



**ALBERNI VALLEY
MINOR HOCKEY
TOURNAMENT
HANDBOOK**

ORGANIZING A MINOR HOCKEY TOURNAMENT

APPLICATION PROCESS

Once a Tournament date has been given to your Division/Team from the ice allocator you must fill out an application form to VIHA at www.viha.com and BC Hockey at www.bchockey.com follow the prompts to tournament application forms – the VIHA hockey tournament application form must be filled out first and once approved the BC Hockey application form can be completed. Once your tournament is approved the Tournament Information will be posted on the BC Hockey Tournament Website.

TOURNAMENT ENTRY FEE PACKAGE

You must have a tournament entry package ready to send to teams making inquiries about your tournament. The package should include the tournament format, cost, official team roaster, registration form, T-Shirt Sizes (if applicable), Photo's etc. and you MUST include a deadline to receive payment by – have all teams pay up front and you should include a refund policy if a team should cancel. If applicable you should also have a dressing room deposit that will be refunded upon completion of the tournament if no damage is done to the dressing rooms. (See Samples on page 9 to 17).

REVENUE AND EXPENSES

Make a budget and set a price for the tournament.

Fill out a Tournament/Raffle Information Sheet and forward to the gaming Co-Coordinator. (See Sample Page 6 & 7)

Complete a Revenue and Expense Statement after tournament and hand into the Gaming Co-coordinator. (See Sample Page 8 & 9).

Remember all monies should be counted and all coin should be rolled.

TOURNAMENT DRAW

You must contact Parks & Rec and the ice allocator to see how much ice is available to you to host your tournament. You have to consider Bulldogs Games, Everyone Welcome skates, etc.

Based on available ice and what format you would like to run for your tournament will decide how many teams.

If you need help to make a tournament draw please contact an executive member who can point you in the direction to get some help with this task.

Once your draw is set and your teams are confirmed contact Parks & Rec with your draw as you may not need all the ice that has been made available to you – also another set of eyes helps pick out any errors. Every attempt should be made to accommodate visiting teams travel schedules.

You must remember to account for ice cleans, donut shoots, hand shakes, awards, etc. when doing you game schedules.

TOURNAMENT RULES

You must make up a set of tournament rules and stand by those tournament rules. You must decide how points will be given for win, lose, and tie, what methods will be used for tie breakers, etc. (See Pages 18 to 21 for samples of Tournament Rules)

LIAISON WITH VISITING TEAM

Recommend sending post-tournament letter thanking visiting teams and keeping communication open.

Get tournament information from visiting teams (entry fees, photos, accommodations, official team roster, etc)

PROGRAMS (If you choose to do these)

Need to estimate how many you will sell.

Do not include information in the program that you may have to change after the program is printed.

May want to include Concession & Skate Sharpening info in a free ad.

Have Rules of Tournament posted in the programs and at the arena

CLOCKS

Ensure that those operating the clock are familiar with their operation.

GAME SHEETS

Prepare game sheets before the games. This should be done prior to the start of tournament.

Have someone responsible for distributing the sheets before the games.

Rep Teams and Mid-Island Teams must apply to the Commissioners of their division for tournament game numbers prior to the tournament. A copy of all game sheets must be mailed to the commissioner upon completion of the tournament.

TRACKING THE STANDINGS/TOURNAMENT BOARDS

Post standings (as soon as possible) after every game.

AVMHA has purchased a generic white board – (Tournament Board) for teams to use during the tournament to post standings (the Tournament Board is stored in the AVMHA office).

You must go to Jal Design to get name plates made if needed for the board – check to see what name plates have already been made.

This Tournament Board should be displayed in a general area of the tournament. (See sample on Page 23).

MUSIC

The quality of the sound is very important. Test systems before start of tournament.

Have someone make up some CD's (around 5) to be used and left in sound booth for each shift.

A special cord is needed contact the front desk at the Multi-Plex or you can purchase one at Barlow's.

DRINKS AND SNACKS FOR THE TEAMS (If you choose to do these)

Have snacks and drinks delivered to team dressing rooms before each game finishes.

TEAM POSTERS OR BANNERS (If you choose to do these)

Display in visible area – there are already some team banners made up that can be re-used – you must check the lockers.

WELCOME PACKAGE

It is very important that packages are handed out upon a team's arrival.

Coaches Packages should include a tournament schedule, program (if you have them), sponsors information, tournament rules, etc.

Players Packages can consist of whatever you chose – T-Shirts (make sure you ask for sizes on your tournament entry form), towels, water bottles, juice boxes, granola bars, coupons, etc.

PUBLICITY

Roxanne Leyland the AVMHA web designer will contact you prior to your tournament for information on teams attending, pictures, draws, sponsors, etc. – Roxanne will maintain the web page throughout the duration of your tournament – including team and tournament standings and finals – this is a great way to advertise as well as keep teams and families informed.

Have a volunteer to write the pre and post tournament articles with mention of sponsorship. Contact the newspapers to attend during the tournament giving them game times.

Use of the radio should be made to advertise the tournament and promote the sponsors that have donated prizes

SOLICITING

Solicitation letter are to be given to all players and parents, who will be approaching businesses for donations. (See attached sample on Page 8).

FOOD ROOM

If you decide to do a food room you must book the meeting room with Parks and Recreation.

VOLUNTEER SCHEDULES

To figure out your volunteer schedule – take the amount of volunteer spots (50/50-clock-scoresheet-penalty boxes-prize table-food room-etc.) and divide it by the number of local players/families participating in the tournament – each family will be responsible for that many volunteer spots. Once complete e-mail the volunteer schedules to all families and post the schedule at the prize table during the tournament.

Please see page 24 for sample of a volunteer schedule.

REFEREES

Ensure you have a referees schedule for every game including back ups in case of illness or no shows. Contact the Referee n' Chief and he can give you a break down of the cost and once your tournament schedule is completed send a copy and he will schedule refs accordingly

DRESSING ROOMS

Assignment of team's dressing rooms should be posted on the TV Screen as you enter the arena. If you are organized you should include the dressing room assignments in the schedule – ask Parks and Rec to help you with this task.

Some teams are now asking in there entry form for a \$100.00 dressing room deposit. This \$100.00 will be returned at the end of the tournament if there were no problems with the dressing room the team used.

RAFFLE TABLE

You must complete a Tournament/Raffle Information Sheet (See attached Page 6 & 7 for sample) at least 10 days prior to your tournament and hand into Alison Sundstrum. The gaming number and tickets will be e-mailed to you prior to the tournament.

Post winners and tickets immediately on a board in the general area for all to see. **This must be handed into the Treasurer after the Tournament.** Have the draw completed before traveling teams start to leave. Have your Gaming Licenses displayed at your raffle table at all times. Make sure all winning Raffle tickets are kept.

SILENT AUCTION

You do have the option of running a silent auction table alone or beside your raffle table. Silent Auction items do not need a gaming license.

50/50 DRAWS

See Gaming Coordinator for AVMHA gaming license.

Complete gaming license paper work after every draw (**Mandatory**)

Post winners and tickets immediately in a general area for all to see. **Hand into Treasurer after Tournament.**

Your 50/50 Gaming Licenses is displayed on the door of the AVMHA Office at all times.

You do not need to apply for a 50/50 license as the tournament falls under AVMHA's 50/50 license.

Make sure all winning 50/50 tickets are kept.

AWARDS

Make sure you put into the invitation what you will be giving out after each game i.e.: MVP, MSP, maybe a team Donut/Pizza Shoot Out, etc.

Decide on what you will be giving Medals, Trophies, Towels, Etc. You must give a couple of weeks to have these items order in time for your tournament.

You must also decide on how these awards will be chosen, by the ref's, by the coaches, by the fans, etc.

You will need to decide what awards will be given out at the end of the tournament and what the awards will be. i.e.: 1st to 3rd? Most Sportsmanlike Team? MVP Player of Tournament, there are many options to choose from.

Remember our Sponsors our LOCAL Business – SHOP LOCAL!!!!!!

Alberni Valley Minor Hockey Tournament/Raffle Information Sheet

Team Name _____

Division _____

Name of person submitting application _____

Phone number _____

Coach Name _____

Phone number _____

Start Date of Ticket Sales _____

End Date of Ticket Sales _____

Date, Time and Location of Draw _____

Please list all prizes for raffle table or raffle

_____	\$	_____	Donated? Yes <input type="checkbox"/> No <input type="checkbox"/>
_____	\$	_____	Donated? Yes <input type="checkbox"/> No <input type="checkbox"/>
_____	\$	_____	Donated? Yes <input type="checkbox"/> No <input type="checkbox"/>
_____	\$	_____	Donated? Yes <input type="checkbox"/> No <input type="checkbox"/>
_____	\$	_____	Donated? Yes <input type="checkbox"/> No <input type="checkbox"/>
_____	\$	_____	Donated? Yes <input type="checkbox"/> No <input type="checkbox"/>
_____	\$	_____	Donated? Yes <input type="checkbox"/> No <input type="checkbox"/>
_____	\$	_____	Donated? Yes <input type="checkbox"/> No <input type="checkbox"/>
_____	\$	_____	Donated? Yes <input type="checkbox"/> No <input type="checkbox"/>
_____	\$	_____	Donated? Yes <input type="checkbox"/> No <input type="checkbox"/>
_____	\$	_____	Donated? Yes <input type="checkbox"/> No <input type="checkbox"/>
_____	\$	_____	Donated? Yes <input type="checkbox"/> No <input type="checkbox"/>

Total value of raffle table may not exceed \$1,000.00

How many tickets to you require? _____

What price will you be selling the tickets for? _____

TOURNAMENT BALANCE SHEET

Tournament Description (Division/Level) _____

Dates: _____

Tournament/Division/Team Manger: _____

REVENUE		
Tournament Entry:		
# _____ Teams @ \$ _____ = \$ _____		
# _____ Local Teams		\$ _____
Fundraising:		
50/50 (Game License # _____)	\$ _____	
Raffle (Game License # _____).....	\$ _____	
Raffle (Game License # _____).....	\$ _____	
Other Revenue _____	\$ _____	
_____	\$ _____	\$ _____
TOTAL REVENUE		\$ _____
EXPENSES		
Ice: Total Hours _____ @ \$ _____		
= \$ _____		\$ _____
Attach a copy of your tournament schedule		
Referees: # _____ games @ \$ _____		
= \$ _____		
Scorekeeping # _____ games @ \$ _____		
= \$ _____		\$ _____
Trophies/Awards:		
Attach Invoices/Receipts		\$ _____
Miscellaneous:		
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
		\$ _____
TOTAL EXPENSES		\$ _____

TOURNAMENT BALANCE SHEET (cont'd)

CASH RECONCILIATION	
Cash Received	+ \$ _____
Cheques Received (during tournament for deposit)	+ \$ _____
Bills paid for cash (attach receipts)	
_____ \$ _____	
_____ \$ _____	
_____ \$ _____	
	- \$ _____
TOTAL for DEPOSIT to AVMHA (copy of this report should be submitted with deposit to Treasurer)	\$ _____
TOURNAMENT SUMMARY	
TOTAL REVENUE (from Page 1)	+ \$ _____
TOTAL EXPENSES (from Page 1)	- \$ _____
NET PROFIT (LOSS)	\$ _____

Completed by:	Date: _____
Name: _____	Phone #: _____
Position: _____	Signature: _____
Received by:	Date: _____
Name: _____	Phone #: _____
Position: _____	Signature: _____

KEEP A COPY FOR YOUR RECORDS

SAMPLE LETTER WHEN ASKING FOR DONATIONS



ALBERNI VALLEY MINOR HOCKEY ASSOCIATION
P.O. Box 241
Port Alberni, BC
V9Y 7M7

Dear Sir or Madame,

The Alberni Valley Minor Hockey's _____ (team name) _____ is currently preparing for a tournament to be held in the Alberni Valley, ____ (date) _____. There will be ___ Local team and ___ Teams from the island participating in this exciting event, with approximately one hundred and sixty players (age's ___) along with their families will be attending.

Parents and our network of supports are hoping to live up to the Alberni Valley's fine reputation as good hosts, and they will be organizing a terrific tournament. We are seeking your support in this endeavor and would be most appreciative of any donation(s) that you are able to provide.

Thank you for considering our request. We are excited about the tournament, and with your help, we hope that it will be a great success. If you have any questions please do not hesitate to contact myself or the tournament director.

Sincerely,

President of Alberni Valley Minor Hockey Association
Phone number and e-mail

Tournament Director
Phone number and e-mail

SAMPLES INVITATION/REGISTRATION FORMS WHEN HOSTING A TOURNAMENT



ALBERNI VALLEY MINOR HOCKEY ASSOCIATION
P.O. Box 241
Port Alberni, BC
V9Y 7M7

www.avmha.com
Phone: 250- 724-6844
Fax: 250-724-6844

Open Invitation: _____

I am writing this Invitation on behalf of the Alberni Valley Minor Hockey
_____ Bulldogs.

We are hosting a tournament in Port Alberni, British Columbia, Vancouver
Island. The dates are _____.

We have registered this tournament as an International Tournament.
(Note: There is a \$50.00 fee to Register as International Tournament).

As we get our teams together, our tournament committee will be getting all
the tournament rules and details together; our plans are to host an 8-10
team tournament.

We have also blocked off Hotel rooms for those that are needed.

I am personally looking forward to your response and seeing you here.

Tournament Co-ordinator.

SAMPLES INVITATION/REGISTRATION FORMS WHEN HOSTING A TOURNAMENT



Team Name: _____

Association: _____

Team Colors: _____

Roster

	Name	Jersey Number	Birth date
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
17			

Coach	
Assistant Coach	
Assistant Coach	
Manager	
Safety Person	

Contact Name: _____

Contact E-Mail: _____

Contact Phone: _____

Contact Cell: _____

SAMPLES INVITATION/REGISTRATION FORMS WHEN HOSTING A TOURNAMENT



ALBERNI VALLEY MINOR HOCKEY ASSOCIATION
P.O. Box 241
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Fax: 250-724-6844

TOURNAMENT APPLICATION – (NAME OF TOURNAMENT)

Please send your completed tournament application form and cheque to A.V.M.H.A. or Alberni Valley Minor Hockey Association. Full payment must be received before any team is considered for acceptance. Cheque to be made out to A.V.M.H.A.

Please send completed application form and cheque to:
Attention: _____(Tournament Director)_____

Once we have received the completed application form and your cheque we will confirm your entry in the tournament by e-mail, submission of cheque and application does not ensure your entry into the tournament. We will be accepting teams on a first come first serve basis.

Deadline for entry into the tournament is _____(Date)_____.

Cost of the tournament is \$ _____ each team is guaranteed _#_ of games.

SAMPLES INVITATION/REGISTRATION FORMS WHEN HOSTING A TOURNAMENT



ALBERNI VALLEY MINOR HOCKEY ASSOCIATION
P.O. Box 241
Port Alberni, BC
V9Y 7M7

WAIVER:

In signing the registration form, the team manager and team coaches as well as other team officials, parents and players, release the AVMHA, the tournament director, officials and referees, its executive officers and directors from any liability for loss or damage to equipment and from any liability for any injury to players, team officials and their fans, occurring during a game or while in transit to or from the arena for a game or while traveling to or from tournament sites.

Name: _____

Signature: _____

Title: _____

Date: _____

SAMPLES INVITATION/REGISTRATION FORMS WHEN HOSTING A TOURNAMENT



REGISTRATION:

Please complete the roster form in full and enclose registration fee of \$_____ (cheque or money order) payable to the AVMHA.

Attention: _____ Tournament Director

_____ (Address) _____

E-Mail: _____

Team entry forms will be dated on receipt by the tournament director and will not be considered accepted unless accompanied by the full entry fee in the form of a cheque or money order. Teams will be accepted on a first come first serve basis on the order of completed registration (with payment in full). Entry fees may not be fully refunded within six (6) weeks of the start of the tournament.

Non-Canadian Teams – add \$50.00 for BCAHA Sanctioning Fees.

RULES:

British Columbia Amateur Hockey Association – Rules Apply during this tournament

Vancouver Island Amateur Hockey Association – Rules Apply during this tournament

Canadian Amateur Hockey Association – Rules Apply during this tournament

WAIVER:

In Signing the registration form, the team manager and team coaches as well as other team officials, parents and players, release the AVMHA, the tournament director, officials and referees, its executive officers and director from any liability for loss or damage to equipment and from any liability for any injury to players, team officials and their fans, occurring during a game or while in transit to or from the arena for a game or while traveling to or from tournament sites.

Name: _____

Signature: _____

Title: _____

Date: _____

SAMPLES INVITATION/REGISTRATION FORMS WHEN HOSTING A TOURNAMENT



On behalf of the Alberni Valley Hockey Association and the _____(Division)_____, we would like to extend an invitation to our _____Tournament to be held from _____(Dates)_____.

The tournament is sanctioned by BC Hockey and will be conducted to the rules and regulations of Hockey Canada, BC Hockey and Vancouver Island Amateur Hockey Association. Teams will be guaranteed to play ___#___ games.

Enclosed is the tournament package:

- a. Tournament Information
- b. Registration Form*
- c. Team Roster* (Please attach copy of your HCR of team roster)

Please send all the necessary documentation*, a team picture by e-mail in a JPEG Format and full payment prior to confirmation of acceptance to the tournament.

Please note that in order to be on the waitlist we will require completed registration and payment forwarded no later than _____(Date)_____.

Notification of acceptance will be provided to teams as early as possible and is not based on a first come basis.

If you need assistants in making accommodation arrangements please contact me directly. We look forward to having your team participate in our _____ Tournament and hosting you in Port Alberni.

Thank you,

Tournament Director

Home: _____, Cell: _____

E-Mail: _____

SAMPLES INVITATION/REGISTRATION FORMS WHEN HOSTING A TOURNAMENT



ALBERNI VALLEY MINOR HOCKEY ASSOCIATION TOURNAMENT

Tournament Information

- Date: _____
- Location: Port Alberni, B.C.
- Rinks: Port Alberni Multi-Plex Arena
- Division: _____
- Sanction: Branch Tournament, Permit # (from BC Hockey)
- Fees: \$ _____
- Application: Please forward the following to the tournament Director:
a. Registration Form (see attached form)
b. Team Roster (see attached form) & Official HCR Roster Report
c. Registration Fee
d. Team Pictured e-mailed in a Jpeg Format
- Acceptance: Final acceptance of team participation will be confirmed by the
Tournament Director _____.
- Team Roster: Max. 19 players (including goalies).
- Contact: _____

Tournament Highlights:

- Guaranteed 4 Games
- Championship and Finalist prizes
- MVP & MSP Awards for all games
- Tournament Gifts for all players
- Post Game refreshments
- Raffle Table and 50/50

**MEMBER OF: B.C. HOCKEY AND THE VANCOUVER ISLAND AMATEUR HOCKEY
ASSOCIATION**

SAMPLES INVITATION/REGISTRATION FORMS WHEN HOSTING A TOURNAMENT



ALBERNI VALLEY MINOR HOCKEY ASSOCIATION TOURNAMENT

(Date)
Registration Form

Association: _____

Team: _____

Name: _____

Jersey Colors: _____ Indicate if team has Home & Away Set

Head Coach: _____

Mailing Address: _____

Home #: _____ Work #: _____ Other #: _____

Email: _____

Team Manager: _____

Home #: _____ Work #: _____ Other#: _____

Email: _____

Tournament sanctioned by the BC Hockey (Permit # _____). Games will be played under CHA, BC Hockey and VIAHA rules as well as any additional rules implemented by VMHA.

Tournament Fee \$ _____ -Please make cheque payable to "AVMHA _____ Tournament". No refunds will be issued after acceptance to tournament. Fees must be received prior to confirmation of acceptance for tournament participation.

Please send all information:

Attention: _____, Tournament Director,
AVMHA _____ Tournament _____ (Address) _____.

Email to: _____

MEMBER OF: B.C. HOCKEY AND THE VANCOUVER HOCKEY ASSOCIATION

SAMPLES INVITATION/REGISTRATION FORMS WHEN HOSTING A TOURNAMENT

ALBERNI VALLEY MINOR HOCKEY ASSOCIATION
_____ Tournament

_____ (Date) _____

Team Roster

Team Name: _____

Association Name: _____

Head Coach: _____

Assistant Coaches: _____

Safety (HCSP): _____

Team Manager: _____

Maximum 19 players – including goalies. Please submit a copy of your HCR Team Roster your association registrar. Must Complete Name, Jersey # and Date of Birth. Please indicated “C” for Captain and “A” for Assistant Captain.

	Player Name	Jersey #	DOB (dd/mm/yy)	Position
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				

Manager or Coach Signature: _____ Date: _____

SAMPLE TOURNAMENT RULES



ALBERNI VALLEY MINOR HOCKEY ASSOCIATION _____ Name) _____ TOURNAMENT

RULES AND REGULATIONS

1. All games will be played under C.H.A, B.C.A.H.A rules P.C.A.H.A special rules will not prevail in this tournament. All referees are carded.
2. Final roster registration must be approved before playing first game. No player additions will be allowed once the tournament starts.
3. All players must be properly registered with the C.H.A through their governing body. Tournament officials will confirm team rosters with P.C.A.H.A.
4. Only 17 players may be registered and 17 dressed per game (15 skaters, 2 goaltenders).
5. Team officials must report to the tournament office at least 45 minutes prior to game time and are responsible for verifying the game sheet before each game. Game sheets will be prepared in advance. Starting line ups are not necessary.
6. Home team will be responsible for changing jerseys in the event of a color conflict.
7. No teams are allowed on the ice until an on ice official is on the ice. Teams that enter the ice surface prior to the officials will be assessed a minor penalty.
8. All round robin games will consist of three stop time periods. The first period will be 15 minutes; the second and third period will consist of 20 minutes each. At the half time of the second period, or next whistle after the 10 minute mark will be an ice clean. The third period will end minus 5 minutes from the wall clock or time on score clock, which ever comes first.
9. Throughout round robin play, teams will be awarded 2 points for a win, 1 point for a tie; 0 points for a loss.
10. In the event that teams are tied for a playoff position at the end of the round robin series; the following procedure will apply.

Please see attached form in team package.. **TIE BREAKING FORMULA.**
(See sample page 22).

RULES AND REGULATIONS-Continued...

11. It is the responsibility of the team officials to be present at the rink for the posting of final team standings, resulting semi-final game times and team matchups, following the round robin series.

12. **PLAYOFF FORMAT:** as per the schedule by time and date. If there are any concerns please advise tournament officials at the start of the tournament.

13. **TIED GAMES DURING THE PLAYOFF & MEDAL GAMES:**

A. If teams are tied after regulation time; there will be a 2-minute rest at the player's bench, then 5 minute sudden death overtime. The teams will play 4 on 4 during the overtime. No penalized team will play with less than 3 skaters and the goalie. The non-penalized team will add a skater to a maximum of 5 skaters.

B. If necessary, a second overtime will occur with 3 skaters plus a goalie.

C. If a game is still tied, NHL shoot out rules will be used to determine the game winner.

14. Any player or team official receiving a match penalty or gross penalty during the tournament will be suspended from further play in the tournament. The match penalty shall be reported to the tournament director or tournament office at the conclusion of the game. The responsibility is on the team manager to comply with this rule. There will be no exceptions.

15.

A. Any player receiving a 2nd game misconduct penalty shall be suspended from tournament play.

B. Any team official receiving a 2nd game misconduct shall result in the entire team to be suspended from further tournament play.

16. Decisions of the on ice officials are final. Decisions made by the Tournament Director or the acting Tournament Director will be final.

17. Copies of all game sheets will be forwarded to P.C.A.H.A and B.C.A.H.A. in order to assess disciplinary action in accordance with the rules.

18. Team officials are responsible for controlling their fans, if undesirable behavior continues; the teams shall be suspended from the tournament.

19. ALL PROTEST WILL BE \$50.00 NON-REFUNDABLE WIN OR LOSE..
PROTEST COMMITTEE 1. _____ 2. _____ 3. _____

SAMPLE TOURNAMENT RULES



Alberni Valley (NAME) Tournament

FORMAT:

Round Robin within each pool followed by placement based on round robin results.

LENGTH OF GAMES:

Games are 1 hour and 20 minutes long. Periods are 15, 15, and 20. Games will end 5 minutes before the ice clean to allow for team handshakes, MVP and Digger Awards, helmets are not to be removed for awards.

RULES:

All games played under BC Hockey Rules and will be non-body checking.

HOME TEAM:

The **Home Team** will be the first team listed on the schedule. The **Home Team** will be responsible to change sweaters if there is a color conflict.

PRE-GAME WARM-UP:

3 minutes in length. Games can run early **Please be ready to go 5 minutes early if necessary.**

ROUND ROBIN SCORING:

No overtime in Round Robin. 2 Points for a win, 1 point for a tie and 0 points for a loss.

MAJOR PENALTIES AND GAME MISCONDUCTS:

All major penalties will be reviewed by the tournament committee and may result in expulsion of the penalized players from the tournament.

PROTESTS:

The tournament director's decision will be final on any protests. Protests will be handled immediately.

TEAM OFFICIALS:

Team officials will also fall under the same rulings as the players with regards to suspensions.

SAMPLE TOURNAMENT RULES

TIES:

In the event teams are tied for playoff positions after a round robin series is completed, the following procedure shall be utilized to determine the placing of the tied teams:

- A) The result of the round robin game or games involving the tied teams will apply. If two (2) teams are tied, the winner of the round robin game between those two (2) teams will receive the higher placing. If three (3) or more teams are tied, the team which has accumulated the most points in games **against the tied teams** will receive the highest placing, the team with the next most points in games against the tied teams will receive the next highest placing, and so on.
- B) Any teams that remain tied after (a) then the team with the most wins will receive the higher placing, and so on.
- C) If any teams remain ties after (A) and (B) have been applied, then the team with the best goal average will receive the higher placing, and so on. The goal average of a team is to be determined by dividing the total number of goals for and against into the total number of goals for, with the team having the highest percentage winning the higher position. (Example: Goals for 10, goals against 4; percentage is $10/14 = 714$). The goal ratio shall be fore games amongst the tied teams only.
- D) If any teams remain tied after (A), (B) and (C), the team that received the least minutes in penalties in the round robin games between the tied teams will receive the higher placing, and so on.
- E) If teams are still tied after all previous methods have been applied, then the winner of the playoff positions will be decided by the toss of a coin.

OVERTIME:

In final games, directors have the right to establish the overtime rule when ice time is a consideration. Overtime is three minutes sudden=death victory 3 on 3 hockey time permitting, followed, if necessary, by 2 minutes 2 on 2 without a goalie. If this fails to determine a winner, the winner will be determined by the flip of a coin.

There will be **NO TOLERANCE** by officials with respect to abuse and disputed calls. Therefore, it would be advisable to accept their decisions as they occur. If you have a complaint about an official, your complaint must be filed in writing to the Tournament Director. Information must include the official's name as well as the circumstances of the complaint.

SAMPLE TIE BREAKING FORMULAS

THE BREAKING FORMULAS

If Two or more teams are tied at the end of round robin play, the following Tie Breaker system shall apply.

IF TWO TEAMS ARE TIED

1. **Most Points acquired in game played between 2 Tied teams:**
Example: Team A tied Team B for the right to go to the Championship Game with 11 points each. In the game played between these two tied teams, Team A has 2 points and Team B has 3 points – Team B is the CHAMPION.
2. **Plus/Minus:** Goals for minus goals against in games versus common opponents. **Highest +/- wins.**
3. **Plus/Minus:** Goals for minus goals against in all games. **Highest +/- wins.**
4. **Quotient:** Goals for divided by goals against in ALL games played. **Highest Quotient wins.**
5. **First Goal Scored:** In game played between TWO tied teams.

IF THREE OR MORE TEAMS ARE TIED

- 1A. **Most points acquired in games against other tied teams only.**
- 2A. **Plus/Minus:** Goals for minus goals against versus other tied teams **Highest +/- wins.**
- 3A. **Quotient:** Goals for divided by goals against in games versus other tied teams. **Highest Quotient wins.**
- 4A. **Plus/Minus:** Goals for minus goals against in ALL games played. **Highest +/- wins**
- 5A. **Quotient:** Goals for divided by goals against in ALL games played. **Highest Quotient wins.**
- 6A. **First Goal Scored** – Fasted goal scored by any team in games played between other in game played against **other tied teams only.**

Note: ALL ties do not need to be broken at the same time....

Example – If teams X and Y have +3 in tie breakers # 2A and team Z has +1, then team Z fails to move on to tie breaker #3A with the other teams.

SAMPLE MASTER SCOREBOARD

Alberni Valley MHA (NAME OF) Tournament

POOL A

TEAM	GAME 1	GAME 2	GAME 3	GAME 4	TOTAL	PLACING
NEW WESTMINSTER						
COMOX						
TRI PORT						
PORT ALBERNI						
PENINSULA						

Alberni Valley MHA (NAME OF) Tournament

POOL B

TEAM	GAME 1	GAME 2	GAME 3	GAME 4	TOTAL	PLACING
KERRY PARK						
CAMPBELL RIVER						
OCEANSIDE						
POWELL RIVER						

SAMPLE VOLUNTEER SCHEDULE

Friday, March 19, 2010

Game Time	Arena	Home Team	Away Team	Time Clock	Score sheet/Music	50/50	Raffle Table
5:30-6:45PM	C						N/A

Saturday, March 20, 2010

Game Time	Arena	Home Team	Away Team	Time Clock	Score sheet/Music	50/50	Raffle Table
7:00-8:30AM	W						
7:15-8:45AM	C						
8:45-10:15AM	W						
9:00-10:30AM	C						
10:45-12:15	C						
12:00-1:30PM	W						
12:30-2:00PM	C						
1:45-3:15PM	W						
2:15-3:45PM	C						
3:30-5:00PM	W						

Sunday, March 21, 2010

Game Time	Arena	Home Team	Away Team	Time Clock	Score sheet/Music	50/50	Raffle Table
6:45-8:00AM	C						
7:00-8:15AM	W						
8:15-9:30AM	C						
8:30-9:30AM	W						
9:45-11:00AM	C						N/A
10:00-11:15	W						N/A
11:15-12:30	C						N/A

PLAYOFFS

1:00-2:15PM	W	1 ST Place	4 th Place				N/A
1:00-2:15PM	C	2 nd Place	3 rd Place				N/A
3:00-4:15PM	C						N/A

ARENA SAFETY

As Safety is a big concern during tournaments – Please find on Page 26 and 27 of this Manual a copy of the Emergency Action Plan for the Alberni Valley Multi-Plex Arena – Coulson Rink and Weyerhaeuser Rink.

These Emergency Action Plans have been created in the Safety of Players, Coaches, Fan's, etc. while you are hosting a Tournament.

A copy of each Emergency Action Plan should be posted on the entrance doors into the Coulson and Weyerhaeuser Rinks.

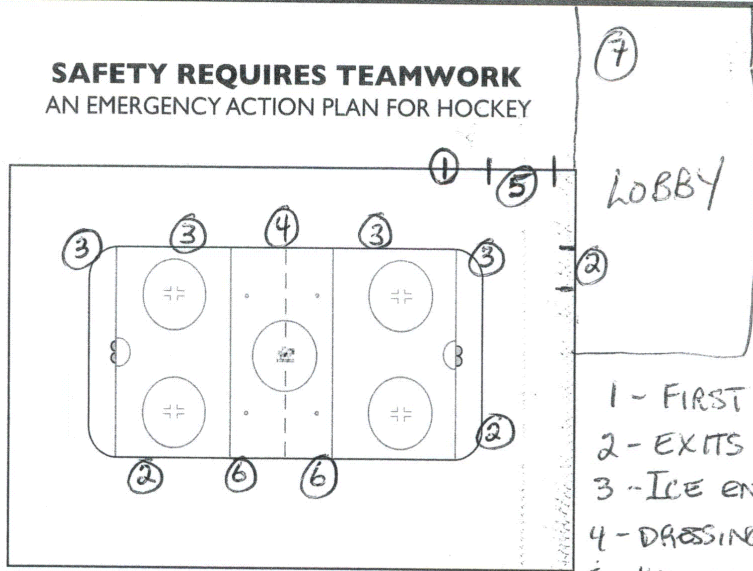
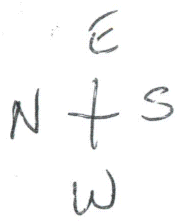
A copy should also be put into each coaches packages.

REMEMBER SAFETY FIRST!

Coulson Rink



SAFETY REQUIRES TEAMWORK AN EMERGENCY ACTION PLAN FOR HOCKEY



- 1 - FIRST AID ROOM
- 2 - EXITS
- 3 - ICE ENTRANCES
- 4 - DRESSING RMS.
- 5 - HALLWAY TO BIG RINK
- 6 - BENCHES
- 7 - PHONES

*** KEY FOR 1ST AID ROOM HANGING IN LOBBY ***

EQUIPMENT LOCATIONS

Please locate and identify areas on above map: i.e., first aid room, routes for ambulance crew, telephones, emergency exits, etc.

Arena/Facility name: ALBONI MULTI-PLEX

Address: 3737 ROGER STREET

Telephone number: (250) 723-2181
(250) 723-2146

Emergency Telephone Numbers

Emergency: 911

Ambulance: 911

Fire Dept: 911

Hospital: (250) 723-2135

Police: 911

General: _____

Other: _____

1. Charge Person

- Most qualified person available with training in first aid and emergency response
- Familiarize yourself with arena emergency equipment
- Take control of an emergency situation until medical personnel arrive
- Assess injury status of player

2. Call Person

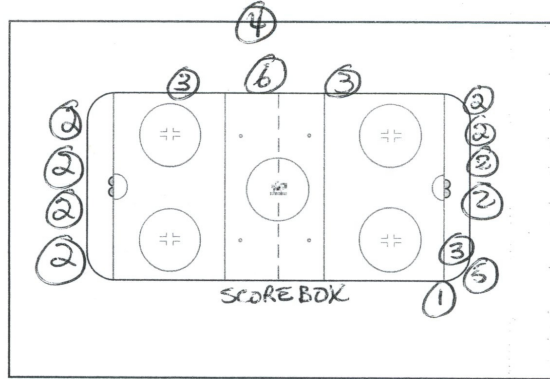
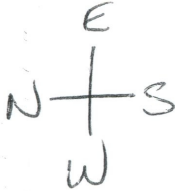
- Location of emergency telephone
- List of emergency telephone numbers
- Directions to arena
- Best route in and out of arena for ambulance crew
- Communicate with Charge Person and Control Person

3. Control Person

- Ensure proper room for Charge Person and ambulance crew
- Discuss emergency action plan with:
 - Arena staff
 - Officials
 - Opponents
- Ensure that the route for the ambulance crew is clear and available
- Seek highly trained medical personnel (i.e., MD, nurse) to assist injured player if requested by Charge Person
- Discuss player's injury and status with parents.



SAFETY REQUIRES TEAMWORK
AN EMERGENCY ACTION PLAN FOR HOCKEY



PARKING LOT

- 1 - 1ST AID RM
 - 2 - EXITS
 - 3 - ICE ENTRANCE
 - 4 - DR. RMS.
 - 5 - TO COULSON RINK
 - 6 - BENCHES
 - 7 - PHONE
- MAIN ENTRANCE

*** KEY FOR 1ST AID ROOM HANGING IN LOBBY ***

EQUIPMENT LOCATIONS

Please locate and identify areas on above map: i.e., first aid room, routes for ambulance crew, telephones, emergency exits, etc.

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Address: 3737 ROGER STREET

Telephone number: (250) 723-2181
(250) 723-2146

Emergency Telephone Numbers

Emergency: 911

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