

Salmon Arm Minor Hockey Association

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Salmon Arm Minor Hockey Association Tournament Guideline Booklet 2018-19



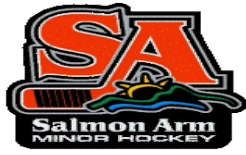
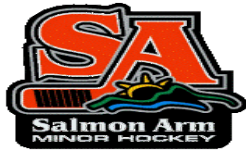


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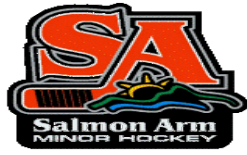
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Note: For samples of tournament rules and schedules, please contact SAMHA administrator at saminorhockey@shaw.ca

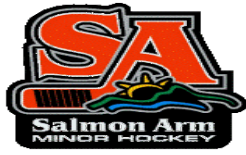


Salmon Arm Minor Hockey Tournaments Planning Timeline

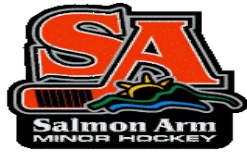
1. Tournament dates are confirmed with Shaw Centre for ice availability.
2. Tournaments and dates are confirmed by SAMHA Board for approval.
3. Tournaments are approved for sanctioning by BC Hockey and posted on both BC Hockey and SAMHA websites.
4. SAMHA Administrator receives entry fees and completed application forms.
5. SAMHA Administrator is notified by the Rep Team or Division Director who the Tournament Coordinator will be. The Tournament Coordinator then needs to select a Tournament Committee.
6. Entries are approved by Administrator, who keeps in contact with the Tournament Coordinator.
7. Administrator notifies the team(s) when accepted and also contacts Prestige Resort to notify them of team contact information.
8. Administrator contacts Shaw Centre Ice Scheduler and obtains confirmed ice times and games.
9. Once tournament is full or registration deadline has passed, the Tournament Coordinator contacts each team to welcome teams to tournament. It is the responsibility of the Tournament Committee to designate the set up the game schedule (draw) for the tournament based on the allotted ice times. If possible, some requests by teams should be accommodated on first day (mostly Fridays), to accommodate busing, travel distance etc.
10. The Tournament Coordinator must request each team submit both their Hockey Canada Roster and a Word format version for tournament program. The MS Word version should be forwarded to Lakeside Printing (susan@lakesideprinting.ca) for completion of the tournament program. Hockey Canada Roster must be forwarded to SAMHA Administrator.
11. Class D Gaming licenses **must** be acquired (**see SAMHA Fundraising Guideline Booklet**) if a raffle table is being held, and if 50/50 is being sold during the tournament.
12. Contact SAMHA Administrator for information on items supplied for the raffle table. Salmon Arm Hockey School (**contact Brooks at Silverback office for hockey school certificate** and raffle tickets) donates a free week of hockey school to each tournament, Tim Hortons assists with coffee basket, and the Prestige Hotel donates a free room gift



certificate and Panago contributes a pizza prize. Tim Horton's baskets are arranged by SAMHA office. Cost of basket is charged to each tournament. Approx. \$35 each.



13. SAMHA Referee Assignor to be notified once game schedule has been completed, so game officiating can be coordinated. assignor@salmonarmminorhockey.com
Assignor's scheduling cost is charged to each tournament. See table.
 14. All team entry fees are held by SAMHA in the respective Tournament account and are distributed by SAMHA to cover the costs of the tournament. The Raffle table is the responsibility of the Tournament Committee to fund and coordinate. An advance of up to \$500 operate the table can be requested.
 15. Tournament Committee **treasurer** will make arrangements with **SAMHA bookkeeper** (bookkeeper@salmonarmminorhockey.com) to obtain cheque to pay for referee costs. Payment is distributed to referees in an envelope at the end of each game. (Please contact SAMHA Referee in Chief for officiating costs for the tournament).
 16. Tournament chair may contact Salmon Arm Silverbacks office for special promotions of tickets for teams who wish to attend any Silverbacks games happening during the Tournament. **(This will be included in tournament package.)**
 17. Once the Tournament is completed, a SAMHA Tournament Financial Report (on website) must be completed and submitted to SAMHA Treasurer.
 18. Once all tournament expenses have been paid and confirmed, SAMHA will issue any remaining funds in the Tournament Account. General expenses that will be taken off the Tournament contra account will include ice fees, ref costs, SAMHA and BC Hockey sanction fees and championship medals where applicable and cost of tournament draw board.
 19. **Fees charged to each tournament hosted by SAMHA:**
 - SAMHA fee: \$500 for 12 teams or under
 - \$300 for 10 teams or under
 - \$250 for 6 teams or underThe above is for administration costs.
 - BC Hockey sanction fee:
 - \$75 for Branch plus gst
 - \$125 for Interbranch plus gst
 - \$175 for International plus gstThese fees will be deducted from your tournament contra account.
- Shaw Centre: Ice Costs (2018-19 rates) \$94.50 per hr plus ice cleans \$23.63.
Rental of restaurant room \$26.00 per hr. Conference Room may not be avail.
No charge for Multipurpose room. (Coaches room)



Arrangement for keys to MPR room and Equipment room can be picked up in advance at SAMHA office.

If there is scheduled Silverback games during the tournament, raffle tables need to be by 5:30 pm if located across from sport shop.

MPR room must also be vacated at this time. Prizes, etc. can be stored in equipment room during this time.

Sicamous Arena: Ice Costs \$94 per hr. including ice cleans.

All rates subject to change.



Tournament Committee Job Descriptions

TOURNAMENT COORDINATOR

Organize Tournament meetings (minimum four weeks prior to tournament). Coordinate with SAMHA Administrator for list of teams registered, ice times, etc.

TOURNAMENT TREASURER

Responsible for a tournament budget, finances, gaming licenses and tournament financial report due no later than 30 days after tournament. Send to SAMHA Treasurer upon completion. **No team or division hosting tournament will receive any contra payment until the tournament financial report is submitted.** Ensure all invoices are paid, account for income from raffle table, 50/50, etc. For more information use the [SAMHA Fundraising Guidelines Booklet](#).

Please contact Deb Petty if you need further information in this area.
bookkeeper@salmonarmminorhockey.com

Note: Here is the link for Class D Gaming License Application
www.gaming.gov.bc.ca/grants/forms-guidelines.htm

TOURNAMENT DRAW AND RULES

Ensure all teams have an opportunity to play on both rinks if possible. Ensure all teams have adequate time of rest between games. Two hours or more is best, if possible. Post tournament rules.

Please see tournament formats attached at end of this document. IMPORTANT

DRAW BOARD

PLEASE CONTACT JODIE AT BRUSHSTROKES (jodie@brushstrokes.ca) AT LEAST TWO WEEKS IN ADVANCE AND INCLUDE SCHEDULE OF TOURNAMENT. SEE TRIPOD DISPLAY LOCATED IN FOYER. THE COST OF THE DRAWBOARD WILL BE CHARGED TO YOUR CONTRA ACCOUNT.

MVP PRIZES, PARTICIPANT AWARDS, CHAMPIONSHIP PRIZES

Suggestions for MVP prizes are medals, photos, toques, towels, hockey pucks, mini hockey sticks, water bottles. For tournament championship game, SAMHA arranges through Champions Engraving gold and silver medals for first and second place winners. Please contact Tracy at 832-7335 for pick up. (championawards@shaw.ca) Approximate price \$250 for 40. **. Reminder no MVP prizes for Initiation and Novice tournaments.**



REFEREE CONTACT

Send schedule to SAMHA Referee Assignor (assignor@salmonarmminorhockey.com)
Once costs are given by assignor, divide money up into envelopes per game for game officials. It is helpful to write amounts, game number and time of each game on envelopes. Timekeepers are to pay referees at the conclusion of each game. Note for additional ref costs for games on Fridays before 5 pm and games before 8:30 am on Saturday and Sundays. **Note: If for any reason, official does not show up for a three man officiating system, please adjust envelope for two man officiating. (pay the cost for two refs)**

CONTACTING TEAMS

Send schedule, tournament rules and any other information visiting teams may need before attending.

TEAM ROSTERS

Format in MS Word or have teams send to you formatted. Send to Lakeside Printing (susan@lakesideprinting.ca) along with Tournament Schedule for printing in the Tournament Program. **All teams are required to send a copy of their Official BC Hockey Roster as well. A letter of permission to attend must accompany HC roster if out of OMAHA jurisdiction.**

VOLUNTEER SCHEDULES

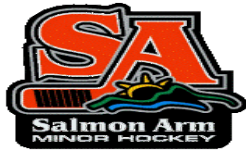
Make up volunteer sheets for Raffle Table, 50/50, Timekeeping and Scorekeeping schedules. Ensure volunteer spots in each area are divided and filled equally amongst the hosting teams. Music and announcers are optional but is always a nice touch to the tournaments.

RAFFLE TABLE

Decide how many baskets will be required for the raffle table items, loonie stick, peel and pay boards, etc. Refer to SAMHA Fundraising Guidelines Booklet for more information on Gaming License Requirements. Raffle Baskets Pricing etc: (i.e. 3 Teams in your division) Each team would make up 3 baskets each worth approximately \$65 and donate to raffle table. Optional baskets are coach basket and player baskets. Remember SAMHA has donated items from Prestige Inn, Panago & Tim Hortons **(\$35)** for the Raffle Table. Raffle tickets can be picked up at Wickett Business Services. 250 832 4484

CLOTHING (OPTIONAL)

Clothing (t-shirts, hats, etc) can be sold during the Tournament, but it is recommended these items are presold. The Tournament Committee can create and decide on logo and design. Contact SAMHA Administrator for information on local suppliers.



COACH'S WELCOME PACKAGE

Packages should include tournament rules, tickets for player's baskets/coaches baskets (if applicable) Silverback tickets contact marketing@silverbacks.com. An introduction letter welcoming the team to Salmon Arm, arena maps, indicating first aid room, emergency exits, etc. Places to eat, **skate sharpening at Maximum Edge Sport Shop** and Pro Active Fitness, local attractions in Salmon Arm (movie schedule, pool schedule), etc. **Include message regarding Yellow/Red card warning for unruly spectators and behaviour expectations at hotels.**

TOURNAMENT PROGRAMS

Pick up tournament programs and inserts (from Lakeside Printing). Insert raffle tickets and hockey school tickets into programs. Do not staple tickets to program, as all unused **programs** can be returned to the printers for a credit. Keep all remaining unsold raffle tickets and return to tournament Treasurer. Keep all filled and unfilled hockey school ticket and return Salmon Arm Hockey School (return tickets to Salmon Arm Silverbacks office). Hockey school tickets must be completed with name, address and phone number.

Reminder that for people purchasing the tournament pkg, the cost is \$20 and includes tournament program, 16 raffle tickets, 1 loonie stick ticket and one hockey school ticket.

TEAM POSTERS, RAFFLE TABLE AND 50/50 SIGNAGE

Make Raffle Table Draw poster, 50/50 draw poster. Attending Team logo posters can be made to hang along hallway, lobby or for dressing room if desired. Thank you poster should be made for all sponsors and donations.

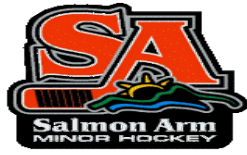
SCORESHEETS (COULD CHANGE TO ELECTRONIC TABLETS IN 2017-18)

Fill in all game sheets with game number, location, team names etc. Package score sheets with referee money and MVP prizes. Keep all items behind the raffle table. Have coaches fill out the line ups on scoresheets, sign it and return it to raffle table, prior to game time. Timekeepers and Scorekeepers are to take scoresheet, referee money and MVP's to time box. **When tournament is completed, all copies of scoresheets must be sent into OMAHA Administrator ASAP. (omahaed@hotmail.com) Sherry Wakelin, Box 370 Lumby BC V0E 2G0.**

(blank scoresheets are available in box across from equipment room door)

TEAM SNACKS (OPTIONAL)

Drinks, apples/oranges/granola bars/water/juice boxes etc.

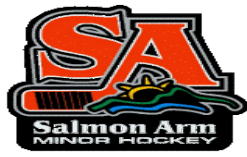


REFEREES SNACK

Samples: water/juice boxes/granola bars/Timmy's donuts, home baking.

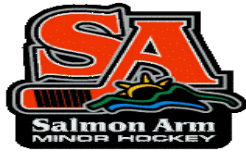
COACH'S CORNER

Snacks & drinks –Coffee/water/juice/ home baking. The multipurpose room is used for coaches' room.



Volunteer Job List

Volunteer:	Name:
Tournament Coordinator	
Treasurer	
Draw Board (use SAMHA templates)	See Jodie at Brushstrokes
Tournament Rules (use SAMHA rules)	
MVP Prizes/Medals for winning teams	
Referees	
Team Rosters	
Raffle Table and 50/50	
Programs	
Coaches Packages	
Clothing Order (optional)	
Team Snacks (optional)	
Tournament Security person (see info) See administrator for Yellow/Red card supply and info to hand out if nec.	



SALMON ARM (DIVISION NAME) TOURNAMENT
(reminder there are no individual awards for Initiation and
Novice tournaments)

RETURN SHEET TO RAFFLE TABLE
EACH TEAM WILL PICK A MVP FROM THEIR OWN TEAM

MOST VALUABLE PLAYER AWARD

TEAM NAME

Game No.

#1

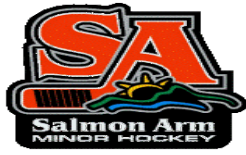
#2

#3

#4

#5

*** ONE AWARD PER PLAYER PLEASE



50/50 RULES

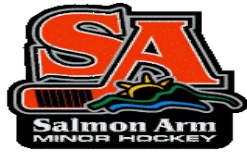
Important: please see gaming license booklet

Copy available on SAMHA website. Click Information tab on Home Page

and go to Policy.

RAFFLE PRICES

Important: please see gaming license booklet



Introductory Letter to all teams in Team Packages



Salmon Arm (Division name) Tournament



Welcome to Salmon Arm and to the Shaw Centre. We hope your team enjoys some great games of hockey this weekend.

You will find in this package, the team pools, with game rules, and game schedule. Reminder we will not accept team stickers (lineups) on official scoresheet. Must be written in by team official.

Please have your team ready to step on this ice and warm up as soon as the referees step on the ice and the zamboni doors are closed. Timekeepers have been asked to start the 5:00 minute warm up time right away.

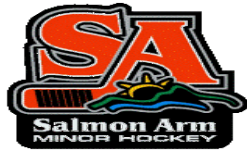
Dressing room assignments will be up on the T.V. Screen in the main lobby. Please encourage your players to leave the dressing rooms clean and to vacate them in a reasonable time so the next teams can use them. Home teams, identified on your schedule, wear light jerseys.

There is one time out during stop time. There are no protests. Tourney makes final decision.

We ask that all participants (players, coaches, parents and officials) practices mutual respect for one another.

During tournaments, there will be a designated tournament security person monitoring parent/spectator behaviour. If you feel any person is acting in an inappropriate manner, please report to raffle table person. SAMHA will institute the yellow/red card policy...first card will be warning and second card will be removal of the person from the facilities for the remainder of game and possibly tournament.

We wish your team the best of luck in this tournament.



Raffle Basket Ideas:

NO LOTTERY TICKETS OR ALCOHOL ALLOWED

Car Care Basket:

- Wax
- Chamois
- Car Cleaner
- Air Fresheners
- Gas Gift Card

Gardening Basket:

- Planters
- Herb Gardens
- Potting Soil
- Tool Set
- Seeds
- Kneeling Pads
- Solar Lights
- Indoor greenhouse
- Gloves

Hockey Basket:

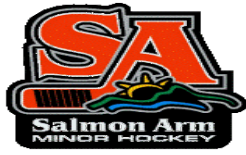
- Net
- Sticks
- Pucks
- Road Hockey Balls
- Hockey Tape
- Hockey Magazine

Arena Basket:

- Seat
- Blanket
- Granola Bars
- Cooler Bag
- Travel Mug

Games Basket:

- Poker Set
- Deck of Cards
- Deal or No Deal
- Puzzle Books



Sports Basket:

- Basketball
- Kites
- Skip Rope
- Soccer Ball
- Water Bottle
- Bocce Set
- Water Guns
- Frisbee

Movie Basket:

- Movies
- Licorice
- Gummy Bears
- Granola Bars
- Hot Chocolate
- Popcorn
- Popcorn Bowl
- Seasonings
- Chips

Coaches Basket:

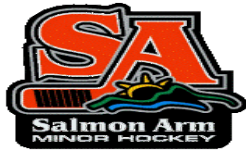
- Dry Erase Board/Markers
- Drill Book
- Duct Tape
- Gum
- Tissue
- Tylenol
- Whistle
- Anti-stress Ball

Men's Basket:

- Poker Game
- Folding Work Table
- Folding Chair
- Golf Balls
- Tees
- Saw Blades
- Hat
- Coffee Mugs

Coffee Basket:

- Gift Cards
- Coffee Mugs
- Assorted Coffees
- Hot Chocolate
- Snacks



Salmon Arm Minor Hockey Association Tournament Playing Rules:

The Playing rules of all tournaments are those of Hockey Canada, BC Hockey and the Okanagan Mainline Amateur Hockey Association. Any modifications to these rules will be outlined in the tournament package to each team.

A maximum of 19 players including goaltenders can be registered and play for any team. A team carrying one goalie must be able to replace an injured goalie within 15 minutes. No more than two overage players can be on the ice at one time excluding the goalie.

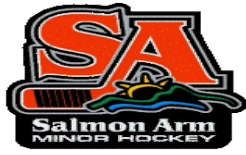
Duration of the games and ice cleans in each tournament may vary. This will be outlined in the tournament package to each team. There are no time-outs permitted unless stipulated in tournament rules. Five minutes will be allocated at end of each game for teams to shake hands and for presentation of any awards if any. There will be no overtime or shootouts during the round robin portion of the tournament. Unless otherwise noted in the tournament team package, in semi-final or championship game, if teams are tied after regulation time, there will be a five minute sudden death four on four overtime. If a team is penalized during regulation time and the penalty carries over into overtime, that team will be shorthanded. If teams are tied at the completion of overtime, there will be a three man shootout. If still tied, it will be a sudden death shootout. No player on one team can shoot twice until all skaters are used.

The Mercy Rule will be in effect for all games. Should a team reach a point where the goal differential is five, run time will come into effect. Stop time will resume when the margin is reduced to fewer than five goals.

During run time, minor penalties will be 3 minutes in duration and major penalties will be 7 minutes. This will not be reduced if and when stop time commences.

Penalty times will be recorded as stated in above for the purpose of record-keeping.

To determine positions after round robin play, please see page 15 for tie breaking procedure as per BC Hockey Tie Breaking Procedure. Reg. 5.22



Game sheets will be distributed by the tournament committee. Teams are responsible for completing and certifying their line up prior to games. Following the game, a copy of the scoresheet is given to each team. The referee will also take a copy if a game report must be completed. A copy of all game scoresheets must be forwarded to the OMAHA division director by the tournament co-ordinator following the tournament.

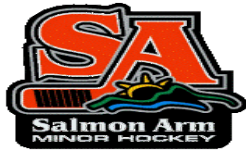
At the discretion of the tournament chairperson, if there is a conflict in team colors, the Home Team will be requested to change to a non-conflicting colour.

There will be no tolerance for abuse of officials. Players and team officials will be held responsible for their conduct on and off the ice. If anyone, including spectators, exhibits conduct that is judged dangerous or disruptive and contrary to Fair Play Rules, the person(s) may be excluded from further participation or play in the tournament.

Spectators: See Yellow/Red Card guidelines.

A player who is assessed a penalty for fighting will be suspended as per BC Hockey Rules. Please be aware of any modifications to this rule in your tournament package. Otherwise, a player who is involved in a fight or receives a major or match penalty in the last ten minutes of regulation time or overtime, will be suspended the next game in tournament play. Further suspensions may be assessed by BC Hockey.

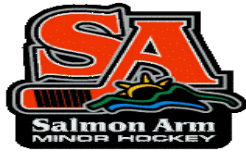
The Tournament Committee chairperson has the right to alter any games due to time constraints or unforeseen circumstances. The decision of the chairperson is final.



BC Hockey Regulation 5.22 Tie Breaking Procedure

In the event Teams are tied for a playoff position after a Round Robin series is completed, the following procedure shall be utilized to determine the placing of the tied teams:

- a) 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) If any teams remain tied after (a) has been applied, then the Team with the most wins in the round robin series (note that this includes all games in the round robin series and is not limited to games between the tied teams only) will receive the higher placing, and so on.
- c) If any teams remain tied after (a) and (b) have been applied, then the team with the best goal average in games between the tied teams will receive the higher placing, and so on. The goal average of the teams 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 will be awarded the higher position.
- d) If any teams remain tied after (a), (b) and (c) have been applied, then the team with the best goal average in **the round robin series (note that this includes all games in the round robin series and is not limited to games between the tied teams only)** 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 will be awarded the higher position. (Example: Goals for 10, goals against 4; Percentage is $10/14 = .714$). **In determining the goal average the maximum goal differential that may be applied in any single game shall be seven (7).**
- e) If any teams remain tied after (a), (b), (c) and (d) 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.
- f) If teams are still tied after all previous methods have been applied, then the winner of the playoff position will be decided by the toss of a coin.



SAMHA Tournament Format 2017-18 (tentative)

Salmon Arm Minor Hockey Tournaments **will strive** for the following number of teams in each of the following tournaments:

A. 12 team tournaments including host team:

Midget Tier 2/3? rep, Bantam Tier 2/3? & Ban Fem. rep, Pee Wee Tier 2 rep,

Game duration: 1.75 hrs

Periods: First and second period: straight time (flood halfway 2nd per.)

Third period: stop time

No overtime or shootout in round robin play.

B. 12 team tournaments including host teams: (Recreation)

Midget, Bantam and Pee Wee:

Game duration: 1.5 hrs

Periods: First and second period: straight time (flood halfway 2nd per.)

Third period: straight time first ten min. stop time last ten.

No overtime or shoot out in round robin play.

Pee Wee: three straight time periods. No flood. Last 5 min. of third stop time if within 5 goal spread.

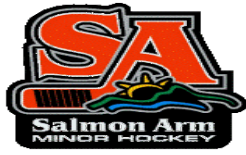
C. Atom Development "A" and "B" 12 team tournament including host team

Game duration: 1.5 hrs

Periods: first and second period: straight time (no flood during game)

Third period: stop time

No overtime or shoot out in round robin play.



SAMHA Tournament Format 2017-18 (cont'd)

D. Atom Recreation (ten team format including host teams)

Game duration: 1.25 hrs.

Periods: three straight 20 minute periods (no flood)

Last 5 min. in third period, stop time if within 5 goal spread.

No overtime or shootout in round robin play

E. Novice Tournament 16 team format including host teams

Game duration: 1 hr (flood between games)

Periods: three straight 15 minute periods.

No overtime or shootout in round robin play

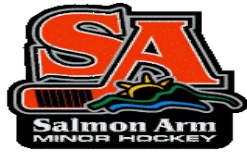
F. Initiation Tournament 8 team format including host teams

Game duration: 1 hr

Periods: three straight 15 minute periods.

No overtime or shootout in all games.

Process In Case of Emergency



In case of serious injury on ice or in arena during tournament; and an ambulance needs to be called the procedure is as follows:

- Call 911
- Have ambulance come to the **front** of Shaw Centre Arena
- Have someone waiting outside to direct them
- There are two defibrillators located in the arena, one is upstairs in the Spectator Arena near the Shaw staffroom and the other is in the zamboni room downstairs