



2011
OHF CHAMPIONSHIP
GUIDELINES



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**OHF CHAMPIONSHIP HOSTING GUIDELINES
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The main objectives of the OHF Championship Guidelines are the following:

- ✓ to help guide and direct the OHF Championship Host Committee during the planning of the OHF Championships
- ✓ to develop the necessary procedures required to plan and execute the OHF Championships
- ✓ to focus on the strengths and opportunities of the OHF Championships
- ✓ to clearly outline the OHF Championship Committee's expectations of the host centres and all parties involved

SECTION 1 EVENT ORGANIZATION

1.1 About of the OHF Championships

The Ontario Hockey Federation (OHF) Minor Hockey Championships is a three (3) day event that produces OHF Branch Champions at the Atom A, AA, AAA, PeeWee A, AA, Bantam A, AA, Midget A, AA, and Juvenile divisions. Other divisions and Hockey Canada branches may participate as approved by the OHF Board of Directors.

The OHF Championships take place at the conclusion of every hockey season during the weekend on the second Saturday of April. Five teams participate at each of the OHF Championships. The participants are the Minor Hockey Member Partner (ALLIANCE, GTHL, NOHA and OMHA) Championship teams within the age category plus the host team.

The OHF Championships are sanctioned events through Hockey Canada and therefore, hosts are not required to get an insurance certificate. Participating teams are NOT required to get Travel Permits.

1.2 Host Rotation

OHF Championships are hosted on a four year rotation among the four participating OHF Minor Hockey Member Partners. The exception is the Atom AAA and Juvenile Championships.

Atom AAA: On a three year rotation since the NOHA does not participate in this age category.

Juvenile: A two year rotation since the NOHA and ALLIANCE Member Partners do not participate in this age category. To ensure five competing teams, Hockey Northwestern Ontario (HNO) is extended an invitation to compete as the fourth participating team. If HNO declines, the replacement team will come from the hosting Member Partner.

In the case of Atom AAA and Juvenile, the fifth participating team will be a team from the Member Partner scheduled to host the age category the following year.

Member Partner	2010	2011	2012	2013
ALLIANCE	PeeWee AA Bantam A Atom AAA	Bantam AA PeeWee A	Atom AA Midget A	Midget AA Atom A
GTHL	Midget AA Atom A Juvenile	PeeWee AA Bantam A	Bantam AA PeeWee A Juvenile Atom AAA	Atom AA Midget A Atom AAA
NOHA	Atom AA Midget A	Midget AA Atom A	PeeWee AA Bantam A	Bantam AA PeeWee A
OMHA	Bantam AA PeeWee A	Atom AA Midget A Juvenile Atom AAA	Midget AA Atom A	PeeWee AA Bantam A Juvenile

1.3 Selection of Host Centre – Procedure

The OHF Championships are a significant property of the OHF, hosted in co-operation by an OHF minor hockey Member Partner and Minor Hockey Association and/or team on behalf of the OHF.

A potential Host Centre will submit their hosting bid package to the hosting OHF Member Partner Office. The Member Partner will submit their host nomination to the OHF Championship Committee for approval.

Hosting communities gain the opportunity to promote the game of hockey within their communities and their local Minor Hockey Association. Hosting an OHF Championship has the potential to be profitable.

1.4 Selection of Host Centre – Criteria

Consult with your Member Partner Office prior to submitting a bid since each Member Partner will establish varying expectations and deadlines. The selection of Host Centres will be the responsibility of the Host Member Partner. The following is the minimum standard for hosting as set by the OHF and is recommended to be in selecting a Host Centre.

1. Finances - estimated revenues and expenditures for the event
2. Facility - availability/capacity/quality
 - a. The host rink shall be rented on an exclusive basis for a period of at least a minimum one hour prior to and after for the period of the Championship schedule (Section 9)
 - b. It is highly recommended that the facility have at least five dressing rooms available for the duration of the event or make available other secure overnight storage facilities
 - c. It is highly recommended that the host hotel be able to accommodate at most five teams and be within a close traveling distance to the host arena
3. Community/Association interest
4. Ability to meet required timelines
5. Volunteer base – availability
6. Marketing/Public Relations/Protocol plans for the event
7. Special Events to be held in conjunction with the hosting of this event (i.e. safety seminar, equipment presentations.) These activities must be approved by the OHF.

The selection of a Host Centre by the OHF Member Partner must be completed and presented to the OHF Board of Directors of the current hockey season.

1.5 OHF Regulation A12 – OHF Championships

The following age divisions and categories shall compete annually for the OHF Championship.

Minor Hockey: Atom (A, AA, AAA), PeeWee (A, AA), Bantam (A, AA), Midget (A, AA), Juvenile
Junior Hockey: Junior A
Senior Hockey: Senior AAA

- a) Other categories and divisions may be added at the sole discretion of the Board of Directors.
- b) The Championships of each category shall be contested annually and decided by a series of games as approved by the Board of Directors.
- c) Hosting of Branch Championship Events through a rotation process to OHF Member Partners must have the Member Partner scheduled to host the event confirm its intention to host the event by the date of the OHF Annual General Meeting in the year preceding the event, or earlier. Withdrawal of a hosting commitment after this date may result in penalties against the offending Member Partner.
- d) Any Member Partner failing to have declared its participant in a Branch Championship less than seven (7) days prior to the first date of a Championship (or other date as established by the OHF Board of Directors) shall be fined the amount of \$2,000.
- e) Member Partner shall advise the OHF in writing by October 1st of the current season of their intent to participate at approved Branch Championship events. Withdrawal after this date will result in a fine of \$1,000 to the offending OHF Member Partner.
- f) The OHF Board of Directors, through the recommendations of the appropriate Council, will establish Rules and Regulations for all Branch Championship.
- g) OHF Minor Championships will be conducted the weekend of the second Saturday in April.

1.6 Host Committee Critical Path

Step 1 - Create a list of all the tasks and jobs that must be accomplished to organize your event and achieve the event goals. Include even the smallest tasks. Possible tasks and jobs:

- Financial
- Sponsorship
- Program
- Marketing
- Volunteer management
- Security and Medical
- Equipment and Facilities
- Food and beverage (banquet)
- Transportation and accommodation
- Hospitality and Ceremonies

Step 2 - Break these into categories. For example include every task that relates to Marketing under a Marketing Category. You may wish to start with a Category list but sometimes all tasks won't fit into an existing category.

Step 3 - Prioritize the tasks. For example in order to produce your marketing material you need to have the facility reserved first.

Step 4 - Estimate how long it will take you to complete each task in order of priority. Once you have this list then work backwards from the event date to establish completion dates for each task.

Step 5 - Decide the best person to complete each task.

Step 6 - Develop a plan to monitor the progress of task completion. This can be accomplished with regular meetings or reports.

1.7 Team Contingent

The term team contingent is used a lot in the guidelines. The following will assist in preparing quantities associated with the event you are hosting.

Atom A through Midget AA

19 players / team x 5 teams = 95 + 2 standby goaltenders = 97

Juvenile

25 players / team x 5 teams = 125 + 2 standby goaltenders = 127

The maximum team contingent will include the members of the OHF Governing Committee. The committee is made up of one (1) Governing Chair plus four (4) Division Representatives (ALLIANCE, GTHL, NOHA and GTHL) for a total of five (5) members, except for the following exceptions:

Atom AAA

The NOHA do not participate therefore only 3 Division Reps plus 1 Governing Chair = 4

Juvenile

The NOHA and ALLIANCE do not participate therefore only 2 Division Reps plus 1 Governing Chair = 3
In the event that the HNO branch participates a Representative may be sent to increase total to four.

Section 14 outlines the Championship Series Governing Committee.

SECTION 2 RESPONSIBILITIES OF HOST CENTRES

2.1 Responsibility of the Host Centre

- a) These Guidelines outline the minimum protocol requirements for hosts. The OHF expects the hosts to attain these protocols. Going above these is at the discretion of the host centre.
- b) These are OHF Championships and as such, there will be much communication between hosts and the office throughout the planning phases. Deadlines are to be met and all information is to be submitted to the OHF Office.
- c) The Host Information Form is due to the OHF Office 30 days after being named host. This form (Attachment B) contains all the pertinent event details.
- d) Secure hotel accommodations to be used by traveling teams and personnel.
 - A block of rooms should be reserved for up to four teams (this doesn't include the host team) at 15-20 rooms per team. The OHF will designate five individuals to serve as the Governing Committee (Section 14). Ensure rooms are blocked for them as well as any dignitaries you invite and may require accommodations.
 - It is highly encouraged that the hotel understands the complete allotment of rooms may not be required and cancelled close to the arrival date since qualifying teams are determined up to a week prior to the event and may end up being a local team that qualifies and does not require accommodations.
 - Accommodations are to be provided at a guaranteed and reasonable rate.
 - If accommodations are required, the participating team(s) must stay in the host hotel as a condition of participation.
 - The host is not responsible for any accommodation charges.
- e) Promote the event within the local arenas, libraries, community centres, schools, legions, malls, etc. Ensure that permission is given prior to posting.
- f) Secure host arena:
 - Ice rental should be rented as exclusively as possible for the duration of the event.
 - The facility must have at least five dressing rooms available for the duration of the Championships or make available other secure overnight storage facilities. In the case where this isn't possible create a dressing room schedule.
 - If the host arena facility has two ice pads, the OHF Championships will be played on one ice pad only. This allows all representatives to watch all games.
- g) Secure a meeting room at the arena to allow for daily meetings for the OHF Governing Committee. Warm and cold refreshments are highly recommended to be available. This room should be separate from the hospitality room and media room (if provided).
- h) Develop the Championship game schedule based on the template (Section 9). The schedule must be submitted to the OHF Office for approval.
- i) Game sheets are available from your OHF Member Partner Office. The OHF office does not supply game sheets.
- j) The host committee shall be responsible for providing warm-up and all game pucks.
- k) Secure experienced time keepers who are familiar with the venue for every game. It is imperative that a minimum of two timekeepers are at each game. Time keepers will be assigned and trained by the hosts. The on-ice is in control of the game when the player comes out of the box. Time keepers and scorekeepers are to be independent, competent and knowledgeable individuals. Goal judges are not mandatory.

- l) Update game results immediately following each game online via the BladeNET program. Internet access for the weekend will be required for hosts. The OHF will train the Host Committee on updating scores and statistics with the BladeNET program (Attachment D).
- m) After the conclusion of the event, in cooperation with the OHF Governing Chair forward the original game sheets along with any Match Penalty Report Forms (Attachment G) to the OHF Office. All game sheets (front and back) must be faxed/scanned to the OHF immediately following the gold medal game (not after each game). The Match Penalty Report Form must be faxed/scanned and sent to the OHF immediately following the game in question.
- n) Provide proper accreditation for the team contingent, game officials, OHF Governing Committee, special guests/dignitaries and VIP's for the Championship. Name badges on lanyards work best. Best if provided at banquet or at the meeting that follows.
- o) Host a welcome banquet (Section 10).
- p) Host a pre-championship Coaches / Managers Meeting (immediately following the banquet) in a separate room from the banquet room (Section 14).
- q) Provide two (2) stand-by goaltenders for the competition, in accordance with the OHF Championship regulations (Section 14). These players are to be provided the same rights and privileges extended to all other participants. The Host Centre may request assistance from their affiliated Member Partner Office in designating stand by goaltenders.
- r) The Host is financially responsible for all ice rental and fees relating to the on-ice officials (Section 8). The on-ice officials will be remunerated based on the regular season fee schedule set by the affiliated OHF hosting Member Partner office. Where current rates are not provided for a three man system payment will be at the next applicable level.
- s) The Host is financially responsible for providing player awards (optional).
- t) It is encouraged that a bank account be opened separate from the team or association account, since several transactions will be made for the event.
- u) Provide a souvenir package compiled of articles from sponsors or donations in kind. This package shall be provided to each team participant including stand-by goaltenders, OHF Governing Chair and Division Representatives. Items must be age appropriate.
 - Suggested items include: Community pins and/or team pins, pucks, water bottles, clothing (the OHF provides t-shirts), trading cards, skate sharpening coupons, restaurants and/or retail discount coupons, snacks (no peanuts).
- v) Prepare a Championship Program highlighting the OHF Championship event. The program is a memorabilia piece for all of those involved in the event. Selling advertising is a good way to pay for the publication. Selling the Championship Program is also a means to produce revenue. Templates of past programs can be requested from the OHF. This program may include the following:
 - Letters from Dignitaries (OHF President, Mayor, Councilor, Host Chair)
 - Team rosters, team pictures, team motto, team accomplishments (this is something the host will collect from the Team Information Form that is provided to all participating teams in the Team Information Package).
 - Previous OHF Champions
 - Game schedule and Regulations
 - OHF Minimum Suspension List
 - Community highlights: map noting location of arena and hotel, restaurants and attractions, bank machines, pro shops, sponsor stores and a mall goes a long way for those visiting out of town.
- w) The host shall provide refreshments to participants at the conclusion of each game.
- x) All hosts shall have an official Opening Ceremony as well as Medals and a Trophy Presentation (Section 11). Teams are not required to stay for the Closing Ceremonies, if they are finished prior

to the championship game. If a team chooses to leave they must make the OHF Governing Committee aware. All medal presentations take place on ice.

- y) Complete the Host Committee Championship Report and Financial Statement (Attachment G) and to the OHF Office within thirty days following the completion of the event along with all OHF banners and supplied property.

2.2 Finance & Budget

When setting a budget it is important to remember to include all streams of revenue and expenses to get an accurate budget. Setting the budget will allow the committee to understand where the revenue is coming from and where the money is being spent. There are always going to be a few expenses that occur during the execution and that is why having it budgeted for will allow you to stay on track. One of the first tasks that should be completed is the development of a budget.

Revenue

OHF (\$2,500)
Sponsorship
Gate fees
Banquet ticket sales
50/50, Toonie toss, fundraising
Donations in kind
Retail tables
BBQ or special event
Program advertising
Program sales
Hotel rebate program

Expenses

Banquet (meal, decorations, guest speaker)
Arena rental and equipment (pucks)
Officials (referee, linesman, timekeeper)
Gifts (to players, dignitaries, special guests)
Merchandise and cresting
Awards and prizes
Promotions
Programs and signage printing
Photographer
Hospitality (teams and meeting room)
Meetings

2.3 Admission Ticket Prices

- a) To assist with offsetting the costs of hosting the event, the following are the maximum a host may charge for admission to the event. The Host Centre can lower entry fees if decided.
 - Daily Entry Fee: \$10.00 per day maximum
 - Weekend Entry Fee: \$25.00 per weekend maximum
- b) Game admission tickets may be sold at the banquet or prior to the event via a form in the Team Information Package. Players and team staff are included in the provision of accreditation and are not to pay entry fees. Provide gate volunteers with a list of all accredited individuals.
- c) All profits in ticket sales are encouraged to be sent back to the hosting Minor Hockey Association and/or team.
- d) In the event a host team wishes to implement a team fee a proposal from the host committee must be submitted to the OHF Championships Committee no later than December 15. The Committee must provide unanimous approval.

2.4 Volunteers

- a) Ensure that volunteers are in place to adequately host the event. Compile a list of volunteers with their corresponding duties to ensure insurance coverage is extended to them.
- b) The following are examples of committees that should be established.
 - Executive Committee – includes host chair(s)
 - Food and Beverage – may include banquet
 - Public Relations and promotions – may include printing event program
 - Sponsorship and VIP
 - Volunteer Coordinator
 - Ticket Sales
 - Entertainment

SECTION 3
RESPONSIBILITIES OF OHF MEMBER PARTNER OFFICES

- a) Confirm its intention to host the event by the date of the OHF Annual General Meeting in the year preceding the event, or earlier (OHF Regulation A12).
- b) If a Member Partner cannot host a particular event or wishes to change categories, they must indicate to the OHF by September 30 of the current hockey season.
- c) Ensure that Host Centres are selected and presented to the OHF Office prior to October 31 of the current hockey season. The Host Centres will be approved at the Board of Directors meeting following this date.
- d) Appoint an Executive Member to act as the Governing Chair/OHF Rep of the competition.
- e) Appoint a Division Representative. These division representatives should follow guidelines of responsibilities as outlined by their division and/or the OHF. Division representatives must be in attendance for all games of the championships. The OHF Office must be notified in advance of any foreseen absences.
- f) Upon appointment of Governing Chairs and Division Representatives, submit all contact information (i.e. shipping address, email and phone) and size information (i.e. golf shirt, sweater and jacket) to the OHF Office.
- g) Ensure all competing teams are confirmed and finalized at least seven (7) days prior to the start of the competition (OHF Regulation A12). MP Office must send team names to the OHF Office by this date.
- h) Each Member Partner Executive Director is responsible for guaranteeing the accuracy of the qualifying team roster. The Member Partner office is responsible to send a copy of the team roster (including affiliate players list) to the OHF Office and to their Division Representative. These rosters serve as verification that all players are eligible to participate and may be used by the Division Representative to compare against the roster sheet submitted at the Coaches and Managers Meeting.
- i) Assist the Host Centre, if requested, in designating stand by goal tenders as per regulation 14.4 and forward the names of these goaltenders to the OHF Office.
- j) To provide game sheets to the Host Committee.
- k) In conjunction with the OHF or Member Partner Referee-in-Chief, appoint On-Ice-Officials to be assigned to work the events, which that division is hosting. Such officials to comply with HCOP level requirements for that series.
- l) Member Partner Offices shall forward the names and addresses of those Officials who were used during the Championships immediately following the event to the Referee-in-Chief. A letter of congratulations will be sent to each Official from the OHF Referee-in-Chief.
- m) To provide the OHF Championship Information Packages to the two (2) qualifying teams.

SECTION 4 OHF RESPONSIBILITIES

4.1 Responsibilities of the OHF Office

- a. Annually review the Rules and Regulations of the OHF Championships and establish minimum suspensions for the competition.
- b. Approve the Championship Host Centres based on submissions from the Member Partner.
- c. Provide the official logo of the Ontario Hockey Federation and Championship logo for use by the Host committee for non-commercial purposes (Section 6).
- d. Host an orientation conference call for all championship host chairs.
- e. Forward copies of the OHF Championship Guidelines to each Member Partner Office.
- f. Distribute the OHF Championship fund of \$2,500 in the following installments.
 - \$500 in receipt of the completed Host Information Form (Attachment B).
 - \$1,000 in January.
 - \$1,000 following the event contingent upon the receipt of the Host Committee Championship Report and Financial Summary, signed Trophy Form, the OHF Championship Banner, and any supplied OHF property within thirty (30) days of the completion of the event. Failure to comply with the above may result in the forfeiture of the remaining funds.
- g. Approve all schedules for the competition.
- h. Approve the appointments of the Governing Chair and OHF Representative for each series. Provide this information to the Host Centre Chair.
- i. Ensure each OHF Governing Chair and OHF Representative has a copy of the Hockey Canada Playing Rules, Hockey Canada Regulations and OHF Handbook as resource tools available.
- j. **Championship Information Package:** In cooperation with the information provided by each host, the OHF Office will create this package for each OHF Championship (10). This package will be sent to the Member Partner Executive Directors. The Package includes:
 - General Championship Information (arena, hotel, contact information and gate fees)
 - Schedule of Events and Games Schedule
 - Maps and Driving Directions
 - Responsibilities of Participating Teams
 - OHF Minor Hockey Championship Rules, Regulations and Minimum Suspension List
 - Forms to be submitted: Team Information Form, Roster Sheet and Trophy Agreement
- n) Forward all received Member Partner Approved Roster Forms to the Championship Host Chair and designated OHF Governing Chair.
- o) Provide a media release prior and following the event. Work in conjunction with the host chairperson to promote the event within the community. This includes the OHF Championship poster that is created by the OHF Office.
- p) Provide each host with the event banner.
- q) Provide a championship banner for each team to the affiliated Member Partner.
- r) Provide enough amenities and/or souvenir items for all participants as available. This includes: Championship t-shirts, Championship lapel pins and OHF lanyards.
- s) Provide medallions and championship trophy to hosts (Section 12).
- t) Create and supply GOLD RUSH, the official championship magazine.
- u) Provide a check list of all receivables to the OHF Governing Chair.

4.2 Responsibilities of Series Governing Chair / OHF Board Representative

- a) Be familiar with OHF Championship Discipline Procedures, OHF Minor Hockey Championship Guidelines, OHF Minor Hockey Championship Rules & Regulations and OHF Minimum Suspension Lists. The Chair should also have the HC Playing Rules, HC Regulations and OHF Handbook as resource tools available at the tournament.
- b) Prior to the Semi-Final and Final games, assist in the assignment of on ice game officials in coordination with the appointed Referee-in-Chief and Supervisor. (Section 8)
- c) Bring to the attention of the Championship Series Governing Committee and/or the Host Committee, items that you feel should be addressed to ensure the Championship operates according to OHF standards.
- d) To chair and conduct the Coaches / Managers Meeting prior to the start of the championships and review all Rules and Regulations and important items. (Section 14)
- e) To chair the Championship Series Governing Committee. (This Committee should meet each morning to discuss the progress of the Championship). This committee is responsible for making all decisions on hockey operations and disciplinary matters.
 - The Governing Chair has the authority to grant permission for a suspended player to participate in closing ceremonies.
- f) Participate as a head table guest at the banquet.
- g) Participate in the Opening and Closing Ceremonies in an official capacity and ensure OHF recognition of the Host Committee.
- h) Assist the Host Committee, wherever necessary, with the operation of the event.
- i) Select the standby goaltender when required.
- j) To participate in the medal and trophy presentations on behalf of the OHF, including the presentation of the Championship trophy and medallions to participating teams.
- k) The presentation of the participant medallions must be made on the ice. This is to be coordinated with host committee chairperson.
- l) Be responsible for ensuring that the championship team signs two copies of the OHF Championship Trophy Agreement Form (Attachment J). Must be signed by a team official of the champion team and all fields are to be completed clearly.
- m) Prepare a written report, upon completion of the event, to OHF Office, including any recommendations for future OHF events. Expense claims will not be processed until a report has been received. Report must be submitted within thirty days of event.
- n) Provide a written report to the Division President and to the OHF on any hockey operations and/or disciplinary matters that occurred during the Championship.

4.3 Responsibilities of Division Representatives

- a) The Division Representative is the official spokesperson for the affiliated team(s) (including players, trainers, coaches, managers) and is selected by their affiliated Member Partner.
- b) Contact the Governing Chair prior to the Championship weekend with the intent to discuss requirements and expectations.
- c) Participate as a head table guest at the banquet. It is up to the discretion of the Championship Committee to allow guests of the Division Representative to attend the banquet. The name of the guest must be provided to the OHF Office at least 72 hours prior to the opening banquet which will be provided to the Host Centre.
- d) Bring the Member Partner Approved Roster Form (as provided by the OHF Office) to the Coaches and Managers Meeting and accept responsibility for the eligibility of each player and each team official.
- e) Be familiar with OHF Championship Discipline Procedures, OHF Championship Guidelines, OHF Championship Rules and Regulations and Minimum Suspension List.
- f) Attend the Coaches / Managers Meetings and participate in all activities and meetings of the Championship Series Governing Committee.
- g) Must be in attendance for all tournament games unless permission is received from the Series Governing Chair to do otherwise. Must communicate to chair where to be reached at all times.
- h) Ensure that the items listed in the host package are picked up by the teams.
- i) Communicate to players, trainers, coaches, managers and team fans the protocol required to ensure that the responsibilities associated with "official spokesperson" are carried out.
- j) Communicate any concerns to the OHF Championship Series Governing Chair.
- k) To appreciate and respect the Championship obligations to the sponsors and official supporters.
- l) Assist the Host Committee Chair and the members of the Host Committee, when necessary, to ensure a smooth and well-run event.
- m) Participate, as required, in the official Championship ceremonies and functions (including the banquet).
- n) Communicate and ensure implementation of decisions made by the Championship Series Governing Committee.
- o) Ensure that the OHF Code of Conduct is followed during the event and while traveling (Attachment J).
- p) Submit, in writing, to the OHF Minor Council, any recommendations for future OHF events, on the approved form. Representative Report must be submitted within thirty days of event.

SECTION 5
RESPONSIBILITIES OF PARTICIPATING TEAMS

- a) Review the Championship Information Package. This package contains the event details such as hotel, arena, banquet, forms and deadlines and important contacts.
- b) Once qualifying, be in contact with the OHF Office and the host chairperson. Submit all pertinent information, forms and images as requested prior to arrival at the championship. These items include but are not limited to the following:
 - Team Roster Sheet: Includes: Full names (players and coaching staff) indicating AP and Captain, Date of Birth (providing day, month and year), Height, Weight, Shot, Position (i.e. Left Wing, Right Wing, Centre, Defence and Goalie).
 - Team Information Form: Includes: team motto, cheers, favourite moments, statistical information (tournaments and honours), and team and/or association history.
- c) If accommodations are required to attend the championship weekend, as a condition of participation ensure to book rooms at the hotel designated by the host. This is mandatory.
- d) Attend the Pre-Championship Coaches and Managers Meeting following the banquet.
- e) Collect your roster sheet from your affiliated Member Partner office. Your affiliated players must be included and may be listed on a separate roster sheet. Bring this to the Pre-Championship Coaches and Managers meeting. This will serve to register all players and team officials for the duration of the event. No additions to the roster may be made after this meeting.
- f) All team members must behave in an appropriate manner, both on and off the ice in accordance with the OHF Code of Conduct.
- g) Arrive at the arena one (1) hour prior to the official starting time of the game. One official from each competing team is to go to the designated Championship Office at the arena one (1) hour prior to game time to confirm the game sheet.
- h) All members of the team must be present and participate in the Opening Ceremonies and Welcome Banquet.
- i) The Team Trainer has authority on decisions regarding injuries and a player's ability to continue playing.
- j) It is mandatory to wear a mouth guard according to your Member Partner.
- k) All players will have an 11:30 pm curfew unless participating in an official OHF Championship function or receiving special permission from the Series Governing Committee Chair.

SECTION 6 MARKETING AND SPONSORSHIP

MARKETING

6.1 OHF and OHF Championship Logo Regulations

The OHF Office is constantly ensuring the integrity and design of the OHF logo is done properly. This ensures its effectiveness and quality at OHF events. Please note that the use of the OHF Member Partner logos may also have policies or regulations. The OHF office is able to confirm the correct use of OHF Member Partner logos.

The OHF and OHF Championship logos will be permitted for use during the OHF Championships. The OHF and OHF Championship logo shape and design must never be compromised and may not be altered in any way. The OHF Championship logo is the official event logo. This logo shall be the predominantly used logo at the OHF Championships.

OHF logo pantone colours: Black, Red 1805 and Green 371

OHF Championship logo pantone colours: Black, Red 1805 and Gold 457

The OHF Office will supply the embroidery logo to the host chair.

6.2 OHF and OHF Championship Logo Use

The OHF Office will provide to the Host Chair the OHF Logo and OHF Championship Logo in .eps, .tiff and .jpg formats. Hosts shall use the OHF logo and OHF Championships logo, provided that they are not used for commercial purposes. Commercial use and any type of redistribution of the OHF logo are prohibited without first obtaining the consent of the OHF Board of Directors.

Application for such permission must be sent to the OHF Office. Any violation of this policy shall result in a review by the OHF Board of Directors with possible sanctions being applied.

a) Promotion

The OHF and OHF Championship logo may be used on the ice, in Championship Programs, and on banners and posters. It is encouraged that the host submit digital proofs of any use of the logo(s) prior to distribution and or posting.

b) Merchandise

Any merchandise not ordered through the OHF with the intent to sell at the event must maintain the integrity of the OHF and OHF Championship logo (Section 6). Any and all merchandize must be approved by the OHF with sample proofs made available. Any violation of this policy shall result in a review by the OHF Board of Directors with possible sanctions being applied.

c) Championship Rings

The official ring supplier of the OHF is Baron Insignias Ltd. The OHF Office will assist teams to place an order for Championship Rings as a memento for players, coaches and administration.

d) In Ice Painting

Installing the OHF Championship logo into the arena ice is a great way to create a good championship atmosphere. The OHF is not able to provide the stencil therefore this is at the hosts discretion.

SPONSORSHIP

6.3 Sponsorships

Hosts are encouraged to solicit the support of local sponsors as a means of generating revenue and/or reducing hosting costs. Establish a rate card that outlines prices for various advertizing sizes and start soliciting local businesses. A Championship Host Centre may not solicit a "title sponsor" however may solicit a "presenting sponsor".

There shall be no advertisements from the LCBO or Brewers Retail in the Championship Program.

Prior to sending out a sponsorship proposal to a company or organization, consider completing the following steps:

1. What amount of sponsorship cash does the event require to run effectively?
2. Develop a list of contra opportunities (printing, food & beverage, advertising, etc.) for sponsors.
3. Develop a sponsor target list and give a reason why you have selected them as a potential target.
4. Prepare a list of sponsorship opportunities your event has to offer such as: signage, rinkboards, newsletters, inserts, souvenirs, advertising, sponsor employee involvement, mail out, PSA's, functions and awards, special treatment, product sampling and sales.

Sample Sponsorship Proposal

The proposal should answer these questions and contain the following information:

1. Name of Championship
2. Dates and game schedule
3. Description of Championship event (past champions / history)
4. Location of event (arena, hotel, major attractions)
5. Attendance numbers anticipated and who will attend (families, youth, corporate, seniors)
6. Outline advertising campaign and indicate where company name or logo will be included.
7. Outline collateral materials. Indicate size and placement of company name or logo and projected quantity being produced (flyers, brochures, championship program, tickets)
8. Will there be an opportunity for the company to display sample products.
9. Outline promotional campaign plans such as t-shirts, mall displays, media day. Will the event host a press conference and issue a press release(s) and if so, will their company be mentioned?
10. Will there be a direct mail campaign and if so would there be an opportunity for the company to include information?
11. Include other sponsors associated with the event and indicate if the sponsor will receive exclusivity in their category.
12. Will there be volunteers available to assist the company during the event should they need it?
13. Will a company representative have the opportunity to be involved in any of the following: award/prize presentations, dignitary introductions, banquet or speeches?
14. Will there be an opportunity to display signage during the event?
15. Will the company receive complimentary event passes, how many and will there be VIP privileges at the event?
16. Clearly detail what you request of the sponsor whether it is monetary or contra.

SECTION 7 MEDIA AND COMMUNICATIONS

The most common way to approach media is to mail them the news release, invitation to a special event or public service announcement. Although this method often gets results, personal contact will usually increase your chances of coverage. In a smaller community, a news release may not even be necessary if more informal, personal lines of communication are available.

The media release is the most accepted manner of getting facts and figures to the media. It is critical that the release is limited to one page.

The media kit should include:

- Event media release(s).
- A Media Fact Sheet. Include the specific information regarding the OHF Championships, and photocopy these pages to use in the media kit.
- Background information about hockey and its history in Canada and the province.
- Biographical notes on the event personnel.

Community Newspapers

Chances are a daily newspaper is published in your community. A story in it about your event will reach most people in town. Make a point of calling on the sports editor and his/her correspondent(s) as soon as the event begins to take shape. Generally, a weekly newspaper is more receptive to community news than a daily newspaper. However, they may only want news of direct interest to their community.

Magazines

There exist several community magazines carrying stories about events that have just taken place in town or are about to take place. If a community magazine is published in a Championship Host community, don't miss the opportunity to inform them about the OHF Championship event.

Radio Stations

When providing event details to a radio station the rule is to "keep it short and simple." The information provided to a radio must be directly to the point (date, location, special guest, and highlights).

Television Stations

Many of the most successful stations are heavily community-oriented. Contact the television station as you would the radio station.

OHF Website

The OHF Website (www.ohf.on.ca) has a section completely devoted to the OHF Championships. This provides the Host Centre the opportunity to take advantage of available marketing and announcement space. This section is kept current with up-to-date news, copies of media releases and special news articles. A link directly to your team and/or association is available from the Championship Website.

The OHF encourages hosts to submit their photos and stories for use in OHF publications and on the OHF website. Championship team pictures must be submitted in digital format to the OHF Office.

SECTION 8
ON-ICE OFFICIALS

1. The host committee is not responsible to select the one-ice officials to be used at the event.
2. All costs for Officials shall be the responsibility of the Host Center. The Officials fee rates are based upon the rates set per the hosting Member Partner.
3. The Host Member Partner in conjunction with the OHF Referee-in-Chief and the Host Centre shall appoint On-Ice-Officials. A list of officials will be provided by the Host Member Partner to the Host Committee.
4. The three (3) person on-ice-system system shall be used for all games.
5. Each host shall have a tournament Referee-in-Chief assigned by the Member Partner to be in charge of the Officials during the championship.
6. The assignment of Officials will be scheduled up to and including the final games on Saturday.
7. Throughout the championship the officials will be evaluated and those determined to be the best will be selected to officiate the final games. These officials will be confirmed as assigned by the tournament Referee-in-Chief after meeting with the OHF Series Governing Committee.
8. Division Member Partner Offices shall forward the names and addresses of those Officials who were used during the Championships immediately following the event to the Referee-in-Chief.
9. All On-Ice-Officials shall wear the OHF Officials' crest on the left chest of the sweater.
10. All Referees shall be minimum Level 3 and Linesmen shall be minimum Level 2 pursuant to the Hockey Canada Officiating Program (HCOP).

SECTION 9 SCHEDULING

It is the responsibility of the Host Centre to develop the game schedule. All OHF Championship Schedules must be submitted to the OHF Office to undergo a thorough review by the OHF Championship Committee prior to being finalized. Host Centre is responsible to designate which Member Partner team will represent the AAA, BBB, DDD, EEE teams by completing the template below. If the schedule is not received with the Member Partner teams slotted in, a default schedule will be imposed.

TIME A: Atom and PeeWee

TIME B: Bantam, Midget and Juvenile

	GAME #	TIME A	TIME B	HOME	AWAY
DAY 1	1	10:00 AM	10:00 AM	BBB	AAA
	2	11:30 AM	11:45 AM	DDD	HOST TEAM
	3	2:30 PM	2:45 PM	EEE	BBB
	4	4:00 PM	4:30 PM	AAA	DDD
	OC	6:15 PM	6:45 PM	Opening Ceremonies	
	5	7:00 PM	7:30 PM	HOST TEAM	EEE
DAY 2	6	10:00 AM	9:30 AM	DDD	BBB
	7	11:30 AM	11:15 PM	HOST TEAM	AAA
	8	2:30 PM	2:15 PM	EEE	DDD
	9	4:00 PM	4:00 PM	BBB	HOST TEAM
	10	7:00 PM	7:00 PM	AAA	EEE
DAY 3	11	8:00 AM	8:00 AM	TM 2	TM 3
	12	10:00 AM	10:00 AM	TM 1	TM 4
	13	3:00 PM	3:00 PM	Final Game	

9.1 Game Schedule Notes

1. Game times will be three (3) 15 minute periods.
2. Pre-game warm up will be five (5) minutes.
3. There will be one (1) 30 second timeout per team permitted in each game.
4. Round robin format will be played on Day 1 and Day 2.
5. Semi Final Game and Championship Game will be played on Day 3.
6. At the conclusion of each game all players will line up at centre ice and shake hands.
7. Three (3) full hours must be allotted between games for same team. The set schedule rules if the delay is less than 30 minutes.
8. Game times may be changed provided they meet the 3 hour rest requirements for teams.
9. Consider Game 5 to be an opportunity to attract a larger fan base.
10. Team playing Game 5 on Day 1 must not be scheduled to play in Game 6 on Day 2. This means that one team must play in Game 1 on Day 1 and in Game 6 on Day 2.
11. Anticipate a longer Game 13 due to overtime.
12. Hockey Canada Rule 10.16 - Tied Game will apply regarding flooding the ice in overtime.
13. On Day 1 and on Day 2 flood after the completion of second period and at games end.
14. In the Semi-Final and Championship game all game times will be three fifteen (15) minute stop time periods with the ice to be resurfaced prior to all games and at the end of the second period for Atom and PeeWee games and at the end of both the first and second periods for Bantam, Midget and Juvenile games.
15. In the Championship Game the team who finished higher in the round robin series shall be listed as the home team.

SECTION 10 BANQUET

10.1 Banquet Protocol

- a) The Banquet will take place on Thursday evening prior to all Championship games.
- b) The meal should be adequate for age category and allow for vegetarian options. If providing a buffet format ensure volunteers are available to maintain flow and equal portions per person are taken.
- c) Banquet invitations must be extended to the following list. Attendance is mandatory for teams.
 - Players, coaches and management (maximum 25) for each team (30 for Juvenile teams)
 - Division Representatives plus one guest (optional)
 - Governing Chair / OHF Representative and one guest (optional)
 - Referee-in-Chief / Referee Supervisor
 - Other guests (Member Partner Executive Director, political dignitaries, sponsors, media, etc.)
- d) The host is financially responsible for covering the costs of the team contingent (24 tickets) for each team. Parents and extra guests to the team contingent are financially responsible for their own tickets. It is not recommended that parents be relied on for revenue from the banquet.
- e) If a participating team contingent total is less than 24 tickets the host is only required to provide as many as the team contingent. Parents of players may not make up the extra tickets.
- f) Business casual dress code in effect. Unless otherwise noted by the Host Committee.
- g) A guest speaker, relevant to sport and competition and the respective age group is suggested but not required to address the group. If there is no guest speaker a Master of Ceremonies may introduce each player and team individually.
- h) The following is the suggested template for the banquet agenda. The banquet cannot begin before 6:00 PM. The Juvenile banquet must not begin prior to 7:00 PM.

6:00 PM	Banquet Hall Open
6:30 PM	Welcome by Host Chair Introduction of Teams, Division Reps, Governing Chair/OHF Rep, Host Committee members and any other dignitaries
6:40 PM	Welcome by OHF Governing Chair
6:45 PM	Dinner Served or Buffet Opens
7:20 PM	Guest Speaker Welcome Message
7:35 PM	Closing Remarks (announce room and time for coaches and managers)
8:00 PM	Coaches / Manager's Meeting

- i) Listed are some items of consideration for the banquet:

Banquet Program	Distribution of gifts	Exchange of lapel pins
Decorations	Prizes / Giveaways	Head Table
Display of medals and trophy	Emcee	Sound system

10.2 Championship Alcohol Policy - Inebriation will not be tolerated!

- a) There will be zero involvement of selling or serving of alcohol at any time during the Championship. The OHF will not allow alcoholic beverages to be served, sold or brought into the banquet.
- b) Hospitality room for volunteers/coaching staff/ reps only is permitted at end of day in area removed from contact with players but must be controlled to not to affect the atmosphere of the Championship.

SECTION 11
OPENING AND CLOSING CEREMONY PROTOCOL

Template scripts and forms for the opening and closing ceremonies provided in Attachment E.

11.1 OPENING CEREMONIES

- a) All teams must attend the Opening Ceremony (which must take place between Game 4 and Game 5 of the Championship on Day 1).
- b) The following is a listing of various representatives who should be at the Opening Ceremony of the Championship (and must be recognized):
 - Host Committee Chair
 - Series Governing Chair
 - Division Representatives
 - Referee-in-Chief
 - Sponsor Representatives (optional)
 - City Representative (optional)
- c) The Opening Ceremonies should begin at the time indicated on the schedule submitted to the OHF office.
- d) The Opening Ceremony should not exceed 45 minutes in duration.
- e) Any costs associated with the Opening Ceremonies will be the responsibility of the Host Committee.
- f) All teams must take part in the Opening Ceremony. Only the teams competing following the Ceremony are to be in full hockey uniform. All other teams however, must represent their team by wearing their team jersey, and skates.
- g) A carpet should be available for placement onto the ice to accommodate dignitaries.
- h) The following is a sample Opening Ceremony Schedule:

6:15PM	Flood complete after Game 4
6:20 PM	Demonstrations (i.e. Figure Skaters, Flag Ceremony, Band, etc...)
6:25 PM	Teams on ice
6:30 PM	Welcome from Host Committee Chair
6:32 PM	Introduction of OHF Representative, Division Representatives, Host Committee, Referee-in-Chief (and other attending dignitaries)
6:35 PM	Introduction of Teams, Coaches and Team Management
6:45 PM	Speeches (from OHF Governing Chair a must, Dignitaries, etc...)
6:50 PM	National Anthem (may be pre-recorded or vocal)
6:52 PM	Official dropping of the puck
	Flood prior to game start
7:00 PM	Start of Game
- i) The following is a sample Opening Ceremony Schedule (shorter time frame):

6:35 PM	Flood complete after Game 4 (Teams and dignitaries onto ice surface)
6:35 PM	Welcome by Host Committee Chair
6:38 PM	Introduction of OHF Representative, Division Representative, Host Committee, Referee-in-Chief, (and any other attending dignitaries)
6:42 PM	Introduction of Teams, Coaches and Team Management on ice
6:50 PM	National Anthem (may be pre-recorded or vocal)
6:52 PM	Official dropping of the puck
	Floor prior to game start
7:00 PM	Start of Game

11.2 CLOSING CEREMONIES

- a) Teams do not have to stay for the Closing Ceremony, if they are finished prior to the Championship Game they must consult with the Governing Committee prior to departing.
- b) Medallions and awards to be presented on-ice following the respective Games.
- c) Helmets are not required to be worn during the ceremonies.
- d) A "T-shaped" carpet should be available for placement onto the centre of the ice immediately following the game to accommodate dignitaries and players who were not in the final game.
- e) The following is a listing of various representatives who should be at the Closing Ceremony of the Championship (and must be recognized):
 - Host Committee Chair
 - OHF Representative and Series Governing Chair
 - Division Representatives
 - Referee-in-Chief
 - Sponsor Representatives (optional)
 - City Representative (optional)
- f) The following is a sample Closing Ceremony Schedule:

5 minutes following the game	Carpet and Awards table set-up on ice
6 minutes	Teams line up on blue lines
10 minutes	Host Chair message of congratulations to all teams
11 minutes	Presentation of Silver Medals
15 minutes	Presentation of Gold Medals (may call players individually)
10 minutes	Presentation of Championship Trophy to team captain
10 minutes	Closing Remarks, Congratulations and Adulations
- g) Points to consider for both Opening and Closing Ceremonies:
 - Volunteers must be available to help representatives and dignitaries on to the ice (as well as young players – if required).
 - A decorated awards table should be prepared off-ice during the championship game.
 - Player of the Game Awards may be presented by a Sponsor Representative or Award Supplier Representative. (Attachment F)
 - The Championship Trophy will be presented by the Host Branch Rep and a Sponsor Representatives to the captain of the Championship team. Instruct the Host Branch Rep to present the trophy and then place it back on the table until the medallions have been awarded.
 - The gold medals may be presented by the Host Branch Rep and Sponsor Representative(s).
 - Flags may be displayed by skaters or in a fashion the committee may decide.

SECTION 12 CHAMPIONSHIP AWARDS AND TROPHY

12.1 OHF Medallions

The OHF Office will provide the Host Centre with the official OHF Championship medallions. Medallions shall be provided for a maximum of twenty-five (25) team personnel for all participating teams except for Juvenile in which thirty (30) medallions will be provided.

The medallions will be shipped from the OHF to the host chair. The medallions are to be given to the OHF Governing Chair upon their arrival and organized to confirm quantity and accuracy. On the backside of each medallion the age category and event location is engraved (ex. ATOM AAA KITCHENER, ON).

All medallions are to be presented on the ice. Between the OHF Governing Chair and the Host Committee Chair, a method to make these presentations will be determined.

The following medallions will be supplied: Gold, Silver and three sets of Participant (pewter) for the 3rd, 4th and 5th place teams.

12.2 Championship Trophy

Upon completion of the Gold Medal Game, the OHF Governing Chair shall ensure that the Championship team signs two (2) copies of the Championship Trophy Agreement Form prior to the team leaving the arena with the trophy. The OHF Governing Chair will provide one (1) copy to the Championship Team and one (1) copy to the OHF Office with report. (Attachment I - Championship Trophy Agreement Form)

If the Championship team representative does not wish to sign the agreement, the trophy shall not be received and immediately be returned to the OHF Office.

Trophies and the wooden case must be returned to the OHF Office no later than December 1. Failure to comply will result in a fine of \$350.00 or replacement cost of \$1000.00 to be levied against the responsible club/organization.

For publication in the Championship Magazine, a championship team picture must be submitted in digital format to the OHF Office.

If required, trophy dimensions are available upon request to the OHF Office.

12.3 Player Awards

The OHF does not provide these awards since it is at the discretion of the host committee to provide player awards. If the host chooses to provide them, they are the financial responsibility of the host.

It is suggested that a group be assembled to make this selection. This group should focus on selecting the player that is the most valuable asset to their team, and the player who makes the most difference to the success of their team during a game.

SUGGESTION ONLY: The selection criteria should emphasize leadership, team work, success and playing fundamentals as being critical aspects in the game.

- Team play (75 percent)
- Value to his/her team at critical times consistently throughout competition (15 percent)
- Demonstration of strong leadership qualities during the conduct of competition (10 percent)

SECTION 13
POST EVENT REPORTING

13.1 Host Committee Reporting

The Host Centre is responsible for submitting the following to the OHF Office no later than thirty (30) days after the completion of the championship event:

- Host Committee Championship Report and Financial Statement (Attachment F)
- Championship Banner
- All Official Game Sheets

Failure to submit the above by this date will result in forfeiture of the remaining \$1,000.00 of the OHF Championship Fund.

The OHF would appreciate receiving any photos, news clippings or other items relevant to the event to be highlighted on the OHF website.

13.2 OHF Governing Chair and Division Representative Reporting

The Governing Chair and all Division Representatives designated to each Championship shall submit a report to the OHF Office on the championship and include any recommendations that the OHF should consider for future years. This report will be provided prior to the start of the Championship weekend by the OHF Office.

The OHF Office only processes the Governing Chair Expense Claim Requests. These will not be processed until a report has been submitted.

SECTION 14 RULES AND REGULATIONS

On an annual basis, the OHF Board of Directors will approve the OHF Championship Rules and Regulations.

Minimum Suspensions for the competition shall be the OHF Minimum Suspension List for Minor Hockey as approved by the OHF Board of Directors. Please note that these are minimum suspensions. The Championship Series Governing Committee may impose stricter suspensions, where situations warrant such action.

14.1 Championship Format

Each series will play a single round robin series. At the conclusion of the round robin series, two semi-final games shall be played with the second place team (home) playing the third place team (visitor) and the first place team (home) playing the fourth place team (visitor). The winning teams in the semi-final game shall compete in the Championship Game (winner – Gold Medalist and loser – Silver Medalist).

In the Championship Game, the team who finished higher in the round robin series shall be listed as the home team.

14.2 Game Regulations

All games will be played under official Hockey Canada Rules except as provided elsewhere in these regulations. There will be one (1) 30 second timeout per team permitted in each game of the OHF Championships.

Teams shall be provided with a five (5) minute on ice warm-up prior to the start of the game. The time shall be shown on the official game clock and will commence at the sound of the buzzer, as instructed by the referee. The host committee shall be responsible for providing warm-up pucks (approx. 50 total).

In the round robin series all game times will be three (3) fifteen (15) minute stop time periods with the ice to be resurfaced prior to the game and at the end of the second period for all divisions (Atom, PeeWee, Bantam, Midget and Juvenile).

In the Semi-Final and Championship game all game times will be three (3) fifteen (15) minute stop time periods with the ice to be resurfaced prior to all games and at the end of the second period for Atom and PeeWee games and at the end of both the first and second periods for Bantam, Midget and Juvenile.

Hockey Canada Overtime Regulation to apply re: floods in overtime.

No team shall be required to play a second game in a day without a break of at least three (3) hours from the completion of the previous game.

14.3 Player Eligibility

Each team must declare its roster to a maximum of nineteen (19) players, two (2) of whom shall be registered as goaltenders, prior to the first game of the championship and except as noted below will be restricted to the use of only those players. Juvenile teams, in accordance with OHF Regulations, may declare the maximum of twenty-five (25) players including six (6) 20 year old players per team. However, only twenty (20) can dress per game.

Affiliated players will be eligible but must be numbered among the maximum of nineteen (19) declared players as per OHF Regulation D.

Each team roster must be verified and approved by the teams' Branch/Division Executive Director and each team must present their electronic approved roster for inspection to the Chair of the Championship Series Governing Committee prior to participation in the series. In addition, to assist with event planning, participating teams must complete the general roster form provided in the Championship Information Package and submit this to the OHF Office immediately upon qualifying. This list should include affiliated players.

Each team may have a maximum of nineteen (19) players in uniform (Juvenile twenty (20) players in uniform), which must include the starting goaltender and one replacement goaltender, all of which shall be duly registered in accordance with Hockey Canada regulations. The players registered as goaltenders shall be eligible to participate as goaltenders only. The non-starting goaltender must be dressed and on the bench.

If a team will be arriving at the championship with only one goaltender on the roster, the team must notify the host and OHF Office. This will allow the host to be more diligent with selecting stand by goaltenders.

During the Championship competition a replacement may be permitted for a goaltender that becomes ill or injured or is under suspension. Such replacement shall be one of the goaltenders who have been designated by the Host Centre (a minimum of two (2) is required), as the standby goaltenders. In all instances the Chair of the Series Governing Committee must authorize the use of such standby goaltenders.

Stand by goaltenders may be affiliates of the Host Team or they may be goaltenders registered with another team in the League in which the Host Team plays. The Host Centre may request assistance from their Member Partner's Office in designating stand by goaltenders.

To confirm eligibility, Member Partner Offices must submit their information on an electronic roster form.

14.4 Championship Series Governing Committee

The Championship Series Governing Committee shall comprise of the Tournament Governing Chair (as appointed by the Host OHF Division and approved by the OHF Board of Directors), who will act as Chair and one Division Representative appointed by each competing Member Partner.

The Committee will be solely responsible for the conduct of the Championship and will rule on all disciplinary/protest matters. Only the Chair of the Series Governing Committee shall make all press releases relating to disciplinary action and protest outcomes.

A written report of any disciplinary action shall be made to the OHF President and the President of the OHF Member Partner concerned by the Chair of the Series Governing Committee.

The composition of the Championship Series Governing Committee shall be:

Chairperson: OHF Appointed Governing Chair

Members: Appointed Division Representative from each participating team's governing body

The Championship Series Governing Committee will be solely responsible for the conduct of the championships and will rule on all disciplinary and protest matters.

A written report of any disciplinary action shall be made to the OHF Office by the Chair of the Series Governing Committee within three days of the completion of the Championship series.

No member of the Series Governing Committee should be a part of the adjudicating process on disciplinary matters or protests in the event that one of the game officials directly or indirectly involved with an incident is an immediate family member.

Prior to the meeting of the Series Governing Committee on any disciplinary matter or protest, it is the responsibility of the Host Chairperson to supply the Chair of the Series Governing Committee with a copy of the Referee's Report relative to the purpose for which the meeting is convened.

The game referee must be in attendance for the part of the meeting as required by the Series Governing Committee to answer any questions relative to his written report.

The coaching staff member and/or player is responsible for the purpose of the Committee meeting shall be similarly required to be in attendance for that part of the meeting as required by the Series Governing Committee.

The Series Governing Committee shall discuss and render a decision on any disciplinary issue and protest without the attendance of any non-Committee individuals.

Any suspensions shall be in accordance with current Hockey Canada and OHF Regulations and the approved OHF Minimum Suspension List for Minor Hockey.

It shall be the prerogative of the Series Governing Committee to determine the status/participation of any suspended individual(s) relative to attending the banquet, opening and closing ceremony and any other recognized official OHF Championship function.

14.5 Discipline

If a player or team official is ordered to the dressing room for the balance of the game, such person shall be subject to any further disciplinary action deemed necessary by the Championship Series Governing Committee.

In all cases, the OHF Minimum Suspension List for Minor Hockey, as approved by the OHF Board of Directors, shall be used as a guideline.

The Championship Series Governing Committee shall rule on all Match Penalties assessed during any game of the championship series.

The Governing Chair has the authority to grant permission for a suspended player to participate in closing ceremonies.

Any player or team official under suspension in his own Division shall not be eligible to participate in any game of the Championship Series until the required number of games or time has elapsed.

In the event the Championship Series Governing Committee holds a meeting to review a matter of discipline, the committee shall adhere to the guidelines approved by the OHF for such matters.

14.6 Protests

The Division Representative must present any protest or grievance resulting from any game in the round-robin series to the Championship Series Governing Committee Chair, in writing, within one hour of the conclusion of the game in question only. All protests shall be dealt with by the Championship Series Governing Committee in accordance with the Protest/Discipline Procedure Guidelines (as below).

There shall be no protest on referee's penalty calls.

There shall be no protest on the outcome of the Championship Game.

14.7 Game Officials

The Member Partner Office will appoint the most competent on ice officials available. The three (3) person system of officiating will be utilized.

The Host Centre will appoint a timekeeper and may appoint goal judges (optional) per game.

14.8 Pre-Championship Meeting

All members of the Series Governing Committee and participating Coaches and Managers must attend this meeting in order to submit their approved roster sheet as received by the Member Partner office. At this time, a review of the rules and regulations will be discussed, and any issues with sweater conflict will be resolved.

The Series Governing Chair, along with the Host Committee Chair, will conduct this meeting prior to the commencement of the competition (Thursday night). This meeting is to be held following the banquet in a private location to avoid interruption or distraction. It is suggested that a handout including the entire Championship Rules and Regulations and all pertinent information should be provided to all those attending.

The Referee Supervisor assigned to the Championship shall be invited to the meeting and asked to speak briefly. Any concerns with the officiating must be handled through the team's Division Representative.

The Host should ensure that all team management is notified of the meeting time and location in advance as attendance is mandatory. The meeting should cover the following:

- Rules and Regulations
- Officiating selection procedures
- Status of Replacement goalies
- Warm-up Time and Procedure
- Home and Away jersey colours
- Discipline and Protest procedures
- Opening Ceremonies
- Closing Ceremonies
- Alcohol Policy
- Other administrative details

The meeting will conclude with the Division Representatives verifying all rosters from the affiliated team.

Suggested Agenda

1. Introductions by the Host Committee Chair -- Series Governing Chair, Host Committee Members, Division Representatives, and Referee Supervisor.
2. Welcome address by Series Governing Chair.
3. Review by Host Committee Chair -- Transportation (if any), Hotel Accommodation, Meal Arrangements, Opening/Closing Ceremonies, Schedule and review of Game Format Notes, Accreditation, Skate Sharpening, Medical Information, and Other Items.
4. Review by Series Governing Chair -- Communication Channels of Division Representatives & Series Governing Chair, Rules & Regulations, Discipline Procedures, Status of Replaced Goalies (pursuant to Hockey Canada Guidelines), Officiating, Coin Toss, Jersey Selection, Warm-up Procedures, Collection of Registration Certificates, Player Curfew, Media/Public Relations, and Other Items.
5. Review by Referee Supervisor -- Introduce the Officials (if present at meeting), Review the Selection Process of Game Officials and Off-Ice-Officials, Outline Referee Expectations, Review Referee Assignments, After Game Feedback Sessions, and Other Items.

SECTION 15 TIES

Ties in round-robin games will remain a tie with each team earning one point. In the event of a tie at the end of the round-robin series, for any position, the following procedure will be used to break the tie:

15.1 Two (2) Teams tied in Round Robin Series

If two 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.

- A1 The winner of the round-robin game between the two tied teams gains the higher position.
- A2 The team with the most wins in the round robin gains the higher position.
- A3 If the two (2) teams are still tied after A1 and A2 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: $10/10+4 = .714$

NOTE: The higher percentage (1.0 being the highest attainable) gains the higher position

- A4 If the two (2) teams are still tied after A1, A2 and A3 have been applied, the team with the least number of minutes in penalties throughout all of the round-robin games gains the higher position.
- A5 If the two (2) teams are still tied after A1, A2, A3 and A4 have been applied, then the team that scored the first goal in the game between the two (2) tied teams gains the higher position.

The OHF Board of Directors decided that the following time allotments would be regulated for OHF championship tie breakers only:

- Game Misconducts are worth ten (10) minutes
 - Misconducts are worth ten (10) minutes
 - Match Penalties are worth fifteen (15) minutes
 - Gross Misconducts, are worth fifteen (15)minutes
- A6 If the two (2) teams are still tied after A1, A2, A3, A4, and A5 have been applied, then a single coin toss will determine which team gains the higher position.

15.2 Three (3) Teams or more Tied in Round Robin Series

NOTE: The three-team tiebreaker is used to determine the seeding of the 1st, 2nd and 3rd teams. 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.

- B1 If three (3) 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.
- B2 The team(s) with the most wins would gain the highest position.
- B3 If the teams are still tied after B.2 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 the total number of goals (for and against).

NOTE: ALL round robin games are included.

Example: For = 10 goals
Against = 4 goals

Percentage: $10/10+4 = .714$

NOTE: The higher percentage (1.0 being the highest attainable) gains the higher position.

The exercise of B3 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:

- 1) Team A - .714 = 1 seed – Advances
Team B - .500 = 3 seed – Does not advance
Team C - .650 = 2 seed – Advances
- 2) Team A - .714 = 1 seed – Advances
Team B - .500 = Still tied with Team C (go to next step B3)
Team C - .500 = Still tied with Team B (go to next step B3)
- 3) Team A - .650 = Still tied with Team B (go to next step B3)
Team B - .650 = Still tied with Team A (go to next step B3)
Team C - .500 = Does not advance

- B4 If teams are still tied after B1, B2 and B3, the team with the fewest goals against (all round robin games played) will gain the highest position.
- B5 If teams are still tied after B1, B2, B3 and B4 the team with the most goals for (all round robin games played) will gain the highest position.
- B6 If teams are still tied after B1, B2, B3, B4 and B5 have been applied, the team to qualify would be the team that received the least number of penalties minutes throughout all round-robin games.

The OHF Board of Directors decided that the following time allotments would be regulated for OHF championship tie breakers only:

- Game Misconducts are worth ten (10) minutes
- Misconducts are worth ten (10) minutes
- Match penalties are worth fifteen (15) minutes
- Gross misconducts are worth fifteen (15) minutes

B.7. If the teams are still tied after B1, B2, B3, B4, B5 and B6 have been applied, a coin toss shall determine the winner. In a three-team coin toss, the odd team gains the highest position.

15.3 TIE IN SEMI – FINAL AND CHAMPIONSHIP GAMES

As per Hockey Canada playing rules, if at the end of regulation time the score is tied, the teams shall take a two minute rest at their benches and the following shall then apply:

- 1) If the referee feels it is necessary, they may order the ice to be cleaned at the end of the three regulation periods.
- 2) The teams shall not change ends.
- 3) The puck shall be faced off at centre ice and the play shall continue with a ten minute sudden victory overtime period.
- 4) If the score is still tied after the ten minute sudden victory period, the teams would take the normal between period break and return to play sudden victory periods, in accordance with the length of periods for that particular division. Teams are to change ends at the end of each overtime period.
- 5) Any overtime period shall be considered part of the game and all unexpired penalties shall remain in force. If either team declines to play in the necessary overtime period or periods, the game shall be declared a loss for that team.

The Championship Series Governing Committee shall have the prerogative to render a decision under any emergency situation.

ATTACHMENT A: 2010-2011 OHF Minimum Suspension List – Minor Hockey

The following are minimum suspensions that shall be imposed for infractions, which occur in all OHF exhibition, league, and play-off games, during the current playing season for Minor Hockey. Note that these suspensions are over and above any imposed by Hockey Canada rules.

These are minimum suspensions. Additional suspensions will be imposed wherever conditions and circumstance warrant. It is the responsibility of each team manager and / or coach to ensure their players sit out their appropriate suspensions. When in doubt as to the relevant suspension, contact the association office. If unable to contact the league office, sit player(s) in question out until clarification can be obtained. These suspensions are in addition to game incurred.

Match Penalty reports will be forwarded to the appropriate Member Partner for further review.

M = Misconduct GM = Game Misconduct MP = Match Penalty GRM = Gross Misconduct

<u>Misconducts & Game Misconducts</u>		H.C. Rule	Suspension
M10	Throwing Stick Over Boards	9.8 (d)	0 Games
M11	Refusing to Surrender Stick for Measurement	3.3 (f)	0 Games
M12	Player Interference/Distraction During Penalty Shot	4.9 (f)	0 Games
M13	Goalkeeper Violation/Infraction During Penalty Shot	4.9 (f)	0 Games
M14	Equipment/Facemask Worn Incorrectly	3.6 (d, f)	0 Games
M20	Disputing Call of Official	9.2 (a)	0 Games
M21	Harassment of Official/Unsportsmanlike Conduct	9.2 (b)	0 Games
M22	Inciting	9.2 (e)	0 Games
M23	Entering Officials Crease	9.2 (g)	0 Games
M34	Failure to go to the Player's Bench or Neutral Area	6.7 (g)	0 Games
M35	Failure to go directly to Penalty Bench	9.2 (d)	0 Games
M71	Checking to the Head (Minor + 10 Minutes)	6.5 (a)	0 Games
GM20	Disputing Call of Official	9.2 (a)	1 Game
GM21	Disputing Call with Official: Verbal Abuse of a Game Official	9.2 (b)	3 Games
GM26	Second Misconduct – Same Game	4.5 (c)	1 Game
GM28	Interference from the Bench	7.3 (c, d)	2 Games
GM30	Fighting		
	1st Offense	6.7	2 Games
	2nd Offense	6.7	4 Games
	3rd Offense	6.7	Indefinite
GM31	2 nd Fight, Same stoppage of play (3 rd , 4 th , etc...)	6.7 (h)	3 Games
GM32	Player(s) 3 rd , 4 th , 5 th Man into Fight	6.7 (h)	3 Games
GM33*	Leaving the Players bench or Penalty Box	9.5	3 Games
GM33*	Coach identified as having the 1 st Player leave the players bench or penalty bench and GM34	9.5	3 Games
GM34	Leaving the Penalty Box to start a fight	9.5 (a)	4 Games
GM36	Instigator (minor + Game)	6.7 (b)	3 Games
GM37	Aggressor (minor + Game)	6.7 (b)	3 Games
GM39	Hairpulling, Grab Face Mask/Helmet/Chin Strap (Major + Game)	6.1 (d)	2 Games
GM50	Checking from Behind (Minor + Game)	6.4 (a)	1 Game
GM51	Checking from Behind (Major + Game)	6.4 (a)	3 Games
GM53	High Sticking (Major + Game)	8.3 (a, b)	2 Games
GM54	Cross Checking (Major + Game)	8.2 (a, b, c, d)	2 Games
GM55	Slashing (Major + Game)	8.4 (a, b)	2 Games
GE56	Game Ejections	4.6	0 Games
GM57	Boarding/Body Checking (Major + Game)	6.2	2 Games
GM58	Elbowing/Kneeing (Major + Game)	6.6	2 Games
GM59	Charging (Major + Game)	6.3	2 Games
GM63	Discriminatory Slur	9.2 (f)	3 Games
GM64	Trash Talking	9.2 (a)	2 Games
GM68	Kick Shot (with injury Major + Game)	9.4	2 Games
GM71	Checking to the Head (Major + Game)	6.5 (b)	3 Games
GM73	Tripping (Major + Game)	7.4 (a, b)	2 Games

GM74	Interference (Major + Game)	7.3 (a, b, e)	2 Games
GM75	Holding (Major + Game)	7.1 (a, b)	2 Games
GM76	Hooking (Major + Game)	7.2 (a, b)	2 Games
GM77	Roughing (Major + Game)	6.7 (k, i)	2 Games
GM78	Goaltender Drop Kick Puck (with injury – Major + Game)	4.11 (f)	2 Games
GM79	Refusing to Start Play (Coach – Major + Game)	10.14 (a)	Indefinite
GM80	Team Official Interference/Distracton during Penalty Shot	4.9 (f)	1 Game
GM81	Leaving the Bench without Clearance from the Referee (Assessed to coach if altercation results in penalties at end of game)	9.5 (i)	2 Games

Gross Misconducts

GRM60	Travesty of the Game	4.7	3 Games
GRM61	Obscene Gesture	4.7	3 Games
GRM62	Removing Helmet and/or chinstrap	3.6 (c)	3 Games
GRM63	Discriminatory Slur	9.2 (f)	3 Games
GRM66	Head Butt – Team Official (Double Minor + Gross)	6.1 (b)	3 Games
GRM67	Butt End – Team Official (Double Minor + Gross)	8.1	3 Games
GRM68	Spearing – Team Official (Double Minor + Gross)	8.5	3 Games
GRM69	Goaltender Refusing to remove mask for Identification	3.5 (d)	3 Games

Match Penalties

MP24	Threatening an Official	9.6 (a)	6 Games
MP25	Physical Abuse of an Official	9.6 (b, c)	7 Games
MP29	Spitting	9.7	4 Games
MP38	Fighting – Ring or Tape on Hand(s)	6.7 (e)	3 Games
MP40	Attempt to Injure	6.1	4 Games
MP41	Deliberate Injury	6.1	4 Games
MP42	Butt Ending	8.1	4 Games
MP43	Grabbing Face Mask / Helmet / Chin Strap	6.1 (d)	4 Games
MP44	Hair Pulling	6.1 (d)	4 Games
MP45	Kicking	6.1 (c)	4 Games
MP46	Spearing	8.5	4 Games
MP47	Head Butting	6.1 (b)	4 Games
MP52	Checking from Behind	6.4	4 Games
MP72	Checking to the Head	6.5 (b, c)	4 Games

* GM33 – Coaches' penalty will be noted on the front and back of the game sheet of the Officials' copy only. Penalty to coach is automatic as a result of player receiving GM33, coach not to be ejected as a result of this penalty being assessed.

ATTACHMENT B: MATCH PENALTY REPORT FORM

**Ontario Hockey Federation Championships
MATCH PENALTY FORM**

Date of Game: ___ / ___ / ___ Category: _____ Division: _____
 Day Month Year (Atom, PW, Bantam, Midget, Juv. Sr.) (AAA, AA, A)

Location of Arena _____ City/Town _____

Home Team _____ Visiting Team _____

Match Penalty Assessed to: Player's Name _____ Jersey # _____

Team _____ Coach of Team _____

Person Fouled against: _____ Jersey # _____

Name of Official Making Call: _____ Officials Card # _____

Time the Penalty was assessed: _____ Period _____

Match Penalty Assessed: _____ HC Rule # _____

Did player make contact? Yes ___ No ___ Did any injury result? Yes ___ No ___

Description of Incident: (including incidents leading up to and after penalty, additional comments)

Signature of Referee _____ Card # _____ Phone # _____

Signature of Referee/Linesman _____ Card # _____ Phone # _____

Signature of Linesman _____ Card # _____ Phone # _____

The Chairperson and Championship Committee will determine the number of game(s) to be served on all match penalties.

Suspension is for ___ days. Number of automatic games in addition to match is _____ (i.e. GM, GRM)

Signature of Chairperson: _____

This form is to be completed following the Match penalty. The **Chairperson** will submit a copy of match report along with a copy of the game sheet to the OHF office immediately following the game in question. The OHF will notify the applicable Member Partner office. There shall be no appeal on misconduct, game misconduct, gross misconduct or match penalty during OHF Championship games.

Ontario Hockey Federation

3 Concorde Gate, Suite 212, Toronto, Ontario M3C 3N7 • Phone: (416) 426-7249 • Fax: (416) 426-7347

ATTACHMENT C: HOST INFORMATION FORM | Return to Cheryl Boston at cboston@ohf.on.ca.
 This information will be published on the OHF website and in the Championship Magazine.

HOST COMMITTEE INFORMATION

Host Centre or Team Name:

NOTE: The name provided will appear on all printed materials (i.e. poster, t-shirt, magazine, etc.).

Championship:

Committee Chair Name:	Committee Co-Chair Name: (If applicable)
Phone:	Phone:
Email:	Email:
Address:	Address:
NOTE: The address will receive all championship deliverable (i.e. trophy, t-shirts, posters, etc.)	NOTE: The address will receive all championship deliverable (i.e. trophy, t-shirts, posters, etc.)

I confirm that all deliverables are to be sent to the following address: Chair Co-Chair

ARENA INFORMATION | Championship Guidelines - Section 1

Arena Name:

Address:

City:	Postal Code:	Phone:
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Arena Amenities: Meeting Room Lounge Restaurant Other:

HOTEL INFORMATION | Championship Guidelines - Section 2

NOTE: Additional space should be reserved for up to four (4) Division Representatives and one (1) Governing Chair – one room for each. The host is not financial responsible for these rooms.

Hotel Name:

Address:

City:	Postal Code:	Phone:
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Reservation Rates:

Include any additional costs (i.e. parking, meals, etc.).

Reservation Contact Information:

Amenities: Pool Continental Breakfast Restaurant Other:

BANQUET INFORMATION | Championship Guidelines - Section 10

Facility Name:

Banquet Room:

Address:

City:	Postal Code:	Phone:
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Banquet Start Time:

Ticket Price:

Meal Particulars:

Ticket Order Deadline:

Guest Speaker:

Ticket Order Contact:

Coaches and Managers Meeting Room:

Time:

CHAMPIONSHIP EVENT PASS | Championship Guidelines - Section 2

Price for Adult:

Price for Child:

Weekend Pass:

Additional Information:

HOST COMMUNITY

Provide information about the community such as historical landmarks, hockey legends, visitor highlights, etc.

HOST TEAM

Provide information about the team such as team goals, season highlights, tournaments, individual or team accomplishments, facts, etc.

ATTACHMENT D: OHF Championship Game Schedule & Template (Section 9)

TIME A: To apply to the Atom, PeeWee and Bantam Championships

TIME B: To apply to the Midget and Juvenile Championships

	GAME #	TIME A	TIME B	HOME	AWAY
DAY 1	1	10:00 AM	10:00 AM	BBB	AAA
	2	11:30 AM	11:45 AM	DDD	HOST
	3	2:30 PM	2:45 PM	EEE	BBB
	4	4:00 PM	4:30 PM	AAA	DDD
	OC	6:15 PM	6:45 PM	Opening Ceremonies	
	5	7:00 PM	7:30 PM	HOST	EEE
DAY 2	6	10:00 AM	9:30 AM	DDD	BBB
	7	11:30 AM	11:15 PM	HOST	AAA
	8	2:30 PM	2:15 PM	EEE	DDD
	9	4:00 PM	4:00 PM	BBB	HOST
	10	7:00 PM	7:00 PM	AAA	EEE
DAY 3	11	8:00 AM	8:00 AM	TM 2	TM 3
	12	10:00 AM	10:00 AM	TM 1	TM 4
	13	3:00 PM	3:00 PM	Final Game	

BLANK TEMPLATE FOR HOST TO COMPLETE

OHF Championship Category: _____

OHF Championship Host Name: _____

OHF Championship Host Arena: _____

	GAME #	TIME A	TIME B	HOME	AWAY
DAY 1	1	10:00 AM	10:00 AM	BBB	AAA
	2	11:30 AM	11:45 AM	DDD	HOST TEAM
	3	2:30 PM	2:45 PM	EEE	BBB
	4	4:00 PM	4:30 PM	AAA	DDD
	OC	6:15 PM	6:45 PM	Opening Ceremonies	
	5	7:00 PM	7:30 PM	HOST TEAM	EEE
DAY 2	6	10:00 AM	9:30 AM	DDD	BBB
	7	11:30 AM	11:15 PM	HOST TEAM	AAA
	8	2:30 PM	2:15 PM	EEE	DDD
	9	4:00 PM	4:00 PM	BBB	HOST TEAM
	10	7:00 PM	7:00 PM	AAA	EEE
DAY 3	11	8:00 AM	8:00 AM	TM 2	TM 3
	12	10:00 AM	10:00 AM	TM 1	TM 4
	13	3:00 PM	3:00 PM	Final Game	

ATTACHMENT E: OHF CHAMPIONSHIPS BladeNET ADMINISTRATION INSTRUCTIONS

The OHF and BladeNET have provided each hosting team an online scheduling system that is user friendly and allows scores and statistics to be entered by the host centre. The following outlines the process by which host centres will individually control data entry.

Step 1 – Volunteer Administrator

Each host centre will delegate one volunteer from the committee that will be responsible to enter the game data after each game for the duration of the Championship weekend. As soon as this individual has been selected they must contact Cheryl Boston at the OHF to provide the following information:

1. First Name and Last Name
2. Email Address

Administrative rights are established within the BladeNET system and a Participant Code will be provided.

Step 2 – Log on

BladeNET will load each Championship schedule into the BladeNET system and a Championship URL (link) will be generated. This link will be accessible from the OHF Championship Website. One the main page from this link will be a login button.

Individuals with Administrative access may login and update scores through the LOGIN button located in the top right hand corner of the BladeNET schedule page. The first time you logon, use your Participant Code as both your User Name and Password. **DO NOT CHANGE ANY INFORMATION IN THE PROFILE.**

Step 3 – Upload Player Information!

Input all player information from the approved rosters into the BladeNET system. Make sure to include all player details. This becomes very important for the player statistics section.

Step 4 – Game time!

Once the Administrator has logged in the only option next to each game is “edit”. This provides the ability to amend the time/location of any game that is scheduled. Once games have been completed, a new option “scores” can be accessed. Click on this to input the game scores and penalties. Once completed all data entry fax the game sheet to the OHF Office.

As you enter scores, the standings page will generate automatically and eventually playoffs standings will be determined.

If for some reason a team gets incorrectly seeded, an “override” option is available. Administrators have the ability to change the teams name to whom ever should have advanced.

All game sheets must be faxed in to the OHF Office immediately after the Gold Medal game!

Fax: (416) 426-7347

ATTACHMENT F: ANNOUNCEMENTS & TEMPLATES

SCRIPT FOR OPENING CEREMONIES

PRE-GAME SHOW

< Carpets and microphone put on ice. >

Good evening ladies and gentlemen, boys and girls.

My name is _____
(Full name) (Title)

It is my pleasure to welcome you to the 2010 OHF _____ Championships.

Our sincere appreciation goes to the following sponsors _____ for their interest, generous support and continued sponsorship which makes the OHF Championship to be hosted in the City/Town of _____ possible.

INTRODUCTION OF TEAMS

It is now my pleasure to introduce to you the five competing teams.

< Each team is to be announced over the public address system and skated on to the ice by an escort carrying respective team's flag with musical accompaniment. >

Representing Alliance Hockey: _____

Representing the Greater Toronto Hockey League: _____

Representing the Northern Ontario Hockey Association: _____

Representing the Ontario Minor Hockey Association: _____

(Juvenile only) Representing Hockey Northwestern Ontario: _____

And the host team, our own: _____

INTRODUCTION OF CEREMONIAL PARTY

To open the 2010 OHF _____ Championships, please welcome the members of our official party:

< Each individual brought on the ice by an escort >

Mr./Ms. _____, Representing the City/Town of _____

Mr./Ms. _____, Representing _____ (sponsor)

Mr./Ms. _____, Governing Chair for the Ontario Hockey Federation

Mr./Ms. _____, President of the (hosting) _____ Minor Hockey Association

Mr./Ms. _____ and Mr./Ms. _____, Co-Chairman of the Host Centre Organizing Committee for the 2010 OHF _____ Championships.

INTRODUCTION OF SPEAKERS

I would like to introduce _____ to say a few words on behalf of the Town/City of _____
_____.
(Full Name and title)

< Representative speaks >

Thank you, _____.

I will now call upon _____ to say a few words on behalf of the Host Organizing Committee.
(Full name and title)

< Representative speaks >

Thank you, _____.

To bring greetings from the Ontario Hockey Federation we welcome _____.

< Representative speaks >

Thank you, _____.

It is now my pleasure to introduce _____, of _____ (sponsor).

< Representative speaks >

Thank you, _____.

OFFICIAL PUCK DROPPING

Will the captains of _____ and the _____ please come to centre ice!?
(Dignitary name) _____ of / from _____ will now drop the puck
to open the 2010 OHF _____ Championships.

< The captains shake hands with the official party. Finally, the two captains shake hands and then
return to respective blue lines. Officials in opening ceremonies, team leaders, non-playing teams,
etc. remain on ice for the National Anthem. >

NATIONAL ANTHEM (may be played on CD or sung vocally)

Ladies and gentlemen, dignitaries, special guests and fans of all ages, at this time I would ask that you all
rise for the playing/signing of our national anthem.

< The National Anthem plays and ends. Teams prepare to play and on-ice parties leave the ice. >

PRE GAME ANNOUNCEMENT

Announce any player roster changes from the program and players not dressed prior to teams stepping on the ice.

Not dressed for team _____ are the following players: _____, _____, _____.

Not dressed for team _____ are the following players: _____, _____, _____.

Now, it is my pleasure to welcome you to game number _____ of the 2010 _____ OHF Championships between _____ and _____.

Officiating tonight's game is referee _____

Joining him are linesmen _____ and _____

These individuals have been charged with the task of ensuring that the game you are watching today is played fair, played respectfully and played at the high standard that hickey is known for.

OHF Championship Player of the Game Form & Announcement

Only one player per team may be selected. The form is given to the announcer with ten (10) minutes remaining in regulation time.

Player of the Game Form

Game # _____	Date: _____
Team _____ vs _____	
The Player of the Game from team: _____ is player number # _____ (Name) _____	
The Player of the Game from team: _____ is player number # _____ (Name) _____	

Announcement

I ask that the teams please line up on their respective blue lines. Making the presentation for the player of the game awards today for game # _____ is _____.

< Announce the Player of the Game from the losing team first then the winning team. >

The Player of the Game is _____ (full name, jersey number and team name)

< Photographer takes picture >

The Player of the Game is _____ (full name, jersey number and team name)

< Photographer takes picture >

Let's give both teams a round of applause for their outstanding efforts during this game. Thank You for participating in Game # _____ of the 2010 OHF _____ Championships!

Teams please shake hands.

Our next game will take place at _____ and features the _____ (away team) and the _____ (home team).

OHF Championship Individual Award Form & Announcement

Individual awards may be presented after the Semi-Final and Final game. This form should be completed and returned to the OHF Championship Host Chairperson, the OHF Governing Chair and the OHF Office.

Player Awards Form

Most Valuable:	Name: _____	
	Jersey # _____	
	Team: _____	
Most Sportsmanlike:	Name: _____	
	Jersey # _____	
	Team: _____	
Top Goaltender:	Name: _____	
	Jersey # _____	
	Team: _____	
Top Defenseman:	Name: _____	
	Jersey # _____	
	Team: _____	
Top Forward:	Name: _____	
	Jersey # _____	
	Team: _____	
Top Scorer:	Name: _____	
	Jersey # _____	
	Team: _____	

Player Awards Announcement

< Announce the player awards from the losing team first then the winning team. >

The recipient of the (award title) is _____ (full name, jersey number and team name)

< Photographer takes picture >

The recipient of the (award title) is _____ (full name, jersey number and team name)

< Photographer takes picture >

Post Game / Closing Ceremonies of Championship Game Notes

- A decorated awards presentation table should be prepared off-ice during the championship game.
- Only the gold and silver medal teams are to be on the ice for the Closing Ceremonies.
- Immediately following the game, a “T-shaped” carpet is suggested to be laid out to centre ice for the following delegates:
 - Branch Representative
 - One Representative from Host Committee
- The Player of the Game awards may be presented by a Sponsor Representative and Award Supplier Representative.
- The Championship Trophy will be presented by the Host Branch Rep and a Sponsor Representatives to the captain of the Championship team. Instruct the Host Branch Rep to present the trophy and then place it back on the table until the medallions have been awarded.
- The gold medals may be presented by the Host Branch Rep and a Sponsor Representatives.
- Provincial and Canadian flags may be displayed by skaters or in any fashion the committee may decide.

ONTARIO HOCKEY FEDERATION CHAMPIONSHIPS

Host Committee Championship Report



Completed Report Due to the OHF Office
Fax: (416) 426-7347 or Email: cboston@ohf.on.ca

GENERAL CHAMPIONSHIP INFORMATION

OHF Championship:
Host Centre Name:
Committee Chair Name:
Contact Information:

ATTENDANCE FOR EVENT (Estimates are Acceptable)

Friday:

Saturday:

Sunday:

Total:

Additional Comments:

EVENT ADMISSION

If applicable, provide a breakdown of total numbers of passes sold and revenue for the various types of admission passes used.

Daily Pass Price:		Weekend Pass Price:		Complementary Passes Provided:	
Daily Passes Sold:		Weekend Passes Sold:		Complementary Passes Value:	
Total Daily Pass Revenue:		Weekend Pass Revenue:			

Additional Information and/or Comments:

How do I check these boxes?

To insert a check mark within the grayed boxes double click the box and then using the left mouse button and select Default Value: Checked. If this feature isn't working for you, please insert an 'X' next to your response.

PROGRAM SALES

Please describe your event program (i.e. full colour, glossy, black text, team photos)

What was the price per program? Indicate total sales figures.

MEDIA COVERAGE

Media Medium	Please Indicate if used to promote event to community	Overall Effectiveness (1 – Very; 2 – Medium; 3 – Not Very)
Newspaper <i>Names:</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3
Television <i>Names:</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3
Radio <i>Names:</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3
Association / Hockey Website <i>Names:</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3
Other:	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3

Additional Comments:

EVENT FINANCIAL SUMMARY – separate form provided

Please use the Financial Summary excel spreadsheet document to provide a more detailed financial report. In the following space provide totals and note any outstanding expenses and/or revenues.

Total Expenses:	Outstanding Expenses:
Total Revenue:	Outstanding Revenue:
Net Income:	
Additional Comments:	

SCHEDULING		
All games were on time. (If no, please explain below)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
All teams arrived on time. (If no, please explain below)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Were there any disciplinary matters. (If indicating yes, please enclose the Match Penalty Reports.)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Additional Comments:		

BladeNET SCHEDULE, SCORING AND STATISTICS PROGRAM		
Sufficient training/assistance provided.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Ease of use. Rating Scale: 1 = simple 3 = complicated	<input type="checkbox"/> 1	<input type="checkbox"/> 2 <input type="checkbox"/> 3
Did you find this was beneficial towards the overall event?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Additional Comments and/or Recommendations:		
<i>Are improvements needed?</i>		

CHAMPIONSHIP ON-ICE OFFICIALS		
The overall quality and conduct of the Officials were:		
<input type="checkbox"/> Unsatisfactory	<input type="checkbox"/> Satisfactory	<input type="checkbox"/> Above Expectations
Additional Comments:		

BANQUET NOTES
Please describe your event banquet (format, guest speaker)
What was the price per ticket? Indicate the total number purchased and total sales figures.

GENERAL COMMENTS

Please indicate any recommendations and/or concerns on issues such as facilities, pre-tournament meeting, banquet, opening and closing ceremonies, incidents dealt with during the Championships, concerns of teams and your general observations and recommendations. Please also note any changes and/or clarifications you wish to see in the OHF Championship Guidelines.

RECOMMENDATIONS

What would you recommend to next year's event host?
 What could the OHF improve upon?

Championship Host Financial Summary (Section 2)

For the purpose of the OHF Championship records, the following template must be used for submitting the OHF Championship Host Financial Summary. **This must be received in electronic format.**

OHF Championship Category:

REVENUE		EXPENSES	
Description	Amount	Description	Amount
Total	\$ -	Total	\$ -

Net Income **\$ -**

ATTACHMENT H: TEAM INFORMATION FORM

All participating teams are to complete this form and the Medical Concerns section and submit to the OHF Office and Host Committee Chairperson. In addition, please submit a team photo for Event Program use.

Team Name:	
Association:	
Category:	
Member Partner:	
Season Record:	WINS: LOSSES: TIES:

Team achievements, interesting facts and points of interest about the team this season. (I.e. tournaments played in and results, international trips, etc).

Please indicate any former players from your organization that have gone on to play in the OHL, NHL or Canadian National Team.

Team Motto

Team Goal

Medical Concerns

All players are required to bring their health cards.
List any medical concerns for team members that the host committee should be aware of.

FULL NAME	CONDITION

Don't forget to submit your team photo!

ATTACHMENT J: OHF CHAMPIONSHIP TROPHY AGREEMENT

Only the Championship team is to complete this form.

Loss, damage or failure to return the trophy will result in replacement or repair costs being borne by the individual and/or club accepting the trophy at the discretion of the OHF Board of Directors.

* Championship Category: _____

* Winning Team or Club Name: _____

* Date Received: _____

* Accepted by name: _____	* Position: _____
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* Address: STREET NAME CITY / TOWN POSTAL CODE

* Telephone Number: _____	* Email: _____
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I, the above signed, acknowledge the receipt of the wooden carrying case and accept full responsibility for the condition of said trophy and carrying case and also agree to return both items to the OHF Office.

Signature: _____

* Required information

Trophy and wooden carrying case must be received by the OHF by December 1.

Failure to return a championship trophy and carrying case by this date (no extension) will result in a \$350.00 fine being levied against the club or organization for each such trophy plus the cost of replacement (\$1000.00) if the trophy is lost or is not returned.

If a carrying case is not returned to the OHF, the championship team will be fined the cost of replacing the case.

Team Photo

A championship team photo will be used in Championship publications promoting the events and winning teams. Please remit a digital version of the team photo to the OHF Office.

The presenter of the trophy is to return a signed copy of this agreement to the OHF Office. One copy of this agreement is to be retained by the Championship Team for team records.

<p style="text-align: center;">FOR INFORMATION CONTACT:</p> <p style="text-align: center;">Cheryl Boston Ontario Hockey Federation Coordinator – Communications, Marketing & Events 3 Concorde Gate, Suite 212 • Toronto, Ontario • M3C 3N7 Tel: (416) 426-7022 Fax: (416) 426-7347 Email: cboston@ohf.on.ca</p>
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ATTACHMENT K: OHF CODE OF CONDUCT

This Code of Conduct identifies the standard of behavior which is expected of all Ontario Hockey Federation (OHF) Members, including athletes, coaches, parents, directors, volunteers, staff, chaperones and others.

OHF, Member Partners and League Associations are committed to providing a sport environment in which all individuals are treated with respect. Members of the OHF shall conduct themselves at all times in a fair and responsible manner. Members shall refrain from comments or behaviors which are disrespectful, offensive, abusive, racist or sexist. In particular, behavior which constitutes harassment or abuse will not be tolerated by the OHF, Member Partners or Local Associations.

During the course of all OHF, Member Partners and Local Associations' activities and events, members shall avoid behavior which brings OHF, Member Partners and Local Associations or the sport of hockey into disrepute, including but not limited to abusive use of alcohol and non-medical use of drugs.

Members shall not use unlawful or unauthorized drugs/narcotics or performance enhancing drugs or methods.

OHF members shall at all times adhere to the OHF, Member Partners and Local Associations' operational policies and procedures, to rules governing the OHF, Member Partners and Local Associations' events and activities and to rules governing any competition in which the member participates on behalf of the OHF, Member Partners and Local Associations.

Members of the OHF, Member Partners and Local Associations shall not engage in activity or behavior which endangers the safety of others.

Failure to comply with this Code of Conduct may result in disciplinary action, suspension or release from membership. Such action may result in the member losing the privileges that come with membership in the OHF, Member Partners and Local Associations, including the opportunity to participate in OHF, Member Partners and Local Associations' activities.

ATTACHMENT L: IMPORTANT DATES AND DEADLINES

Responsibility	Activity	Date	Reference
Member Partner	Confirm intent to host designated category with the OHF Office.	June 15	OHF Regulation A12 c)
Member Partner	If a Member Partner cannot or wishes to change category the OHF must be notified.	September 30	Section 3
Member Partner	Advise the OHF in writing of their intent to participate at approved Championships.	October 1	OHF Regulation A12 e)
Member Partner	Select Host Centres and present to the OHF Office.	October 31	Section 3
OHF Champions	Return trophies and wooden carrying cases to the OHF Office.	December 1	Section 12
Host Centre	Should a host wish to implement a team fee, the host committee must submit a proposal to the OHF Championships Committee.	December 15	Section 2.3
Host Centre	Submit completed Host Centre Information Form to the OHF.	30 days after bid is successfully selected.	Section 2 and Attachment C
OHF	Distribute the OHF Championship fund of \$2,500.00 to each Host Committee.	Three installments	Section 4
Host Centre	Develop the Championship game schedule and submitted to the OHF Office.	January	Section 2 and Section 9
Member Partner	Submit names of all appointed Governing Chairs to the OHF Office.	February	Section 3
OHF	Provide this information to Host Centres.	To be approved by the OHF Board of Directors.	Section 4
OHF	Send the Team Information Packages to each Member Partner Executive Director.	March	Section 4
Member Partner	Distribute these packages to the two final teams in the appropriate age divisions.		Section 3
Member Partner Referee-in-Chief	A list of officials will be provided to Host Member Partner by the Host Committee.	March or sooner	Section 8
Member Partner	All competing teams must be finalized at least seven days prior to the start of the competition and the Member Partner Approved Team Roster Form be forwarded to the OHF.	April 1	OHF Regulation A12 d)
Host Centre	Forward all Game Sheets to the OHF Office.	April 10	Section 2
Series Governing Chair / Div. Rep.	Prepare a written final report including any recommendations.	Report must be submitted within thirty days of event	Section 4
Host Centre	Complete the final Host Committee Report and Financial Statement.	Reports must be submitted within thirty days of event	Section 2 and Attachment G

ATTACHMENT M: CONTACT INFORMATION

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Coordinator – Communications, Marketing & Events, Cheryl Boston
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ALLIANCE Hockey (ALLIANCE)
Executive Director, Tony Martindale
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Fax: (519) 273-2114
Email: alliance@alliancehockey.com
Website: www.alliancehockey.com
71 Albert Street, Stratford, Ontario N5A 3K2

Greater Toronto Hockey League (GTHL)
Executive Director, Scott Oakman
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Fax: (416) 636-2035
Email: generalinfo@gthlcanada.com
Website: www.gthlcanada.com
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Northern Ontario Hockey Association (NOHA)
Executive Director, Chris May
Phone: (705) 474-8851
Fax: (705) 474-6019
Email: noha@noha.on.ca
Website: www.noha.on.ca
108 Lakeshore Drive, North Bay, Ontario P1A 2A8

Ontario Minor Hockey Association (OMHA)
Executive Director, Richard Ropchan
Phone: (905) 780-6642
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Email: omha@omha.net
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25 Brodie Drive, Unit #3, Richmond Hill, Ontario L4B 3K7