking formula. (see Appendix C, 8.0) Top four teams advance to the Championship round with the remaining three teams advancing to the consolation round. The fifth-place team would get a bye into the consolation final. Game total = 13

EIGHT TEAMS: Two Divisional four-team single round robin. After round robin rank teams in each division 1-4 using first points, then tiebreaker formula. (see Appendix C, 8.0) Top two teams in each division will advance to Championship side. Third place teams in each division will play a one game Consolation Final. Fourth place teams in each division are eliminated. Game total = 17

NINE TEAMS: Three Divisional three-team single round robin. After round robin rank teams 1-9 using first points, then tiebreaker formula. (see Appendix C, 8.0) Top six teams advance to the Championship side. 1st Place plays lowest remaining seed of the quarter-final winners. The three remaining teams (7th-9th Place) will compete in the Consolation side; of these the team with the most points will receive a bye to the Consolation final. Game total = 17

TEN TEAMS: Three divisions. Two of three teams and one of four teams. Each team plays two round robin games. After round robin rank teams 1-10 using first points, then tiebreaker formula. (see Appendix C, 8.0) The top six teams (#1 through #6) shall advance to the Championship side. The remaining 4 teams (#7 through #10) shall advance to Consolation round. Game total = 19

****U18 Rural A and B tournaments will only have a maximum of 8 teams. These draws will be slightly altered.***

APPENDIX C

TOURNAMENT RULES

- 1.0 The Provincial Championships will be played under the official Hockey Canada Rules, apart from Hockey Manitoba specific regulations and/or rules included in this appendix.
- 2.0 Each team may have a maximum of nineteen (19) players. Affiliate players may only be used provided the approved rosters of the affiliate players have been presented prior to the start of the tournament. The list of players must be presented to the Host Committee Chair, prior to the start of the tournament. All other affiliation regulations as indicated in the Hockey Manitoba regulations continue to apply. Regulations specific to provincials include:
- I. Players must affiliate from a lower category within the same age division. If affiliating from a lower age division, player must affiliate from an equal or lower category.
 - II. Teams may add eligible affiliate players to supplement their rosters as follows:
 - a) U11 and U13: up to 13 skaters and 2 goalies
 - b) U15 and U18: up to 15 skaters and 2 goalies
- 3.0 Ties as a result of round robin play shall be resolved in accordance with paragraph 68. a-f) of the Hockey Manitoba Handbook. Please note that teams are awarded two (2) points for a win and one (1) point for a tie in round robin play.
- 4.0 Home teams during round robin play are designated as evenly as possible and are listed on the left side of the approved draw. After round robin play, the home team will be the highest-ranking team (after the round robin) in all games. The home team shall wear light colored jerseys.
- 5.0 No overtime shall be played in round robin play. Overtime after round robin play shall be sudden victory as follows:
- a) Overtime in Consolation Semi-Final and Consolation Final Games ONLY
 - i) Two-minute break after third period
 - ii) Teams do not change ends
 - iii) 10-minute stop-time period. Game is over when first goal is scored.

If still tied after overtime period:

 - iv) Shootout – three players per team. If still tied, then sudden victory with alternating players per team until winner declared. After initial round players may shoot again.
 - b) Overtime in all other games after round robin play (other than noted above in a))
 - i) Two-minute break after third period
 - ii) Teams do not change ends
 - iii) 10-minute stop-time period. Game is over after first goal scored.

If still tied after 1st 10-minute overtime period

iv) Off-ice break and re-flood ice (teams will now change ends)

v) Continue 20-minute sudden victory periods (break, re-flood and change ends after each period)

* Overtime periods shall be considered part of the game and all unexpired penalties shall remain in force.

* If either team declines to play in the overtime period(s), game shall be declared a loss for that team.

6.0 The length of all games will be:

◆ U11 & U13 - Three 15-minute stop time periods. Time allocated for each round robin game in the schedule will be **1 hour, 30 minutes. Consolation games will be 1 hour, 45 minutes and playoffs will be 2 hours.**

◆ U15 & U18 - Two 15-minute, stop time periods and one 20-minute, stop time period. Time allocated for each round robin game in the schedule will be **1 hour, 45 minutes. Consolation and playoff games will be 2 hours.**

Break for resurfacing of ice before each game and between second and third period.

NOTE: Break for ice resurfacing between first and second period is encouraged if time permits but shall not be required for all games throughout the tournament.

7.0 Minor penalties shall be two (2) minutes in length, whether playing straight or running time.

8.0 In the event that teams are tied for a playoff position, the following procedure will apply:

Tie Breaker:

a) The result of a round robin game involving the tied teams will apply in the event two teams are tied in points, the winner of the round robin game between those two teams will advance to the play-offs. Similarly, if three teams are tied in points, the team which has a 2-0 record in games against the tied teams will advance. If none of these apply, or four or more teams are tied in points, proceed to b).

b) If teams are still tied after (a), then the team or teams with the most wins would gain the higher position.

c) If the teams are still tied after (a) and (b) have been applied, then the team with the best goal average would qualify. The goal average of a team is to be determined by dividing the total number of goals for by the total number of goals for and against, with the team having the highest percentage gaining the higher position. In the event a tie exists between three or more teams, goal average will decide the positions of all teams tied. (i.e. **For:** 10 goals, **Against:** 4 goals; **Percentage** is $10/14 = .714$)

d) If the teams are still tied after (a), (b), (c), the team to qualify would be the team which scored the first goal in the game between the two teams. If two or more teams are tied, the team that has scored the most first goals in all games involving the tied teams will advance.

NOTE: All games each tied team has played in the round robin are used in the goal averaging.

- e) If the teams are still tied after (a), (b), (c) and (d), the team to qualify would be the team that received the least minutes in penalties during the round robin schedule.
 - f) If teams are still tied after all previous methods have been applied the winner of the play-off position will be decided by a single toss of a coin.
- 9.0 The disciplinary rulings, in compliance with the Hockey Manitoba Suspension Procedures, shall be applicable for the duration of the tournament. Suspensions which occur during provincial play and carry over will be filed with the Minor Council Representative, Chair, or designate.
- 10.0 Managers and coaches shall be deemed responsible for the behavior of their teams and team supporters. Any inappropriate behavior or actions by those persons registered with Hockey Manitoba shall be subject to disciplinary actions as prescribed in the Bylaws, Rules and Regulations.
- 11.0 Protests will not be entertained on the outcome of any FINAL Championship game.
- 12.0 All Provincial games including championship games will have a seven-goal mercy rule. Any game with a seven-goal difference in score shall revert to straight time for the remainder of the game or until the score difference is less than seven, at which time stop time play will resume.

APPENDIX D

REFEREE ASSIGNMENT SHEET

CATEGORY: _____

SITE: _____

DATE: _____

GAME	DATE	TIME	ARENA	REFEREE	LINESMAN	LINESMAN
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						



PRESENTED BY *Cargill*[®]