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2024 HOST MANUAL

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1.0 INTRODUCTION

Dear Minor Hockey Association,

Thank you for your application as a host site for one of the 2024 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 2024 Provincial Championship tournament bid application and guidelines, but also provides some detailed answers to the most 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 2024 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 provide 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.

For any questions or concerns related to tournament placements, scheduling, and affiliation, please contact Ken Gladden, Provincials Consultant at kgladden@hockeymanitoba.ca as well as copy your respective Minor or Female Council Chair.

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 2024 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 (option of print or digital)
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 2024 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

The Host Organizing Committee will be advised whether a representative of Hockey Manitoba will be attending their provincial championships and provide their contact information prior to the event. Hockey Manitoba will be responsible for its representative's hotel reservations, accommodations, and payment of same.

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 <100 KM (reasonable distance) 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 76, 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 can obtain their approved roster from their MHA registrar. 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 enter into 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 2024 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 & 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.

Please note that the \$50 per team grant will be sent to the Minor Hockey Association 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, with the exception of 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 (COED Provincials)

Kris Klemick, 204-720-3071

Kklemick@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)
- ♦ Provincial banner to be awarded to the Provincial Champions
- ♦ Provincial Champions' hats to be awarded to the Provincial Champions (players & coaches)
- ♦ Provincial Consolation Winner plaque (if applicable)
- ♦ Hockey Manitoba Provincial game pucks
- ♦ 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 signage (banners or pennants) to be used in arena lobby (registration table, etc.)
- ♦ Provincial Championship posters

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 Referee Coordinator for assignment.
2. The Host Organizing Committee Chair, Regional Referee 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 Referee 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 lines person 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 lines person 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 lines person 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 sent (text, email, or scan) 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.

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	_____
Accommodation	_____
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) | \$ 50.00 |
| 2. Adult weekend pass | \$ 25.00 |
| 3. Senior/youth weekend pass | \$ 15.00 |
| 4. Adult day pass | \$ 15.00 |
| 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, with the exception of Hockey Manitoba specific regulations and/or rules included in this appendix.
- 2.0 Line Changes
Icings - Line changes are allowed in Provincials.
Penalties – Line changes are allowed in Provincials.
- 3.0 All other affiliation regulations as indicated in the Hockey Manitoba regulations continue to apply.
79. 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.
80. Teams may add eligible affiliate players to supplement their rosters as follows:
a) Under-11 & Under-13: up to 13 skaters and two goalies
b) Under-15 & Under-18: up to 15 skaters and two goalies

IE U11 / U13

roster has 15 -19 players and 2 goalies – NO AP allowed
roster has 14 players - 13 skaters and a goalie you can AP 1 goalie
roster has 13 players – 11 skaters and 2 goalies – AP 2 players
roster has 12 players – 11 skaters and 1 goalie – AP 2 skaters and a goalie
roster has 11 players – 10 skaters and 1 goalies – AP 3 skaters and a goalie
when you AP a player - must only be up to 13 skaters and 2 goalies

U15 / U18

roster has 15 - 19 players and 2 goalies – NO AP allowed
roster has 15 players and 1 goalie- you can AP a goalie
roster has 14 players and 2 goalie you can AP 1 players
roster has 13 players and 2 goalie you can AP 2 players
roster has 12 players and 1 goalie- AP 3 player and a goalie.
when you AP a player - must be up to 15 skaters and 2 goalies

- In all cases, affiliation is to supplement a roster up to the allowed minimum, not to replace a player on an approved roster who is able to participate.
- If a team chooses to travel with extra affiliates due to distance away from their home center, an AP player must replace an AP player, regular rostered players are not permitted to sit out in place of an affiliate player.
- All affiliate players must be correctly rostered in the Hockey Canada Registry and listed on the team roster before the start of Provincials, Players are not eligible to be added once the Championship starts.
- Players are not allowed to participate in more than 1 Provincial Tournament on the same weekend.
- Coed Team must AP players from a COED rostered team. COED teams are not eligible to AP players from a Female Team.
- Female Team must AP players from a Female rostered team. Female teams are not eligible to AP players from a COED team.

For more information on AP eligibility see [Appendix E](#).

- 4.0 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 2 points for a win and 1 point for a tie in round robin play.
- 5.0 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.
- 6.0 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.

7.0 The length of all games will be:

- ♦ 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.**

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.

8.0 Minor penalties shall be 2 minutes in length, whether playing straight or running time.

9.0 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.

10.0 The disciplinary rulings, in compliance with the Hockey Manitoba Suspension Procedures, shall be applicable for the duration of the tournament.

All incidents in regional Playoffs and Provincial Playoffs that result in any suspension are to be submitted with the Officials report and Game sheet to _____TBD_____ Immediately Following the game in which the incident occurred.

Any game participant receiving a Gross Misconduct under regulation 11.4 or 11.5 is suspended indefinitely Pending a hearing with Hockey Manitoba.

Any game participant receiving a Match Penalty is suspended indefinitely Pending a hearing with Hockey Manitoba Any Suspension in Regional Playoffs or Provincial playoffs will be looked after by the Hockey Manitoba in consultation with the Regional Director of the Region the team it represents.

Suspensions which occur during provincial play and carry over will be filed with the Minor Council Representative, Chair, or designate.

- 11.0 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.
- 12.0 Protests will not be entertained on the outcome of any FINAL Championship game.
- 13.0 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	LINES PERSON	LINES PERSON
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						

APPENDIX E

AFFILIATION MATRIX

U18A	U18B/C	U15A/B/C
U18B	U18C	U15B/C
U18C	U15B/C	

U15AA	U15A/B/C	
U15A	U15B/C	U13A/B/C
U15B	U15C	U13B/C
U15C	U13B/C	

U13AA	U13A1/A2	U11AA
U13A	U13A1	U11A
U13B	U13C	U11B/C
U13C	U11B	U11C
U13A1	U13A2	U11A1/A2
U13A2	U11A1/A2	

U11AA	U11A1/A2	
U11A	U11A1/A2	
U11B	U11C	U9C
U11C	U9C	
U11A1	U11A2	U9C
U11A2	U9C	

APPENDIX F

REGIONAL TEAM PLACEMENTS

UNDER-18

Rural A	1st tiered team (Associations with 2 teams)
Rural B	Associations with 1 team
Rural C	Associations with 1 team, and 2nd or lower tiered teams (Associations with 2 or more teams)

UNDER-15

Rural AA	Amalgamated Association teams (up to 5 Associations)
Rural A	1st tiered team (Associations with 2 teams)
Rural B	Associations with 1 team
Rural C	Associations with 1 team, and 2nd or lower tiered teams (Associations with 2 or more teams)

UNDER-13

Rural AA	1st tiered team (Associations with 3 or more teams)
Rural A	1st tiered team (Associations with 2 teams)
Rural B	Associations with 1 team
Rural C	Associations with 1 team
Rural A1	2nd tiered team (Associations with 2 or more teams)
Rural A2	3rd or lower tiered teams (Associations with 3 or more teams)

UNDER-11

Rural AA	1st tiered team (Associations with 3 or more teams)
Rural A	1st tiered team (Associations with 2 teams)
Rural B	Associations with 1 team
Rural C	Associations with 1 team
Rural A1	2nd tiered team (Associations with 2 or more teams)
Rural A2	3rd or lower tiered teams (Associations with 3 or more teams)

- For Associations with 1 team, Regions will determine placement of all teams falling within the B or C category. The following placement rules will apply; if there are an even number of total teams within the Region, half will be placed in B and half will be placed in C. If there are an odd number of teams within a Region, one extra team will be placed in B and the remainder in C. Teams should be placed on strength by their respective Region in early December once all applications have been submitted to Hockey Manitoba.
- Two or more equal-ability (non-tiered) teams formed by an Associations in any age division will be placed in the B or C category by their Region, following the placement rules in D.60. b. d) 2nd (or 3rd, etc.) of the Hockey Manitoba Constitution, Regulations and Rules of Competition, tiered teams from an Association will enter provincials as the 2nd (or 3rd, etc.) teams regardless of whether the higher tiered team(s) are attending or not.
- 2nd (or 3rd, etc.) tiered teams from an Association will enter provincials as the 2nd (or 3rd, etc.) teams regardless of whether the higher tiered team(s) are attending or not.

If a region has 6 Associations with 1 team, they are to put 3 in B and 3 in C

5 teams 3 in B, 2 are in C

4 teams 2 in B 2 in C

3 teams 2 in B and 1 in C

Teams do not playoff and the winner is in B and the loser in C – not allowed.

Regions must place teams on or before December 15.

Regions must complete Regional Playoffs on or before January 31.

If an Association decides to make 2 equal teams, they are placed by the Region in B or C.

There is no affiliation allowed between these teams for Regionals or Provincials.

Regional Playoffs are not used to determine the placement of teams in different Categories or Regional Playoffs and or Provincials.



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