

HNSMHA Provincial Championships Hosting Guide

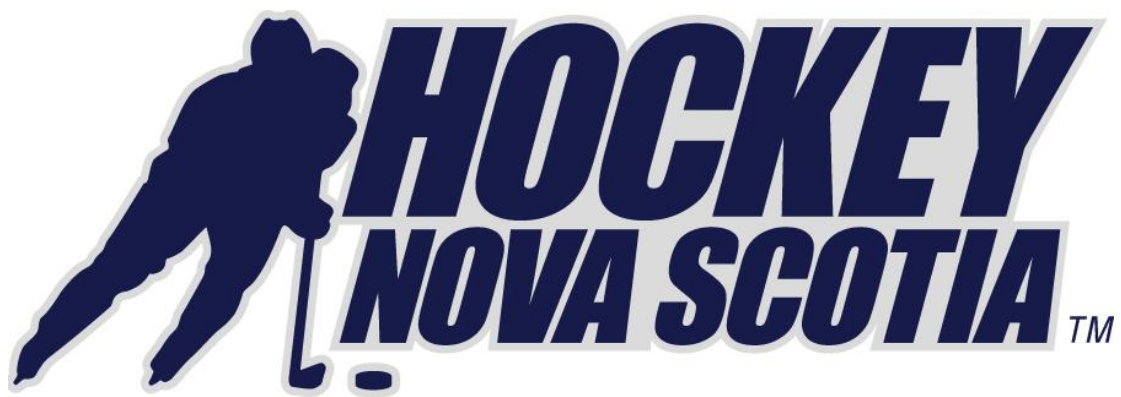


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HNSMHA Provincial Championships Critical Path

Milestone	Date
1. Complete responsibilities chart	13 weeks prior
2. Complete accommodations tasks (refer to HNSMHA responsibilities)	13 weeks prior
3. Complete tournament application form	By December 1st
4. Book arenas	12 weeks prior
5. Send out accommodation & event info to all coaches in tournament	8 weeks prior
6. Get mandatory awards approved by HNS	8 weeks prior
7. Order mandatory awards	7 weeks prior
8. Organize & obtain Player of the Game awards	7 weeks prior
9. Acquire & schedule all tournament volunteers & staff	4 weeks prior
10. Distribute news release to local/provincial media	2 weeks prior
11. Produce tournament program	2 weeks prior
.....Provincial Championships.....	
12. Send out news release to local/provincial media	1-2 days after
13. Send out completed financial report to HNS	7-10 days after

HNSMHA Responsibilities

- Fill in the following grid and tasks that apply to your provincial championship event. (Note: not all tasks may apply to your event).
- Under the **responsibility** heading, fill in the individual's name that is responsible for the corresponding task.
- Under the **date required** heading, fill in the date that the individual needs to complete the task by.
- Under the **done** heading, keep track of what tasks have been completed to date.

Area	Task	Responsibility	Date Required	Done (Yes/No)
Pre-Provincial Championships				
Facilities	Book arena(s)			
	Arrange canteen hours to match tournament's schedule			
Accommodations	Contact local hotels to check availability during tournament			
	Research that your community has adequate eating establishments to handle event			
Club/Association	Organize hospitality room and requirements			
	Produce tournament program			
	Produce souvenir			
	Get HNS to approve mandatory awards			
	Order mandatory awards			
	Organize & obtain Player of the Game awards			
Community	Distribute news release to local/provincial media contacts on upcoming event		2 weeks before event	
	Arrange parking/free parking for event			
	Organize arena security			
	Have local police/RCMP contacts at hand in case of emergency			
	Organize timekeepers for event			

Area	Task	Responsibility	Date Required	Done (Yes/No)
	Organize official scorers for event			
Post Provincial Championships				
Community	Distribute news release to local/provincial media contacts on highlights and champs of event		1-2 days after event	
	Complete & send out financial report of provincial championship to HNS		Received by HNS 15 days after event	

Provincial Championship Rules and Regulations

REGULATION TWENTY-THREE - PROVINCIAL CHAMPIONSHIP TOURNAMENTS (excluding AAA Hockey)

23.1 Teams competing in Provincial Championship tournaments shall be the four Inter-Regional Conference winners plus the host team.

23.2 The format and schedule for Provincial Championship tournaments is established annually by the Executive of the HNSMC and is the responsibility of HNS. Neither format nor schedule may be changed without the prior written permission of the HNSMC Chairman or his designate. All games must be played as scheduled, regardless whether or not they have a bearing on the outcome of the tournament.

23.3 The tournament format is single round robin with a championship game.

23.4 The tournament schedule is as follows (5 teams), with the last named team being designated as the home team:

Friday

4:00 p.m. 1 vs. 2

6:00 p.m. 3 vs. 4

8:00 p.m. 2 vs. 5

Saturday

8:30 a.m. 4 vs. 1

10:30 a.m. 3 vs. 2

12:30 p.m. 5 vs. 1

2:30 - Skills Competition

4:00 p.m. 2 vs. 4

6:00 p.m. 5 vs. 3

Sunday

8:30 a.m. 4 vs. 5

10:30 a.m. 1 vs. 3

2:00 p.m. Championship game (2nd vs. 1st.)

1) Team Placement:

c. Team 1 will be the host team

c. The distance teams are located from the host city will determine teams

2-5.

c. The closer the team is the higher the placement they will be.

d. This is to allow teams from afar time to travel to the tournament.

23.5 Games shall consist of three (3) 15-minute stop time periods, with ice resurfacing between the second and third periods.

23.6 For round robin play, If a game is tied at the end of regulation time, teams shall have a 5-minute rest without leaving the ice, not change ends, and commence a one 5-minute stop clock, sudden victory period. If teams remain tied after the Overtime period, each team will receive one (1) point.

23.7 For the Championship Game, if the game is tied at the end of regulation time, the teams shall have a five (5) minute rest without leaving the ice, not change ends, and commence a fifteen (15) minute stop clock, sudden victory period. At the end of the first overtime period, and every two subsequent periods, the ice shall be re-surfaced.

23.8 Hockey Canada player cards or HNS Team Registration sheets, and affiliate player certification must be available and presented upon request. Each team shall designate in writing a maximum of 19 eligible players, regular, affiliated or any combination there of who will participate in the championships. This shall be done at the officials meeting and there will be no changes to the list for any reason after the championships begin.

23.9 The host Minor Hockey Association must supply minor officials, including scorekeepers & timekeepers.

23.10 Failure to present player credentials, to appear for any game as scheduled, or to complete any game, shall result in forfeiture, and possible suspension from further play. Any game forfeited shall carry a score of 5-0 against the offending team. Individual records, if any, shall count in the overall statistics.

23.11 Tie Breaking Sequence Two Teams Tied

If two or more teams are tied at the conclusion of a round robin series, then the following procedure will be used to determine the final ranking before the semi-final and final games are played.

In the event that teams are tied for a playoff position, the following procedure will apply:

1) If two teams are tied:

a. The winner of the round robin game between the two tied teams gains the higher position.

b. The team with the most wins in the round robin gains the higher position.

c. If the two teams are still tied after 1) a. and 1) b. have been applied, then the team with the best goal average gains the higher position. The goal average of a team is to be determined in the following manner:

Total number of goals for divided by the total number of goals for and against.

NOTE: All round robin games are included.

Example: For = 10 goals Against = 4 goals

Percentage $\frac{10}{10+4}$

$\frac{10}{14} = .714$

NOTE: The higher percentage gains the higher position

d. If the two teams are still tied after 1) a., 1) b., and 1) c. have been applied, the team with the least number of minutes in penalties throughout all of the round robin games, gains the higher position.

e. If the two teams are still tied after 1) a., 1) b., 1) c., and 1) d. have been applied, then the team which scored the first goal in the game between the tied teams gains the higher position.

f. If the two teams are still tied after 1) a., 1) b., 1) c., 1) d., and 1) e. have been applied, a single coin toss will determine which team gains the higher position.

Three or More Teams Tied

Note: The three-team tiebreaker is used to determine the seeding of the 1st, 2nd, 3rd seed. If any step in the tiebreaker only seeds one team, that team assumes that position. The three-team tiebreaker will continue to determine the seeding of the two remaining teams. At no time will teams using this formula go back to the two-team tiebreaker

2) If three teams or more are tied, the point record established in the games among the tied teams only will be used as the first tie breaking formula in deciding which team(s) shall advance.

a. The team with the most wins (among tied teams) would gain the highest position.

b. If teams are still tied after 2) a. has been applied, then the team with the best goal average gains the highest position. The goal average of a team is to be determined in the following manner: total number of goals for divided by total number of goals for and against.

NOTE: All round robin games are included

Example: For = 10 goals Against = 4 goals

Percentage $\frac{10}{14}$

$\frac{10}{14} = .714$

NOTE: The highest percentage gains the highest position(s).

The exercise of 2) b. establishes the team or teams with the highest position(s) by percentage. These teams will advance. If there are still teams tied, they go to the next step. They do not go back to the "Two Team Tiebreaker".

Example;

i. Team A - $.714 = 1$ seed - Advances

Team B - .500 = 3 seed – Does not advance
Team C - .650 = 2 seed – Advances

ii. Team A - .714 = 1 seed – Advances

Team B - .500 = Still tied with team C – go to next step 2) c.
Team C - .500 = Still tied with team B – go to next step 2) c.
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iii. Team A – .650 = Still tied with team B – go to next step 2) c.

Team B - .650 = Still tied with team A – go to next step 2) c.
Team C - .500 = Does not advance

c. If teams are still tied after 2) a., and 2) b., the team with the fewest goals against (all round robin games played) will gain the highest position.

d. If teams are still tied after 2) a., 2) b. and 2) c., the team with the most goals for (all round robin games played) will gain the highest position.

e. If teams are still tied after 2) a., 2) b., 2) c., and 2) d., have been applied, the team to qualify would be the team that received the least number of minutes in penalties throughout all the round robin games.

f. If teams are still tied after 2) a., 2) b., 2) c., 2) d., and 2) e., have been applied, a coin toss shall determine the winner. In a 3 team coin toss, the odd team gains the highest position.

23.12 The Chairman of the HNSMC shall appoint an officer of the Council to hear and rule without delay on any protests or disputes arising during a Provincial Championship tournament. The requirement for a protest fee is waived. However, should a participant wish to appeal a ruling of the appointed officer, the provisions of Regulation 6 must be met.

23.13 A meeting of tournament officials, coaches and managers, the referee assignor, and a representative of the HNSMC, shall be held at least two hours before the start of the tournament to familiarize all parties with the rules and regulations. All teams must have a representative at this meeting.

23.14 HNS shall provide appropriate individual and team recognition for the winning team. The host Minor Hockey Association will be provided with the official HNS gold, silver and bronze medallions, Championship Banner, Championship Plaque and Fair Play Banner to be presented at the conclusion of the tournament.

23.15 The host Minor Hockey Association shall provide, as a minimum, eleven (11) trophies as follows: all star team (6), most valuable player (1), best goalkeeper (1), best defenseman (1), leading scorer (1), and sportsmanship award (1). The awards plus the bronze medals shall be given out following round robin play.

23.16 An awards selection committee shall be appointed by the host Minor Hockey Association. Representatives of it shall be at all games to make their selection on ability displayed during the tournament. All teams involved may have representation on the awards selection committee if they request same when forwarding their team information to the organizers.

23.17 A tournament report, including income and expenditures, problems encountered and recommendations shall be submitted to the HNS Executive Director within 15 days of the completion of the tournament. The information will assist Council in assessing the tournaments and providing information to associations planning to host a tournament.

23.18 The Host Minor Hockey Association shall conduct a tournament skills competition as a condition of hosting. The skills competition format will be provided annually by Hockey Nova Scotia's Technical Director and shall involve participants from all competing teams. The Host Minor Hockey Association shall also provide awards for each of the skills competition events.

23.19 One (1) 30 second time out, per team, will be permitted in each game.

REGULATION TWENTY-FOUR - ATOM AAA, PEEWEE AAA, BANTAM AAA AND MIDGET AAA PROVINCIAL CHAMPIONSHIP TOURNAMENTS

24.1 The format and schedule for Provincial Championship tournaments is established annually by the Executive of the HNSMC and is the responsibility of HNS. Neither format nor schedule may be changed without the prior written permission of the HNSMC Chairman or his designate. All games must be played as scheduled, regardless whether or not they have a bearing on the outcome of the tournament.

24.2 The following is the seven-team format to be used in the all AAA Provincials:

Thursday

12pm-2pm 7 vs. 1
2pm-4pm 6 vs. 2
4pm-6pm 5 vs. 3
6pm-8pm 4 vs. 7

Friday

8am-10am 2 vs. 5
10am-12pm 3 vs. 7
12pm-2pm 6 vs. 4
2pm-4pm 1 vs. 5
4pm-6pm 7 vs. 2
6pm-8pm 3 vs. 6
8pm-10pm 4 vs. 1

Saturday

10am-12pm 1 vs. 6
12pm-2pm 2 vs. 3
2pm Skills Competition
4pm-6pm 5 vs. 4

Top 4 teams advance to semi-finals and are seeded based on tournament play.

Sunday

8:30am-10:30am 4 vs. 1
10:30am-12:30pm 3 vs. 2
2pm Championship Game

1) Tournament Format

a. Each team will play four games as scheduled below with the top four teams advancing to the final four.

b. There will be no overtime in round robin play. Overtime will only be used in the semi-finals and Championship games.

c. The final four will then play semi-finals and be seeded based on their standings in this tournament only. The first place team will play the fourth place team in one semi-final and second and third place teams will meet in the other semi-final. The highest ranked team in each semi-final will be the home team.

d. The winners of the two semi-final games will meet in the championship game with the team with the highest PPP in regular season play being the home team.

2) **Seeding**

a. The seven teams will be seeded in ranking from one to seven based on their Possible Point Percentage (PPP) based on regular season play. The HNSMC will use the first 20 games of the league schedule, which must be submitted by each League, to calculate each team's PPP to the third decimal point:

PPP = $\frac{\text{Total Points in League Play}}{\text{Total Possible Points in League Play}}$

b. If any teams have the same PPP, the following criteria will be used to break the tie(s):

i. Team(s) with the highest winning percentage (wins divided by games played).

ii. Still tied: Team(s) with the highest goal ratio (goals for divided by goals against)

iii. Still tied: Team(s) with the least goals against average (goals against divided by games played)

iv. Still tied: Team(s) with the greatest goals for average (goals for divided by games played).

v. Still tied: A random draw will be used to break the tie.

24.3 Games shall consist of three (3) 15-minute stop time periods, with ice resurfacing between the second and third periods.

24.4 If a game is tied at the end of regulation time, teams shall have a 5-minute rest without leaving the ice, not change ends, and commence 15-minute stop clock, sudden victory periods. At the end of the first overtime period and every two subsequent periods, the ice shall be resurfaced.

24.5 Hockey Canada player cards or HNS Team Registration sheets, and affiliate player certification must be available and presented upon request. Each team shall designate in writing a maximum of 19 eligible players, regular, affiliated or any combination there of who will participate in the championships. This shall be done at the officials meeting and there will be no changes to the list for any reason after the championships begin.

24.6 The host Minor Hockey Association must supply minor officials, including scorekeepers & timekeepers.

24.7 Failure to present player credentials, to appear for any game as scheduled, or to complete any game, shall result in forfeiture, and possible suspension from further play. Any game forfeited shall carry a score of 5-0 against the offending team. Individual records, if any, shall count in the overall statistics.

24.8 Tie Breaking Sequence

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e. If the two teams are still tied after 1) a, 1) b, 1) c, and 1) d have been applied, then the team which scored the first goal in the game between the tied teams gains the higher position.

f. If the two teams are still tied after 1) a, 1) b, 1) c 1) d, and 1) e have been applied, a single coin toss will determine which team gains the higher position.

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e. If teams are still tied after 2) a, 2) b, 2) c, and 2) d, have been applied, the team to qualify would be the team that received the least number of minutes in penalties throughout all the round robin games.

f. If teams are still tied after 2) a, 2) b, 2) c, 2) d and 2) e have been applied, a coin toss shall determine the winner. In a 3 team coin toss, the odd team gains the highest position.

24.9 The Chairman of the HNSMC shall appoint an officer of the Council to hear and rule without delay on any protests or disputes arising during a Provincial Championship tournament. The requirement for a protest fee is waived. However, should a participant wish to appeal a ruling of the appointed officer, the provisions of Regulation 6 must be met.

24.10 A meeting of tournament officials, coaches and managers, the referee assignor, and a representative of the HNSMC, shall be held at least one and a half-hours before the start of the tournament to familiarize all parties with the rules and regulations. All teams must have a representative at this meeting.

24.11 HNS shall provide appropriate individual and team recognition for the winning team. The host Minor Hockey Association will be provided with the official HNS gold, silver and bronze medallions, Championship Banner, Championship Plaque and Fair Play Banner to be presented at the conclusion of the tournament.

24.12 The host Minor Hockey Association shall provide, as a minimum, eleven (11) trophies as follows: all star team (6), most valuable player (1), best goalkeeper (1), best defenseman (1), leading scorer (1), and sportsmanship award (1). The awards plus the bronze medals shall be given out after completion of the cross over games.

24.13 An awards selection committee shall be appointed by the host Minor Hockey Association. Representatives of it shall be at all games to make their selection on ability displayed during the tournament. All teams involved may have representation on the awards selection committee if they request same when forwarding their team information to the organizers.

24.14 A tournament report, including income and expenditures, problems encountered and recommendations shall be submitted to the HNS Executive Director within 15 days of the completion of the tournament. The information will assist Council in assessing the tournaments and providing information to Minor Hockey Associations planning to host a tournament.

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24.16 One (1) 30 second time out, per team, will be permitted in each game.

Sample Provincials Budget

(Insert Team Name and Division)

Provincials – Financial Report

(Insert Date)

Revenue

Sponsorship		12,075.00
Gate Proceeds		3,327.00
50/50		<u>167.00</u>
Total Revenue		15,569.00

Expenses

Awards	620.00	
	<u>63.25</u>	683.25
Banner	478.40	478.40
Programs	1,130.00	
	<u>400.00</u>	1,530.00
Opening Ceremonies		
Bagpiper	126.50	
Singer	50.00	
Other	34.47	
Tour Tech	420.00	
Pictures	<u>50.00</u>	680.97
Pre-provincial Team Gathering		
	204.26	
	<u>38.40</u>	242.66
Registration		75.00
First Aid		200.00
Gift Packs & Prizes		
Advance Screen	5,021.41	
Water, pucks, pins	210.48	
Cleves	402.16	
Pendants	375.00	
Prize – Metro Centre	100.00	
Sportswheels	<u>483.00</u>	6,592.05
Food/Hospitality Room	454.01	
	30.00	
	127.26	611.27
Referees & Time keepers		1,320.00
Ice Rental		3,558.00
Door Costs	124.02	
	<u>50.00</u>	<u>174.02</u>
Total Expenses		<u>16,145.62</u>
Net Cost to Team	<u>576.62</u>	

HNS Office Contacts

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