



**DAWSON CREEK**  
**MINOR HOCKEY**

**TOURNAMENT  
PROCEDURES AND  
GUIDELINES FOR  
TOURNAMENT  
COORDINATORS**

**Updated September 17, 2011**

## **DCMHA POLICY MANUAL TOURNAMENT PROCEDURES**

Home tournaments are to be coordinated by the Tournament Director & Division Coordinator, assisted by a designated tournament coordinator from each DCMHA team involved. All Team Managers are to designate a Tournament Coordinator to organize the home tournament.

All DCMHA tournaments must have the approval of the Executive who will arrange for the event to be sanctioned by BC HOCKEY. The Ice Director prepares and distributes a list of tournament dates prior to each season.

DCMHA will be responsible for sanction fees. The host team(s) will be responsible for all other costs, including all ice costs, referee costs (please see attached schedule for estimated amounts), trophies, player packages, sponsor boards, posters, tournament rosters, schedules, prize table items, etc. The host team should ensure that entry fees for out-of-town teams are sufficient to cover these expenses. The Ice Director will provide the Tournament Director with amounts owing for ice and the Office Manager will provide amounts owing for referees. Entry fees for out-of-town teams must be approved by the VP, Hockey Operations.

Tournament coordinators are responsible for ensuring that all games are accommodated within the allotted ice time, arena staff have a copy of the game and flood times, scorekeepers are provided for each game, the referee assigner has adequate advance notice of referee requirements and that the DCMHA fund raising guidelines are followed.

Teams hosting tournaments are not allowed to solicit the local business community for tournament sponsorship. They are allowed to approach the parent/relative group of the host teams to obtain trophy sponsorship, raffle table prizes, etc. The teams are expected to use raffle tables, program sales, and 50/50 draws to cover tournament costs. If necessary, fees can be assessed to each player on the host team(s). Any surplus of revenue over expense is to be allocated to the host team.

The Division Coordinator is expected to provide neighboring associations with tournament dates, entry fee information and contact details to enter. This should be done early in the season to ensure full entry. It is suggested that posters should be prepared and distributed, with follow-up phone calls to the Division Coordinator in the neighboring association. The first tournament date is at the end of October each year, so an early start is essential.

All parent/guardians are expected to volunteer their time at the home tournament. The Division Coordinator and designated team tournament coordinators are expected to organize the event and be on site during its allotted times. However, the actual job duties (scorekeeping, raffle table, 50/50, poster preparation, program information, preparation and insertion, player packages, etc) are expected to be done by parents/guardians/grandparents and friends.

In town tournaments are the opportunity for DCMHA to play host to neighboring associations and put our best face forward. It is expected that all coaches, players, team managers, parents/guardians, and Division Coordinators will display the highest standards of conduct throughout these events.

It is suggested that Host Teams prepare a Tournament Program. Programs may be given away, or may be sold at the tournament for a nominal fee (i.e. \$1.00) as a fundraiser. If sold as a 50/50 fundraiser, a Class D Gaming Licence must be obtained prior to the tournament.

All teams who wish to sell raffles of any type during the tournament **MUST** apply to the BC Ministry of Public Safety and Solicitor General Gaming Policy and Enforcement Branch for a **Class D Gaming Licence** before participating in any draws. You **MUST** obtain a license for each type of raffle including raffle table, 50/50, looney stick or any other raffle held during the tournament.

**THESE LICENCES HAVE TO BE IN THE NAME OF THE TEAM (OR DIVISION) THAT IS APPLYING -- THEY CANNOT BE IN THE NAME OF DAWSON CREEK MINOR HOCKEY.**

**Failure to meet these requirements may result in suspension or revocation of Minor Hockey's annual Gaming Grant, refusal of future gaming event Licence and/or denial of future access to gaming grants or funds for the entire Association.**

For gaming guidelines, ticket raffle procedures and application forms please visit:  
<http://www.pssg.gov.bc.ca/gaming/licences/classD.htm> or call 250.387.5311

## **DUTIES OF THE TOURNAMENT COORDINATOR**

- Determine format for tournament ie:
  - 6 teams or 8 teams depending on level of division and team, Development/Rep and Midget B teams require a 3 man system and are limited to a 6 team tournament, all others are allowed up to 8 teams depending on ref availability, please contact the Referee in Chief to confirm prior to sending out invites.
  - 3 run time periods (suggested optional for Pre-Novice or Novice only, all other divisions should have 3 stop time periods with a possible run time 3<sup>rd</sup> period only if needed.)
  - The 3<sup>rd</sup> period may be played straight time when 1 team is winning by 5 or more goals or if the game is running behind schedule at the discretion of the Tournament Chair. If run time all penalties are 3 minute penalties.
  - All games must start with a 5-minute warm up with a minimum 1-minute break between periods.
  - Floods must be held at least every 2<sup>nd</sup> period for divisions Atom age and up.
- Print applicable tournament BC Hockey Sanction off of the [www.bchockey.net](http://www.bchockey.net) website.
- Check the website for posted ice schedules to find your allotted ice. If not yet posted contact the Ice Director (contact information available on [www.dcmha.ca](http://www.dcmha.ca)). If you know you need extra ice time, you can trade with other teams but make sure you fill it in on the Schedules posted at the arena. There may also be extra ice available, call the Ice Director to find out. If you are wishing to book EnCana Centre ice you must book it through the DCMHA Ice Director.
- Prepare invitation letter and registration form. (sample attached) Allow yourself at least 3-4 weeks prior to tournament date for receipt of rosters, if you leave it too late you will run short of time to complete other tasks.
- Send out invite to surrounding member associations or directly to teams, if contact information is known, at least 2 months prior to tournament. Most contact information can be obtained from the Team Manager or off of association websites.
- Schedule meeting with team parents. At the initial meeting:
  - Establish a Tournament Committee and/or assign duties.
  - Suggested items to discuss and assign:
    - Team baskets – suggest one basket per team with items such as granola bars, fruit, bottled water, items for coaches.
    - Player giveaways – suggested items: cd holders, touques, skate towels, water bottles, mini sticks, dog tags, hats, t-shirts. (Won't be able to order until all rosters have been received)
    - Trophies – find sponsors (follow sponsorship guidelines) decide what type of trophies and for what places ie only 1<sup>st</sup> and 2<sup>nd</sup>, 1<sup>st</sup> – 4<sup>th</sup>, trophies or medals, etc. Order trophies at least 3 weeks prior to tournament to allow retailer time for engraving. (Order enough of each place to cover the largest team)

- Raffle table – find donations (follow sponsorship guidelines) suggest collecting \$20 from each family to cover initial costs to purchase items. Prepare raffle table items and baskets, prepare tickets and bags/buckets for tickets for each prize, prepare a poster advising date/time of draws and listing items with space to fill in winners to post after prizes are drawn. Make sure you have pens, markers, tape, scissors, cash box and float. Make sure you have obtained the necessary Gaming Licence and post it at the arena during the tournament.
  - Decide if you will have 50/50 draws and whether or not they will be sold via tickets, a board at the raffle table or sheets. Make sure you have obtained the necessary Gaming Licence and post it at the arena during the tournament. Ensure you have enough tickets/sheets, bucket, float and anything else that may be needed.
  - Assign someone to schedule work times for parents (sample template attached) Post schedule at raffle table for the weekend. You now also need security; the jacket is in the concession.
  - Assign someone to create posters, standings poster, game sheet labels (make sure you make enough for 4 labels per team per game and 4 extra for every team for the finals) and program (ensure program includes rules, rosters, game schedule and thank you to sponsors)
  - Assign someone to coordinate refs if Minor Hockey does not already have a ref assigner (refs must be coordinated as soon as game schedule is complete or at least 2 weeks prior to tournament)
  - Assign a Tournament Rules Committee (see sample rules attached)
- Once you have received payment confirmation of teams attending:
  - Prepare game schedule. Things to take into account when preparing the game schedule:
    - The length of each period (depending on whether or not it is stop time or run time)
    - 15 minutes for each flood
    - Warm up time
    - Breaks between periods if flood not scheduled
    - Injuries or fights
    - Overtime/shoot out (if applicable)
    - Shaking hands/awards ceremony/team pictures (if presenting items after each game or only after semi finals and finals)
    - **YOU MUST CANCEL ANY UNUSED TOURNAMENT ICE WITH THE ICE SCHEDULER 16 DAYS PRIOR TO DATE OF TOURNAMENT**
  - Once schedule is finalized:

- Send it to Minor Hockey Ice Scheduler for final approval.
- Once approved send to ref coordinator (at least 2 weeks in advance), program creator, parent work scheduler, visiting teams, arena staff to assign dressing rooms (please refer to City of Dawson Creek Tournament Scheduling Guidelines attached)
- Prepare game sheets and standings poster
- Have a follow up meeting with Committee and ensure that all duties are complete and people are scheduled to set up raffle table and any other duties required.
- During the tournament
  - Before tournament starts, provide refs with copy of schedule including flood schedule and tournament rules.
  - Ensure you have a small cooler with ice packs and enough frozen pucks for all games. Make sure you put frozen pucks out prior to first game, keep cooler in penalty box on ice during the day for refs to get new pucks when needed and take home to freeze during the night.
  - Make sure game sheets get signed and to score keeper prior to each game.
  - Make sure each team gets a copy of scoresheet after the games and post stats on standings poster as soon as possible.
  - Make sure trophies are ready and at the time box prior to the finals and someone is available to hand them out after the final games.
- After the tournament:
  - Complete a final tournament report and financial statement and submit to the DCMHA office with a copy of your tournament program within thirty (30) days following the event.

## RISK MANAGEMENT

### **INSURANCE**

All players, coaches, assistant coaches and other on-ice personnel including managers and trainers must be registered and have HC Insurance coverage. Insurance is provided to the DCMHA members upon application through the DCMHA to Hockey Canada.

Players must never be left unsupervised while on the ice surface. Players, coaches and officials may not enter the ice surface until ice cleaning equipment has left the ice surface and the access door is completely closed. During practices and games, coaches will ensure that all doors to the ice surface are kept closed at all times to prevent injury to players. Players may only enter onto the ice AFTER the referees have entered the ice and only if they give the okay. Teams are not to be on the ice if the referees are not present.

All teams (home and visiting) must ensure they have a certified Trainer, that has **current** Hockey Canada Safety Certification, in the facility with the team at all times.

### **INJURED PLAYERS**

This information is intended as general information only and should not form the basis of legal or medical advice or opinion of any kind. Medical or legal advice should be obtained by consulting a professional. In the event of serious injury, call 911 immediately. Calls to 911 are free and can be made from the pay telephones in the lobby of all ice rinks in Dawson Creek.

Arena locations:

<u>Arena</u>	<u>Street Address</u>
Memorial Arena	1107 106 <sup>th</sup> Avenue
Kin Arena	1101 106 <sup>th</sup> Avenue

It is an expectation of the DCMHA that coaches will exercise reasonable care over their players to prevent reasonably foreseeable risks. They are expected to take all necessary precautions in preventing injury and are entrusted that the best procedures will be followed should injury occur. Coaches must ensure that players and parent/guardians have been informed that there are inherent risks of injury for players and there is a remote possibility of an accidental catastrophic injury for hockey participants. In addition, coaches must ensure that players have been informed of the potential for serious injury that may result from a check from behind. These types of checks must not form part of a team's defensive strategy and coaches have a duty to eliminate this type of dangerous play from the game.

If there is any question of a neck or back injury to any player, they are NOT to be moved. Call 911 immediately. Notify the rink attendant, parent/guardian of the player and the DCMHA Risk Manager as soon as possible.

Players must be made aware by their coach that if they are hurt and experiencing back or neck pain, or any buzzing or tingling in their neck, back, arms or legs, they MUST NOT move. Players experiencing nausea, dizziness, headache, light headedness, blurred or double vision or other symptoms of possible concussion must inform their coach immediately. They will be escorted from the ice immediately to receive medical attention.

Players suffering an injury, which results in a stoppage of play, but is not deemed serious shall be removed from the ice when safe and shall not be allowed to return until they have sat out a minimum of one complete rotation of line changes.

Players who have been knocked unconscious, or have blacked out, no matter the duration will not be allowed to continue to play in that game nor return to the ice without medical clearance from their doctor.

Players taken from the ice by ambulance shall not return to the ice without medical clearance from their doctor.

Players who suffer from non-hockey related illness or injuries or who have been injured in any manner whereby they could not play hockey, shall not return to playing without medical clearance from their doctor.

### **REPORTING INJURIES**

Hockey Canada Injury Report forms must be completed by injured players parent/guardians and submitted to the DCMHA. These can be obtained from the DCMHA office or printed online at [www.dcmha.ca](http://www.dcmha.ca) or the Hockey Canada website.

### **FACILITIES DAMAGE**

Damages to facilities are to be reported to the rink attendant immediately. Under no circumstances should attempts be made by team/tournament officials to repair damages themselves. Damages resulting from the misconduct of a team/tournament member will be billed back to that team/tournament. Players and/or teams will be suspended from play until the later of any imposed penalty or until such bills are paid.

Coaches, referees, team officials or other members must immediately report unsafe conditions which could pose a risk to any person whether members of the DCMHA or not, to arena attendants and the DCMHA Risk Manager.

**CITY OF DAWSON CREEK ARENA USER GUIDE**  
**Dressing Room Etiquette**

- ⇒ Players AND Coaches (or designated adult) are responsible for all behavior in the change rooms. Players are to be supervised at all times.
- ⇒ Hockey is to be played on the ice ONLY – not in the change rooms or hallways.
- ⇒ Please respect the facility and refrain from smashing objects with your stick, damages will be billed accordingly.
- ⇒ Smoking is **NOT PERMITTED** in the facility.
- ⇒ Chewing tobacco is **NOT PERMITTED** in the facility.
- ⇒ Alcohol is **NOT PERMITTED** in the facility unless a Special Occasion Permit is approved by Council.
- ⇒ Please vacate the change room as soon as possible after your ice time.
- ⇒ Ensure your change room's security by keeping the doors locked at all times.
- ⇒ Remember to leave the key behind! If the key is not in the change room, contact the Icemaker.
- ⇒ Remember that this is a co-ed facility. Please respect the rights of all users. Keep the change room doors closed while you are getting changed, and stay out of all rooms that are not assigned to your team.

\*\*\* There is not always time permitted for the Icemakers to get into each dressing room between uses, so please look after your fellow users by putting your garbage into the container provided prior to vacating the dressing room.

Rule of Thumb: Leave the room AS CLEAN OR CLEANER than you found it.

- ✓ Please pick-up after yourselves. All garbage is to be placed in the garbage cans.
  - Brooms and dustpans are provided in each dressing room.

Please help us keep all users on time:

The last player is to be getting off the ice as your time ends.

Your cooperation is appreciated. Lets all work together to provide a positive operating facility.

## CITY OF DAWSON CREEK ARENA USER GUIDE

### Appendix IX

#### Tournament Dressing Room Assignments

- Our goal is to provide the best possible recreational experience we can with the resources available.
- Complementary to this goal is the need to use resources, people, money in an effective, safe, and efficient manner to the greatest benefit of the community.
- The City, Arena Staff, and Patrons must work together to make this goal a reality.

#### In general:

- Patrons must strive to better our facility and to not leave an imprint on our facility, each and every time they use it.
- Most days, there is only 1 Icemaker per 10-hour shift. Patrons can assist Arena Staff in completing their daily tasks by restricting their use of the facility to the minimum required areas. This goes hand in hand with the facility expectation that all children are under the direct supervision of a parent or coach.

#### Specific to scheduling room assignments for weekend tournaments:

- **It is best to fax the arena a list describing the number of teams attending, and whether any of the teams have female players that need to be accommodated in separate dressing rooms preferably 1 week in advance.** With this information the Icemaker working on the weekend can easily decide the most appropriate dressing room assignments. The room assignments will then be posted on the white board in the Memorial foyer.
- It is our Staff's goal to accommodate all teams, by minimizing required moves from one room to another, and by allowing teams to leave their gear in their assigned room overnight. However, Staff must balance the needs of other Patrons and their own work schedule.
- Often it is only possible to allow teams to stay in one room over the course of one day – not over the entire weekend.

#### General Arena Staff guidelines when assigning dressing rooms:

- Arena Staff strive to allow tournament groups to retain the same dressing room for the duration of the tournament. Of course this depends on the number of teams attending, on whether any female players are present, and on the scheduling of other user groups before and after the tournament teams.
- Depending on which group is using the ice before or after the tournament games each day, certain dressing rooms must be vacated early in the day, or left vacant all day. For example, these groups typically conflict with tournaments:
  - Figure Skating uses dressing rooms #131 & #135 & #139
  - Speed Skating uses dressing room #141 & #147 pending Sundays
  - Junior and Senior Canucks opposition use dressing room #113
  - Public Skate uses dressing room #113
  - Ladies Hockey uses dressing room #135 and for games one of the other rooms.
- Whenever female players are present, they must have dressing room #147, because that allows for a private bathroom.
- To facilitate Arena Staff's daily work duties, we attempt to use the minimum number of dressing rooms as possible. While we understand that Patrons would like to have their own exclusive room, Patrons must realize that every square foot of work added to each shift, reduces the number of items that Staff can accomplish to the required cleaning standard.

## CITY OF DAWSON CREEK ARENA USER GUIDE

### **General guidelines for tournament organizers (when assigning dressing rooms):**

- If tournament organizers wish to do their own room assignments, the above considerations must be taken into account. Organizers must recognize that smooth flow of room assignments necessitate that the home team does not always get the large dressing room, and does not always get to leave their gear in overnight. When the large dressing rooms (#113 and #135) are required, they must be put into rotation for whichever group is next – regardless of whether or not it is a Dawson Creek team.
- Before leaving gear in any of the rooms, check with the Icemaker on duty. Equipment cannot be left in the room if there is any possibility of another group requiring that room. Equipment must not be left in a room that the team is not going to be using the following morning. Past experience has proven that no team ever arrives 4 hours early for their game, just to move their equipment to a different room so that another team can use the room.
- Whenever organizers have done the room assignments, the Icemaker may have to make changes if circumstances dictate. Whenever this happens, the new room assignments will be posted on the white board in the Memorial. Please check the white board every time your team enters the building

## CITY OF DAWSON CREEK ARENA USER GUIDE

### Appendix X

#### SOUNDING THE HORN EVERY X MINUTES - AUTOMATIC METHOD

- Start with the NEVCO MPC control OFF (the switch is located low on the right-hand side, near the back).
- The control unit's display should be blank.
- Turn the control unit ON.

Text on the control unit's display:

Press these buttons:

"DO YOU WANT TO START WHERE TURNED OFF LAST?"	NO
"***** HI – I'M YOUR NEVCO ... ENTER YOUR MODEL CODE"	008 3261
"DO YOU WANT TO USE SHOT CLOCKS?"	NO
"USE PENALTY TIME OUT?"	NO SET TIME 15:00 (or any other period length) YES
"PERIOD"	1 (or which ever period) SET CLOCK MODES
"DO YOU WANT TO SWITCH TO DIM?"	NO
"CHANGE DIRECTION OF MAIN CLOCK?"	NO
"USE AUX TIMER?"	NO
"USE AUTOMATIC TIME OUT HORN?"	NO
"USE INTERVAL HORN?"	YES
"INTERVAL #" (this is the # of minutes between horns)	3 (any number between 1 and 9)

- Use the Remote TIME Switch and flip the toggle to ON (you can switch to OFF and back to ON at any time).
- The horn will sound for 1 second every X minutes (however many minutes you entered for "INTERVAL #").
- Turn the Remote TIME Switch OFF at the end of the period – or the horn will not turn off!
- For subsequent periods, start from "SET" "TIME ..." and finish with "PERIOD" "2" (or which ever period).
- The control unit will remember the "INTERVAL #" until it is turned off.
- Turn the control unit OFF when finished.

## CITY OF DAWSON CREEK ARENA USER GUIDE

### SOUNDING THE HORN EVERY X MINUTES – MANUAL METHOD

- Start with the NEVCO MPC control OFF (the switch is located low on the right-hand side, near the back).
- The control unit's display should be blank.
- Turn the control unit ON.

Text on the control unit's display:

Press these buttons:

"DO YOU WANT TO START WHERE TURNED OFF LAST?"	NO
"***** HI – I'M YOUR NEVCO ... ENTER YOUR MODEL CODE"	008 3261
"DO YOU WANT TO USE SHOT CLOCKS?"	NO
"USE PENALTY TIME OUT?"	NO SET TIME 15:00 (or any other period length) YES
"PERIOD"	1 (or which ever period)

- Use the Remote TIME Switch and flip the toggle to ON (you can switch to OFF and back to ON at any time).
- Press and hold the HORN button whenever you want the horn to sound.
- Turn the Remote TIME Switch OFF at the end of the period – or the horn will not turn off!
- For subsequent periods, start from "SET" "TIME" and finish with "PERIOD" "2" (or which ever period).
- Turn the control unit OFF when finished.

## CITY OF DAWSON CREEK ARENA USER GUIDE

### SETTING THE TIME OF DAY ON THE MAIN CLOCK

**\*\*\* PLEASE SET THE TIME OF DAY AFTER YOUR GAME OR PRACTICE \*\*\***

- Start with the NEVCO MPC control OFF (the switch is located low on the right-hand side, near the back).
- The control unit's display should be blank.
- Turn the control unit ON.

Text on the control unit's display:

Press these buttons:

"DO YOU WANT TO START WHERE TURNED OFF LAST?"	NO
"***** HI – I'M YOUR NEVCO ... ENTER YOUR MODEL CODE"	008 3261
"DO YOU WANT TO USE SHOT CLOCKS?"	NO
"USE PENALTY TIME OUT?"	NO SET CLOCK MODES
"DO YOU WANT TO SWITCH TO DIM?"	NO
"CHANGE DIRECTION OF MAIN CLOCK?"	NO
"USE AUX TIMER?"	YES
"DISPLAY TIME OF DAY?"	YES
"SET HH:MM"	05:55 (or what ever time it is)
"DISPLAY TIME OF DAY ON MAIN TIMER?"	YES
"USE AUTOMATIC TIME OUT HORN? "	NO
"USE INTERVAL HORN?"	NO
"AUX 05:55"	

- You may now turn the control unit OFF.

## City of Dawson Creek Ice User Event/Tournament Checklist

This list must be provided to Arena Staff **1 week prior to event**, so that room assignments can be decided upon. (Memorial fax: 782-9568)

Initials

- \_\_\_\_\_ I have read and understand the City of Dawson Creek Arena User Guide.
- \_\_\_\_\_ I understand if alcohol is to be made available at event, I will submit a request to Council 2 months prior to event. Once permit is granted, I will adhere to the guidelines and procedures that are required with this permit
- \_\_\_\_\_ I have informed all tournament participants of the City of Dawson Creek's expectations regarding adherence to the arena's posted rules of conduct, dressing room etiquette, supervision of players on and off the ice, dressing room clean-up, emergency evacuation procedures, and responsibility for vandalism.
- \_\_\_\_\_ I have confirmed that our tournament meets the City of Dawson Creek's requirements regarding insurance coverage and provision of first aid.
- \_\_\_\_\_ I understand that smoking and drinking is not permitted in the facility and I have made all participants in the event aware of this bylaw.
- \_\_\_\_\_ A schedule has been provided to the Arena Staff for dressing room assignments.

Please confirm:

- Number of teams in your tournament: \_\_\_\_\_
- Number of teams with female players: \_\_\_\_\_  
Which teams?: \_\_\_\_\_
  
- Flood schedule (remember: each flood is **15 minutes** long): (eg: after every 2 periods of play):
  
- Are you using run-time, stop-time, or a combination?:  
(eg: stop-time for last 5 minutes of third period/run-time for rest of game)
  
- Does your schedule timing allow for **ALL** aspects of the tournament?:  
(warm-ups / injuries / fights / floods / stop-time / overtime / shoot-outs / awards)  
\_\_\_\_\_ YES \_\_\_\_\_ NO

\_\_\_\_\_ I will ensure that a "User Group Incident Report" is filled out for **ANY & ALL** injuries (on or off the ice) incurred during the course of our tournament.

I understand that due to other user scheduling, arena staff needs, and the scheduling of our tournament, the home team(s) may not get to use the large dressing room(s). I further understand that due to these same constraints, it may not be possible for some or all of the teams to keep their gear in the rooms overnight. I realize that arena staff will try to be as accommodating as possible, but room assignments may vary on a day-by-day, and tournament-by-tournament basis as unforeseen circumstances arise. Additionally, I (and all participants) understand that all equipment left in the dressing rooms is done so at the user's risk. The City of Dawson Creek does not accept responsibility for lost or stolen items.

**Tournament Coordinator and number:** \_\_\_\_\_

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

**Event Name:** \_\_\_\_\_

**Event Date:** \_\_\_\_\_

## **Dawson Creek Minor Hockey Referee Fees**

**Being as teams are in charge of paying refs for tournaments this year, here is what ONE game will cost for each division. Please remember to check as to how many teams you are allowed to have in your tournament.**

Midget Rep - three official system = \$95

Midget 'B' - three official system = \$80

Midget House - two official system = \$80

Midget Girls - two official system = \$70

Bantam Rep - three official system = \$80

Bantam 'B' - two official system = \$70

Bantam House - two official system = \$70

Bantam Girls - two official system = \$40

Pee Wee Rep - three official system = \$70

Pee Wee 'B' - two official system = \$60

Pee Wee House - two official system = \$60

Pee Wee Girls - two official system = \$40

Atom Development - three official system = \$55

Atom House - two official system = \$40

Atom Girls - two official system = \$40

Novice - two official system = \$40

Pre Novice - two official system = \$40



**DAWSON CREEK (TOURNAMENT NAME)  
TOURNAMENT INVITATION  
(DATE)**

Sanction # \_\_\_\_\_

Dear Coaches & Managers,

On behalf of the Dawson Creek (TEAM NAME) I would like to extend an invitation to your team to attend our Home Tournament taking place (DATE). The Tournament begins on Friday and concludes on Sunday afternoon. Your team is guaranteed 3 games. **This tournament is limited to 8 teams so please send in your forms and payment as soon as possible to ensure entry.** Teams will be notified of their game times as early as possible.

All teams are required to submit a completed application form and team roster along with payment. Your application does not constitute acceptance into the tournament. If for any reason your team is unable to attend after acceptance, you must notify the Tournament Director immediately. Teams cancelling within one month of the tournament date may be subject to forfeiture of their entry fee, or a penalty, depending on whether a replacement team can be arranged.

Please complete the attached registration and roster forms and return, along with a cheque for \$ \_\_\_\_\_ **NO LATER THAN (DATE)** to:

**DAWSON CREEK (TOURNAMENT NAME)  
C/O (NAME), Tournament Director  
(ADDRESS)**

If you wish to advise that forms and payment have been mailed or if you have any questions please contact me by email at [\(EMAIL\)](#) or by phone at (250) (PHONE).

Yours truly,

(NAME)  
Tournament Director

For a listing of accommodations please visit: [www.tourismdawsoncreek.com](http://www.tourismdawsoncreek.com)



**DAWSON CREEK (TOURNAMENT NAME)  
TOURNAMENT REGISTRATION  
(DATE)**

Sanction # \_\_\_\_\_

Minor Hockey Association: \_\_\_\_\_

Association Address: \_\_\_\_\_

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

Team Colours:(home) \_\_\_\_\_ (away) \_\_\_\_\_

Coach: \_\_\_\_\_ Phone No. (day) \_\_\_\_\_

Email: \_\_\_\_\_ Phone No. (eve) \_\_\_\_\_

Manager: \_\_\_\_\_ Phone No. (day) \_\_\_\_\_

Email: \_\_\_\_\_ Phone No. (eve) \_\_\_\_\_

- ❖ All tournament registration forms and roster sheets **must** be accompanied by a cheque for \$\_\_\_\_\_ and mailed **NO LATER THAN (DATE)** to:

**DAWSON CREEK (TOURNAMENT NAME)  
C/O (NAME), Tournament Director  
(ADDRESS)**

- ❖ All registration cheques are to be made payable to \_\_\_\_\_ (no post dated cheques please).
- ❖ Your application does not constitute acceptance into the tournament.
- ❖ If for any reason your team is unable to attend after acceptance, you must notify the Tournament Director immediately. Teams cancelling within one month of the tournament date may be subject to forfeiture of their entry fee, or a penalty, depending on whether a replacement team can be arranged.
- ❖ Registration in the Tournament constitutes acceptance of the conditions and rules of the tournament, including that the Dawson Creek Minor Hockey Association and all officials associated with the Tournament assume no responsibility for accidents, injury or loss of property while participating in the Tournament or while travelling to or from the Tournament.

Signature of Team Official: \_\_\_\_\_ Date: \_\_\_\_\_

Name (Please print): \_\_\_\_\_ Position: \_\_\_\_\_



## SAMPLE TOURNAMENT RULES

1. The tournament will be played under official B.C.A.H.A. rules.
2. All games will consist of:
  - A 5 minute warm up (5 min will be placed on clock at the start of your ice time. If you are late for your ice you will get less warm up.)
  - All games will be 3 twenty-minute stop time periods. **The 3<sup>rd</sup> period may be played straight time when 1 team is winning by 5 or more goals or if the game is running behind schedule at the discretion of the Tournament Chair.**
  - 1 minute break between periods.
  - Floods will be every 2 period as marked on the schedule.
3. Points for the round robin will be as follows:

• Win	20 pts
• Tie	10 pts
• Loss	0 pts
4. In the event of a tie after round robin play, standings will be determined in this order.
  - (1) Head to Head record
  - (2) Point differential (+/-)
  - (3) Fewest penalty minutes
  - (4) Highest number of individuals scoring goals
  - (5) Coin toss
5. All players must be \_\_\_\_\_ years of age or less as of December 31, 20\_\_\_\_.
6. Any protest must be presented to the Tournament Rules Committee in writing, immediately following the game and include a \$100.00 non-refundable fee. Decisions made by this Committee shall be final and binding.
7. If a team refuses to play a game, or complete a game, the team involved shall not be allowed to play any further games in the tournament. All points earned through play shall be withdrawn and scores changed to a loss.
8. The 3<sup>rd</sup> & 4<sup>th</sup> place teams will play in the Semi Final game.  
The 1<sup>st</sup> and 2<sup>nd</sup> place teams will play in the Championship game.  
  
If playoff games are tied: A 3 man shootout will take place (alternating shots)  
If games still remain tied: A sudden death shootout will take place (1 player from each team shoots until one scores and not the other - No player may shoot twice until all players on the team have shot)
9. The Tournament Chair reserves the right to change or alter these rules at any time without prior notice in order to act in the best interests of the tournament.

**TOURNAMENT SUMMARY AND FINANCIAL STATEMENT**  
(Must be provided to DCMHA with a copy of your  
tournament program within 30 days following the Tournament)

**FINANCIAL STATEMENT**

Tournament: \_\_\_\_\_ Dates held: \_\_\_\_\_

**REVENUE**

Entry fees \_\_\_\_\_

Donations \_\_\_\_\_

Game sponsors \_\_\_\_\_

50/50 \_\_\_\_\_

Raffle Table \_\_\_\_\_

**TOTAL REVENUE** \_\_\_\_\_

**EXPENSES**

Ice costs \_\_\_\_\_

Ref fees \_\_\_\_\_

Trophies (if not sponsored) \_\_\_\_\_

Player gifts \_\_\_\_\_

Coach/Team baskets \_\_\_\_\_

Raffle table prizes \_\_\_\_\_

Miscellaneous (If exceeds  
\$ 500.00 break down) \_\_\_\_\_

**TOTAL EXPENSES** \_\_\_\_\_

**PROFIT/LOSS** \_\_\_\_\_

Did you have out of province teams in attendance? \_\_\_\_\_

If so, please list \_\_\_\_\_

\_\_\_\_\_

**SAMPLE WORK SCHEDULE**

<b>Game</b>	<b>Time Clock</b>	<b>Score keeper</b>	<b>Penalty Box</b>	<b>Penalty Box</b>	<b>Raffle Table</b>	<b>Raffle Table</b>	<b>Security</b>
<b>1</b>							
<b>2</b>							
<b>3</b>							
<b>4</b>							
<b>5</b>							
<b>6</b>							
<b>7</b>							
<b>8</b>							
<b>9</b>							
<b>10</b>							
<b>11</b>							
<b>12</b>							

**SAMPLE STANDINGS POSTER**

<b>DAWSON CREEK</b>	<b>Goals For</b>	<b>Goals Against</b>	<b>Dif</b>	<b>Penalty Minutes</b>	<b>Players scoring</b>	<b>Points</b>	<b>Standings</b>
Game 1 vs Fort St. John							
Game 2 vs Fairview							
Game 3 vs Whitehorse							
Game 4 vs Prince George							
<b>TOTALS</b>							

<b>FAIRVIEW</b>	<b>Goals For</b>	<b>Goals Against</b>	<b>Dif</b>	<b>Penalty Minutes</b>	<b>Players scoring</b>	<b>Points</b>	<b>Standings</b>
Game 1 vs Dawson Creek							
Game 2 vs Fort St. John							
Game 3 vs Whitehorse							
Game 4 vs Prince George							
<b>TOTALS</b>							

\* Points for the Round Robin will be as follows:

Win: 20 pts  
 Tie: 10 pts  
 Loss by 1 goal: 5 pts  
 Loss by 2 goals: 3 pts  
 Loss by 3 or more: 1 pt

\* In the event of a tie after round robin play, standings will be determined in this order:

1. Head to head record
2. Point differential (+/-)
3. Fewest Penalty Minutes
4. Highest number of individuals scoring goals
5. Coin toss

**SAMPLE TOURNAMENT SCHEDULE**

DAY	TIME	ARENA	HOME TEAM	ROOM	VS	VISITORS	ROOM	FLOOD	
Friday					vs			After 2nd	
					vs			After 1st	
Saturday					vs			After 2 <sup>nd</sup>	
					Vs			After 1 <sup>st</sup>	
	Flood								
					vs			After 2 <sup>nd</sup>	
					vs			After 1 <sup>st</sup>	
	Flood								
					vs			After 2 <sup>nd</sup>	
					vs			After 1 <sup>st</sup>	
	Flood								
					vs			After 2 <sup>nd</sup>	
					vs			After 1st	
Sunday					vs			After 2 <sup>nd</sup>	
					vs			After 1 <sup>st</sup>	
		Standings Determined & Flood							
		Memorial	Semi Finals (3rd vs 4th)	TBA			TBA	After 2 <sup>nd</sup>	
	Flood								
		Memorial	Championship Game (1 <sup>st</sup> vs 2 <sup>nd</sup> )	TBA			TBA	After 2 <sup>nd</sup>	

(g) = Girls