



The following guidelines are to be used for 2022-23 BC Hockey Championships.

### 1. INTRODUCTION

This guide is intended to provide clarifications and guidelines to minor hockey associations hosting BC Hockey Championship:

A. BC Hockey Championship Policy 8.0

B. Schedule of Important Dates to Remember

The following dates are a guideline for completion of pre-championship tasks

- November – Monthly Video Conferences will begin for the Host Committee, Championships Coordinator and BC Hockey Staff. Host Committee will submit written confirmation of required ice, signed by the Association’s President to the BC Hockey Staff.
- November– Host Committees to begin developing their Information package for the BC Hockey website.
- December 1, 2022 - Final date for Minor Hockey Teams to declare intent to register for Championship Playoffs.
- December 1, 2022 – Deadline for submission of Informational Packages to BC Hockey Office.
- December 1, 2022 – Deadline for submission of variances for consideration by BC Hockey.
- December– Host Committee Video Conference
- December 31, 2022 – Final date to withdraw from BC Hockey Championships without penalty).
- January, 2023 - Confirmation of teams attending Championships is distributed to Host Committees.
- January 2023 – Host Committee Video Conference
- February 1, 2023 – Final date for a schedule change based on the number of teams attending the Championship.
- February 2023– Host Committee Video Conference
- February 28, 2023 - BC Hockey Championships banners, event banner, awards are distributed
- March 2023 – Final Championship preparation Video Conference.



- March 13, 2023 – Completed Roster templates are submitted to the BC Hockey office for the Championship Scoring system.

Please be reminded that this event is called the BC Hockey Championships, not the Provincials.

### **2. CHAMPIONSHIP HOST COMMITTEE**

One person cannot handle the organization and operation of a tournament of this size. It is essential that the Championship Committee be composed of a group of hard working, committed volunteers, and each Committee member should be given specific areas of responsibility. A Chairperson with the ability to delegate and motivate the Committee should be appointed.

The Committee should maintain regular communication with the BC Hockey and the host Minor Hockey Association.

### **3. VARIANCES**

Any Changes to the Championship tournament format must be approved by the BC Hockey.

The BC Hockey logo is not to be altered or changed in any way including the additional of sponsor names or logos on any programs or souvenirs/apparel without the prior approval of the BC Hockey.

The BC Hockey logo standards which are provided in the Championship Binder must be adhered to whenever the logo is used.

### **4. TOURNAMENT SCHEDULE**

An admission fee (gate) must be approved by BC Hockey by way of a Variance. The number of participating teams is governed by BC Hockey Regulations. The standard fee approved by BC Hockey is:

- Family Pass: \$20
- Day Pass: \$5
- Scouting Pass: \$10 (includes a scouting package)

The Championship format is governed by BC Hockey Regulations and Policies. A schedule for games is provided by BC Hockey. BC Hockey must approve any schedule changes no later than February 1, 2023.

Hockey Canada playing rules are utilized. There is no overtime during Round Robin play. Overtime is utilized in the Medal Round portion of the schedule.

### **5. OPENING AND CLOSING CEREMONIES**

The schedule includes an opening ceremony, which should last no longer than one half hour. All teams are to be present and shall participate in the ceremonies organized by the local committee.



The closing ceremony is to take place immediately following the final game, at which time the BC Hockey Representative will present the Fair Play Trophy normally sponsored by the local association, the Championship Banner and any other awards as required. All teams are encouraged to stay for the ceremonies; however, their participation is not mandatory.

The organization of both ceremonies should be done in consultation with the BC Hockey to ensure everyone understands their role.

### **6. FINANCES**

The Committee should develop a budget for the tournament.

The Host Association is responsible for all receipts and expenses not covered in BC Hockey Policy 8.0 or Regulation 5. The Host Association is responsible for any deficit resulting from the Championships (in the event the gate receipts are insufficient to cover the fees, allowances, and expenses outlined in BC Hockey Policy 8.0 or Regulation 5).

Host Associations may offset expenses through the sale of ice time sponsorship, souvenirs, programs, 50/50 draws, or similar fund-raising activities. Please review all fund-raising activities with BC Hockey to ensure they meet standards

Admission prices (game, day and/or tournament) are to be set by the Host Association and are subject to approval by BC Hockey. The Host Association is responsible for providing ticket sellers and door people.

The BC Hockey Representative is responsible for confirming the gate receipts and income from the various fund-raising activities, ensuring all fees and allowable expenses are paid and a BC Hockey Tournament Financial Report is submitted to the BC Hockey Office. Any excess revenue will remain with the host committee.

The Host Committee will be required to submit a detailed finalized income statement at the conclusion to finalize the requirements as per to the Host Grant contract. If an income statement is not submitted, the Host Association will be invoiced for the full fee of Host Grant.

### **7. AWARDS AND TROPHIES**

BC Hockey provides the Championship Banner and medallions for members of the winning team and the second-place team.

It should be noted that no special prizes, awards (ie Player of the Game, Three Stars, All Star Teams) or souvenirs are to be presented to teams or individual players. Host associations wishing to make such presentations must obtain the special permission of the BC Hockey. In the event special permission is granted, any special presentations that have been approved will be made off ice and presented to all participants.

Should the host committee choose to have a Fair Play Reward; it will be the responsibility of the Host Committee to have the award produced. The BC Hockey Representative will approve the look of the award prior to production.



### 8. OFFICIALS

The game officials will be assigned by BC Hockey Referee Committee Members through a procedure involving the BC Hockey Representative and the local Referee Committee Member.

An Officials Meeting will be held on Saturday prior to the start of play. The Host Association shall provide a room for this meeting.

The Championship Supervisor or designate may invite the Referees to attend the Managers/Coaches Meeting as observers. The Referee Committee Member or designate will coordinate, with the Host Committee, banquet seating for the officiating staff. Banquet costs for the Officials will be covered in the same manner as other participants.

If out of town Officials are being used, the Host Association is responsible for assisting in providing accommodation. Local hotels may donate rooms or offer reduced rates.

The fees for Officials and travel expenses are outlined in Championships Policy 8.05. The BC Hockey Representative will confirm that the Officials have been paid. In cases where the established District Rate are a premium to BC Hockey rates, the District rates shall apply.

Referees and Linesmen are restricted from using the VIP room.

Referees and Linesmen are to be extended the same respect and courtesies as other participants (Players).

Referees and Linesmen are to be accredited by the Host Committee in the same manner as other participants (Players).

Minor Off-Ice Officials for all games are to be provided by the Host Association in consultation with BC Hockey. This should include a Scorekeeper, a Timekeeper, Goal Judges, (optional) a Public Address Announcer, and if necessary, Penalty Timekeepers.

### 9. FACILITIES

A map of the facilities indicating dressing rooms, first aid rooms, skate sharpening, storage/drying rooms and any other pertinent items shall be made available to all participating teams. A dressing room assignment list and the location of local sports stores/skate sharpening facilities should also be provided.

Meetings rooms must be provided for both an Officials and a Coaches Meeting the night prior to the tournament starting.

It is recommended that a Team Contact/Host/Parent be appointed to assist each visiting team.

### 10. PUBLICITY

The Host Committee should make use of their local media to publicize the event, and may wish to advertise by way of posters, newspaper ads, radio sportscasts, etc. Since this is done at the expense



of the Host Association, it is suggested that free avenues of publicity be arranged wherever possible in order to keep costs down.

Programs, pins, hats, pennants, pucks, shirts, etc., may be utilized to publicize the event and generate revenue.

### **11. BC HOCKEY CHAMPIONSHIP WEBSITE**

All information will be posted to the BC Hockey website under Championships. The Host Committee will be responsible to assign one (1) volunteer to update the scores and statistics through the BC Hockey Online scoring website.

This volunteer will require access to a computer with Internet for the duration of the Championship.

### **12. BANQUET**

The Host Committee will hold a banquet for all Teams/Officials involved in the tournament. It should take place on the evening prior to the start of the tournament. A guest speaker should be arranged, and teams should be advised of this event in advance. Attendance is mandatory. There shall be no alcohol served at the Championship Banquet should one be held.

### **13. MEDICAL ASSISTANCE**

Teams will be notified at the Coach/Managers meeting that a first aid room/medical facility will be available during the BC Hockey Championship.

### **14. ACCOMMODATION**

Teams at all levels will stay in hotels. A list of local accommodation and rates should be prepared for distribution.

### **15. HOST INFORMATION PACKAGES**

Please take the time to develop a Host package that will provide a great representation of your city/town. This is your time to shine! The host package should be sent to the BC Hockey office by January 1, 2023 and should include the following in this order:

- BC Hockey approved title page including:
  - Division (eg. U13 Tier 4)
  - Date of event
  - Host Association and team
  - MHA logo
  - BC Hockey Mission Statement - "Lead, Develop and Promote Positive Lifelong Hockey Experiences"
- Table of contents
- Contact information – such as:
  - Host Association



- Organization or Planning Committee
- BC Hockey Representative
- General Championship Info
  - Exact dates of Championships
  - Banquet info (Where, When) – Banquet is optional
  - Coaches meeting (Where, When)
  - Opening and Closing Ceremonies
  - Rinks (addresses)
  - Any other important info
- Introduction (short summary and history) to the host town/city
- Map of the area listing major locations (rinks, hotels, sport stores, restaurants, etc...)
- Accommodations (offer as many as possible with rates and addresses)
- Rink(s) – a picture of the rink and a small write up
- List the following with specific information such as addresses:
  - Restaurants
  - Medical Facilities
  - Sport stores (skate sharpening locations)
  - Historic sites – optional
  - Recreation centres – optional
  - Movie theatres
  - Special events
- Transportation Information – Buses, Ferries, Highway conditions/closures, taxi services, tourism services
- Local BC Hockey approved Apparel info – optional

Please be sure that your Championship Host package is complete before it is sent to the BC Hockey office. Please do not include loose items such as pamphlets, business cards, etc. All information should be included within the pages of package itself. The package is scanned at the BC Hockey office and put up on the BC Hockey Championship webpage as a link.

If changes are needed to your championship host package, please contact the BC Hockey office with the updated information. Please remember that all of the teams, parents, spectators, scouts, etc. are counting on this information.

### 16. COACH / MANAGERS MEETING

A Coach/Managers Meeting is to be held on the evening prior to the tournaments start. Teams will be advised of time and location well in advance, as attendance at this meeting is **mandatory** for all teams. Where possible, on ice officials should be included in this meeting.

An informational package should be handed out to the team managers, which includes tournament information.

- Dressing room assignments
- Skate sharpening information
- Medical facilities in and around the arena
- Opening and closing ceremonies
- Sporting stores etc
- Any other pertinent information



### 17. GOALTENDER RELIEF

A replacement goaltender is to be provided by the Host team. The name of the goaltender is to be forwarded to the BC Hockey 30 days prior to the tournament. The spare goaltender cannot be used unless a team's goaltender has been suspended or has been injured/ill in which case a doctor's letter confirming the injured goaltender cannot return to play will be required. The replacement goaltender will not be dressed or sitting on the bench unless (s)he is substituting for an injured or suspended goaltender.

It is strongly recommended that the replacement goaltender be treated as one of the host association's roster players during team activities so that he feels part of the event.

### 18. BC HOCKEY APPAREL

Host Committees are able to access apparel through the BC Hockey supplier. The pricing and options available are set through BC Hockey. Information will be provided to each Host Committee from the supplier.

### 19. CROWD CONTROL

- Discuss message of dealing with crowd control. Ex: taunting, name calling, etc.

### 20. BC HOCKEY REPRESENTATIVE

The BC Hockey Representative must have access to Internet. There should be a heated room provided which would act as a "command center" that is accessible to Committee Staff, and participating team coaching staff only.

The BC Hockey Representative will be responsible for all discipline during the championships, interpretation of the BC Hockey/Hockey Canada rules and regulations, and the teams' final standings at the conclusion of the Championship. His/her decision in these matters will be final.

All appeals shall be submitted to the Representative for review.

The BC Hockey Representative and the Host Committee Chair will meet prior to the start of the Championship to discuss the following items:

- Responsibilities
- BC Hockey Representative Expenses
  - Accommodation
  - Mileage
  - Per-Diem (as per BC Hockey per diem policy)



### EXPENSE PAYMENT PROCESS

BC Hockey Championship Policy 8.0 sets out that the Host Committee is responsible for the expenses of the BC Hockey Representative associated with attending the Championship. As such, the following process shall be conducted following the event to ensure these expenses are paid in a timely manner.

1. The BC Hockey Representative will submit hotel receipt, total mileage and number of meals eaten incurred during the Championships to the BC Hockey office.
2. Upon receipt of these expenses, BC Hockey shall submit an invoice to the Host minor hockey association outlining the owed expenses:
  - Travel - \$0.59/km
  - Meals:
    - i. Breakfast - \$23
    - ii. Lunch - \$23
    - iii. Dinner - \$23
  - Accommodation - expense will only be incurred if accommodation is used by the BC Hockey Representative

Please note that the Host Committee will be responsible to cover the travel cost of the Referee Committee Member. If the Member is from outside of the Host District, BC Hockey will pay the travel expenses.

### 21. BC HOCKEY APPROVAL ITEMS & FINAL REPORT

- a. Draw Changes
- b. Schedule
- c. Logo Use
- d. Advertising
- e. Special Events
- f. Fund Raisers
- g. Gate Changes
- h. Final Report