

**2018 – 2019 GPMHA  
TOURNAMENT GUIDELINES**

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## Tournament Checklist

- Establish tournament committee at first team meeting
- Obtain tournament dates from GPMHA
- Obtain tournament sanction from Hockey Alberta
- Send out invitations to teams
- Prepare tournament budget & submit to GPMHA tournament coordinator
- Plan the details of the tournament based on the decisions made by the committee & the guidelines from GPMHA (i.e. # of teams attending, ice slots etc.)
  - Is fundraising necessary
  - Are medals/trophies going to be awarded
  - Prize table/draws etc.
- Submit final reports & budget to GPMHA

**Ensure anything purchased for the tournament is purchased locally.**

**Ensure all participants know that there is no outside food or beverages allowed in our arenas.**

## **Tournament Committee Positions**

(For large tournaments other positions may be required to assist with the planning)

All committee members must exhibit proper conduct at all times. All communication with GPMHA office must go through the team manager not the tournament director.

### **Team Manager**

- Applies for Hockey Alberta tournament sanction
- Is responsible for ensuring that all Hockey Alberta, Hockey Canada & GPMHA rules & regulations for tournaments are adhered to
- Can be responsible for inviting & accepting out of town teams or can delegate to Director
- Assist the Director to prepare reasonable budget & ensure that it is adhered to
- Submits initial budget to GPMHA tournament coordinator as soon as it is prepared
- Ensures that tournament details are communicated to parents & that parents are engaged to assist with the tournament as required
- Can be responsible for preparing the tournament schedule or can delegate to the Director
- Ensures that all tournament game sheets and referee reports are turned in to GPMHA office on the Monday morning following the tournament
- Submits final budget to GPMHA tournament coordinator within 2 days of the completion of the tournament

### **Tournament Director/Assistant Directors (if required)**

- Chair meetings
- Establish a tournament budget based on the decisions made by the committees (ie. Prizes required, trophies or medals, etc.)
- Coordinate tournament
- Delegate tasks to committee or parents
- Informs team manager of details of tournament

### **Treasurer (usually team treasurer)**

- Assist with establishing the budget & preparing the final financial statements
- Collect & deposit money
- Pay bills where necessary

### **Program co-ordinator**

- Prepares & makes arrangements for printing a program for the tournament
- Ensures that the schedule & tournament rules are included in the program
- Ensures that team sponsors & GPMHA sponsors are duly recognized in the program
- Ensures that the fairplay code is included in the program &/or displayed in the arena

### **Off Ice Officials coordinator**

- Compiles a schedule of positions required for each game
- Ensures that there are volunteer to fill all the positions for off ice officials for all games
- Prepares game sheets prior to the start of games
- Collects game sheets & referee report after the games & ensures that all teams as well as the Tournament Director receive a copy

**Security/Liaison with arena attendant**

- Serves as a liaison between the tournament director & arena staff to ensure schedule is adhered to & to coordinate floods of the ice to keep tournament on schedule
- Provides a presence in the arena to minimize unacceptable behaviour by fans & players

**Prize Table Coordinator/Licensing**

- Is responsible for obtaining the proper licenses & permits required based on the fundraising requirements decided upon by the committee (ie. Prize table, 50/50 draws, toonie sticks etc.)
- Responsible for obtaining prizes for the table as per the budget that was established
- Compiles a schedule of volunteers required throughout the tournament to work at prize table, sell 50/50 tickets etc.
- Ensures that there are volunteers to fill the schedule

## **GPMHA Tournament Guidelines**

### **Financial**

All tournaments must be self-supporting GPMHA is not responsible for covering tournament deficits.

Initiation, Novice and recreational league teams may only fundraise to cover reasonable tournament costs unless written permission is obtained from GPMHA executive.

Existing sponsors of GPMHA are not to be approached for tournament sponsorship.

Competitive teams must use their team account to finance their tournaments, unless in the case of two equal teams hosting the tournament, all funds run through the GPMHA bank through the office.

For Initiation and Novice FUNDamentals, Atom, PeeWee, Bantam and Midget Recreation tournaments, funds must go through the GPMHA office.

Tournament budget must be submitted to the GPHMA Tournament committee via the commissioners as soon as it is prepared. The budget must be approved before proceeding with further planning.

The host team is responsible for all expenses including referees, a referee assigning fee, ice costs and any other related costs decided on by the tournament committee.

Ice & referee costs will provided to the team manager by the GPMHA office to be incorporated into the tournament budget.

A \$20/team fee will be charged for any out of province teams.

GPMHA will cover the referee, ice & out of province team costs and bill the host team/tournament accordingly.

Competitive teams may set their own tournament fees based on the budget that was established. Teams should research what an average amount currently is for fees in their division and then the fees should be set for an amount that will, at minimum, cover operational expenses (ice & referees) to ensure that there is no deficit.

For Initiation, Novice, Atom and PeeWee recreational as well as Bantam & Midget No Hit tournaments, fees will be charged to each team participating including GPMHA teams.

A financial statement must be provided to the GPMHA tournament committee within 48 hours of the end of the tournament.

For Initiation, Novice, Atom and PeeWee Recreation as well as Bantam & Midget No Hit tournaments –funds must be submitted to GPMHA immediately after the tournament in an organized, accepted accounting format.

Raffles may be held during the tournament as long as the proper gaming licenses are obtained.

Competitive teams are to obtain their own licenses. (Refer to gaming/license section of this handbook for instructions on obtaining licenses)

For Initiation, Novice, Atom and PeeWee recreational as well as Bantam & Midget No Hit tournaments, licenses are handled by GPMHA office.

## **Operational**

The first committee meeting should be held immediately at the start of the season to determine the budget & have it approved so that invitations can be sent out as early as possible to ensure the tournament gets filled.

The team manager should apply for the sanction through the Hockey Alberta website as soon as the budget is approved. Many teams use this site to determine which tournaments they want to attend.

Tournament dates should be posted on the GPMHA website as early as possible to attract teams that are looking to attend.

Teams hosting one of GPMHA heritage tournaments should advertise them as such:

**GPMHA PeeWee AA classic** - first held in the 1975/1976 season so in 2017/2018 should be advertised as “42st Annual PeeWee AA Classic Tournament”

**Lloyd Head Memorial Tournament** - first held in the 1977/1978 season so in 2017/2018 should be advertised as “40<sup>th</sup> Annual Lloyd Head Memorial Tournament”

All tournaments, with the exception of the Lloyd Head & the PeeWee classic will have a maximum of 6 teams. The ice provided for these tournaments will allow for 3 round robin games per team & a total of 3 playoff games. Ice is set up for a flood after each 2 periods.

Initiation and Novice tournaments will get 3 games per team only.

All tournament sponsors, team sponsors and sponsors of GPMHA must be acknowledged in the tournament program. Contact GPMHA to obtain the most current list of sponsors.

Tournament Rules & Regulations will be set by GPMHA and must be followed. (A copy is included in this handbook)

Tournament rules and regulations must be provided to guest teams and officials prior to the start of the tournament.

A tournament schedule must be provided to the Ice Director prior to the tournament.

A schedule and tournament standings must be posted in the venue throughout the duration of the tournament.

Host team must provide competent off ice officials. On ice officials will be booked by GPMHA.

All game sheets must be submitted to Hockey Alberta Discipline Coordinator and entered onto the Hockey Alberta website as per the instructions on the Tournament sanction.

## **Miscellaneous**

All food or drink must be purchased through the concession operator of the arena where the tournament is being held. This is a rule established by the City of Grande Prairie.

Dressing rooms are the responsibility of the host team, any damages will be billed to that team.

**RAFFLE & LICENSING INFORMATION  
GRANDE PRAIRIE MINOR HOCKEY  
2018 - 2019**

**\*\* Teams can NOT use the GPMHA Gaming License under any circumstances. Each time must apply for their own license!**

**The process is simple – detailed steps below:**

- Complete the “**Eligibility for Raffle License**” application form available on-line at [www.aglc.ca](http://www.aglc.ca). (Sample attached). Be sure to apply for the “Total Ticket Value of \$ 10,000 and less only!! This needs to be applied for in your own team name. For example: Dr. Higson Atom B Knights. Allow 3 to 5 days to get your AGLC ID number. This is not the application for your license – just application to apply for an actual license!
- Once approved you will be assigned an AGLC ID number. This number will allow you to apply for an actual license, which can be done on-line or at one of the local license centers.
- The Raffle Chairperson (Tournament Director, Prize Table Designate, or Team Manager) is responsible for submitting the proper financials to Alberta Gaming within 90 days of the license expiration date!
- Once you receive your actual license you will also receive the necessary paperwork that needs to be completed.
- When the hockey season is over, please let your license lapse. Do not pass on to the following year’s team, as your name is attached to that license.
- All prospective income and expenses relating to the Gaming License must be recorded in the team budget, which needs approval from the GPMHA Treasurer and Tournament Director(s). Once you have completed your final financial report for AGLC this also needs to be forwarded to the GPMHA Treasurer and Tournament Director(s).
- It is important to not sell more tickets than you initially stated on your application, so estimate higher than anticipated (you cannot print more tickets if you sell more than you thought!).

www. Aglc.ca

Left side of website

Click on “charities and non-profit”

Eligibility for Gaming License/Raffle

Eligibility for Raffle license less than \$ 10,000

## IMPORTANT NOTES

- The following do not require a raffle license
  - a) Jelly Bean Guess
  - b) Hole-in-one putting
  - c) Drop the toonie in a bucket

\*\*Anything requiring skill, rather than a random chance to win!
- To calculate Total Ticket Value:

Example: Regular tickets are \$ 3 each

$$500 \text{ tickets} \times \$ 3.00/\text{ticket} = \$1500.00$$

+ (plus) discounted tickets @ 2 for \$ 5 (\$ 2.50 each)

$$3,000 \text{ tickets} \times \$ 2.50/\text{ticket} = \$ 7500.00$$

TOTAL TICKET VALUE IS \$ 9,000
- You have to have single tickets available for sale! Even if you only print 10!
- Your discounted tickets have to be less than the regular ticket price. (ie., tickets are \$ 3.00 each or 2 for \$ 5.00!
- Prizes must be a minimum of 20% of total ticket value for all raffles.
- When you apply for your license you need to estimate prizes and their value, as well as stipulate ticket colors.
- Ticket colors need to be different for each separate raffle (ie., prizes, toonie stick, 50.50 or player squares).



## Tournament Rules & Regulations

(Read the rules carefully to ensure that they suit your tournament, especially the ones that are highlighted)

1. This tournament is sanctioned by Hockey Alberta; Sanction # \_\_\_ - \_\_\_\_\_
2. All referees and linesman are carded officials
3. All Hockey Canada and Hockey Alberta rules of the game shall be enforced.
4. Each team is guaranteed three games
5. Games will consist of a 5 minute warmup, clock will commence count down after the first team enters the ice, and three 20 minute stop time periods.  
If there is a 5 goal spread, play will become running time. Anytime the goal differential changes to less than 5 goals stop time will resume.
6. Teams should be ready 10 minutes prior to game time in the event that the game can start early
7. Home team will wear whites and the visitors, their dark uniforms. During the finals the home team will be decided on a coin toss.
8. Game Points are awarded as follows:

Win	= 20 points	loss by 1 goal	= 5 points	loss by 3 goals	= 1 point
Tie	= 10 points	loss by 2 goals	= 3 points	loss by more than 3	= 0 points
9. Any round robin game that ends in a tie will remain a tie
10. A tie in the final standings will be resolved as follows:
  1. Head-to-head record
  2. Team with the most wins
  3. Highest goal differential between the tied teams where the team resulting in the highest number will be awarded the tie break.
  4. Coin Toss
11. Fighting penalties and match penalties could constitute a Tournament disqualification; each case will be reviewed by the Tournament Committee. Major penalties and game misconduct penalties will follow the Hockey Alberta rules.
12. Minor penalties incurred during run time will be 3 minutes and will not be altered if they overlap into stop time.
13. Inquiries as to Rules and their interpretations should be directed to the Tournament Committee. In the event of a dispute or problem, the Tournament Director's decision shall be binding.
14. Any team unable to commence play within 15 minutes after the scheduled game time will forfeit that game and the winning team is to get 4 points and the opponent 0 points.
15. The ice will be cleaned after two periods of play. The Tournament Committee has the right to alter the game clock as necessary.
16. Each team is required to choose their own "Heart and Hustle Award" with the Scorers Box presenting the award.
17. **Zero Tolerance**- the Tournament stresses sportsmanship and fair play. There will be no tolerance for referee abuse. Abuse of an official will result in a suspension of a minimum of 2 games and go to the tournament committee for further review. Abusive behaviour or unsportsmanlike conduct by players, coaches or parents/spectators will not be tolerated on or off the ice. Such conduct shall be grounds for disqualification from the tournament. Referees have the authority to direct the removal of any person acting in an objectionable manner, as well as the authority to end any game at any time, if they feel that continuing the game would constitute danger to the players.

**18. Playoff Games:**

- a. A tie in the final game will be resolved by 5 minutes of sudden death overtime.
- b. If still tied after 5 minutes each team will choose three players for a shoot-out.  
Home Team will have the first choice to shoot first or second.
- c. If no goal is scored in shoot out, coaches will select one player at a time until a goal is scored
- d. A player cannot shoot twice until every player has had a chance to shoot.
- e. The Tournament Committee must be present at the final game.

## Codes of Conduct

### **Fairplay Codes**

The “FairPlay Codes for Children in Sport” have been developed by the Canadian Council on Children and Youth.

The objectives of the codes are to:

1. Return the elements of enjoyment and satisfaction to the child participant.
2. Make adults aware that children play to satisfy themselves, not necessarily to satisfy adults or members of their own peer group.
3. Improve the physical fitness of youth by encouraging participation in some form of sports or physical recreation by making it attractive, safe, and enjoyable for all children.

### **Hockey Alberta’s FairPlay Code for Parents**

1. I will not force my child to participate in hockey.
2. I will remember that my child plays hockey for his or her enjoyment, not for mine.
3. I will encourage my child to play by the rules and to resolve conflicts without resorting to hostility or violence.
4. I will teach my child that doing one’s best is as important as winning, so that my child will never feel defeated by the outcome of the game.
5. I will make my child feel like a winner every time by offering praise for competing fairly and trying hard.
6. I will never ridicule or yell at my child for making a mistake or losing a game.
7. I will remember that children learn best by example. I will applaud good plays/performances by both my child’s team and their opponents.
8. I will never question the officials’ judgement or honesty in public.
9. I will support all efforts to remove verbal and physical abuse from children’s hockey games.
10. I will respect and show appreciation for the volunteer coaches who give their time to coach hockey for my child.

### **Hockey Alberta’s FairPlay Code for Coaches**

1. I will be reasonable when scheduling games and practices, remembering that players have other interests and obligations.
2. I will teach my players to play fairly and to respect the rules, officials and opponents.
3. I will ensure that all players get equal instruction, support and playing time.
4. I will not ridicule or yell at my players for making mistakes or for performing poorly. I will remember that players play to have fun and must be encouraged to have confidence in themselves.
5. I will make sure that equipment and facilities are safe and match the players’ ages and abilities.
6. I will remember that participants need a coach they can respect. I will be generous with praise and set a good example.
7. I will obtain proper training and continue to upgrade my coaching skills.
8. I will work in cooperation with officials for the benefit of the game.

### Grande Prairie Minor Hockey Volunteer Code

1. Expect no special rights or privileges because you are a volunteer. However, expect to be appreciated when you do a good job. Be prepared to put in long, hard hours with little or no recognition except the self-satisfaction of knowing you have accepted a challenge many turn away from.
2. When you have accepted a challenge or responsibility, be sure to follow through with a good job.
3. Accept that because you are a representative of the GPMHA, your actions, either positive or negative, reflect on all the other volunteers in the organization.
4. Understand that even though you may not agree with all GPMHA policies or practices, as a representative of the organization, you have an obligation to publicly support them and at all times abide by them. If you do not agree with them, you can work with in the system to have them changed. Work patiently for improvement.
5. Base your decisions and actions on what is best for the majority of hockey players while respecting the rights of the individual.
6. Be prepared to listen and respond to any concerns brought to you.
7. Be prepared to listen to ideas from other people even though they may differ from your own.
8. Judge ideas on their own merit, and the benefit they can bring the hockey player or Association and do not fall back on "But they have always done it this way".
9. Be slow to anger and hard to discourage.
10. Anticipate people's shortcomings and make allowances for them.



## (TEAM NAME OR TOURNEY NAME) Tournament

Dates :	
Location:	Grande Prairie, Alberta – (Arena Name & Full Address)
Sanction#:	
Level:	
Teams:	(Number of teams in Tournament)
Games:	(How many games are guaranteed)
Cost:	_____ please make cheques payable to: <i>GPMHA</i> _____ <i>Knights</i>

### Information required from each team:

1. Team Name
2. Team HCR roster, to include all «approved» players, affiliates and team staff.
3. Team Logo
4. Contact Names

\*\*Use the attached spreadsheet for the required information and mail with cheque to:

(TOURNAMENT DIRECTOR NAME & HOME ADDRESS)

(Team Name)  
Tournament



**Team Roster Information**

Team Name: \_\_\_\_\_

Jersey Number	Player Name	Position

Coach:	
Assistant:	
Assistant:	
Assistant:	
Manager	

ALL TEAMS ARE EXPECTED TO HAVE HOME AND AWAY JERSEYS AND WILL BE ASKED TO PROVIDE STICKERS FOR GAME SHEETS.

# TOURNAMENT/EVENT PLANNER

Tournament/Event Info: Team/Division: _____	Dates: _____ to _____
Contact Info: Name: Phone #: Cell Phone: e'mail fax:	Arena: Dave Barr Arena # of Dressing Rooms (Total): 6 DR for Females needed? yes Flood Schedule required date: yes Sound System requirements: yes
Upstairs Meeting Room: N/A  Dates/Times:  Set Up Requested:	Lobby:  Set Up / Prize Tables: Friday _____ 3:00 – 9:00 pm Saturday _____ 9:00 am – 6:00 pm  Storage of Items: yes
Catering: N/A Contact: 780-830-5019 Info Needed for Catering: <ul style="list-style-type: none"> <li>• Contact Person for Catering &amp; Phone Number(s)</li> <li>• No. of Participants and Age range</li> <li>• Food/Beverage Requested</li> <li>• Dates/Times</li> </ul> We accept: AE, MC, Visa, Debit, Cheque, Cash, Cheque (issued to City of Grande Prairie) Advance ordering (1 week) and payment (3 days) is required.	Other Information:
<p><b>Dave Barr Community Centre</b>  <b>9535 Prairie Rd.</b>  <b>Grande Prairie, AB T8V 6G5</b>  <b>780-538-0469</b>  <b>Fax: 780-538-1952</b>  <b>db.cityofgp.com</b></p>	