

**HNSMHA Provincial Championships Hosting
Guide**

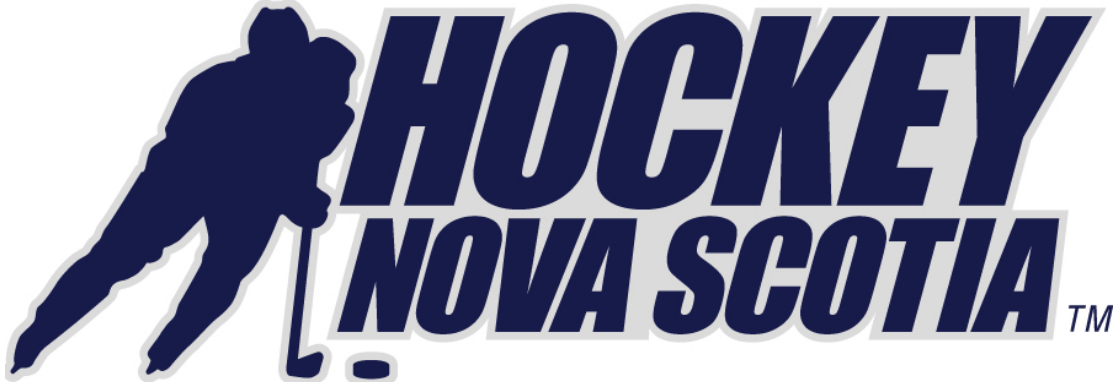


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HNSMHA Provincial Championships Critical Path

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 13 - PROVINCIAL CHAMPIONSHIP TOURNAMENTS (excluding AAA Hockey)

- 1301 Teams competing in Provincial Championship tournaments shall be the four Inter-Regional Conference winners plus the host team.
- 1302 The format and schedule for Provincial Championship tournaments is established annually by the Executive of the HNSMC and is the responsibility of the HNSMC Chairman. 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.
- 1303 The tournament format is single round robin with a championship game.
- 1304 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 |
| Sunday | 6:00 p.m. | 5 vs. 3 |
| | 8:30 a.m. | 4 vs. 5 |
| | 10:30 a.m. | 1 vs. 3 |
| | 2:00 p.m. | Championship game (2 nd vs. 1 st .) |
- i. Team Placement:
- Team 1 will be the host team
 - The distance teams are located from the host city will determine teams 2-5.
 - The closer the team is the higher the placement they will be.
 - This is to allow teams from afar time to travel to the tournament.

1305 Games shall consist of three (3) 15-minute stop time periods, with ice resurfacing between the second and third periods.

1306 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.

1307 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.

1308 Hockey Canada player cards or HNSMC 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.

1309 The host association must supply minor officials, including scorekeepers & timekeepers.

1310 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.

1311 Tie-breaking formulas, if necessary, to determine the participants in the championship game is as follows:

- A. If two or more teams are tied in points, the following is the tie breaker:
 - i. The won lost record of the teams in games against each other.
 - ii. if still tied, the goal spread in games between the tied teams only (goals for less goals against)
 - iii. if still tied, the team(s) scoring the most goals in games against each other shall finish higher.
 - iv. if still tied, repeat steps i to iv, but include the records of all teams in the tournament.
 - v. If still tied - the higher standing(s) will be determined based on the ratio of goals for to goals against to three (3) decimal places (goals for divided by goals against). In calculating this ratio only the records of the teams tied against each other shall be considered. The higher ratio will be given first place and be the home team in the championship game. The second highest ration will determine 2nd place and a position in the championship game.

1312 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.

- 1313 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.
- 1314 The HNSMC shall provide appropriate individual and team recognition for the winning team. The host association will be provided with the official HNSMC gold, silver and bronze medallions, Championship Banner, Championship Plaque and Fair Play Banner to be presented at the conclusion of the tournament. The cost to the host committee will be \$75.00
- 1315 The host 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.
- .
- 1316 An awards selection committee shall be appointed by the host 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.
- 1317 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.
- 1318 The Host 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 association shall also provide awards for each of the skills competition events.
- 1319 A 30 second time out, per team, will be permitted in all games.

REGULATION 14 –ATOM AAA, PEEWEE AAA, BANTAM AAA AND MIDGET AAA PROVINCIAL CHAMPIONSHIP TOURNAMENTS

- 1401 The format and schedule for Provincial Championship tournaments is established annually by the Executive of the HNSMC and is the responsibility of the HNSMC Chairman. 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.

1402 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	<u>Championship Game</u>

i. 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.**

ii. 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 final league standings submitted by each league by February 25, to calculate each team's PPP to the third decimal point:

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

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

1. Team(s) with the highest winning percentage (wins divided by games played).
2. Still tied: Team(s) with the highest goal ratio (goals for divided by goals against)
3. Still tied: Team(s) with the least goals against average (goals against divided by games played)
4. Still tied: Team(s) with the greatest goals for average (goals for divided by games played).
5. Still tied: A random draw will be used to break the tie.

1403 Games shall consist of three (3) 15-minute stop time periods, with ice resurfacing between the second and third periods.

1404 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.

1405 Hockey Canada player cards or HNSMC 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.

1406 The host association must supply minor officials, including scorekeepers & timekeepers.

1407 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.

1408 Tie-breaking formulas, if necessary, to determine the participants in the championship game is as follows:

- A. If two teams are tied in points, the winner of the game between them finishes higher.

- B. If more than two teams are tied in points, the standings will be determined as follows:
- i. the won lost record of the teams in games against each other.
 - ii. If still tied - the higher standing(s) will be determined based on the ratio of goals for to goals against to three (3) decimal places (goals for divided by goals against). In calculating this ratio only the records of the teams tied against each other shall be considered. The higher ratio will be given first place and be the home team in the championship game. The second highest ration will determine 2nd place and a position in the championship game.
 - iii. if still tied, the goal spread in games between the tied teams only (goals for less goals against)
 - iv. if still tied, the team(s) scoring the most goals in games against each other shall finish higher.
 - v. if still tied, repeat steps i to iv, but include the records of all teams in the tournament.

- 1409 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.
- 1410 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.
- 1411 The HNSMC shall provide appropriate individual and team recognition for the winning team. The host association will be provided with the official HNSMC gold, silver and bronze medallions, Championship Banner, Championship Plaque and Fair Play Banner to be presented at the conclusion of the tournament. The cost to the host committee will be \$75.00
- 1412 The host 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.
- 1413 An awards selection committee shall be appointed by the host 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.

- 1414 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.
- 1415 The Host 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 association shall also provide awards for each of the skills competition events.
- 1416 A 30 second time out, per team, will be permitted in all games.

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

Hockey Nova Scotia

6300 Lady Hammond Road, Suite 200

Tel: (902) 454-9400

Fax: (902) 454-3883

www.hockeynovascotia.ca

Sarah Thomas

Administrative Assistant

stomas@hockeynovascotia.ca

Mike Field

Co-ordinator, Member Services

mfield@hockeynovascotia.ca

Darren Cossar

Executive Director

dcossar@hockeynovascotia.ca

Darren Sutherland

Development Coordinator

dsutherland@hockeynovascotia.ca

Phil Power

Coordinator Risk Management, Officiating and HCR

ppower@hockeynovascotia.ca