



**ALL-ONTARIO U15 AAA CHAMPIONSHIPS**

**HOST MANUAL**

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**APRIL 7<sup>TH</sup> – 11<sup>TH</sup>, 2027**





# ALL-ONTARIO U15 AAA

## Championship Host Manual

### Purpose of Host Manual

This Host Manual will act as a guideline to outline the acceptable standards, regulations and logistics of hosting the All-Ontario U15 AAA Championship.

The information to follow contains a synopsis of the key responsibilities of the Host Organizing Committee and the Host Branch and will provide an overview of the financial and logistical responsibilities in hosting an event of this nature.

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The All-Ontario U15 AAA Championship is a provincial Championship which includes teams from all three Hockey Canada Branches within the Province of Ontario. These Branches are Hockey Eastern Ontario (HEO), Hockey Northwestern Ontario (HNO) and the Ontario Hockey Federation (OHF).

**FOR MORE INFORMATION OR TO REQUEST CLARIFICATION ON ANYTHING IN THESE GUIDELINES PLEASE CONTACT THE HOST BRANCH:**

**Hockey Eastern Ontario**

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Ottawa, Ontario  
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Tel: (613) 224-7686  
Fax: (613) 224-6079

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107 Cumberland St. N.  
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Unit 9  
Cambridge, Ontario N1T 2H9  
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**All-Ontario U15 AAA Hosting Rotation Schedule**

Championship	2027	2028	2029
All-Ontario U15	OHF (OMHA)	OHF (NOHA)	OHF (Alliance)



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## Section 1.0 CHAMPIONSHIP ORGANIZATION

### 1.1 Glossary of Terms

**“Awards Selection Committee”** means the committee established by the Host Organizing Committee and assigned the responsibility of selecting the player of the game awards and individual awards. The Award Selection Committee will consist of six (6) individuals and one (1) Committee Chair. Committee members will be knowledgeable hockey people and not involved on any other committee or related to a participating team. A minimum of three (3) committee members shall be present at every Championship game.

**“Awards Selection Committee Chairperson”** means a local, hockey knowledgeable individual assigned by the Host Organizing Committee to chair the Award Selection Committee. The Awards Selection Committee Chair shall select six (6) committee members.

**“Branch Representative(s)”** means the individual(s) appointed by the participating Branches and/or Members and shall act as the official spokesperson for their affiliated Participating Team.

**“Championship”** means the All-Ontario U15 AAA Championship.

**“Championship Directorate”** means the assigned group responsible for the operation and administration during the Championship. This group is comprised of; the Host Branch Representative (Chair), a Representative from the Host Branch of next year’s Championship AAA Event and the Referee in Chief from the Host Branch. The Host Branch Event Manager will act as a resource and advisor to the Directorate.

**“Coaches & Managers Meeting”** means the pre-Championship meeting, to be chaired by the Host Branch Representative, in which all Championship procedures, protocols, rules / regulations and team rosters will be reviewed and approved.

**“Host Branch”** means the Branch whose jurisdiction the Championship shall be hosted within.

**“Host Branch Event Manager”** means the staff resource appointed by the Host Branch who shall assist and monitor the progress of the Host Organizing Committee during the planning stages and throughout the execution of the Championship.

**“Host Branch Representative”** means the individual appointed by the Host Branch and shall be the chairperson of the Championship Directorate.

**“Host Hotel(s)”** means the hotel(s), as selected by the Host Organizing Committee, which all Participating Teams that require accommodations must stay during the Championship.

**“Host Manual”** means the document created and mutually approved by the HEO / HNO / OHF which sets forth all guidelines and criteria to be fulfilled in every aspect during the delivery of the Championship.

**“Host Organizing Committee”** means the committee established to organize the Championship and ensure that the criteria established in the Championship Host Manual are fulfilled in every respect.

**“Host Organizing Committee Chairperson”** means the position of chair on the Host Organizing Committee and shall liaise between the Host Organizing Committee and the Host Branch Event Manager.



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**"Host Rink"** means the rink, as selected by the Host Organizing Committee, which all Championship games will be played.

**"Host Rotation"** means the rotation of the All-Ontario U15 AAA Championship as approved by the HEO / HNO / OHF.

**"Host Team"** means the team associated with the Host Organizing Committee and shall be granted automatic entry into the Championship.

**"Participating Teams"** means the Host Team and the teams that have gained entry to the Championship through their affiliated Branch or Member league playoffs.

**"Team Information Package"** means the document created by the OHF which sets out all Championship information required by Participating Teams.



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## 1.2 Role of Host Organizing Committee

### Responsibilities Host Organizing Committee Chairperson

- This is an All-Ontario Regional Championship, as such there will be much communication between the Host Organizing Committee and the Host Branch Event Manager. Deadlines are to be met, and all information is to be submitted to the Host Branch Event Manager.
- Submit the Host Information Form to the Host Branch Event Manager. If the Championship is hosted within the HEO or HNO the document must be forwarded to the OHF as the document contains pertinent details required to complete the Team Information Package.
- Operate the Championship within the guidelines established in the Host Manual.
- Recruitment and appointment of Committee Chairpersons.
- Ensure all committees are:
  - operating within their specific framework(s)
  - operating in a timely manner
  - operating within budget
  - operating in support of Championship values, vision and mission
  - communicating effectively
- Produce final report (see also Section 1.7)
  - written component due 30 days post-event
  - financial statement due 30 days post-event
- Provide reports to host association, Member and Host Branch.
- Communicate on a regular basis with the Host Branch Event Manager.



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### **1.3 Branches / Host Organizing Committee Responsibilities**

#### **Responsibilities of Host Branch Representative**

##### Pre-Championship

- Through scheduled contact with the Host Branch, Host Branch Event Manager and the Host Organizing Committee Chairperson, assess the planning progress for the event.
- Be familiar with the Host Manual, Championship Rules & Regulations and the Hockey Canada Minimum Suspension List. Have a copy of the Hockey Canada Playing Rules, Hockey Canada Regulations and the Host Branch Handbook as resource tools.
- Ensure HEO / HNO / OHF recognition from Host Organizing Committee Chairperson.
- Review the Team Information Package with all Branch Representatives on site prior to the start of Championship and Coaches & Managers meeting.

##### During the Championship

- Chair and conduct the Coaches & Managers meeting prior to the start of the Championship (suggested agenda included in Section 3.5).
- Collect and examine Participating Team roster forms (approved by the HEO, HNO and OHF Executive Director) for examination during the Coaches & Managers meeting.
- To chair the Championship Directorate, this group should meet each day to discuss the progress of the Championship.
- To be in attendance at all games. Notify the Host Organizing Committee Chair and the Host Branch Event Manager of potential absences.
- Oversee all on-ice decisions and team discipline.
- At the conclusion of the round robin, chair a meeting of the Championship Directorate to assist the Referee-In-Chief and Supervisor with the assignment of On-Ice Officials for the semi-final, bronze medal and gold medal games.
- Assist the Host Organizing Committee, whenever necessary, to ensure a smooth, well-run Championship.
- Bring items that should be addressed to the Championship Directorate and/or Host Branch Event Manager that should be addressed to ensure the Championship operates according to the Host Manual. This may include but is not limited to logistics, ceremonies, hockey operations, breach of Code of Conduct (players, staff or fans).
- If deemed necessary the Host Branch Representative may, at his/her discretion, convene a disciplinary hearing regarding perceived breach (players, team officials or fans) of the Host Branch Code of Conduct. This may pertain to either on- or off-ice behavior. The Championship Directorate may impose suspensions on any member of a Participating Team. The Championship Directorate has the authority to remove fan/viewing privileges of any individual or group of individuals deemed to be in breach of the Host Branch Code of Conduct. This may, in extreme circumstances, result in the complete removal of viewing/fan privileges for the duration of the Championship.
- The Host Branch Representative must submit a written report to the Host Branch and affiliated Branch/Member following the completion of any hearing regarding the Code of Conduct. The report must outline the reasons for the hearing, findings, outcomes/sanctions and further recommendations.
- Select the standby goaltender when required.



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- Participate in the medal and trophy presentations.
- Be responsible for ensuring that the Participating Teams sign and submit an electronic copy of the Championship Trophy Agreement Form prior to the Coaches & Managers meeting. The Host Branch Event Manager will collect and retain.
- Participate in the Opening and Closing Ceremonies.

### Post Championship

- Submit the online post Championship report upon completion of the Championship (due within 30 days after).

### **Role of Branch Representatives (HEO / HNO / OHF Member Representatives)**

#### Pre-Championship

- When appointed by the Branch, participate in all Championship Directorate activities as they come up throughout the planning process.
- Ensure that the required data for each Participating Team reaches the Host Organizing Committee and/or Host Branch Event Manager on or before the deadline.
- Attend pre-Championship meetings/conference calls as required to review Championship logistics.

#### During the Championship

- Communicate to players, trainers, coaches, managers and team fans the protocol required to ensure that the responsibilities associated with being on the Championship Directorate are carried out.
- Attend coaches/managers meetings.
- Participate in activities of the Championship Directorate.
- Appreciate and respect the Championship's obligations to the sponsors and official supporters.
- Assist Host Organizing Committee, when necessary, to ensure a smooth, well-run Championship.
- Participate, as required, in the official ceremonies and functions.
- Communicate and ensure implementation of decisions made by the Host Branch Representative and/or Championship Directorate.
- Bring approved roster forms and accept responsibility for the eligibility of each player and carded team official.
- Be familiar with the Championship Discipline Procedures, the Host Manual and Championship Regulations.
- En route to the Championship, during the whole Championship and during the journey home, have a Code of Behaviour in place.

#### Post Championship

- Complete the Post Championship Evaluation Form online within deadline. The Host Branch Event Manager will provide the online link prior to the opening day of the Championship.



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### **Role of the Host Branch Event Manager**

#### Pre-Championship

- Provide assistance to the Host Organizing Committee in their preparation for the Championship.
- Ensure all off-ice logistics run in an efficient manner.
- Ensure that all HEO / HNO / OHF policies and guidelines are followed.
- Sign off on ALL promotional material. Ensure all three participating Branches have the opportunity to approve promotional materials containing Branch logos.
- Review budget forecasts with the Host Organizing Committee on an ongoing basis.
- As much as possible, the Host Branch Event Manager should be an active participant in the planning process for the Championship.

#### During the Championship

- Responsible for the smooth and timely execution of all games and ceremonies.
- Act as a liaison between the Host Organizing Committee and the Championship Directorate.
- Act as a resource person and advisor to Championship Directorate.
- Meet with the Host Organizing Committee on a daily basis (if possible) to review the status of all areas of the Championship.



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## 1.4 Championship Directorate

### Role of Championship Directorate

- The Championship Directorate is made up of the following:
  1. Host Branch Representative will be the Chairperson of the Governance/Discipline Directorate of the Provincial/Regional AAA Championship
  2. Representative from the Host Branch of the next year's Championship AAA Event
  3. Referee in Chief from the Host Branch
- All decisions on discipline will rest with the Championship Directorate and results of disciplinary action will be passed along to the Host Branch Event Manager and the Branch involved.
- A written report of any disciplinary action by the Championship Directorate will be forwarded by the Host Branch Representative to the Host Branch Event Manager and the affiliated Branch President for the affected team(s)/player(s).
- Host Branch Event Manager will act as a resource and advisor to the Championship Directorate



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## 1.5 Championship Critical Path

**OVERVIEW:** Development of a critical path for the planning and execution of the Championship.

**Responsibilities:**

- Each sub-committee is to submit a draft critical path covering their areas of responsibility to the Host Organizing Committee Chairperson
- Host Organizing Committee Chairperson is to consolidate all information and issue a critical path
- Host Organizing Committee Chairperson to review critical path with Host Branch Event Manager on a regular basis (i.e. monthly check-in meetings)

Committee	Task	Target Date	Lead	Status
<b>Management Committee</b>				
<b>Finance Committee</b>				



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## 1.6 Site Selection Criteria

It should be noted that the All-Ontario U15 AAA Championship is an HEO / HNO / OHF Championship, hosted by one of the three Branches and in conjunction with a local Host Organizing Committee.

The All-Ontario U15 AAA Championship will consist of seven (7) participating teams being a representative from each of the following:

- Hockey Eastern Ontario (HEO)
- Hockey Northwestern Ontario (HNO)
- Ontario Minor Hockey Association (OMHA)
- Greater Toronto Hockey League (GTHL)
- Alliance Hockey (ALLIANCE)
- Northern Ontario Hockey Association (NOHA)
- Host representative team (HOST)

The Championship will consist of a 25-game schedule over five (5) days.

### HOSTING STANDARDS

In order for a community to be considered as a potential host of this prestigious Championship, the following minimum hosting standards must be met:

- The Host Community must have previously demonstrated the ability to stage an event of this nature in a highly successful manner, both financially and logistically.
- The Host Community must have a strong volunteer base within the business and hockey community to draw on for leadership and support.
- The Host Community must have an arena complex suitable to serve as a site for games.
- The Host Organizing Committee is encouraged to extend the excitement of hosting the All-Ontario U15 AAA Hockey Championship as broadly as possible throughout the Host Community and surrounding areas. The bid should include host plans for community involvement, together with any special events or social activities which would add to the Championship.
- The Championship must be priced in such a way to ensure the individual games are family affordable. This will allow spectators of all ages the opportunity to experience a Championship of this magnitude. At the same time, the ticket pricing must be structured to enable the Host Organizing Committee to achieve revenue projections.

### Event Structure & Partnerships

The HEO / HNO / OHF are responsible to its membership for the staging of the All-Ontario U15 AAA Championship. To ensure the Championship is conducted in the most successful manner possible, the participating Branches will form a partnership with the Host Branch and the Host Organizing Committee.

This partnership will ensure that all of the organizations contributing to the successful hosting of this Championship will benefit directly from the staging of this prestigious competition.



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### **Arena Facility**

- Regulation size artificial ice surface
- Minimum of four (4) dressing rooms (ideally, seven (7) dressing rooms one for each team).
- Equipment drying and storage area for each team (if available).
- Exclusive use of arena for the entire duration of Championship or a single rink in a multi rink complex.
- Approval to display sponsors' advertising throughout the arena.
- Right to display trophies and other awards in lobby or concourse of arena.
- Within an acceptable distance to hospital and host hotel.

### **Championship Responsibilities**

- Host Organizing Committee will publicize the Championship to maximize attendance.
- Host Organizing Committee will coordinate the opening and closing ceremonies in conjunction with HEO / HNO / OHF and the Championship sponsor(s).
- Host Organizing Committee will be responsible to input the game results and player statistics in real time during each game. If game results and player statistics are unable to be updated in real time they must be updated immediately after the completion of each game.
- Host Organizing Committee will provide weekly admission passes for sponsors and Representatives.
- Host Organizing Committee will ensure adequate medical coverage is on site for each game.
- Host Organizing Committee will be responsible for choosing game and Championship award winners.
- Host Organizing Committee will arrange for acceptable hotel accommodations for visiting teams and Branch Representatives within an appropriate distance to the arena.

### **Revenue Opportunities**

The Host Minor Hockey Association will retain any net profits generated from the Championship.

- Branch Hosting Funds
- Government grants
- Local event sponsorship and suppliers
- Gate receipts
- Concession proceeds - to be negotiated with arena operators
- Special fundraising activities
- Souvenir programme sales

### **Expense Obligations**

- Host Organizing Committee will be responsible for all game expenses, including arena rental and staffing.
- Host Organizing Committee is responsible for the costs associated with the On-Ice Officials and one supervisor according to Host Branch policy. This includes: game fees, travel, per diem and accommodations.



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- Host Organizing Committee is responsible for all media and advertising publicity in order to maximize community awareness and spectator attendance.
- Host Organizing Committee financially responsible for providing members of the Championship Directorate with adequate snacks, meals and refreshments during the Championship. The snacks, meals and refreshments shall be suitable for the time of day. It is recommended that the Host Organizing Committee secure local sponsors to provide the meals in kind to the Championship Directorate.
- HEO / HNO / OHF will not assume any deficit incurred by the Host Organizing Committee. This responsibility lies solely with the Host Organizing Committee.

### **Approval Process**

- The bid is presented to the Host Branch Office (in the case of the OHF, the Member) for official review and determination.
- The decision of the HEO / HNO / OHF is presented to respective Board of Directors for formal approval.
- Bid application timelines will be determined within individual Branches.

### **HEO / HNO / OHF Responsibilities**

- May conduct speciality development seminars and festivals in conjunction with the Championship.
- Host Branch will assign a Host Branch Event Manager to assist with Championship preparations and to oversee the management of the Championship.
- Will approve the game schedule.
- Will assign a representative to oversee the conduct of the Championship.
- Will assign a Championship Referee-In-Chief to work with Host Organizing Committee in preparation for the Championship and supervise during the Championship.
- Will provide script guidelines for opening and closing ceremonies, and games.
- Will provide a polished and updated Championship trophy.
- Will not assume any deficit incurred by the Host Organizing Committee. This responsibility lies solely with the Host Organizing Committee.



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## 1.7 Final Report

**Overview:** A final written report is to be submitted no later than 30 days post-Championship; the financial statement is due 30 days post-Championship and submitted to the Host Branch. The Host Branch will forward to the Host Branch scheduled to host the Championship the following year the report for review and consideration.

### **Final Report Requirements:**

A Host Organizing Committee Final Report template is included within these guidelines.

This report is to include a summary from each committee head and the pros and cons related to their responsibilities. The report should contain recommendations as to how the future Host Branch and Host Organizing Committee may enhance the Championship. All comments are welcomed and encouraged.

This report should also include an overview on the Championship as a whole. Please ensure that positive comments as well as constructive criticism are included in the report to ensure that the high quality established by the Host Organizing Committee can be maintained and built upon.

### **Financial Report Requirements:**

A Financial Report is to be submitted with the Final Report.

This report is to include:

- Event Income Statement
- Division of Revenue: sponsorship, programs, ticket sales (detailed breakdown)
- Event Expenses
- Allocation of Revenue - distribution
- Attendance



## Section 2.0 FINANCE

### 2.1 Hosting Agreement

**Overview:** HEO / HNO / OHF / Host Organizing Committee Agreement

#### Responsibilities

- Negotiate initial Championship agreement (copy of executed agreement made available to the Host Branch Representative and Host Organizing Committee Chair)

#### Host Organizing Committee financial obligations

- As outlined in the Hosting Contract
- See also Section 1.6 Site Selection Criteria or contact the Host Branch Event Manager

#### HEO / HNO / OHF financial obligations

- As outlined in the Hosting Contract
- See also Section 1.6 Site Selection Criteria or contact the Host Branch Event Manager

### 2.2 Budget

**Overview:** Planning and updating Championship expenditures / revenues. It is HEO / HNO / OHF's goal to have all of our Championships operate at a break-even or better profit level. It is strongly recommended that all proceeds earned by the Championship are to be forwarded to the Association for distribution to local development programs.

#### Responsibilities

The Host Organizing Committee is to submit a final financial summary of all expenses and revenues to the Host Branch Manager following the deadlines provided.

#### Host Organizing Committee Financial Obligations

- Arena facility rental
- Game pucks for all Championship games
- Post-game refreshments for the participating teams and On-Ice Officials
- Medical personnel and related first aid equipment
- Statistician and related equipment
- Opening/Closing Ceremonies
- Awards program tickets for players and team staff (25/team), Branch Representatives
- Awards program tickets for major sponsors
- On-ice officials game fees
- Hospitality/VIP room supplies, rentals and refreshments
- Volunteer outfitting



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- Snacks, meals and refreshments for the Championship Directorate while games are being played
- Purchase and sale of souvenirs (approved by HEO / HNO / OHF)
- Referees and linesmen
- Additional insurance required e.g. vehicles, auxiliary events etc.

### Host Branch (HEO / HNO / OHF) Financial Obligations

- Branch Representative accommodations
- Championship Medallions (Gold, Silver, and Bronze) and other amenities.
- Hosting Branch Assistant Fund. If Championship is hosted in the OHF Branch, a total of \$5,000 Host Assistance Fund will be provided as per the following:
  - a. 60% of the host fund will be forwarded in January when in receipt of the completed Host Information Form
  - b. 40% of the host fund will be forwarded following the Championship contingent upon the receipt of the Host Organizing Committee Championship Report and Financial Summary, signed Trophy Form and any supplied OHF property within thirty (30) days of the completion of the Championship. Failure to comply with the above may result in the forfeiture of the remaining funds.

### 2.3 Financial Controls

**Overview:** Financial planning and accounting for all aspects of the Championship.

#### Responsibilities

- Finance representative will assist operations with negotiations for the Championship facilities including arenas, hotels, etc.
- Develop and monitor accounting procedures
- Review and approve initial budgets and reports
- Set up and maintain bank accounts
- Prepare financial reports and forward to the Host Branch Representative or Host Branch Event Manager according to critical path
- Provide a framework for approval and payment of operating expenses
- Apply for, receive and account for grant money
- Review and approve sponsorship contracts with Host Branch Event Manager
- The Branches will not assume any deficit incurred by the Host Organizing Committee. This responsibility lies solely with the Host Organizing Committee.
- Host Branch Event Manager will act as a consultant / monitor of the budget. The final budget is the responsibility of the Host Organizing Committee.



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## 2.4 Insurance

### Responsibilities

- The All-Ontario U15 AAA Championship is a Hockey Canada sanctioned event and as such is covered by Hockey Canada with various types of insurance.
- Coverage includes all participants, coaches, staff and volunteers while performing their assigned duties at the Championship for the duration of the Championship.
- All personnel must be registered as volunteers of the Championship through the Host Organizing Committee no later than one month prior to the Championship. This list shall be forwarded to the Host Branch Event Manager as it is updated.
- Claims: All incidents must be reported immediately to the Host Branch Executive Director.
- Host Organizing Committee is responsible for the costs of insurance for any item or function outside the hockey related activities e.g. vehicle insurance or any ancillary events.



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### Section 3.0 OPERATIONS

#### 3.1 Facilities

**Overview:** Coordinate all aspects of facilities and equipment required for the effective operations of the Championship.

#### Responsibilities (Required)

- Host Organizing Committee responsible for: rental fee, including all applicable taxes and variable costs.
- Ensure that a contract is drafted between the municipality (arena) and the Host Organizing Committee clearly outlining the terms under which the facility is used.
- Protection to the host in the event of labour strikes or other disputes which may cause disruption to the Championship.
- Exclusive use of the entire facility for the entire duration of the championship event.
- Ensure that all the arenas meet the following standards:
  - a) Minimum 5 seats for media (in press box or other area)
  - b) Adequate size room to serve as a hospitality area for volunteers, media, VIPs, team personnel and other accredited officials
  - c) Designated meeting room for Championship Directorate to meet without distractions. This room should overlook the playing area and have chairs and tables available as well as basic office equipment.
  - d) Minimum of 4 dressing rooms (preferably 1 / team) with shower facilities.
  - e) Dressing rooms for on and off-ice officials equipped with shower facilities
  - f) Microphone, podium, and red-carpet T shaped
  - g) Communications system within facility i.e. cell phones, radios etc. and internet access
  - h) Necessary arena staffing based on projected event attendance including, ushers, parking, box office/tickets and press box personnel
  - i) Arrange for appropriate seating for Officiating Supervisors (away from media, etc..) and Awards Selection Committee

#### Responsibilities (Recommended)

- Area for sponsor or other product sampling/sales
- Booth or area for photography sales during the Championship
- Scoreboard and message board, if available
- Internal and external arena facility pre-Championship advertising and promotion
- Clearance to conduct on-site consumer promotions and displays
- Concession staff and facilities



## 3.2 Medical Services

**Overview:** Coordinate the medical coverage and emergency services.

### Responsibilities

- Create and communicate (via wall posts and at coaches/managers meeting) an approved Emergency Action Plan. Walk through Emergency Action Plan at the facility with team personnel.
- Provide a map to local emergency facilities from arena and hotel.
- Devise plan with local hospitals on procedure for care of emergency treatments.
- Coordinate first aid treatment for volunteers/general public.
- Determine which participating teams have medical personnel in attendance at Championship and their level of medical training. Collect contact information.
- Introduce lead medical personnel to team medical personnel prior to Championship.
- Prepare final report of all injury reports and file with the Host Branch Event Manager after the Championship.

### Emergency Action Plan

The Emergency Action Plan must be submitted to the Branch Event Manager by March 1<sup>st</sup>. Note, it is very likely that all facilities the Championship will be using have an existing EAP. The existing EAP may only need to be amended in part to suit the purposes of the Championship and must cover the following:

- i. Reporting the emergency
- ii. Activating the emergency plan
- iii. Assuming overall command
- iv. Establishing communication
- v. Alerting staff
- vi. Ordering evacuation
- vii. Alerting external agencies
- viii. Confirming evacuation is complete
- ix. Requesting external aid
- x. Coordinating activities of various groups
- xi. Providing medical aid
- xii. Sounding the all-clear



## 3.3 Team Services

**Overview:** Coordinate all aspects of team services.

### Team Coordination

- When teams arrive, they are to sign-in at a registration area to receive (if not received at Coaches/Managers meeting):
  - Accreditation
  - Team Information Packages
  - Gift packages
- Assist teams on arrival at arena with location of dressing room
- Assist team in knowledge of city (entertainment, laundry, restaurants, shopping, banks, hospital)
- Provide general assistance at all times throughout the Championship

### Team participation

Teams must actively participate in all Championship activities, unless they receive written approval from Championship Directorate. These activities include:

- Opening Ceremonies
- Closing Ceremonies. Only required for teams participating in the Gold Medal Game.

### Team Information Packages

The OHF in cooperation with the Host Organizing Committee is required to create Team Information Packages. When the All-Ontario U15 AAA Championship is hosted within the HEO or the HNO the OHF Office will work in cooperation with the Host Branch Event Manager to create the Team Information Packages. These packages are to be assembled as a booklet or binder, and to be provided to Participating Teams including On-Ice Officials and Official Supervisors, Championship Directorate and Host Branch Event Manager. The Host Branch shall be responsible for printing cost and distributing Team Information packages.

The packages must be prepared and distributed no later than thirty (30) days prior to the start of the Championship.

- Team Information Package contents to include:
  - Host contact information
  - Hotel information
  - Opening ceremonies
  - Admission prices
  - Game instructions
  - Arena information
  - Dressing room information
  - Individual awards information
  - Agenda for Coaches & Managers meeting
  - Game schedule



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- Rules and Regulations
- Minimum Suspension List
- Team roster form
- Participating team information form
- Participant waiver form
- Trophy agreement form
- Contact information
- On-Ice Official assignments
- Transportation schedule for arena shuttle, airport etc. (if being made available)
- Emergency Action Plan (created by Host Organizing Committee)

### **Accreditation**

- Host Organizing Committee is to devise an accreditation system that is both cost effective and easy to administer.
- A suggestion is to use colour coded laminated cardstock for different levels of accreditation.
- Include important phone numbers on back of accreditation or as an insert for accreditation pouch.
- Host Organizing Committee is responsible to provide complimentary accreditation for:
  - Participants (includes entire team contingent **of 25 only**)
  - On-Ice and Off-Ice Officials (includes referee supervisors)
  - Championship Directorate
  - Host Branch Event Manager
  - Host Organizing Committee
  - Media
  - Guests and VIP dignitaries
- Any courtesy extended to scouts is entirely at the discretion of the Host Organizing Committee.



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### 3.4 Officials

**Overview:** Coordinate and assist with aspects of on-ice requirements in accordance with Host Manual.

#### On-Ice Officials

- Ensure arena requirements are in place (i.e. dressing room, post-game refreshments and towels).
- Host Branch Referee-in-Chief or designate will act as Championship Referee-in-Chief and will coordinate semi-final, bronze medal and gold medal game assignments with Championship Directorate.
- Arrange for payment to the officials in accordance with Host Branch payment guidelines through Championship Referee-in-Chief.
- Arrange for proper seating for game supervisors
- The Host Branch, in conjunction with the event Referee-in-Chief shall appoint On-Ice-Officials. A list of officials and corresponding schedule shall be provided to the Host Branch Event Manager and Host Organizing Committee 30 days prior to the start of the Championship.
- The four (4) person system shall be used for all games. (unless otherwise agreed to)

#### Championship Referee-in-Chief

- An assigned Referee-in-Chief shall attend the event and be in charge of the On-Ice Officials throughout the entire Championship.
- The assignment of On-Ice Officials will be scheduled up to and include the final round robin game. Changes to assignments may be made by the Championship Referee-In-Chief during the round robin portion of the Championship after meeting with the Championship Directorate. The On-Ice Officials for the semi-final, bronze medal and gold medal games will be assigned by the Championship Referee-in-Chief after meeting with the Championship Directorate.
- The names and addresses of those On-Ice Officials assigned to the Championship shall be forwarded to the Host Branch Event Manager. A letter of congratulations will be sent to each official on behalf of the Host Branch Referee-In-Chief.
- All costs for On-Ice Officials shall be the responsibility of the Host Organizing Committee. The On-Ice Officials' fee rates are based upon the rates set per the Host Branch.
- All On-Ice-Officials shall wear an Officials' crest on the left chest of the sweater.
- It is recommended that On-Ice Officials, who have been working the category of hockey of the championship during the year, work the championship. All Referees shall be minimum Level 3 and Linesmen shall be minimum Level 2 pursuant to the Hockey Canada Officiating Program.
- Will coordinate all officiating concerns and assignments.
- Shall be invited to attend all meetings when officiating is to be discussed.
- Will be copied on all matters dealing with on and off-ice officials
- Will attend the managers/coaches meeting and may be requested to address the group on the selection process of officials and any officiating/rule concerns.
- Will supervise all games and provide written supervisions to the officials. The Referee-in-Chief may appoint additional supervisors, and these expenses are the responsibility of the Host Branch.
- Will invite the referees and supervisors to attend the Coaches/Managers meeting as observers and should be introduced.
- Will ensure that a standby referee is available for every game and that a standby referee and



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linesman are available for the final games.

### **Host Committee Responsibilities**

- Officials are to be extended the same respect and courtesies as other participants (accreditation, tickets to all Championship related functions, etc.).
- All On-Ice Officiating costs incurred are to be borne by the Host Organizing Committee. This includes game fees, travel, accommodation and meals for all On-Ice Officiating staff (the only exception are the expenses of any additional supervisors assigned by the Host Branch Referee-in-Chief. These expenses are to be borne by the Host Branch).
- For all games, game supervisors are to be provided seats in an appropriate area. This area is preferably at or near centre ice, and not in the spectator area. I.e. Press Box. A countertop for writing on would be ideal.
- Include the introduction of On-Ice Officials during the opening ceremonies.



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## 3.5 Regulations

**Overview:** Ensuring current HEO / HNO / OHF regulations are observed.

### Current Regulations

- Please see the Hockey Canada Action and Information Bulletins pertaining to regulations and Minor Hockey Minimum Suspensions.

### Managers, Coaches and Officials Meeting (see sample agenda)

This meeting will allow the team staff to be introduced to key Championship delegates such as the Host Organizing Committee Chairperson(s), Championship Directorate and Host Branch Event Manager.

At this time the Team Information Packages are reviewed each team personnel in addition with accreditations, gift packages, and have the opportunity to purchase Championship souvenirs.

- The Host Branch Representative, along with the Host Organizing Committee Chairperson will bring greetings prior to commencement of the meeting.
- The Host Branch Representative will chair the meeting and establish the agenda.
- The meeting must be held prior to the first game of the Championship.
- The Championship Referee-in-Chief must attend this meeting and speak to the rules, suspension list and On-Ice Officials selection. It shall be recommended that the On-Ice Officials also attend this meeting.
- The meeting is held at the championship hotel or arena; whichever is most convenient.
- Make certain team management are notified of the meeting in advance.
- All Championship concerns should be handled through the Championship Directorate.



## **Managers and Coaches Meeting Sample Agenda**

- 1. Introductions** (by Host Branch Event Manager)
  - a. Championship Directorate
  - b. Host Organizing Committee Chair
  - c. Championship Referee-in-Chief
  - d. Branch Representatives
  - e. Team Officials
- 2. Review by Host Branch Event Manager**
  - a. Communication channels, roles of Championship Directorate
  - b. Media services and opportunities
  - c. Game sheet and on-line game results and statistics
    - i. Starting goaltender
    - ii. Starting line-up
  - d. Awards information
  - e. Player curfew
  - f. Trophy policy
- 3. Host Organizing Committee Representative(s)**
  - a. Hotel accommodation
  - b. Meal arrangements
  - c. Opening/closing ceremonies
  - d. Accreditation
  - e. Skate sharpening
  - f. Medical information & Emergency Action Plan
  - g. Team photographs
- 4. Review** (by Championship Directorate)
  - a. Rules and regulations (in conjunction with Referee-in-Chief)
  - b. Discipline
  - c. Home and Away
  - d. Warm-up time and procedure
  - e. Collection of approved electronic rosters
  - f. Respect for National Anthem
- 5. Review** (by Referee-in-Chief)
  - a. Hockey Canada Officiating Standards at Inter-Branch Playoffs and National Championships
  - b. Rules emphasis
  - c. Start of game and period procedures
  - d. End of period procedures
  - e. Protective equipment: CSA helmets and facial protection
  - f. Chin straps
  - g. Goaltenders on bench
  - h. BNQ throat protection (if required)
  - i. Maximum number of team officials on the bench
  - j. Fair play initiative
  - k. All games to be supervised. Concerns should be brought through the Championship Referee-in-Chief or the Host Branch Representative



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### 3.6 Game Operations/Supplies

**Overview:** Ensure the games are conducted in accordance with Hockey Canada standards.

#### Game Operation

- Responsible to ensure all staffing is in place and facilities are in operation for each game
- Ensure Championship operates on time (warm-up, ceremonies, intermissions)
- Liaise with all building staff regarding emergency procedures
- Establish and distribute schedule outlining dressing room assignment and move in and vacating times (where applicable)

#### Game Schedule

- Refer to the sample schedule template provided.

#### Game Schedule Notes

- Game time will be three (3) 15 minute periods.
- Pre-game warm up will be five (5) minutes.
- There will be one (1) 30 second timeout per team permitted in each game.
- Round robin format will be played on Day 1, Day 2, Day 3 and Day 4.
- Game 1, Game 6, Game 12 and Game 17 may not be scheduled earlier than 9:00 AM and no later than 10:00 AM.
- Semi Final Games and Medal Games will be played on Day 5.
- At the conclusion of each game all players will line up at center ice and shake hands.
- Three (3) full hours must be allotted between games for the same team. The set schedule rules if the delay is less than 30 minutes.
- Game times may be changed provided they meet the 3-hour rest requirements for teams.
- Hockey Canada Rule - Tied Game will apply regarding flooding the ice in overtime.
- Each game of the Championship 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.
- In the championship game the team who finished higher in the round robin series shall be listed as the home team.

#### Game Sheets

- If applicable, official game sheets are to be picked from the Host Branch by the Host Organizing Committee. In the case of the OHF it is the Member who will supply game sheets.
- It is the responsibility of each team's Head Coach or Manager to confirm their roster on the official game sheet in the championship office, or other location as designated by Host Organizing Committee, at minimum 60 minutes prior to puck drop. Starting five players and starting goaltender must be circled on the official game sheet.



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### **Pucks**

- Must be Hockey Canada approved pucks (i.e. Viceroy).
- A minimum of 30 pucks per game per team for warm-up. These pucks may be re-used.
- A minimum of 25 game pucks must be frozen 24 hours prior to game time.

### **Skate Sharpening and Equipment Services**

- Host Organizing Committee to coordinate with local businesses for skate sharpening and equipment repair services.
- Teams responsible to pay for services used.

### **Post-Game Refreshments**

- Host Organizing Committee is responsible to supply post-game refreshments for the participating teams and On-Ice Officials.



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## ALL-ONTARIO U15 AAA CHAMPIONSHIP GAME SCHEDULE

*The Host Organizing Committee may not alter matchups, only times may change*

	Game	Time	Away	Home
DAY #1	1	10:00 AM	1	2
	2	12:00 PM	3	7
	3	02:00 PM	4	5
	4	04:00 PM	6	1
		06:30 PM	<b>Opening Ceremonies</b>	
	5	07:00 PM	7	2
Day #2	6	10:00 AM	3	4
	7	12:00 PM	5	6
	8	02:00 PM	7	1
	9	04:00 PM	2	3
	10	06:00 PM	4	6
	11	08:00 PM	5	7
Day #3	12	10:00 AM	2	6
	13	12:00 PM	1	4
	14	02:00 PM	3	5
	15	04:00 PM	6	7
	16	06:00 PM	4	2
Day #4	17	10:00 AM	5	1
	18	12:00 PM	6	3
	19	02:00 PM	7	4
	20	04:00 PM	2	5
	21	06:00 PM	1	3
Day #5	22	10:00 AM	<b>Semi Final #1 4th Place vs. 1st Place</b>	
	23	12:30 PM	<b>Semi Final #1 3rd Place vs. 2nd Place</b>	
	24	05:00 PM	<b>Bronze Medal Game Loser Game #22 vs. Loser Game #23</b>	
	25	07:30 PM	<b>Gold Medal Game Winner Game #22 vs. Winner Game #23</b>	
		To follow	<b>Closing Ceremonies</b>	



## 3.7 Personnel

**Overview:** Coordinate the recruitment, training and assignment of volunteers.

### Responsibilities

- Preparation of volunteer recruitment forms
- Preparation of job descriptions for all personnel
- Consolidate requests from all committees
- Review applications, create a database and refer to the appropriate committees
- Coordinate volunteer training and morale boosters in order to maximize volunteer involvement and satisfaction
- Provide clear direction outlining correct communication flow and lines of authority
- Establish recruitment strategy
- Establish a volunteer recognition program, which may include letters of thanks and mementos
- Create an information and bulletin distribution network for all volunteers
- Provide information on insurance program
- Create a document outlining roles and responsibilities for volunteers, schedule information and key contacts
- Organize information session for all volunteers prior to the Championship
- Create a volunteer schedule for the Championship
- Ensure that volunteers are made aware of their roles and responsibilities
- Create a master list of all volunteers with phone, and mailing address - submit this list to the Host Branch Event Manager 7 days prior to the Championship for insurance purposes
- Consider conducting a volunteer appreciation night at the conclusion of the Championship



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## **Section 4.0 LOGISTICS**

### **4.1 Accommodation**

**Overview:** Coordinate the accommodation of all participants, delegates, VIPs and others as appropriate throughout the duration of the Championship.

#### **Responsibilities**

For the 2027 U15 AAA All Ontario Championships, the Ontario Hockey Federation is pleased to partner with HTG Sports Services as our exclusive accommodation services provider. HTG's responsibility is to source, negotiate, and secure a minimum of 100 rooms at a variety of rates and amenities within an adequate driving distance to the arena. Once approved, the Host Organizing Committee is requested to refer all participating teams requiring accommodation to HTG to secure their rooms.

HTG Sports will provide the OHF, and Host Organizing Committee with a link to their web-based booking platform which teams can use to select and secure their desired stay during our Championship.

In addition to the services notes above, HTG will provide the following services;

- Provide a toll-free number for participants allowing them access to all hotel information from one source
- Create rooming lists for each hotel and monitor all changes with hotel contacts
- Provide ongoing reporting on room nights booked
- Provide a dedicated Event Manager, and coordinator to monitor, respond to enquiries, and ensure a smooth hotel experience for all participants.



## 4.2 Security

**Overview:** Responsible to arrange security measures of individuals and equipment throughout the duration of the event. The Host Organizing Committee shall not be responsible for lost, stolen or damaged property.

### Responsibilities

- Develop a multi-tiered accreditation system that clearly defines what accreditation levels are able to access certain areas of the facility. Typically done with coloured tags.
- Security of team equipment at all times during games, practices and storage.
- Ensure movement within areas is restricted according to specific authorization.
- Coordinate and train volunteers in procedures and duties.
- Designate a volunteer to coordinate and supervise the distribution of dressing room keys.
- Enforce the media access to media mix zone and photographer policy.

## 4.3 Food Services

**Overview:** Coordinate meals/refreshments (where applicable) for all participating teams, delegates and volunteers.

### Responsibilities

- Arrange an independent area for volunteer refreshments (where convenient)
- Coordinate food services for hospitality rooms and special events
- The Host Organizing Committee is to supply a list of recommended restaurants

## 4.4 Photography

**Overview:** Arrange for photographic services for souvenir and documentation purposes.

### Responsibilities

- The Host Organizing Committee may arrange for a local photographer to cover the Championship.
- The events which may require photo coverage are as listed below:
  - Team photos (in full uniform)
  - All post-game awards
  - Opening and closing ceremonies
  - Championship final (before and after)
  - Candid shots
- The photographer may be given the right to set up a booth and sell photos during the Championship.



## Section 5.0 PROTOCOL

### 5.1 Opening and Closing Ceremonies

**Overview:** All ceremonies for the Championship must be in accordance with Hockey Canada guidelines and approved by the Championship Directorate.

#### Responsibilities

Host Organizing Committee is responsible to provide the following:

- A minimum of two (2) people to assist with the execution of the ceremonies
- Inventory of materials for ceremonies (i.e. medallions, carpets, microphones, etc.)
- Small piece of carpet for post-game presentations

#### Opening Ceremonies Logistics

- All scripting must be approved by the Host Branch Event Manager. This is to be done no later than 30 days prior to Championship. Please see attached sample script.
- The Host Organizing Committee is responsible for the Opening Ceremonies program which shall last a maximum of twenty (20) minutes in duration and may include:
  - All teams onto ice (including On-Ice Officials)
  - Special skating display and flags
  - Bands/special music
- Costs for the Opening Ceremonies will be the responsibility of the Host Organizing Committee.
- Only the teams competing following the Ceremony are to be in full equipment. All other teams, however, must represent their team by wearing their team jersey and skates.
- The Host Organizing Committee will be responsible to supply an up-to-date pre-recorded rendition of "O' Canada" (in both official languages) or a bilingual singer.
- A "T" shaped (red) carpet should be available for placement onto the ice prior to the program. The "T" carpet should reach from the ice entrance to centre ice. The carpet is to accommodate the dignitaries who will take part in the official opening ceremony.
- It will be the responsibility of the Host Organizing Committee to invite the following dignitaries to participate in the official Opening Ceremony of the Championship:
  - One local hockey representative from the community
  - One Host Committee Chairperson
  - One local government official
  - One Host Branch Representative
  - One Branch Representative from each Participating Team.
- Total speech duration not to exceed 10 minutes combined for all speakers.
- Instructions are to be given to the team managers at the Coaches & Managers Meeting and again prior to entry onto the ice surface.



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## Opening Ceremonies Schedule

Time can be adjusted according to the official game schedule

**Example:** Opening Script (8:00 pm)  
Introduction of teams (in alphabetical order with Host Team presented last)  
Introduction of Ceremonial Party  
Speeches  
Ceremonial puck drop  
National Anthem  
Teams not playing leave the ice  
Two (2) participating teams' warm-up  
Flood  
Teams return to ice  
Puck drop for game 6 (8:30 pm)

## Closing Ceremonies of Final Championship Game

- The Host Organizing Committee is responsible for the awards presentation program that takes place on the ice following the championship game.
- The Host Organizing Committee is responsible for decorating the awards presentation table, which should be prepared off-ice during the championship game.
- Only the gold, silver and bronze medal teams are to be on the ice for the Closing Ceremonies. Note: the bronze medallist team may potentially be included in the closing ceremonies subject to scheduling and travel logistics.
- Immediately following the game, a "T-shaped" carpet will be laid out to centre ice for the following delegates:
  - Representative from Host Branch
  - Representative from Host Organizing Committee
  - Representative from each finalist team
- The Player of the Game awards will be presented
- The Championship Trophy will be presented by the Host Branch Representative to the captain of the Championship team. Instruct the Host Branch Representative to present the trophy and then place it back on the table until the medallions have been awarded.
- The bronze and silver medallions will be presented by the Host Organizing Committee
- The gold medallions will be presented by the Host Branch Representative
- Provincial and Canadian flags may be displayed by skaters or in any fashion.



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## **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 All-Ontario U15 AAA Championships.

Our sincere appreciation goes to the following sponsors \_\_\_\_\_ for their interest, generous support and continued sponsorship which makes the All-Ontario U15 AAA Championship to be hosted in the City/Town of \_\_\_\_\_ possible.

### **INTRODUCTION OF 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. >

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

Representing Alliance Hockey: \_\_\_\_\_

Representing the Greater Toronto Hockey League: \_\_\_\_\_

Representing the Northern Ontario Hockey Association: \_\_\_\_\_

Representing the Ontario Minor Hockey Association: \_\_\_\_\_

Representing Hockey Northwestern Ontario: \_\_\_\_\_

Representing the Hockey Eastern Ontario: \_\_\_\_\_

And the host team, our very own: \_\_\_\_\_

### **INTRODUCTION OF CEREMONIAL PARTY**

To open the All-Ontario U15 AAA 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 (host Branch name)

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

Mr./Ms. \_\_\_\_\_ and Mr./Ms. \_\_\_\_\_, Co-Chairman of the Host Centre Organizing Committee for the All-Ontario U15 AAA Championships.



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## INTRODUCTION OF SPEAKERS

I would like to introduce \_\_\_\_\_ to say a few words on behalf of the City of \_\_\_\_\_.

< 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 (host Branch name) 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 All-Ontario U15 AAA 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. >



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**NATIONAL ANTHEM** (may be played on CD or performed vocally – bilingual version preferred)

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 All-Ontario U15 AAA 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.



## 5.2 Awards

**Overview:** Coordinate the selection of all award recipients.

### Responsibilities

- The OHF will coordinate production and delivery of bronze, silver and gold medallions as well as the Championship Trophy.
- The Host Branch shall bare financial responsibility for the bronze, silver and gold medallions. When the Championship is hosted by either the HEO or HNO the OHF will invoice the Host Branch accordingly.

### Awards Selection Committee

- The Host Organizing Committee is responsible to select a Chairperson of the Awards Selection Committee from local, knowledgeable hockey people.
- The Awards Selection Committee Chairperson should not be involved on any other committee as award selection is a very time-consuming job.
- The Awards Selection Committee Chairperson shall select up to six (6) committee members based on volunteers who will be knowledgeable hockey people not involved on any other committee or related to a participating team.
- A minimum of three (3) committee members will be prepared to work at every game.
- The Awards Selection Committee Chairperson will be responsible to deliver (or have delivered) the post-game award winners name, number and team to the game announcer with ten (10) minutes remaining in the third period.

### Individual Championship Awards (Based on round robin play only)

- Most Valuable Player
- Most Sportsmanlike
- Top Goaltender
- Top Defenceman
- Top Forward
- Top Scorer

### Top Players Awards Analysis (Not Prioritized)

- Does the athlete have a positive attitude to coach, fellow players and officials?
- Does the athlete display team skills, play-making, unselfishness, sacrifice, consistent work ethic?
  - Consistent effort (whole game/whole Championship)
  - Leadership, on ice, off ice, bench, spark plug
  - Creative playmaking
  - Defensive play
- Does the athlete have special face-off responsibilities?
  - On-ice for special conditions (power play, penalty killing)
  - On-ice for last minutes of each period (especially 3rd)



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- Good defensive position in defensive zone, back-checking (work ethic)
- Concept of defensive team play
- Good transition offence to defence and defence to offence
  
- Cumulative data analysed as they become available:
  - Athletes +/- rating
  - Scoring goals/assists
  - Penalties in minutes
  - Types of penalties
  - Types of errors made in team and individual play penalties, leaving check
  
- Individual skills:
  - Skating
  - Stick handling
  - Passing
  - Shooting
  - Checking
  - One on one situations
  
- Key winning goals are important but do not override the total player's evaluation in any given game.

### Top Goaltender Awards Analysis

- Factors to consider when evaluating goaltenders:
  - Angles
  - Positioning (ability to recover for second shot)
  - Mobility and agility
  - Rebound Control
  
- Puck handling
  - Mental toughness and confidence
  - Shot quality and save percentage based on teams he played against

### Championship MVP Awards Analysis

- This player will be the "dominant player" of the Championship in aspects of team and individual play.
- He/she will play all key situations: power play, short-handed and key game situations.
- His/her leadership will be clearly visible on the ice, on the bench and off the bench.
- This player will display superior individual skating, shooting, passing, team offensive and defensive play.



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## **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**

<b>Game #</b> ____	<b>Date:</b> <u>yyyy / mm / dd</u>
Team _____ vs _____	
<b>The Player of the Game from team:</b> _____ is player number # ____ (Name) _____	
<b>The Player of the Game from team:</b> _____ 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 All-Ontario U15 AAA Championships!

Teams, please shake hands.

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



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## PROTOCOL 5.3 VIP Hospitality

**Overview:** Ensure the proper involvement and treatment of VIPs throughout the Championship.

### Responsibilities

- Understand the roles and involvement of VIPs including:
  - Representatives and other hockey delegates
  - Government officials - federal, provincial and municipal
  - Media
  - Sponsors
- Ensure appropriate accreditation is extended.
- Liaise with various committees to ensure protocol is met at all times.
- Provide a hospitality area with refreshments for dignitaries (i.e. scouts, team personnel) to be used prior to, during and following each game.
- Consider creating a VIP program for dignitaries and sponsors which will include gift package, community tours, receptions, shuttle service and preferred seating at games and special events (this is recommended and not required).
- Promote the VIP Room with as many means possible. Attach information to ticket packages, signage on site, game announcements in order to increase exposure.

### VIP Gifting Program (optional)

- Host Organizing Committee may present gift packages to participants at the Championship. Possible guests to consider when determining who should receive gifts are: sponsors; volunteers and VIPs; players, coaches and staff; On-Ice Officials; parents, scouts and media.
- All sponsor exclusivities are to be honoured when recruiting gift package contents.
- When preparing the gift kits, the Host Organizing Committee should keep in mind the extra number of delegates that teams may bring with them.
- Gift packages should include information pertaining and surrounding the Championship and within the local community.
- This may be used as a promotional vehicle for corporate partners of the Championship.



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## 5.4 Game Tickets

**Overview:** Ticket design, printing, distribution, and reconciliation. The coordination and distribution of Championship tickets to Participating Teams and dignitaries.

### Responsibilities

- Ticket design must be approved by Host Branch prior to printing.
- Design the front and back side of the tickets. Front to contain event details, Branch and sponsor logos where possible. Back to contain schedule and important telephone numbers.
- Set ticket prices based on individual and packages.
- Coordinate with other departments to ensure efficient ticket sellers and takers.
- Reserve tickets (to be available at entrance door) include: doctors/dentists, team and bench personnel, easy access to dressing rooms and medical rooms



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## Section 6.0 MARKETING

### 6.1 Marketing Plan

**Overview:** Develop a comprehensive marketing plan which includes media advertising and ticket sales plans, as well as the strategy through which support can be secured from the public and private sectors.

#### Responsibilities

- Prepare a marketing and promotions plan to be made available six (6) months prior to Championship.
- Prepare marketing and promotional materials.
- Develop a plan of community events to raise Championship awareness.
- Research potential media partnerships and create an insert for newspaper.
- Outline potential for other contributions, such as in-kind donations and services.
- Include an outline of the proposed media advertising and promotional campaign for the Championship.

#### Official Event Name

- The Championship shall only be promoted as the “All-Ontario U15 AAA Championships”.
- In the event of a significant sponsor, the name of the event may be adjusted to recognize their contribution to read “All-Ontario U15 AAA Championship presented by <name of sponsor>” or “<Name of sponsor> presents the All-Ontario U15 AAA Championship”.

#### Official Event Mark

- There shall be no other Championship mark associated with this Championship.
- On an annual basis the logos will be adjusted to reflect the current Championship year.
- The following will be the official Championship logo / mark of the All-Ontario U15 AAA Championship.





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## 6.2 Championship Sponsorship

**Overview:** Responsible for the development of sponsorship and fund-raising packages for corporate sponsors and gifts in kind.

### Responsibilities

- Create a plan for acquiring local sponsorship.
- Securing lists of needs from all committees with the objective of securing donations for all equipment and Championship supplies.
- Communicating with other committees in regard to exposure commitments to sponsors/donors.

### CHAMPIONSHIP SPONSORSHIP SAMPLE SALES PACKAGE

An events success is often measured by the financial statement it produces. With every Championship, Hockey Canada likes to provide an opportunity for the Host Organizing Committee to create a financial base before the Championship starts. This opportunity is presented in the form of Championship sponsorship packages.

The Host Organizing Committee may approach local businesses and charities to purchase a sponsorship package.

The following are ideas that you may consider including in your sales presentations and are divided into three categories: Gold, Silver and Bronze.

### GOLD SPONSORSHIP

#### PROMOTIONAL RIGHTS

- The right to produce special promotional insert or coupon which will be handed out on-site or in the ticket mailers
- Game sponsorship opportunity
- Between period contests (i.e. shootouts)
- Mascot opportunities
- P.A. announcements at non-feature games identifying the company as a Championship sponsor
- Use of official event logo on all company advertising leading up to and during the event
- Advertising balloon at satellite events

#### SIGNAGE

- Two rink-boards in preferred locations - one in TV view (where applicable)
- Two banners in the auditorium advertising company(s) sponsorship of the event
- Prominent signage at the host hotel
- Penalty box signage

#### PRINT ADVERTISING

- Full page print advertising in a preferred location in the Championship souvenir program

#### HOSTING

- Admission of VIP reception
- Right to host sponsor(s) own hospitality function tied into the championship
- Comprehensive VIP package, including hotel rooms and parking



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- Four official Championship jackets or sweatshirts
- Twenty official Championship pins
- Six tickets in VIP section to each championship game

### ADDED VALUE

- Right to distribute promotional material at specific games (non-feature games)

### **SILVER SPONSORSHIP**

#### **SAMPLE**

#### **PROMOTIONAL RIGHTS**

- The right to produce a special promotional insert or coupon which will be handed out on-site or in the ticket mailers
- Game sponsorship opportunity
- Mascot opportunities
- Advertising on-site
- P.A. announcements identifying the company as a Championship sponsor
- Use of official Championship logo on all company advertising leading up to and during the Championship

#### **SIGNAGE**

- One rink-board - off camera (where applicable)
- One banner in the auditorium advertising company(s) sponsorship of the Championship

#### **PRINT ADVERTISING**

- Prominent signage at the host hotel
- One half page print advertising in the Championship souvenir program

#### **HOSTING**

- Admission to VIP reception
- Right to host sponsor(s) own hospitality function tied into the Championship
- VIP parking
- Four tickets in VIP section to each Championship game

### **BRONZE SPONSORSHIP**

#### **SAMPLE**

#### **SIGNAGE**

- One banner in the auditorium advertising company(s) sponsorship of the Championship

#### **PRINT ADVERTISING**

- One quarter page print advertising in the Championship souvenir program

#### **HOSTING**

- Admission to VIP reception
- Right to host sponsor(s) own hospitality function tied into the championship tournament
- VIP parking
- Two tickets in VIP section to each Championship game



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## 6.3 Official Championship Program Publication

**Overview:** Coordinate local elements and sales of Championship souvenir program.

### Responsibilities

- Host Organizing Committee to set retail price (past championships approx. \$3.00 – \$5.00).
- Coordinate on site sales and inventory control and retain profits for the Host Organizing Committee. Host Organizing Committee to retain all proceeds from the sale of local committee solicited advertising as well as from sale of programs.
- Hold 250 programs for distribution to all participating teams, officials and dignitaries.
- When selling advertising space, be sure to provide advertising specifics (for example page size, advertisement size, colour vs. black and white) and specify photo-ready artwork to be provided by advertiser.

## 6.4 Championship Merchandising

**Overview:** As an OHF owned property, all merchandise/apparel orders will exclusively be made available for purchase by the OHF for all participants prior to, during and post Championship. Apparel will include popular items such as hoodies, hats, t-shirts with other items to be determined and discussed with the Host Organizing Committee. The OHF will work in partnership with the Host Committee in the promotion of all merchandise/apparel marketing to maximize exposure.



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## 6.5 Advertising and Promotion Plan

**Overview:** Development of a promotional plan to ensure maximum exposure for the Championship.

### Responsibilities

- Develop a promotional plan outlining all media advertising, publicity and promotional opportunities.
- Development and distribution of promotional materials and displays (posters, pocket schedules, etc.) in cooperation with the Host Branch.

### Advertising / Promotion

- The Host Branch will assist the Host Organizing Committee in every way possible with promotions.
- The following are suggested ideas that are highly recommended to be used by the Host Organizing Committee to promote the Championship within the surrounding community:
  - Ticket promotion / businesses
  - Radio station and TV talk shows
  - Include a local media person well known on committee
  - Poster display (arena / merchant / buses / trucks)
  - Banner display (arena / street)
  - In-arena promotional booth during events
  - Shopping Centre displays and promotions
  - Newspaper supplement
  - Local sport stores: display national trophies in windows, move them around from store to store in the area

## 6.6 Ticket Sales / Inventory

**Overview:** Promotion, sales and distribution of individual tickets, package plans and group sales.

### Responsibilities

- Develop a strategy for ticket package and individual tickets sales.
- Develop ticket campaign and launch date:
  - Develop plan for ticket sales via local retailers and public offices
  - Approach corporations to purchase group ticket packages for their staff and clients
  - Develop ticket packages for specific groups in your community such as; senior(s) homes, school groups, children(s) society(s) and special needs group
  - Outline the strategy for the pricing and packaging of ticket sales for the overall Championship



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## Section 7.0 MEDIA SERVICES

### 7.1 Statistics / Results

#### STATISTICS / RESULTS

- This is a very time consuming and demanding job. Ensure one (1) to two (2) volunteers are specifically assigned to this task. The volunteer should not be a member of the off-ice officials' team (scorekeeper, timekeeper or announcer).
- To achieve this, it is mandatory that all Championships have one computer capable of accessing the Internet available during and after each game for this purpose.
- Any expense(s) incurred to obtain a statistician and equipment to accomplish the job is at the expense of the Host Organizing Committee.
- Final copies of all game sheets should be available at all times in the media room.
- Game sheets must be emailed to the Host Branch Event Manager immediately following the completion of the championship game. Be sure to scan both sides of the game sheet to ensure transmission of any referee reports.
- Game statistics shall be updated in real-time via online scoring application. If real-time updates cannot be accommodated results are to be updated immediately following each game via online scoring application. Note: when the championship is hosted in the OHF, the OHF will determine the official provider of the online scoring application.

### 7.2 Website Information

#### Advertising of Web Site Address

All Championship information will be housed on the All-Ontario Championship Website under the specific category. The website is [www.ontariochampionships.ca](http://www.ontariochampionships.ca)

On all advertising, posters, promotional materials, Championship letterhead and Championship correspondence be sure to promote the Branch website address.

All statistics, news, related stories will be posted on the All-Ontario Championship website.



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## **Section 8.0 SPECIAL EVENTS**

### **8.1 Community Events**

The following section is not a mandatory requirement of the Championship.

Past Championships have shown that community involvement is a great means of creating awareness and attendance at hockey events. Where possible the Host Organizing Committee may create and implement community outreach programs to promote the Championship and its sponsors.

The following programs have been used at events and have been key contributors to Championship success.

#### **Picnic in a Box**

This community outreach program targets school groups and can be operated as a revenue generating venture. Corporate partners can be solicited to donate food and finances to the picnic for in venue signage and exposure.

A nominal fee may then be charged to create a small revenue source from the event. This picnic may include cultural events, entertainment, and educational programs.

#### **Parades**

A Championship parade may be organized to promote the Championship and create community awareness and involvement with your championship.

#### **Social Events / Cabarets**

Venues may be utilized to create a festive attitude and social interaction among the many participants involved with the Championship. Live entertainment is often the focal point of this event and can generate revenue for the Host Organizing Committee.

#### **Educational Seminars**

As outlined in the previous pages several educational seminars can be incorporated into the Championship. These seminars act as a promotional tool for the Championship and provide a great avenue to enhance the knowledge of the many people involved in the game of hockey.

#### **Dinner Club**

A dinner may be hosted by the Host Organizing Committee prior to the commencement of the Championship to show their appreciation to the many corporate partners and individuals who have worked so hard in preparing the championship. The dinner reconfirms the partnership created between these many diversified groups and often heightens awareness of the Championship in the local community.

#### **Family Day**

Several events can be organized to create a family day. The first is a special family ticket package and game day give-aways. Family Day may also include barbecues, pep rallies, and family activities throughout the community.



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### **Auction**

Sports memorabilia donated to the Championship may be auctioned off to generate revenue. It is suggested that the Host Organizing Committee recruit celebrities to either speak at the Championship or to create public awareness.

### **Exhibits**

As an added value to Championship sponsors and supporters, exhibits may be utilized throughout the championship to display and promote their product. The exhibits are to be strategically placed in key areas of the Championship venues and completed in a tasteful manner.

Exhibitors may include equipment suppliers, sports agencies and historical groups. All exhibits are to be approved by the Host Branch.

### **Hospitality Centre**

A hospitality centre may be established to act as a gathering area for hockey fans. This social area may be in the arena or a nearby facility (i.e. curling rink, banquet hall).

The hospitality centre allows the Host Committee to create an atmosphere of excitement to surround the games. The centre may include merchandise sales, entertainment, exhibits, auctions, pep rallies and many other activities.

Please review the alcohol policy under section 8.2.



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## 8.2 Alcohol Policy

### Alcohol Policy

- There will be zero involvement in selling or serving alcohol at any time during the Championship. Alcohol sales are not permitted in the arena of a Branch or All-Ontario Regional championship. If the hospitality centre is located outside of the arena the Host Organizing Committee may sell alcoholic beverages.
- The Host Organizing Committee must abide by all provincial and regional laws. The Host Organizing Committee may not host events for athletes where alcohol is being sold and/or consumed.