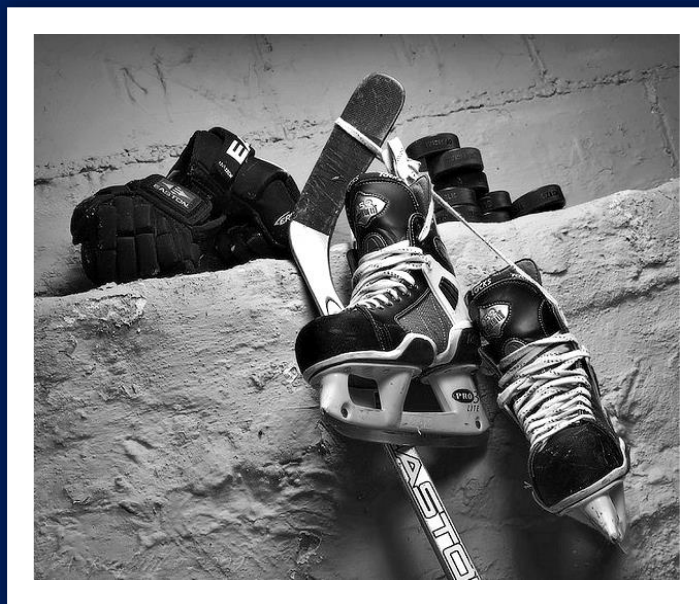


# How to Host a Hockey Tournament

A Guide for Southwest Hockey Teams

Provided by  
Southwest Hockey Association



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## **IMPORTANT**

*Any discrepancies between this guide and any of the following documents, such as, but not limited to; Hockey Calgary Rules/Regulations, Hockey Alberta Rules/Regulations, SWH Bylaws or the SWH Policy and Procedures, those documents will take precedence accordingly.*

*Discrepancies should be brought to the Ice Scheduler’s attention promptly.*

*This guide is meant to serve as a general reference when it comes to tournaments. All responsibilities and expectations of hosting a tournament fall to the host team.*

*All Rules and Regulations, for hosting a tournament must be followed.*

*If AFTER reviewing this document you have further questions, please contact the Ice Scheduler at: [ice@southwesthockey.ca](mailto:ice@southwesthockey.ca)*

**ALL PACKAGES ISSUED MUST BE USED FOR A TOURNAMENT BY THE TEAM GRANTED THE PACKAGE, UNLESS OTHERWISE AGREED TO BY SOUTHWEST HOCKEY.**

**ICE TIMES MAY NOT BE SOLD OR TRADED TO ANY OTHER GROUP, PERIOD; UNLESS OTHERWISE APPROVED BY SOUTHWEST HOCKEY**

## 1.0 GENERAL

For the 2023/2024 season, SW Hockey will offer a limited number of Tournament Packages during the Seasonal Break and Winter Break; for teams wishing to host a tournament. Depending on ice availability, a Tournament Package may be available in March. Contact the Ice Scheduler to inquire.

Tournament Packages have been identified for: U7, U9, U11, U13, U15 and U18.

**TO REQUEST A PACKAGE:** Team Managers are to email: [ice@southwesthockey.ca](mailto:ice@southwesthockey.ca)

## 2.0 2023 – 2024 → PACKAGE REQUEST TIMELINE

DATE	TASK
SEP 1	Tournament Packages <b>are available by this date</b> for review.
SEP 25	<b>Can begin requesting Tournament Packages</b>
OCT 5	<b>Teams to receive notification from the Ice Scheduler with regards to status of request.</b>
OCT 12	<b>DEADLINE – Hockey Calgary</b> to request to host an in-town Seasonal Break Tournament. <ul style="list-style-type: none"><li>▪ Approvals are determined by Hockey Calgary.</li></ul>
OCT 13	<b>Team Managers MUST enter their tournament dates into OCI</b> to ensure practices are not scheduled during the same time as the team tournament.
OCT 16	<b>Teams will be invoiced accordingly for their Tournament Package</b>
OCT 31	<b>Tournament Fee is Due</b> for the Seasonal Break Packages. <ul style="list-style-type: none"><li>▪ If payment is not submitted, teams <i>MAY</i> lose their Tournament Package and an alternate team <i>MAY</i> be contacted.</li></ul>
NOV 12	<b>DEADLINE – Hockey Calgary</b> to request to host an in-town Winter Break Tournament.
NOV 30	<b>Tournament Fee is due</b> for the Winter Break Packages. <ul style="list-style-type: none"><li>▪ If payment is not submitted, teams <i>MAY</i> lose their Tournament Package and an alternate team <i>MAY</i> be contacted.</li></ul>

## 3.0 RETURNING A TOURNAMENT PACKAGE

As a general guide, Tournament Packages **are non-refundable**.

However, if your team is looking to return its Tournament Package, the Team Manager **MUST** contact the Ice Scheduler **IMMEDIATELY** at: [ice@southwesthockey.ca](mailto:ice@southwesthockey.ca) to review the options.

The situation presented by the Team Manager will be dealt with on a case-by-case basis with guidance from the Executive as needed.

## 4.0 FACILITY PROTOCOLS

There are expectations from ALL members of SW Hockey, and invited teams, that they will **RESPECT** and **ADHERE** to all protocols and general rules of the facility, as well as their staff.

The host team is ultimately responsible for the behaviour of their team, the invited teams and parents / spectators etc.

In the event of any incidents, the following people must be notified immediately:

- Vice President On-Ice: [vpon-ice@southwesthockey.ca](mailto:vpon-ice@southwesthockey.ca)
- Director of Coaches: [coaches@southwesthockey.ca](mailto:coaches@southwesthockey.ca)
- Ice Scheduler: [ice@southwesthockey.ca](mailto:ice@southwesthockey.ca)

**Let's take PRIDE, and leave the space in BETTER conditions than upon arrival!**

## 5.0 AVAILABLE TOURNAMENT PACKAGES

Team Managers can contact the Ice Scheduler for Tournament Package pricing: [ice@southwesthockey.ca](mailto:ice@southwesthockey.ca)

### Tournament Package #1

Date	DOW	Start	End	Duration	Arena	Applicable Divisions
20-Nov	MON	7:00 PM	8:15 PM	75	Cardel Rec South 1	U13 - U18
20-Nov	MON	8:30 PM	9:45 PM	75	Cardel Rec South 1	
21-Nov	TUE	7:00 PM	8:15 PM	75	Cardel Rec South 1	
21-Nov	TUE	8:30 PM	9:45 PM	75	Cardel Rec South 1	
22-Nov	WED	5:45 PM	7:00 PM	75	Seven Chiefs - Rink 1	
22-Nov	WED	7:15 PM	8:30 PM	75	Seven Chiefs - Rink 1	
23-Nov	THU	6:00 PM	7:15 PM	75	Seven Chiefs - Rink 2	
23-Nov	THU	7:30 PM	8:45 PM	75	Seven Chiefs - Rink 2	

### Tournament Package #2

Date	DOW	Start	End	Duration	Arena	Applicable Divisions
24-Nov	FRI	5:00 PM	6:00 PM	60	Oakridge	U7 SR  (Maybe U9 NOTE: No Rink Boards)
24-Nov	FRI	6:15 PM	7:15 PM	60	Oakridge	
25-Nov	SAT	9:30 AM	10:30 AM	60	Oakridge	
25-Nov	SAT	10:45 AM	11:45 AM	60	Oakridge	
25-Nov	SAT	1:15 PM	2:15 PM	60	Oakridge	
25-Nov	SAT	2:30 PM	3:30 PM	60	Oakridge	
26-Nov	SUN	9:30 AM	10:30 AM	60	Oakridge	
26-Nov	SUN	10:45 AM	11:45 AM	60	Oakridge	

### Tournament Package #3

Date	DOW	Start	End	Duration	Arena	Applicable Divisions
24-Nov	FRI	5:45 PM	7:00 PM	75	Cardel Rec South 4	U11 - U18
24-Nov	FRI	7:15 PM	8:30 PM	75	Cardel Rec South 4	
25-Nov	SAT	11:30 AM	12:45 PM	75	Cardel Rec South 1	
25-Nov	SAT	1:00 PM	2:15 PM	75	Cardel Rec South 1	
25-Nov	SAT	5:30 PM	6:45 PM	75	Cardel Rec South 1	
25-Nov	SAT	7:00 PM	8:15 PM	75	Cardel Rec South 1	
26-Nov	SUN	2:15 PM	3:30 PM	75	Cardel Rec South 1	
26-Nov	SUN	3:45 PM	5:00 PM	75	Cardel Rec South 1	

### Tournament Package #4

Date	DOW	Start	End	Duration	Arena	Applicable Divisions
02-Dec	SAT	8:15 AM	9:15 AM	60	Oakridge	U7 / U9  (Maybe U9 NOTE: No Rink Boards)
02-Dec	SAT	9:30 AM	10:30 AM	60	Oakridge	
02-Dec	SAT	1:15 PM	2:15 PM	60	Oakridge	
02-Dec	SAT	2:30 PM	3:30 PM	60	Oakridge	
03-Dec	SUN	8:00 AM	9:00 AM	60	Cardel Rec South 1	
03-Dec	SUN	9:15 AM	10:15 AM	60	Cardel Rec South 1	
03-Dec	SUN	11:45 AM	12:45 PM	60	Cardel Rec South 1	
03-Dec	SUN	1:00 PM	2:00 PM	60	Cardel Rec South 1	

### Tournament Package #5

Date	DOW	Start	End	Duration	Arena	Applicable Divisions
01-Dec	FRI	5:45 PM	7:00 PM	75	Cardel Rec South 4	U11 - U18
01-Dec	FRI	7:15 PM	8:30 PM	75	Cardel Rec South 4	
02-Dec	SAT	10:00 AM	11:15 AM	75	Cardel Rec South 1	
02-Dec	SAT	11:30 AM	12:45 PM	75	Cardel Rec South 1	
02-Dec	SAT	4:00 PM	5:15 PM	75	Cardel Rec South 1	
02-Dec	SAT	5:30 PM	6:45 PM	75	Cardel Rec South 1	
03-Dec	SUN	2:15 PM	3:30 PM	75	Cardel Rec South 1	
03-Dec	SUN	3:45 PM	5:00 PM	75	Cardel Rec South 1	

### Tournament Package #6

Date	DOW	Start	End	Duration	Arena	Applicable Divisions
01-Dec	FRI	7:00 PM	8:15 PM	75	Cardel Rec South 1	U13 - U18
01-Dec	FRI	8:30 PM	9:45 PM	75	Cardel Rec South 1	
02-Dec	SAT	1:00 PM	2:15 PM	75	Cardel Rec South 1	
02-Dec	SAT	2:30 PM	3:45 PM	75	Cardel Rec South 1	
02-Dec	SAT	7:00 PM	8:15 PM	75	Cardel Rec South 1	
02-Dec	SAT	8:30 PM	9:45 PM	75	Cardel Rec South 1	
03-Dec	SUN	5:15 PM	6:30 PM	75	Cardel Rec South 1	
03-Dec	SUN	6:45 PM	8:00 PM	75	Cardel Rec South 1	

### Tournament Package #7

Date	DOW	Start	End	Duration	Arena	Applicable Divisions
28-Dec	THU	5:45 PM	7:00 PM	75	Cardel Rec South 1	U11 - U18
28-Dec	THU	7:15 PM	8:30 PM	75	Cardel Rec South 1	
29-Dec	FRI	5:45 PM	7:00 PM	75	Cardel Rec South 4	
29-Dec	FRI	7:15 PM	8:30 PM	75	Cardel Rec South 4	
30-Dec	SAT	11:30 AM	12:45 PM	75	Cardel Rec South 1	
30-Dec	SAT	1:00 PM	2:15 PM	75	Cardel Rec South 1	
30-Dec	SAT	5:30 PM	6:45 PM	75	Cardel Rec South 1	
30-Dec	SAT	7:00 PM	8:15 PM	75	Cardel Rec South 1	

## 6.0 GENERAL OVERVIEW - HOW TO HOST A TOURNAMENT

- ✓ **Establish who the Team Tournament Coordinator will be.** This position is Volunteer Bond eligible, although any further “sub-committee” level positions with regards to tournaments, are not.
- ✓ **Book/secure ice.** This can be done by requesting a SWH Tournament Package, checking the Hockey Calgary website, or the Tournament Coordinator can contact arenas in/outside of Calgary.
- ✓ **Compile a tournament budget.** This would include items such as; awards, giveaways (loot bags), medals, cost of program printing, etc. This should be reviewed with the Manager & Head Coach.
- ✓ **Set tournament entry fee.** Once the tournament budget has been compiled. This can either be a ‘break-even’ / ‘no-frills’ type of event, or a team fundraising event.
- ✓ **Apply for Tournament Sanction through Hockey Calgary website. Know these deadlines!**
- ✓ **Review the process to ensure Referees are scheduled** for your Tournament. This process is found via the Hockey Calgary website / Tournament Process.
- ✓ **Enlist volunteers from your team.** This should be a **TEAM** supported event! Everyone should be helping out in some way! Volunteers to cover shifts; regardless if your team is playing.
- ✓ **Confirm the tournament rules with the Head Coach.** Ensure rules are in the program and are sent to each team in the pre-tournament package. **There an be NO overtime added to the ice times.** Ice permits/contracts cannot be extended and **MUST** remain as booked.
- ✓ **Invite and confirm teams.** Also include deadline to submit their registration payment to the team.
- ✓ **Program design and print:** Welcome Letter, address/map of rink locations, schedule, team rosters, team logos, rules & point system, ads, etc.
- ✓ **Organize Silent Auction, or Raffle Table. There could be other options as well. (Optional).**
  - **Ensure AGLC licensing is completed,** if required. Links are available on the SW website.
    - Teams are **NOT** permitted to use the SW Hockey Association AGLC License #.
- ✓ **Timekeepers, Scorekeepers, and Penalty Box Volunteers**
  - Make sure volunteers know game lengths and know the Tournament Rules. Have this posted in the time / score box for quick reference. Remove at the end of the day, and replace prior to the first game on the next day.
  - **Score Keeping, Time Keeping and Penalty Box positions (responsibilities) are according to Hockey Calgary Rules & Regulations.**
- ✓ **Organize Music,** and ensure cords are on hand.
- ✓ **Prep game sheets in advance.** Have extra pens. Request that your invited teams provide you with game roster labels upon check-in.
- ✓ **Paying for the Referees.** Central Region Referee Committee (CRRC) will invoice your team in advance of the tournament → **which MUST be paid PRIOR to the first game.**
  - However, they may require the Association to pay; then teams must reimburse the Association.
  - **Instructions should be included in your approved Tournament Sanction. Do NOT pay the Referees directly** for tournament games. They are paid through CRRC. Keep the SWH Administrator updated on your Referee invoice.

- ✓ **Organize someone to present Heart n' Hustle / MVP awards.** How will they be chosen? Ensure this process is included in the Welcome Package. *(Optional)*.
- ✓ **Through the sanctioning process.** Your tournament can be posted on the Hockey Calgary and Hockey Alberta websites. Contact the Administrator for assistance with this.
- ✓ **Send your tournament schedule to [ice@southwesthockey.ca](mailto:ice@southwesthockey.ca) so it can be posted to the Reader Board.**
  - Be sure to note which teams are playing at each time. This will then be sent to the arena, who would assign the dressing rooms.
- ✓ **Ensure there is a 'female dressing room'** available in the event one is needed.
- ✓ **Ensure you have met ALL of your Hockey Calgary requirements when it comes to submitting paperwork prior to AND FOLLOWING your tournament.**
- ✓ **HAVE FUN!**

## 7.0 TOURNAMENT HOSTING – HOCKEY CALGARY REVIEW

*As provided by Hockey Calgary, it's **HIGHLY recommended** that you review each of the following questions to ensure that all requirements are met. **Teams who do NOT follow procedures, could have sanctions placed against the team by Hockey Calgary and/or the Association.***

To ensure the most up to date information is available for the following questions, visit the Hockey Calgary website at: <https://www.hockeycalgary.ca/operations/hosting-a-tournament>

**These are some of the common questions covered on the HCAL website:**

1. WHAT ARE MY RESPONSIBILITIES AS A TOURNAMENT ORGANIZER?
2. WHAT IS A TOURNAMENT?
3. WHY DO I NEED A SANCTION?
4. IS THERE A FEE FOR A TOURNAMENT SANCTION?
5. IS THERE A DEADLINE FOR REQUESTING A TOURNAMENT SANCTION?
6. ARE TEAMS FROM OUTSIDE OF CALGARY PERMITTED TO ATTEND?
7. CAN I HOST A TOURNAMENT OUTSIDE OF CALGARY?
8. WHEN CAN I HAVE A TOURNAMENT?
9. WHAT ARE THE GUIDELINES FOR SCHEDULING GAMES?
10. HOW ARE REFEREES AND LINESMAN ASSIGNED?
11. HOW DO I REQUEST A TOURNAMENT SANCTION?
12. WILL MY TOURNAMENT APPEAR ON THE HOCKEY ALBERTA WEBSITE?

## 8.0 CONSIDERATIONS WHEN ORGANIZING A TOURNAMENT

In an effort to provide some further insight to teams who are hosting, the following information is provided by Southwest Hockey, for additional consideration when hosting (as a general reference only).

### 8.1 **WHAT DO I NEED FOR VOLUNTEERS?**

Running a tournament requires **many** volunteers from the **host** team to be involved. Identify tasks and assign the parents, players and/or additional family members as soon as possible, to allow time to arrange childcare and organize their schedule.



Suggested responsibilities may include:

1. **Host / Hostess**

- a. Assigned **for each day** of your tournament.
- b. Greet invited teams. Provide a Welcome Package, hand out dressing room keys, collect team roster stickers
- c. At the end of each game, ensure dressing rooms have been left clean. If teams are not tidying up before they leave – advise that teams’ Head Coach of the expectations.
- d. Update the scoreboard (win, loss, tie), along with points awarded. Post the scoreboard in a visible (& approved area) of the arena.
- e. Sample scoreboard is:

TEAMS	SW ATOM 5	BOW RIVER 5	MAVERICKS 5	SAINTS 5	TOTAL POINTS
SW ATOM 5					
BOW RIVER 5					
MAVERICKS 5					
SAINTS 5					

2. **Loot Bags, Drinks, Etc. (Optional)**

- a. This volunteer ensures that loot bags, snacks, drinks are handed out to teams in a timely manner, and as determined by the Team Tournament Coordinator.
- b. Check with members on your team, for any ‘connections’; regarding food/drink donations to the tournament.

3. **Score Keepers, Time Keepers & Penalty Box**

- a. The responsibility of Score Keeping, Time Keeping and Penalty Box positions are as per the Hockey Calgary Rules & Regulations.

4. **Music Coordinator**

- a. Confirm that cords are available.
- b. **Ensure the playlist IS APPROPRIATE, and that the ‘explicit’ version is NOT used!**
- c. Have a playlist already created, and have this role scheduled for consistency; unless there is a volunteer from the host team willing to take this on and provide the music for all games.
- d. As an option, and if time permits – you could add the playing of O’Canada to the first game that each team plays.

5. **Raffle Organizer (Optional)**

- a. If Raffle or fundraising is being conducted during the tournament, **the Team Manager & Team Treasurer should be involved to ensure all licensing is followed and that rules are adhered to according to AGLC stipulations**, as well as the SWH Policies & Procedures.
- b. Ultimately it is the Team Manager & Team Treasurer’s responsibility to ensure ALL financial requirements and reporting are done.

- c. Further licensing information can be found on the AGLC website: [www.aglc.ca](http://www.aglc.ca) or via the SW Hockey website at: <https://www.southwesthockey.ca/fundraising/>
- i. Teams are **NOT** permitted to use the Southwest Hockey AGLC License number.

## 6. Program Organizer

- a. Teams can create and provide programs for their tournament. Sometimes these are used as advertising opportunities as well, for companies whereby they pay a fee to have their logo added to your program.
- b. Hockey Calgary can also provide printing of programs. Reach out to them directly.

## 8.2 WHAT DO I NEED FOR ICE / GAME SCHEDULING?

Securing ice is the responsibility of the hosting team. If SWH does not have ice available, teams will need to search for ice on their own by contacting arenas directly.

When securing ice; **ensure the ice times fall within the appropriate ‘curfew times’ for your specific age group**, and that they are not too late.

For a typical 4-team ‘round robin’ tournament format, you need to secure a total of eight (8) ice times. **Please refer to the chart below → as an example:**

DIV	GAME	HOME		VISITOR	ARENA	DATE	START	END
B	1	B1	vs.	B2	CRS4	NOV 25	5:45 PM	7:00 PM
B	2	B3	vs.	B4	CRS4	NOV 25	7:15 PM	8:30 PM
B	3	B3	vs.	B1	CRS1	NOV 26	10:00 AM	11:15 AM
B	4	B4	vs.	B2	CRS1	NOV 26	11:30 AM	12:45 PM
B	5	B2	vs.	B3	CRS4	NOV 26	2:30 PM	3:45 PM
B	6	B4	vs.	B1	CRS4	NOV 26	4:00 PM	5:15 PM
B	7	3 <sup>rd</sup> in Round Robin	vs.	4 <sup>th</sup> in Round Robin	CRS1	NOV 27	11:00 AM	12:15 PM
B	8	1 <sup>st</sup> in Round Robin	vs.	2 <sup>nd</sup> in Round Robin	CRS1	NOV 27	12:30 PM	1:45 PM

## 8.3 WHAT ARE THE CONSIDERATIONS FOR THE ENTRY FEE?

The tournament entry fee should cover the expenses of the tournament, in order to minimize any cost to the host team.

Expenses when hosting a tournament can include, but not limited to: Ice, Referees, Snacks & Drinks, Heart/Hustle (MVP), Medals, and any other S.W.A.G (Stuff We All Get).

Be sure to create/establish the tournament budget **BEFORE** setting the entry fee. A sample budget has been provided below; as a reference.

**NOTE:** *SW TEAMS are responsible for all costs associated with hosting the tournament.*

If your team is going to host a “bare bones” tournament, then ensure the invited teams are advised of this, to avoid disappointment by the invited teams when they arrive.



## 8.4 WHAT DO WE BUDGET FOR?

A sample budget sheet has been provided, as a reference only. It is suggested that the Team Treasurer be involved when creating the tournament budget.

Be sure to track all revenue and expenditures, including any AGLC licensing.

Revenue	
Team Entry Fee (3 x \$1800)	\$ 5,400.00
Program Advertising	\$ 500.00
Donation(s)	\$ 300.00
Silent Auction Table	\$ 500.00
Raffle 50/50 (host team's share)	\$ 500.00
Cash Call to create Silent Auction Baskets (16 families x \$20 per)	\$ 320.00
<b>Total Revenue</b>	<b>\$ 7,520.00</b>
Expenses	
Ice Cost (varies by arena)	\$ 2,200.00
Referees (varies by age group)	\$ 600.00
SWAG (72 players @ \$15 per)	\$ 1,080.00
Snack & Drink (\$1.50 per player x 4 games)	\$ 432.00
Programs (10 pages @ \$0.50 per page, 75 programs)	\$ 375.00
Medals, MVP	\$ 720.00
Misc.	\$ 100.00
<b>Total Expenses</b>	<b>\$ 5,507.00</b>
<b>Potential Profit</b>	<b>\$ 2,013.00</b>

## 8.5 INVITING TEAMS, OF SIMILAR SKILL

When it comes to Calgary teams, Coaches will typically have a good idea how the compatibility may be, and teams can invite those teams accordingly.

A 'top' team from the Division below, or the 'bottom' team from the division above, could also potentially compete with the teams in your tournament.

**Your Head Coach MUST be included when determining the teams that will be invited to your tournament.**

## 8.6 SELECTION PROCESS – OUT OF TOWN TEAMS

The selection process is an important part of hosting a tournament. When hosting, having competitive teams; makes for a more enjoyable experience overall, for everyone involved.

Some thoughts to consider, when considering out of town teams:

1. How many of the players are 1<sup>st</sup> year and 2<sup>nd</sup> year, in comparison to other teams in the tournament?
2. How many skaters & goalies are on the team?
3. Ask the team if they played in any other tournaments that consisted of Calgary teams. If so, what were the results?
4. Did they participate in any exhibition games, that included other Calgary teams? If so, what were the results?

**Your Head Coach MUST be included when determining the teams that will be invited to your tournament**

## 8.7 OFFICIAL TEAM ROSTERS

Teams must provide (have on hand), a copy of their Official Team Roster.

**NOTE:** This is **NOT** the score sheet sticker label. The Official Team Roster comes from Hockey Canada, via our Registrar. This is a sample, for reference:

HOCKEY CALGARY		Team: Shaw Meadows Atom #		Status: Pending		Playoffs: No		Tournament Number: 2012		Season: 2012		Print Date: 11-10-2012		Team ID: 1030731	
League: SHAW MEADOWS Atom		Division: Atom		Conference: -		Class: Non Provincial		Type: Standard		Tournament Number: 2012		Season: 2012		Print Date: 11-10-2012	
Category: # (also referred to as the 'Division')															
<b>PLAYERS</b>															
TEAM: Shaw Meadows Atom # (1234567*)															
NO	LAST NAME	FIRST NAME	SEX	DOB (dd-mm-yyyy)	HOCKEY ID	POSITION	RELEASED	STATUS							
	DOE	JOHNNY	Male			GOALTENDER									
Qualification: - *Respect in Sport/Parent: HC3-42-####															
	SMITH	RUDY	Male	30-04-2002	14000006442	PLAYER									
Qualification: - *Respect in Sport/Parent: HC3-42-####															
TOTAL PLAYERS: 17															
<b>TEAM OFFICIALS (COACHES)</b>															
TEAM: Shaw Meadows Atom # (1234567*)															
NO	LAST NAME	FIRST NAME	SEX	DOB (dd-mm-yyyy)	HOCKEY ID	POSITION	RELEASED	STATUS							
	DOE	DAD	Male			ASSISTANT									
Qualification: - *Coach - Coach Level/Certified: - *HCSP Level 1/Certified/HCSP-111: - *Respect in Sport/Passed: HC-2Y-####															
	SMITH	DAD	Male			COACH									
Qualification: - COACH(IN): - COACH(CSG): - SPEAK OUT(-)															
			Male												
TOTAL TEAM OFFICIALS: 5															

## 8.8 MEDALS & AWARDS

Looking for supplier options? Contact our Director of Branding: [branding@southwesthockey.ca](mailto:branding@southwesthockey.ca)

**NOTE:** The Southwest Hockey logo is **NOT** to be used, without **PRIOR** approval from the Southwest Director of Branding. Please contact [branding@southwesthockey.ca](mailto:branding@southwesthockey.ca)

## 8.9 TOURNAMENT PROGRAMS

The Tournament Coordinator should oversee the collection of all the team rosters, team logos, ads and schedule. They would review the program layout, submit to a printer, and arrange program pick up, from the printers. They could ask another parent on the team to help them with this task.

It would also be recommended to confirming the timeline, and a quote from the printing company, to ensure the team can meet the deadlines & the pricing is reasonable.

Hockey Calgary may offer a printing option. Check out their website to confirm.

## 8.10 DONATIONS / SPONSORSHIP

If teams are collecting donations and/or sponsorships for the tournament program or for any other part of the tournament, **Southwest Hockey is a Not-for-Profit, not a Charitable Organization and therefore can NOT issue tax receipts.** Teams can however issue an acknowledgment / thank you note to the company. If you require further information about this, please contact our Treasurer at: [treasurer@southwesthockey.ca](mailto:treasurer@southwesthockey.ca)

## 8.11 GAME SHEETS

All game information must be recorded on the game sheet, and **MUST** be entered in to Hockey Calgary via their website, **within 24 hours**; as per their policy. Any suspensions **MUST also be reported immediately to your Hockey Calgary League Chair.**

If you need game sheets for your tournament, contact the Administrator at: [admin@southwesthockey.ca](mailto:admin@southwesthockey.ca) The game sheets are \$0.50 each.

Here is a sample game sheet, which can also be found on the website, under the Resource tab:

## 8.12 TIME KEEPERS, SCORE KEEPERS & PENALTY BOX

Have a volunteer from your team, create a schedule and assign accordingly.

It is recommended to fill out each game sheet in advance and have them ready to go at your “information/welcome table”.

Ensure you have the link for the current Hockey Calgary Rule book in the event of discrepancies. This can be found at this link: <https://www.hockeycalgary.ca/resources/regulations-and-bylaws>



## 10.0 ACCEPTANCE LETTER - **SAMPLE**

### Southwest U11 SW 5 Blue – “For all the Glory Hockey Tournament”

November 24 to November 26, 2023

On behalf of the SW U11 5 Blue team, we would like to take this opportunity to thank your team for participating in our 2023 November Tournament.

The event will be held between November 24<sup>th</sup> to November 26<sup>th</sup>. Four (4) U11 teams will be participating in Division 5, based on Hockey Calgary guidelines.

Games will be played at the XXX (*\*insert arena*). Here is the address: XXX

Each team is guaranteed four (4) games, including finals. All participants will receive XXX, as well as XXX (*\*insert snacks/refreshments etc.*) and a program commemorating the event.

Fees: \$ XXX will be payable to “U11 SW 5 Blue”. No post-dated cheques will be accepted. Your cheque must be received by our Team Tournament Coordinator, no later than October XX, 2023.

Items to include with your fee are: Official Team Roster, team logo (JPEG format), and game sheet stickers. Ensure you carry your Official Team Roster with you through the duration of the tournament.

Southwest Hockey Team Tournament Contact is:

Name: XXX XXXX:

Email: [XXX@gmail.com](mailto:XXX@gmail.com)

Cell: XX-XXX-XXXX

Address: XXX (*for cheque submission*)

### Tournament Schedule – **SAMPLE**

FOR ALL THE GLORY' - HOCKEY TOURNAMENT - DIVISION 5							
Game#	Home		Visitor	Arena	Date	Start	End
1	SW U11 5 Blue	vs.	Canmore	Cardel Rec 1	Fri. Nov 25	6:00 PM	7:15 PM
2	Okotoks	vs.	Springbank	Cardel Rec 1	Fri. Nov 25	7:30 PM	8:45 PM
3	Okotoks	vs.	SW U11 5 Blue	Cardel Rec 3	Sat. Nov 26	11:00 AM	12:15 PM
4	Springbank	vs.	Canmore	Cardel Rec 3	Sat. Nov 26	12:30 PM	1:45 PM
5	Canmore	vs.	Okotoks	Cardel Rec 1	Sat. Nov 26	4:00 PM	5:15 PM
6	Springbank	vs.	SW U11 5 Blue	Cardel Rec 1	Sat. Nov 26	5:30 PM	6:45 PM
7	3rd in Round Robin	vs.	4th in Round Robin	Cardel Rec 1	Sun. Nov 27	1:00 PM	2:15 PM
8	1st in Round Robin	vs.	2nd in Round Robin	Cardel Rec 1	Sun. Nov 27	2:30 PM	3:45 PM

## 11.0 TOURNAMENT RULES - **SAMPLE**

### Regulations:

- All games will be played in accordance with the Rules and Regulations; set forth by Hockey Calgary. Here is the link: [Hockey Calgary Rules & Regulations](#) In the event the link does not open, you can find the Rules and Regulations on the Hockey Calgary website at: [www.hockeycalgary.ca](http://www.hockeycalgary.ca) under the 'Operations tab.
- The Referee's decision is final.
- Each team will supply a Time Keeper and a Score Keeper

### Tournament Format & Points:

All teams are guaranteed 3 Round Robin games. During Round Robin play, teams will receive 2 points for a win, 1 point for a tie and 0 for a loss. There will be a final for first and second placed teams and third and fourth placed teams; after Round Robin play.

### Tournament Finals:

- **1<sup>st</sup> Place vs. 2<sup>nd</sup> Place** and then **3<sup>rd</sup> Place vs. 4<sup>th</sup> Place**

### Ties in Standings:

Ties in standings after the Round Robin series are completed; will be broken down as follows:

- **2 Teams Tied**
  - If the teams are tied, then the winner will be decided by the record between the teams.
  - If the teams are still tied, the winner will be decided by goals for minus goals against.
    - The highest 'Goals For' and 'Against Ratio' (GF AR) will be deemed the winner.
    - Formula  $GF - GA = GF\ AR$ 
      - E.g. Team A:  $10\ GF - 6\ GA = 4$
      - Team B:  $8\ GF - 2\ GA = 6$
      - Team B is the winner
  - If the teams are still tied, then the winner will be decided by least amount of penalty minutes.
  - If the teams are still tied, then the winner will be decided by coin toss.
- **3 Teams Tied**
  - Placement of the teams are determined by goals for minus goals against (see above).
  - If still tied, the winner will be decided by the record between the teams.
  - If the teams are still tied, then the winner will be decided by least amount of penalty minutes.
  - If the teams are still tied, the winner will be decided by a coin toss.

### Game Format:

- All games will begin and end at the scheduled time.
- There will be a three-minute warm-up from the schedule start time.
- Any 1.25 hr. games will be: 15, 15, and 15 minutes 'stop time' periods.
- Any 1.00 hr. games will be 13, 13 and 13 minutes 'stop time' periods.

**NOTE:** If a game cannot be completed within the allotted time, **the Time Keeper will notify the Officials when FIVE minutes remain**, and the game clock will be dropped to TWO minutes.



- At the end of the game, the teams will exchange handshakes (or as per Referee instruction), and then line up on the blue line for the presentation of the Heart and Hustle awards.
- **ONLY if time remains on the ice permit**, may teams line up on the blue line for team medal presentations and pictures.
- **If there is no time remaining on the ice permit, teams MUST leave the ice surface, and present medals in the dressing room.** No pictures will be permitted on the ice. No exceptions.

#### Tie Games:

- Tie games will end in a tie except for the Final Games

#### Final Game – Overtime

- The goalie that ends the game will be the goalie for the shootout.
- To commence overtime, each team will provide 3 players to the shoot-out.
- Home team will commence the shoot-out.
- Coaches will select their 3 players at time of the shoot-out. They will submit their 3-player list to the timekeeper's box before the shoot-out begins.
- The team that has the most goals after the 3 players shoot, will be considered the winner.
- If after 3 shooters the game is still tied the coach selects 3 new shooters. It then becomes a sudden death format with each team having the same number of shots.
- **Note: [No repeating shooters at any time until every player has shot]**

#### Game Sheets:

- All game sheets will be provided, and game sheet roster stickers, must be provided by the teams.
- Coaches are to complete and sign the game sheet minimum 15 minutes prior to the game starting in order to pass along to the Time and Score Keepers.
- **White** copy of the game sheet goes to the Tournament Coordinator
- **Yellow** copy of the game sheet goes to the winning team.
- **Pink** copy of the game sheet goes to the losing team.
- The Team Tournament Coordinator, must enter / upload all game sheets into the Hockey Calgary website.

#### Time and Score Keepers:

As with all Hockey Calgary games, **each team MUST** supply one Time Keeper / Penalty Box and one Score Keeper / Penalty Box for each game.

If the penalty boxes are not easily accessible from the time box, it is recommended that teams provide an additional person to 'man' the penalty doors. There is a system that can be set up for music. Efforts will be made to have music in-between whistles. Feel free to announce goals and penalties as they do 'in the Saddledome'.

#### Contacts:

Please note that we will be around the rinks periodically during the tournament. For any questions or concerns with respect to the tournament, please contact:

Southwest Hockey Team Tournament Contact is:

Name: XXX XXXX:

Email: [XXX@gmail.com](mailto:XXX@gmail.com)

Cell: XX-XXX-XXXX

## 12.0 DONATION / SPONSORSHIP LETTER – SAMPLE

*(\*\*Adjust accordingly. You can also contact:  
[fundraising@southwesthockey.ca](mailto:fundraising@southwesthockey.ca) for assistance\*\*)*



Southwest U11 5 Blue

To: Sponsors and Donors

### **Re: For all the Glory - Hockey Tournament**

Volunteer parents in your community are in the process of organizing an U11 Hockey Tournament to be held at XXX and XXX Arenas, Nov. XX – XX, 2023. We are expecting four (4) teams (total XX players) to participate.

Tournament expenses such as food, beverages, ice time, referee fees and awards are anticipated. As organizers, we are hoping to finance the event through tournament entry fees but more importantly, corporate and individual support. We hope that we can count on your contribution to help make this tournament an outstanding experience for the children and our community.

If you or your business would like to contribute to this event, we would appreciate financial support, food items, beverages, services, gifts or gift certificates for the raffle baskets, or promotional items for the kids. Your assistance is greatly appreciated and in return for your contribution you will receive recognition during the event.

#### Sponsorship Recognition:

A black & white (8.5 x 11 inch) Tournament Program will provide your business with an opportunity to advertise. The program is distributed at the start of the tournament to all parents and spectators.

Tournament Program advertisement sizes and costs are as follows:

- Business card ad (3.5" wide x 2" tall) \$50 *(sample pricing – although team can set)*
- 1/4-page ad (4.25" wide x 5.5" tall) \$100 *(sample pricing – although team can set)*
- 1/2-page ad (8.5" wide x 5.5" tall) \$150 *(sample pricing – although team can set)*
- Full page (8.5" wide x 11" wide) \$300 *(sample pricing – although team can set)*

Ad files should be in JPG or Hi-Res PDF format (preferred). Please ensure that your ads are sized correctly for best results and are submitted to the Team Tournament Coordinator noted below, no later than November XX. Clearly specify the size when you submit your ad to: \_\_\_\_\_.

Your name, or your business name will be noted on the "Tournament Sponsor/Donor Board" which will be displayed in the XXX Arena during the tournament.

If you wish to make a cash donation without advertising or in addition to advertising, an acknowledgement letter can be issued, although tax receipts cannot be issued as we are not a Charitable Organization.

Please confirm your support by November XX so we may finalize our tournament plans and develop the program. If you have questions, please contact the SW U11 5 Blue Team Tournament Coordinator.

We thank you sincerely in advance for your interest and contributions.

Name: XXX XXXX:

Email: [XXX@gmail.com](mailto:XXX@gmail.com)

Cell: XX-XXX-XXXX

## 13.0 **STEP BY STEP – PROCESS GUIDANCE**

These steps are provided, **as a guideline ONLY** of the various tasks to be completed when hosting a tournament. Some timelines are approximate, and some have specific deadlines.

**Due to process changes that CAN happen → It's recommended to FIRST** review the information provided on the Hockey Calgary website, then adjust the steps below, as needed.

1. **Submit Request** to Southwest Hockey (SWH), for a Tournament Package. Or secure ice at another arena.
2. **Pay Tournament Package Fees**, according to the deadline communicated above.
3. **DEADLINE** – Apply for Tournament Sanction / Schedule Window (according to Hockey Calgary posted deadline dates).
  - a. When you receive your sanction request, do NOT send it out to anyone. It contains your Username and Password. Only send out the Sanction # specifically.
4. **SUBMIT “Play in a Tournament”**.
  - a. This is done via the Team Manager login on the HCAL site
5. **DEADLINE Referee Booking**
  - a. Confirm the deadline date that you need to enter your game days, times and arena locations into Hockey Calgary for your tournament.
  - b. This deadline is so that Central Region Referee Committee (CZ) has time to book the Referees. You do **NOT** need to enter the visiting teams right away.
6. **Referee Rates**: Ensure you have included Referee costs in your budget.
  - a. There is also an assigning fee when you book a tournament.
  - b. CZ Rates can be found on the Hockey Alberta site at:  
<https://officials.hockeyalberta.ca/standards/officials-pay-rates/>
  - c. You will receive an invoice that must be paid prior to the tournament. If SWH is invoiced for your tournament, the team must reimburse Southwest Hockey for any assigning fees.
7. **4 – 6 weeks prior**: If you want to order t-shirts, medals, trophies etc. you likely need a minimum of 4-weeks. You can contact [branding@southwesthockey.ca](mailto:branding@southwesthockey.ca) for suggested suppliers who can meet this deadline.
8. **3 weeks prior**: Request out of town teams send you a copy of their Travel Permit.
9. **3 weeks prior**: If the tournament rules were not sent out with the ‘Welcome Letter’, ensure the tournament rules are sent out now. This is a good time to confirm you have the current contact information for each team; in the event of changes, suspensions etc.
10. **DEADLINE**: Confirm with Hockey Calgary when the visiting teams should be entered in to the HCAL website. Refer to guidelines that may be on the Hockey Calgary website.
11. **1 week prior: Send Reader Board Info**. To have teams assigned to dressing rooms, send the tournament schedule to: [ice@southwesthockey.ca](mailto:ice@southwesthockey.ca) (if it's for a SWH Tournament Package). Otherwise, you'll send the information direct to the arena you are hosting the tournament at.
12. **1 week prior**: Prepare Game Sheets. Write up all sheets (except the roster information for the finals – as those are not determined till after the Round Robin play). You can also add roster stickers (if teams sent in advance). It's good to have a couple extra game sheets on hand, in the event of errors.
13. **1 week to 48 hours prior**: Score boards can be done at Staples (or as the team had decided on). Cost varies. It is good to include the schedule on the score board as well. Recommend printing two (2) score boards, as they can become damaged.
14. **1 week prior**: Have the Hockey Calgary League Chair and Governor's contact information on hand. You want this handy in the event of suspensions, or any other problems that arise with the team/parents. Your League Chair/Governor information can be found on the Hockey Calgary website.

15. **1 week prior:** Coach Packages (Welcome Package) should be prepared.
  - a. Usually in this envelope there is a copy of the rules, programs (if the team opted to create), and Welcome Letter, that contains any information that the team should be aware of. Any coupons that may have been sourced, can also be added. This package is handed out upon the teams arrive to their FIRST game. If you have out of town teams, and time permits between their games – you may want to provide “entertainment options”.
16. **Hockey Calgary Rules:** Ensure you have a copy of the Rules & Regulations link This can be found here: <https://www.hockeycalgary.ca/operations/regulations-and-bylaws>
17. **Day of Tournament:** Post score boards. Set up the Welcome Table so that teams have a point of contact. Extra copies of the rules and program can also be kept here. If you are conducting a Silent Auction table (if space permits), you can have these separately – or these can be combined if spacing is tight.
  - a. You MUST also have a copy of the **Tournament Sanction available AT the table, at the tournament at ALL times.**
18. **Prior to Each Game:** Ensure game sheets are signed by the Head Coach. Check the Referee Room about 15-20 minutes prior to game time to ensure you have Referees. If you do NOT have Referees in attendance, Coaches will need to be prepared to go on the ice. Make sure the Time and Score Keepers are in the box 15 minutes prior to puck drop.
19. **After Each Game:** The ‘white’ copy is ALWAYS returned to the Tournament Coordinator. The ‘yellow’ copy goes to the winning team, and the losing team can take a photo, or the pink copy. Use an App scanner; such as Cam Scanner or Turbo Scanner to take a “scan” of the game sheet, because they typically take more clear pics than a phone camera, & then files the game sheet after entering into the Hockey Calgary website.
20. **End of Each Day:** Double check there are no errors on the score boards. It’s a good idea to send out an update at the end of the night.
  - a. Ensure dressing rooms and your ‘welcome table area’ is tidy and all garbage is cleaned up and items are put away accordingly.
  - b. **MOST TIMES** – Arenas will **NOT** typically have a place for storage. Ensure there are alternate clean-up plans each night.
21. **End of the Round Robin:** Tally up all the points and send out the update to the teams, with regards to who placed where, and when they play in the finals.
  - a. **Thanking Teams:** It is always a nice gesture to have someone thank each team for participating at the end of the tournament. This usually comes when medals or whatnot are handed out after the final game.
22. **End of Tournament** → **Typically within 24-hours** of the tournament concluding – send / upload ALL scanned copies of the game sheets into Hockey Calgary.

*Best Wishes for a Successful Tournament!*