



NEAHL Playoff Weekend Tournament Bid Guidelines

A portion of NEAHL playoffs will be hosted tournament style. Some tournaments will be open to bids from all teams in a tier or subdivision, and some will be by invitation to bid only. Division governors will inform teams if they are eligible to submit bids to host an NEAHL Playoff Weekend Tournament. All eligible teams are encouraged to apply.

BID APPLICATION PROCESS AND SITE SELECTION

These Bid Guidelines have been developed to facilitate the selection of the host sites for the NEAHL League Playoff Championship Weekend Tournaments. The NEAHL Hockey League reserves the right to make changes to the bid criteria as may be deemed necessary and to request additional information from the potential host sites concerning any aspect of the application.

2025 TIMELINES & PROCESS

January 15 – Playoff formats released by NEAHL

January 16-24, 2025 – MHAs to submit bids - All Bid Applications **MUST** be submitted to the NEAHL Hockey League by the January 24 deadline. Bids must be submitted via email in PDF format to the Division Governor.

January 25-27, 2025 – Review of Bids - A selection committee will undertake its review of all bids and request additional information or answers to follow up questions at any point in time to assist with the review of bids.

January 28, 2025 – Announcement of Host Sites.



SITE SELECTION CONSIDERATIONS

The bid presentation should contain certain components to allow the selection committee to make a detailed evaluation of the bid submissions. This section will provide some additional detail in terms of responsibilities and expectations in those areas.

For a community to be considered as a potential Playoff Tournament Weekend host, the following minimum hosting standards must be met:

- Be an NEAHL member in good standing.
- Have a strong volunteer base within the hockey and business communities.
- Have an arena facility, suitable for the respective division/category of hockey, to serve as the main site for all games.
- Have reasonable accommodations available within proximity.

Your Application should contain the following information:

HOST COMMITTEE

- Introduction to Host Committee Chair and at least one other host committee contact.
- Host Committee must have a designated website contact who will receive game codes from NEAHL, ensure that refs receive officials codes prior to games, and ensure that electronic gamesheets are entered immediately and accurately. Paper gamesheets will NOT be provided. The website contact will be given access to a content page on the NEAHL website, should the host committee choose to use it.

FINANCIAL OBLIGATION

- Host Committee/Minor Hockey Association assumes financial responsibility for the event.
- The Host Committee's obligations for event expenses should include, but are not limited to the following items:
- Arena facilities
 - Necessary staffing and off-ice officials (time-keeper, score-keeper). Participant teams must provide a penalty box operator. Indicate if participant teams will be asked/permitted to provide a scorekeeper.
 - Announcer and Game Music Coordinator
 - Officials' game fees and travel (if required)



The Host MHA may charge a tournament fee to teams attending the tournament. The entry fee can be no more than ½ of the ice rental and ref fees (excluding travel) per game x the number of games played. Please include the proposed tournament fee calculation for your event.

Tournament fees are to be invoiced within 3 days of the tournament, with payment due 7 days after the invoice date. Teams failing to pay the tournament fee by the deadline will be fined \$500 by NEAHL and ineligible for further league play until the fine and fees are paid in full. Hosts should be prepared to provide invoices at the tournament for any team bringing payment by cheque.

EVENT DETAILS

Arena/Facility – provide details about the arena/facility where the tournament will be hosted:

- Host arena must be located within the host city/town;
- The host arena must have adequate seating space;
- A minimum of four (4) dressing rooms, one (1) officials room, and one (1) alternate change room are required for this event
- Sound system - Recommended that games have an announcer who will announce goals and penalties.

Additional Services – provide details about any additional services that will be available at the tournament, such as:

- Concession/food services
- Skate sharpening services

Special Events/Event Enhancement (Optional)

Please provide information about any other planned tournament events or enhancements, such as:

- Awards (eg player of the game/ heart and hustle)
- Opening/closing ceremonies (final tournaments only, schedule permitting)
- Player swag bags
- Raffle table, 50/50s
- Puck toss/Chuck a puck
- Special draws (e.g. door prize)
- Face painting, games, mini sticks, photo booth
- Programs
- Souvenirs / Merchandise
- Community events (e.g. farmers market)



HOTEL ACCOMODATIONS

The Host Committee will be responsible to show that the following hotel requirements are available in or near the host site. Ensure written confirmation from the hotel(s), indicating the # of hotels rooms that have been blocked off for the tournament. Include the room rates in your package.

- o 50* hotel rooms for 4 team event
- o 75* hotel rooms for 5 team event
- o 100* hotel rooms for 6 team event
- o 120* hotel rooms for 8 team event

*Number of hotel rooms may be adjusted if participant teams are in close proximity to the host location.

Hotels are to be no more than a (1) hour drive from the host arena.

(Accommodations must meet a quality standard, which will be reviewed by the bid committee.)

Teams are NOT required to stay in the hotel(s) that are assigned by the Host Committee. Teams will be responsible for booking and paying for their own accommodation and meal expenses.

Host is responsible for booking and paying for any potential out of town officials that may need accommodations for the duration of the tournament.

NEAHL RESPONSIBILITIES

Tournament Schedule

A tentative tournament schedule will be provided to bidding associations which indicates the number of game slots that will be required per day and any additional requirements regarding time between games. The tournament schedule may be altered upon approval from the Division Governor. However, tournament schedules must remain in compliance with Hockey Alberta and Alberta One regulations. The final draw will be provided by NEAHL at the conclusion of regular season play.

THE NEAHL will supply the following for each tournament:

- a) Tournament draw and schedule.
- b) NEAHL Championship Banners
- c) Games will be hosted on the NEAHL website.
- d) Tournament content page on the NEAHL website (at the host committee's request)



Hosting Application Form

Please complete the following form in full and legible, including your first, second and third choice of division and tier in which you are applying. ** Only select a second and third choice if you are WILLING to host these categories. You will still be considered for your first choice.

Minor Hockey Association Information

Association Name:

Mailing Address:

President:

Email:

Host Committee Chair:

Email:

Phone:

Tournament Selection

(only indicate a second or third choice where applicable and if you are willing to host those tournaments)

First Choice:

Division:

Tier:

Second Choice (optional):

Division:

Tier:

Third Choice (optional):

Division:

Tier: