



OHF
CHAMPIONSHIPS

HOST MANUAL

APRIL 21-23, 2023

DISCLAIMER

The OHF would like to emphasize that all programs, regardless of level, are ultimately required to adhere to all public health, municipal and facility policies, and directives, if more restrictive than the current provincial guideline or OHF exemptions exist.

As well, patrons and participants are fully expected to adhere to facility health requirements and expectations. It is the responsibility of all individuals, teams, and patrons to familiarize themselves with the current requirements of a facility. Requirements from facilities may include masking expectations, dressing room use, warm-up/cool-down, arrival times, etc.

Finally, it should also be noted that the OHF has a zero-tolerance policy for any form of harassment or bullying as it relates to masking decisions.

Purpose of Host Manual

The Host Manual will act as a guideline to the minimum standards, regulations and logistics of hosting an OHF Championship.

The information to follow contains a synopsis of the key responsibilities of the various stakeholders and will provide an overview of the financial and logistical responsibilities in hosting an OHF Championship.

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The main objectives of the Host Manual are:

- ✓ to help guide and direct the Host Organizing 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 OHF Minor Council's expectations of the Host Organizing Committee and all parties involved

SECTION 1 EVENT 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 three (3) individuals. Committee members will be knowledgeable hockey people and not involved on any other committee or related to a participating team. A minimum of two (2) committee members shall be present at every Championship game.

"Bid Package" means the package submitted by a prospective Host Organizing Committee to the Host Member expressing interest in hosting a particular OHF Championship. The Bid Package shall outline the operational plan of the Host Organizing Committee in meeting the expectations as set forth within the Host Manual.

"Branch" means a geographic subdivision of Hockey Canada empowered to conduct amateur hockey within its jurisdiction. Branches are full members of Hockey Canada. The OHF is the recognized Hockey Canada Branch within the geographic territory of the OHF as defined by Hockey Canada Article 4.8.

"Branch Event Manager" means the staff resource appointed by the Ontario Hockey Federation who shall assist and monitor the progress of the Host Organizing Committee during the planning stages and throughout the execution of the Championship.

"Championship" means the respective division/series OHF Championship (i.e. U13 A, U13 AA etc.).

"Coaches & Managers Meeting" means the pre-Championship meeting, to be chaired by the Championship Committee Chair, in which all Championship procedures, protocols, rules / regulations and team rosters will be reviewed and approved.

"Division Representative(s)" means the individual(s) appointed by the participating Branches and/or Members and shall act as the official spokesperson for their affiliated Branch or Member team.

"Host Centre" means the centre/association/team/club selected by the Host Member to host the Championship.

"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 Information Form" means the form required to be submitted by each Host Organizing Committee which outlines all pertinent Championship information and details.

"Host Member" means the Member whose jurisdiction the Championship shall be hosted within.

"Host Manual" means the document created and approved by OHF Minor Council 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 set forth in the Host Manual are fulfilled in every respect.

"Host Organizing Committee Chair" means the position of chair on the Host Organizing Committee and shall liaise between the Host Organizing Committee and the Branch Event Manager.



“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 various Divisions and Series of the OHF Championships as approved by Minor Council.

“Host Team” means the team affiliated with the Host Centre and shall be granted automatic entry into the Championship.

“Member” means the Minor Hockey members of the OHF as set out in the OHF Articles and “Member” means any one of them.

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

“Championship Committee Chair” means the individual appointed by the Host Member and shall be the chairperson of the Championship Committee.

“Championship Committee” means the assigned group responsible for the operation and administration during the Championship. This group is comprised of the Championship Committee Chair, Division Representatives (one (1) representative from each participating team as assigned by the affiliated Branch or Member), and the Branch Event Manager.

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

1.2 About the OHF Championships

The Ontario Hockey Federation (OHF) Minor Hockey Championships is a three (3) day Championship that produces OHF Branch Champions at the U13 A, AA, U15 A, AA, U18 A, AA 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 of the second Saturday of April or otherwise approved by the OHF Board of Directors. Five teams participate at each of the OHF Championships. The participants are the Minor Members (ALLIANCE, GTHL, NOHA and OMHA) Championship teams within the age category plus the Host Team.

The OHF Championships are sanctioned through Hockey Canada and therefore, the Host Organizing Committee is not required to get an insurance certificate. Participating Teams are NOT required to get travel permits.

1.3 Host Rotation

OHF Championships are hosted on a four-year rotation among the four participating OHF Minor Hockey Members. The exception is the U15 A, U18 A Championships.

U15 A: On a three-year rotation since the GTHL does not participate in this age category due to the removal of body checking in the GTHL at this level.

U18 A: On a three-year rotation since the GTHL does not participate in this age category due to the removal of body checking in the GTHL at this level.

In the case of U15 A, U18 A the fifth participating team will be a team from the Member scheduled to host the age category the following year.

Member	2023	2024	2025	2026
ALLIANCE	U15 A U18 AA	U13 AA	U15 AA U18 A U18 AA	U13 A U15 A
GTHL	U13 A	U18 AA	U13 AA	U15 AA
NOHA	U15 AA U18 A	U15 A	U13 A	U13 AA U18 A
OMHA	U13 AA	U13 A U15 AA U18 A	U15 A	U18 AA

1.4 Bid Application Process

The OHF Championships are a significant property of the OHF, hosted in co-operation by an OHF minor hockey Member and Minor Hockey Association and/or team on behalf of the OHF. The Host Manual has been developed by the OHF for the purpose of facilitating selection and delivery of OHF Championships.

A potential Host Centre will submit their Bid Package to the Host Member. The Host Member will submit their host nomination and relevant Bid Package to OHF Minor Council for approval.

The Host Organizing Committee gains the opportunity to promote the game of hockey within their community and their local Minor Hockey Association. Hosting an OHF Championship has the potential to be profitable.

1.5 Timelines and Process

February 1 (of the year proceeding the Championship) – Electronic Circulation of Bid Guidelines

OHF will forward the Host Manual to all Members via action bulletin on February 1 OR the first business day immediately following this date in years it falls on a weekend.

September 1 – Deadline for Submission of Final Member-Endorsed Bid Package to the OHF

Members must submit the electronic copy of the Member-endorsed Bid Package to the OHF.

Members may submit the Member-endorsed Bid Package to the OHF earlier at their discretion.

September 30th – Ontario Hockey Federation Decision

Minor Council will review and vote to approve the Member-endorsed Bid Package by September 30th.

1.6 OHF Championship Bid Guidelines Check List

The following items must be included in any Member-endorsed Bid Package prior to being submitted to the OHF for approval by Minor Council:

- Include the Site Selection Overview as page one of your bid
- Mandate of Host Organizing Committee – what is your goal in hosting an OHF Championship
- Facility agreement or letter of support/availability for the Host Arena
- Facility agreement or letter of support/availability for the proposed banquet venue
- Hotel agreement or letter of support/availability– must include the following:
 - Number of rooms and room type (double, king, etc.) to be reserved
 - Room rate, fees and taxes
 - Concessions (i.e.. parking, breakfast, Wi-Fi, etc.)
 - Rebates
 - Cut-off date
- Proposed budget
- Contact sheet

The following items are recommended to be included in the Bid Package and are aimed to enhance the overall Bid Package:

- Critical Path
- Win/loss record of host team over last two (2) seasons
- Host Organizing Committee Organizational Chart
- Proposed sponsorship package & plan
- Media Plan and Promotional Strategy
- Advertising Plan
- Athlete experience – what plans does the Host Organizing Committee have to enhance the overall player experience.

1.7 Host Organizing Committee Critical Path

The Host Organizing Committee Critical Path must be submitted to the Branch Event Manager by October 1st.

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.

1.8 Team Contingent

The following will assist in preparing quantities associated with the Championship.

U13 A through U18 AA

19 players + 5 bench staff + 1 division representative / team x 5 teams = 125 + 2 standby goaltenders = 127

The maximum Team Contingent will include the members of the Championship Committee. The Championship Committee is made up of one (1) Championship Committee Chair plus four (4) Division Representatives (ALLIANCE, GTHL, NOHA and OMHA) for a total of five (5) members. Note the following exceptions:

U15 A

The GTHL does not participate therefore only 3 Division Representatives plus 1 Governing Chair – 4

U18 A

The GTHL does not participate therefore only 3 Division Representatives plus 1 Governing Chair – 4

Section 4.2 outlines the Championship Committee.

SECTION 2 RESPONSIBILITIES OF HOST ORGANIZING COMMITTEE

2.1 Responsibility of the Host Organizing Committee

- a) It is the responsibility of the Host Organizing Committee, Host Member and any other bid partners to begin fulfilling the obligations of the Host Manual as well as the commitments laid out in the approved Bid Package immediately upon being awarded an OHF Championship.
- b) The Host Manual outlines the minimum protocol requirements for Hosts. The OHF expects the Host Organizing Committee to maintain these protocols. Going above is at the discretion of the Host Organizing Committee. Any pre-Championship deviation from the Host Manual must be approved by the Branch Event Manager. Any deviation during the Championship must be approved by the Championship Committee.
- c) These are OHF Championships and as such, there will be much communication between the Host Organizing Committee and the Branch Event Manager throughout the planning phases. Deadlines are to be met and all information is to be submitted to the Branch Event Manager.
- d) The Host Information Form is due to be sent to the Branch Event Manager by October 1st. This form (Attachment C) contains all the pertinent Championship details.
- e) Secure hotel accommodation to be used by traveling Participating Teams and personnel.
 - A block of rooms should be reserved for up to four teams (this doesn't include the Host Team). To accommodate the total room allotments listed below, the Host Organizing Committee may identify at most two host hotels.
 - i. U13 A – U18 AA
 - 96 rooms – 24 per travelling team
 - 5 rooms – Championship Committee
 - 101 rooms at minimum must be reserved
 - Plus, any additional dignitaries as determined by the Host Organizing Committee
 - Host Hotels are recommended to be smoke-free. In the event the entire Host Hotel(s) is/are not smoke-free, all accommodation within the event block must be guaranteed, in writing, to be smoke-free. A team, in part or entirety, may be permitted to select another hotel if all accommodation within the team's room block is not smoke-free.
 - It is highly encouraged that the Host Hotel understands the complete allotment of rooms may not be required and that some may be released close to the arrival date since qualifying teams may not be determined until seven days prior to the event. If a local team qualifies the team has the right to choose whether or not they require hotel accommodations. Further, it is highly encouraged that the Host Hotel understands that teams will require up to a maximum of 24 rooms, however, this full allotment may not be used.
 - Accommodations are to be provided at a guaranteed and reasonable rate. The Host Organizing Committee may negotiate a room rebate to a maximum of \$10 per room per night.
 - If accommodations are required, the Participating Team(s) must stay in the Host Hotel as a condition of participation. The Member Executive Director of any Participating Team to make reservations at any other hotel than the Host Hotel will be informed in writing by the Branch Event Manager. A \$5000 fine (per team) payable to the OHF by the Member will

be levied if after the Member Executive Director is notified the Participating Team does not move their reservations to the Host Hotel. The OHF will reimburse the Host Organizing Committee up to a maximum of \$5000 (per team) for any incurred fees associated with the Participating Team not staying at the Host Hotel during the Championship. All reimbursements to the Host Organizing Committee must be supported by a fully executed agreement between the Host Organizing Committee and the Host Hotel outlining the fees. The agreement must have been executed prior to the Participating Team qualifying for the Championship.

- Should a Participating Team request additional rooms beyond the allotted 24 the Host Hotel has the first right of refusal. If the Host Hotel is unable to accommodate the additional rooms beyond the allotted 24 only those additional rooms will be permitted to be moved to another hotel.
 - The Host is not responsible for any accommodation charges.
- f) Promote the event within the local arenas, libraries, community centers, schools, legions, malls, etc. Ensure that permission is given prior to posting.
- g) Secure Host Rink:
- The ice shall be rented on an exclusive basis for a period of at least one hour prior to and after for the period of the Championship schedule (Section 9).
 - The Host Rink must have at least five dressing rooms for Participating Teams plus one dedicated referee room available for the duration of the Championship. If the Host Rink facility has two or more ice pads, the OHF Championship will be played on one ice pad only. This allows all representatives to watch all games.
 - It is recommended that the U13 division of an OHF Championship be played on a rink no larger than 200 ft. x 85 ft.

The maximum ice dimensions permitted for the U15 AND U18 divisions shall be the equivalent to that of a standard Olympic rink (200 ft. x 100 ft.).

- h) Secure a meeting room at the arena to allow for daily meetings for the Championship 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) and shall have Wi-Fi internet access.
- i) Develop the Championship game schedule based on the template (Section 9). The schedule must be submitted to the Branch Event Manager for approval by January 31st.
- j) Game sheets are available from the Host Member. *The OHF does not supply game sheets.* It is recommended that additional game sheets are available in the event that game sheets are damaged, or extras required on a per game basis.
- k) The Host Organizing Committee shall be responsible for providing warm-up pucks (25 per team) and all game pucks. Game pucks must be frozen 24 hours prior to all games.
- l) 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 Host Organizing Committee. Time keepers and scorekeepers are to be independent, competent and knowledgeable individuals. Goal judges are not required.
- m) Update game stats in real-time via an electronic scoring application. If real-time updates cannot be accommodated results are to be updated immediately following each game via the electronic scoring application. Internet access for the weekend will be required.
- n) Update schedule via electronic game tools at the conclusion of the round robin.

- o) At the conclusion of the event, in cooperation with the Championship Committee Chair forward the original game sheets along with any Match Penalty Reports to the Branch Event Manager. All game sheets must be scanned to the Branch Event Manager following the Championships (not after each game).
- p) Provide proper accreditation for the Team Contingent, On-Ice Officials, Championship Committee, special guests/dignitaries and VIP's for the Championship. Name badges on lanyards work best. The OHF will provide a template for accreditation for each Championship, the Host Organizing Committee is responsible for printing.
- q) Host a Welcome Banquet (Section 10). **(UNDER REVIEW FOR 2023 EVENT)**
- r) Host a Pre-Championship Meeting (immediately following the banquet) in a separate room from the banquet room (Section 14.8).
- s) Create an Emergency Action Plan (EAP). The Emergency Action Plan must be submitted to the Branch Event Manager by March 1st. Note, it is very likely that all facilities the Championship will be using has 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. Requesting external aid
 - vii. Coordinating activities of various groups
 - viii. Providing medical aid
- t) 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 Organizing Committee may request assistance from the Host Member in designating stand by goaltenders.
- u) 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 Host Member. Where current rates are not provided for a three official system payment will be at the next applicable level.
- v) The Host Organizing Committee is financially responsible for providing player of the game awards (optional).
- w) 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.
- x) Provide a souvenir package (swag bag) compiled of articles from sponsors or donations in kind. This package shall be provided to including stand-by goaltenders and the Championship Committee. Items must be age appropriate.
 - Suggested items include: Community pins and/or team pins, pucks, water bottles, clothing, trading cards, skate sharpening coupons, restaurants and/or retail discount coupons, snacks (no peanuts).

- y) Prepare a Championship Program highlighting the OHF Championship. The program is a memorabilia piece for all of those involved in the Championship. 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 Branch Event Manager. This program may include:
- Letters from Dignitaries (OHF President, Mayor, Councilor, Host Chair). The Branch Event Manager shall distribute a letter on behalf of the OHF President to each Host Organizing Committee.
 - Team rosters, team pictures, team motto, team accomplishments (this is something the Host Organizing Committee 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 Minor 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.
- z) The Host Organizing Committee shall provide refreshments to participants at the conclusion of each game.
- aa) All OHF Championships shall have a medal 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 Championship Committee aware. All medal presentations take place on ice.
- bb) Complete the Host Organizing Committee Championship Report and Financial Statement (Attachment I) and submit (mail or email) to the Branch Event Manager within thirty days following the completion of the Championship along with all OHF banners and supplied property.
- cc) The Host Organizing Committee shall be financially responsible for providing the members of the Championship Committee 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 Committee.

2.2 Finance & Budget

When setting a budget it is important to remember to include all streams of revenue and expenses. 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 of the Championship, 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 (\$4,000)
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 crestring
Awards and prizes
Promotions
Programs and signage printing
Photographer
Hospitality (teams and meeting room)
Meetings
Snacks, meals and refreshments for the
Championship Committee

2.3 Admission Ticket Prices

- a) To assist with offsetting the costs of hosting the Championship, the following are the maximum a Host may charge for admission to the event. The Host Organizing Committee can lower admission fees if decided.
- Daily Entry Fee: \$12.00 per day maximum
 - Weekend Entry Fee: \$30.00 per weekend maximum
- b) Game admission tickets may be sold at the banquet or prior to the Championship 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 are encouraged to be sent back to the hosting Minor Hockey Association.

2.4 Volunteers

- a) Ensure that volunteers are in place to adequately host the Championship. Compile a list of volunteers with their corresponding duties to ensure insurance coverage is extended to them. The volunteer list must be submitted to the Branch Event Manager no later than seven (7) days prior to the start of the event.
- b) The following are examples of committees that should be established.
- Executive Committee – includes Host Organizing Committee 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 HOST MEMBER

- a) Confirm its intention to host the Championship by the date of the OHF Annual General Meeting in the year preceding the event, or earlier (OHF Regulation A11).
- b) If a Member cannot host a particular Championship or wishes to change categories, they must indicate to the OHF by September 1st of the current hockey season.
- c) Ensure that Hosts are selected and presented to the Branch Event Manager by the deadline established in Section 1.5. Hosts will be approved during the next Minor Council meeting following this date and subsequently reported to the Board of Directors.
- d) Appoint an Executive Member to act as the Championship Committee Chair and submitted with the Bid Package to the OHF.
- e) Appoint a Division Representative. The Division Representative should follow guidelines of responsibilities as outlined by their division and/or the OHF. The Division Representatives must be in attendance for all games of the Championship. The Branch Event Manager must be notified in advance of any foreseen absences. A \$2000 fine payable to the OHF by the Member of a Division Representative that does not attend the banquet and or all Championship games will be levied. Extraordinary circumstances will be accommodated subject to the Division Representative notifying the Championship Committee Chair and Branch Event Manager.
- f) Upon appointment of Championship Committee 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 Branch Event Manager.
- g) Ensure all Participating Teams are confirmed and finalized at least seven (7) days prior to the start of the Championship (OHF Regulation A11). Members must send team names to the Branch Event Manager by this date.
- h) Each Member Executive Director is responsible for guaranteeing the accuracy of the Participating Team rosters. 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 sheets at the Pre-Championship Meeting.
- i) Submit a suspension report from the past season for qualifying teams.
- j) Assist the Host Organizing Committee, if requested, in designating stand by goaltenders as per regulation and forward the names of these goaltenders to the Branch Event Manager.
- k) To provide game sheets to the Host Organizing Committee.
- l) In conjunction with the Host Member Referee-in-Chief, appoint On-Ice-Officials to be assigned to work the Championships. On-Ice Officials must comply with HCOP level requirements for that Division/Series.
- m) To provide the Team Information Package to the Participating Teams.

SECTION 4 OHF RESPONSIBILITIES

4.1 Responsibilities of the OHF

- a. OHF Minor Council to annually review the Rules and Regulations of the OHF Championships.
- b. OHF Minor Council to approve the Championship Hosts based on submissions from the Host Member. Approved Hosts will be reported to the OHF Board of Directors.
- c. Branch Event Manager to provide the official logo of the Ontario Hockey Federation and Championship logo for use by the Host Organizing Committee for non-commercial purposes (Section 6).
- d. Branch Event Manager to host an orientation conference call for all Host Organizing Committee Chairs.
- e. Branch Event Manager to forward copies of the Host Guidelines to each Member.
- f. Distribute the OHF Championship fund of \$4,000 in the following installments.
 - 60% in November subject to the receipt of the completed Host Information Form (Attachment C).
 - 40% following the Championship contingent upon the receipt of the Host Organizing Committee Championship Report and Financial Summary, 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. Sub-Committee of OHF Minor Council to approve all schedules for OHF Championships. The sub-committee will be made up of one representative from each participating Member.
- h. OHF Minor Council to approve the appointments of the Championship Committee Chair for each Championship and subsequently reported to the Board of Directors. Branch Event Manager to provide this information to the Host Organizing Committee Chair.
- i. Branch Event Manager to ensure each Championship Committee Chair has a copy of the Hockey Canada Playing Rules, Hockey Canada Regulations and OHF Handbook as resource tools available.
- j. **Team Information Package:** In cooperation with the information provided by each Host Organizing Committee, the Branch Event Manager will create this package for each of the six OHF Minor Hockey Championships. This package will be sent to the Member Executive Directors. The package includes:
 - General Championship Information (arena, hotel, contact information and gate fees)
 - Schedule of Events and Games Schedule
 - Responsibilities of Participating Teams
 - OHF Minor Hockey Championship Rules, Regulations and OHF Minor Minimum Suspension List
 - Forms to be submitted: Team Information Form, Roster Sheet and Trophy Agreement
- l) Provide a media release prior to and following the Championship. Work in conjunction with the Host Organizing Committee Chair to promote the Championship within the community.
- m) Provide each host with the event banner.
- n) Branch Event Manager to conduct a conference call (or provide, via email, documentation to Committee if otherwise agreed to) with Championship Committee Chairs and Division Representatives prior to the start of the OHF Championships. The conference call will address the expectations and requirements of the Championship Committee.

- o) Send the Championship banner to the affiliated Member to present to champion team.
- p) Provide enough amenities and/or souvenir items for the entire Team Contingent of all Participating Teams.
- q) Provide medallions and championship trophy to Hosts (Section 12).

4.2 Responsibilities of Championship Committee Chair

- a) To chair the Championship 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 Championship Committee Chair has the authority to grant permission for a suspended player to participate in closing ceremonies.
- b) To be in attendance at all games. Notify the Branch Event Manager and Host Committee Chair of potential absences.
- c) Be familiar with OHF Championship Discipline Procedures, OHF Minor Hockey Championship Guidelines, OHF Minor Hockey Championship Rules & Regulations and OHF Minor Minimum Suspension List. The Championship Committee Chair should also have the Hockey Canada Playing Rules, Hockey Canada Regulations and OHF Handbook as resource tools available at the Championship.
- d) Prior to the Semi-Final and Final games, chair a meeting of the Championship Committee to assist in the assignment of On-Ice Officials in coordination with the appointed Referee-in-Chief and Supervisor. (Section 8)
- e) Bring to the attention of the Championship Committee and/or the Host Organizing Committee, items that should be addressed to ensure the Championship operates according to OHF standards. This may include but is not limited to: logistics, ceremonies, hockey operations, breach OHF Code of Conduct (players, staff or fans).
- f) If deemed necessary the Championship Committee Chair may, at his/her discretion, convene a disciplinary hearing regarding perceived breach (players, team officials or fans) of the OHF Code of Conduct. This may pertain to on- or off-ice behavior. The Championship Committee may impose suspensions to any member of a Participating Team. The Championship Committee has the authority to remove fan/viewing privileges of any individual or group of individuals deemed to be in breach of the OHF Code of Conduct. This may, in extreme circumstances, result in the complete removal of viewing/fan privileges for the duration of the Championship.
- g) The Championship Committee Chair must submit a written report to the Branch Event Manager and affiliated Member following the completion of any hearing regarding OHF Code of Conduct. The report must outline reason for the hearing, findings, outcomes/sanctions and further recommendation.
- h) To chair and conduct the Pre-Championship Meeting and review all Rules and Regulations and important items. (Section 14)
- i) Participate as a head table guest at the banquet. **(TBD)**
- j) Participate in the Closing Ceremonies in an official capacity and ensure OHF recognition of the Host Organizing Committee.
- k) Assist the Host Organizing Committee, wherever necessary, with the operation of the event.
- l) Select the standby goaltender when required.
- m) 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.

- n) The presentation of medallions must be made on the ice. This is to be coordinated with Host Organizing Committee Chair.
- o) Be responsible for ensuring that each Participating Team submits a copy of the OHF Championship Trophy Agreement Form (Attachment L) at either the Pre-Championship Meeting or via email prior to the Championship. The OHF Championship Trophy Agreement Form must be signed by a team official and all fields are to be completed clearly.
- p) Submit the online post event report, upon completion of the event, including any recommendations for future OHF Championships. Expense claims will not be processed until a report has been submitted. Report must be submitted within thirty (30) days of the Championship.
- q) 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.
- b) Participate as a head table guest at the banquet. **(TBD)**
- c) To be in attendance for all games of the Championship. The Branch Event Manager and Championship Committee Chair must be notified in advance of any foreseen absences.
- d) Work with the Branch Event Manager to collect a copy of the HCR team roster and affiliate team roster as approved by the Member Executive Director prior to the Championship 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. Responsible to ensure team wears mouth guards if required by affiliated Member rules.
- f) Attend the Pre-Championship Meeting and participate in all activities and meetings of the Championship Committee.
- g) Must be in attendance for all games of the Championship. The Branch Event Manager must be notified in advance of any foreseen absences. A \$2000 fine payable to the OHF by the Member of a Division Representative that does not attend the banquet and or all Championship games will be levied. Extraordinary circumstances will be accommodated subject to the Division Representative notifying the Championship Committee Chair and Branch Event Manager.
- h) Communicate to players, trainers, coaches, managers and team fans the protocol required to ensure that the responsibilities associated with "official spokesperson" are carried out.
- i) Communicate any concerns to the Championship Committee Chair.
- j) To appreciate and respect the Championship obligations to the sponsors and official supporters.
- k) Assist the Host Organizing Committee, when necessary, to ensure a smooth and well-run Championship.
- l) Participate, as required, in the official Championship ceremonies and functions (including the banquet). Dress code of business casual is required.
- m) Communicate and ensure implementation of decisions made by the Championship Committee.
- n) Ensure that the OHF Code of Conduct is followed during the event and while traveling (Attachment M).
- o) Submit the online post event report, upon completion of the event, including any recommendations for future OHF Championships. Report must be submitted within thirty (30) days of Championship.

SECTION 5 RESPONSIBILITIES OF PARTICIPATING TEAMS

- a) Review the Team Information Package. This package contains Championship details such as hotel, arena, banquet, forms, deadlines and important contacts.
- b) Upon qualifying, be in contact with the Branch Event Manager and the Host Organizing Committee Chair. 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 Information Form (Attachment J) Includes: team motto, cheers, favourite moments, statistical information (tournaments and honours), and team and/or association history.
 - 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 and Position (i.e. Left Wing, Right Wing, Centre, Defence and Goalie).
- c) If accommodations are required, the Participating Team(s) must stay in the Host Hotel as a condition of participation. The Member Executive Director of any Participating Team to make reservations at any other hotel than the Host Hotel will be informed in writing by the Branch Event Manager. A \$5000 fine (per team) payable to the OHF by the Member will be levied if after the Member Executive Director is notified the Participating Team does not move their reservations to the Host Hotel. The OHF will reimburse the Host Organizing Committee up to a maximum of \$5000 (per team) for any fees associated with the Participating Team not staying at the Host Hotel during the Championship. Any and all reimbursements to the Host Organizing Committee and the Host Hotel outlining the fees. The agreement must have been executed prior to the Participating Team qualifying for the Championship.
- d) Attend the Pre-Championship Meeting following the banquet.
- e) All team members must behave in an appropriate manner, both on and off the ice in accordance with the OHF Code of Conduct (Attachment M). The Championship Committee may convene a disciplinary hearing to determine sanctions against a team, team members or the parents of a specific team deemed to be acting in an inappropriate manner or contrary to the OHF Code of Conduct.
- f) Adhere to the Championship dress code at all times:
 - a. Players team tracksuit with running shoes; or
business casual (collared shirt, dress pants, appropriate shoes or boots)
 - b. Bench Staff business casual (collared shirt, dress pants, appropriate shoes or boots,)
 - c. Trainers team tracksuit with suitable boots or running shoes

Only hats, toques, etc. with the team logo are permitted to be worn at the Host Rink, however, cannot be worn by any player or team official while on the bench.

Violation of the Championship dress code may be handled as follows:

- | | |
|------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1 st team offence | Championship Committee Chair on behalf of the Championship Committee may issue a written warning to the offending team(s), reiterating the dress code and non-compliance sanctions. It is the responsibility of the Division Representative to deliver the warning to their affiliated team prior to that team's arrival at the rink for the next scheduled game. |
| 2 nd team offence | Championship Committee may conduct a hearing to determine non-compliance sanctions. A maximum three (3) game suspension to any individual found to be in non-compliance may be issued. |
| 3 rd team offence | Any Participating Team that is found to be in non-compliance for a third time may be removed from the Championship. All remaining games for that team will be recorded as a loss. |



- 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, starting goaltender and starting five (5) skaters.
- h) All members of the team must be present and participate in the Welcome Banquet. **(TBD)**
- 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 affiliated Member rules. Participating Teams are to operate by the rules of their affiliated Member.
- k) All players will have an 11:30 pm curfew unless participating in an official OHF Championship function or receiving special permission from the Championship Committee Chair.

SECTION 6 MARKETING AND SPONSORSHIP

MARKETING

6.1 OHF and OHF Championship Logo Regulations

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

6.2 OHF and OHF Championship Logo Use

The Branch Event Manager will provide to the Host Organizing Committee Chair the OHF Logo and OHF Championship Logo in .eps, .ai and .jpg formats. Hosts shall use the OHF logo and OHF Championship 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 Branch Event Manager. 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 Organizing Committee 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 must maintain the integrity of the OHF and OHF Championship logo. Any and all merchandise 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 Host Organizing Committee's discretion.

SPONSORSHIP

6.3 Sponsorships

Host Organizing Committees are encouraged to solicit the support of local sponsors as a means of generating revenue and/or reducing hosting costs. Establish a sponsorship package that outlines prices for various advertising levels and start soliciting local businesses. The Host Organizing Committee may not solicit a "Title Sponsor" however may solicit a "Presenting Sponsor". Check with Branch Event Manager for a list of OHF Championship sponsors to ensure no competition of sponsorships.

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, rink boards, 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 (past champions / history)
4. Location (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 e-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 Championship 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.

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 maintains a separate website completely devoted to the OHF Championships. This provides the Host Organizing Committee the opportunity to take advantage of available marketing and announcement space. This website 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 Championship website. Championship team pictures must be submitted in digital format to the Branch Event Manager.

SECTION 8 ON-ICE OFFICIALS

1. The Host Organizing Committee is NOT responsible to select the On Ice Officials to be used at the event.
2. The Host Member shall appoint On-Ice-Officials. A list of On Ice Officials will be provided by the Host Member to the Host Organizing Committee.
3. Each Division Championship shall have a Championship Referee-in-Chief assigned by the Host Member to be in charge of the On Ice Officials during the Championship.
4. 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 Host Member regular season rates for a three (3) official system.
5. The three (3) official on-ice-system shall be used for all divisions with the exception of the U18 A & AA divisions which will use the four (4) official on-ice system.
6. All Referees shall be minimum Level 3 and Linesmen shall be minimum Level 2 pursuant to the Hockey Canada Officiating Program (HCOP).
7. All On Ice-Officials shall wear the OHF Officials' crest on the left chest of the sweater as well as red arm bands.
8. The assignment of On Ice Officials will be scheduled up to and including the final games on Saturday.
9. Throughout the Championship the On-Ice Officials will be evaluated and those determined to be the best will be selected to officiate the final games. These On Ice Officials will be confirmed and assigned by the Championship Referee-in-Chief after meeting with the Championship Committee.

SECTION 9 SCHEDULING

It is the responsibility of the Host Organizing Committee to develop the game schedule. All OHF Championship Schedules must be submitted to the Branch Event Manager to undergo a thorough review by a subcommittee of OHF Minor Council prior to being finalized. Schedules must be submitted the Branch Event Manager no later than January 31. The Host Organizing Committee is responsible to designate which Member team will represent the AAA, BBB, CCC, DDD, EEE teams by completing the template below. ***The Host Organizing Committee may not alter matchups, only times may change.*** If the schedule is not received with the Member teams slotted in, a default schedule will be imposed.

U13 A, AA

	GAME #	TIME A	HOME	AWAY
DAY 1	1	10:00 AM	BBB	AAA
	2	11:30 AM	DDD	CCC
	3	02:30 PM	EEE	BBB
	4	04:00 PM	AAA	DDD
	5	07:00 PM	CCC	EEE
DAY 2	6	10:00 AM	DDD	BBB
	7	11:30 AM	CCC	AAA
	8	02:30 PM	EEE	DDD
	9	04:00 PM	BBB	CCC
	10	07:00 PM	AAA	EEE
DAY 3	11	08:00 AM	TM 2	TM 3
	12	10:00 AM	TM 1	TM 4
	13	03:00 PM	Final Game	

Note: 3 x 15 minute periods with a flood prior to the start of the game and following the second period for the duration of the event.

U15 A, AA

	GAME #	TIME A	HOME	AWAY
DAY 1	1	10:00 AM	BBB	AAA
	2	11:45 AM	DDD	CCC
	3	02:45 PM	EEE	BBB
	4	04:30 PM	AAA	DDD
	5	07:30 PM	CCC	EEE
DAY 2	6	09:30 AM	DDD	BBB
	7	11:15 AM	CCC	AAA
	8	02:15 PM	EEE	DDD
	9	04:00 PM	BBB	CCC
	10	07:00 PM	AAA	EEE
DAY 3	11	08:00 AM	TM 2	TM 3
	12	10:00 AM	TM 1	TM 4
	13	03:00 PM	Final Game	

Note: 3 x 15 minute periods with a flood prior to the start of the game and following the second period on Day 1 and 2. The Semi-Finals and Championship will be 3 x 15 minute periods with a flood prior to the start of the game and following both the first and second period.

U18 A, AA

	GAME #	TIME A	HOME	AWAY
DAY 1	1	10:00 AM	BBB	AAA
	2	12:15 PM	DDD	CCC
	3	02:30 PM	EEE	BBB
	4	04:45 PM	AAA	DDD
	5	07:30 PM	CCC	EEE
DAY 2	6	09:00 AM	DDD	BBB
	7	11:15 AM	CCC	AAA
	8	02:00 PM	EEE	DDD
	9	04:15 PM	BBB	CCC
	10	07:00 PM	AAA	EEE
DAY 3	11	08:00 AM	TM 2	TM 3
	12	10:00 AM	TM 1	TM 4
	13	03:00 PM	Final Game	

Note: 3 x 15 minute periods with a flood prior to the start of the game and following both the first and second period for duration of the event

9.1 Game Schedule Notes

- Game times 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 and Day 2.
- Game 1 and Game 6 may not be scheduled earlier than 9:00 AM and no later than 10:00 AM.
- Semi Final Games and the Championship Game will be played on Day 3.
- Game 11 may not be scheduled earlier than 8:00 AM and no later than 9:00 AM.
- At the conclusion of each game players are to follow protocols in addressing one another i.e. standing on respective blue line and saluting by raising sticks. Host to determine.
- Three (3) full hours must be allotted between games for 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.
- Consider Game 5 to be an opportunity to attract a larger fan base.
- Team playing Game 5 on Day 1 must not be scheduled to play in Game 6 on Day 2. This means that the Member team designated as BBB must play in Game 1 on Day 1 and in Game 6 on Day 2.
- Anticipate a longer Game 13 due to overtime.
- Hockey Canada rules pertaining to tied games will apply regarding flooding the ice in overtime (Semi-Final and Championship Games).
- In the Semi-Final and Championship games 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 U13 games and at the end of both the first and second periods for U15 and U18 games.
- In the championship game the team who finished higher in the round robin series shall be listed as the home team.
- A Host Organizing Committee hosting more than one OHF Championship division/category must stagger games by a minimum of 15 minutes.

SECTION 10

BANQUET (TBD, UNDER REVIEW FOR 2023 EVENT)

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 24) for each team
 - Division Representatives plus one guest (optional)
 - Championship Committee Chair / OHF Representative plus one guest (Optional, the Host Organizing Committee is not financially responsible for the guest of any member of the Championship Committee. However, the Host may elect to cover this cost at their discretion)
 - Referee-in-Chief / Referee Supervisor
 - Other guests (Member Executive Director, political dignitaries, sponsors, media, etc.)
- d) The host is financially responsible for covering the costs of the Team Contingent (25 tickets) for each Participating Team, Division Representatives, Championship Committee Chair, Referee-in-Chief. 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 Organizing 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.

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
8:00 PM: Pre-Championship 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 CLOSING CEREMONY PROTOCOL

Template scripts and forms for the Closing Ceremonies provided in Attachment F.

11.1 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 Championship 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 center 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 Organizing Committee Chair
 - Championship Committee 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 Organizing Committee Chair 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 the 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.
 - The Championship Trophy will be presented by the Championship Committee Chair and the Host Organizing Committee Chair to the captain of the Championship team. Instruct the Championship Committee Chair 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 Championship Committee Chair, the respective Division Representative and/or 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 Branch Event Manager will provide the Host Organizing Committee with the official OHF Championship medallions. Medallions shall be provided for a maximum of twenty-five (25) team personnel for the Championship team and runner up.

The medallions will be shipped from the OHF to the Host Organizing Committee Chair. The medallions are to be given to the Championship Committee Chair upon their arrival and organized to confirm quantity and accuracy. All medallions are to be presented on the ice. Between the Championship Committee Chair and the Host Organizing Committee Chair, a method to make these presentations will be determined.

The following medallions will be supplied: Gold and Silver.

12.2 Championship Trophy

The Championship Committee Chair will ensure each participating team submits a copy of the Championship Trophy Agreement Form during the pre-championship meeting or by email submission prior to Championship.

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

Trophies and the carrying 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.

12.3 Player Awards

The OHF provides an award for Most Valuable Player of each team in the Championship.

It is suggested that the Host Organizing Committee establish an Award Selection Committee 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 the Championship. The selection process can also be discussed at the Pre-Championship Meeting.

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

SECTION 13 POST EVENT REPORTING

13.1 Host Organizing Committee Reporting

The Host Organizing Committee is responsible for submitting the following to the Branch Event Manager no later than thirty (30) days after the completion of the Championship.

- Host Organizing Committee Championship Report and Financial Statement (Attachment I)
- Championship Banner (if applicable)
- All Official Game Sheets (hard copy and electronic links)

Failure to submit the above by this date may result in forfeiture of the remaining 40% of the Host Subsidy.

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 Championship Committee Chair and Division Representative Reporting

The Championship Committee Chair and all Division Representatives designated to each Championship shall submit an online report on the championship and include any recommendations that the OHF should consider for future years. The online report link will be provided prior to the start of the Championship weekend by the Branch Event Manager.

Match Penalty Reports plus suspension reports must be sent to the Branch Event Manager following the Championships. (Documentation will be provided to the Championship Committee Chairs by the Branch Event Manager following the Championships)

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

SECTION 14 RULES AND REGULATIONS

On an annual basis, Minor Council 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 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 is Gold Medalist and second place is 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 Organizing Committee shall be responsible for providing warm-up pucks (approx. 50 total).

In U13 A and AA, 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.

In U15 A and AA, 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 round-robin play. In the Semi-Final and Championship, 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 both the first and second periods.

In U18 A and AA, 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 both the first and second period for the duration of the event including both round-robin and Semi-Final and Championship play.

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. Team rosters must be declared on the Championship Team Roster Form (Attachment K). The Head Coach or Team Manager must submit electronically prior to the meeting to the Branch Event Manager and Championship Committee Chair.

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

Each team roster must be approved by the teams' Member Executive Director (Hockey Canada Registry) and will be confirmed by the Branch Event Manager. The HCR approved roster, along with Attachment K will be verified for accuracy by the Branch Event Manager prior to a team's participation in the Championship. Confirmation will be communicated to the Championship Committee. In addition, to assist with planning, Participating Teams must complete the general roster form provided in the Team Information Package and submit this to the Branch Event Manager immediately upon qualifying. This list should include affiliated players.

Each team may have a maximum of nineteen (19) 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.

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 Organizing Committee (a minimum of two (2) is required), as the standby goaltenders. In all instances the Championship Committee Chair 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 Organizing Committee may request assistance from the Host Member Office in designating stand by goaltenders.

To confirm eligibility, the Host Member Office must submit their information on an electronic roster form.

14.4 Championship Committee

The Championship Committee shall comprise of the Championship Committee Chair (as appointed by the Host Member and approved by Minor Council), who will act as Chair and one Division Representative appointed by each competing Member.

The Championship Committee will be solely responsible for the conduct of the Championship and will rule on all disciplinary/protest matters. The Championship Committee Chair 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 concerned by the Championship Committee.

The composition of the Championship Committee shall be: **Chair:** OHF Appointed Governing Chair
Members: Appointed Division Representative from each participating team's governing body



No member of the Championship 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 Championship Committee on any disciplinary matter or protest, it is the responsibility of the Host Organizing Committee Chair to supply the Championship 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 Championship 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 Championship Committee.

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

The Championship Committee 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 until the required number of games or time has elapsed.

In the event the Championship 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 to the Championship Committee, in writing, within one hour of the conclusion of the game in question only. All protests shall be dealt with by the Championship 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 Host Member Office will appoint the most competent On Ice Officials available. The three (3) person system of officiating will be utilized for all divisions with the exception of the U18 A & AA divisions which will use the four (4) official on-ice system.

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

14.8 Pre-Championship Meeting

All members of the Championship Committee and participating Coaches and Managers must attend this meeting. At this time, the Head Coach or General Manager from each participating team will confirm their Declared Roster (Attachment K, already submitted via email and verified by the Branch Event Manager) to the Championship Committee. The Championship Committee will make any additions and verify with the HCR Roster they have been provided by the Branch Event Manager. A review of the rules and regulations will be discussed, and any issues with sweater conflict will be resolved.

The Championship Committee Chair, along with the Host Organizing 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 Organizing Committee 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 agenda for the meeting will be provided by the Branch Event Manager prior to the meeting along with all other necessary documentation.

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 B2 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

B7 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 Committee shall have the prerogative to render a decision under any emergency situation.



ATTACHMENT A

OHF Minimum Suspension List

SUBJECT TO CHANGE PENDING 2022-2023 OHF BOARD APPROVAL

2021-2022 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.

Notice re: Clarifications

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/league office. If unable to contact the association/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 GE = Game Ejection MP = Match Penalty GRM = Gross Misconduct AS = Accumulation Sanction

Misconducts

		H.C. Rule	Suspension
M10	Failure to go directly to Penalty Bench	9.2 (d)	
M11	Failure to go to Penalty Box Captains	2.4 (c)	
M12	Failure to go to the Player's Bench or Neutral Area	6.7 (f)	
M13	Refusing to Surrender Stick for Measurement	3.3 (f)	
M14	Throwing Stick Over Boards	9.8 (d)	
M16	Facemask Offset	3.6 (d)	
M17	Throat Protector	3.6 (f)	
M18	Mouth guard	3.6 (g)	
M20	Disputing Call of Official	9.2 (a)	
M21	Harassment of Official/Unsportsmanlike Conduct	9.2 (b)	
M22	Inciting	9.2 (e)	
M23	Entering Referee's Crease	9.2 (g)	
M69	Interference/Distracton During Penalty Shot	4.9 (f)	

Game Misconducts

		H.C. Rule	Suspension
GM20	Disputing Call of Official (AS)	9.2 (a)	1 Games
GM21	Disputing Call of Official: Verbal Abuse of Game Official (AS)	9.2 (b)	3 Games
GM30	Fighting (AS)	6.7	2 Games
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 Player into Fight	6.7 (h)	3 Games
GM34	Leaving the Players bench or Penalty Box	9.5 (b)	4 Games
GM35	Leaving the Penalty Box and incurring a Minor, Major or Misconduct penalty	9.5 (c)	5 Games
GM36 ¹	Coach whose player is penalized under GM34 and/or GM35	9.5 (a,b,c)	4 Games
GM37	Goaltender Leaves Crease to join a Fight	4.11 (d)	1 Game
GM38	Instigator of a fight (Minor + Game Misconduct). (If player has received GM39 as first offence refer to AS121/AS122)	6.7 (b)	1 Game
GM39	Aggressor of a fight (Minor + Game Misconduct). (If player has received GM38 as first offence refer to AS121/AS122)	6.7 (b)	1 Game
GM42	Hair Pulling, Grab Face Mask/Helmet/Chinstrap (Major + Game Misconduct)	6.1 (d)	1 Game
GM43	Roughing (Major + Game Misconduct)	6.7 (k)	1 Game
GM44	Roughing Deliberate Contact After Whistle (Major + Game Misconduct)	6.7 (l)	1 Game
GM45	Holding (Major + Game Misconduct)	7.1 (a)	1 Game
GM46	Holding Injury (Major + Game Misconduct)	7.1 (b)	1 Game
GM47	Hooking (Major + Game Misconduct)	7.2 (a)	1 Game
GM48	Hooking Injury (Major + Game Misconduct)	7.2 (b)	1 Game
GM49	Interference (Major + Game Misconduct)	7.3 (a)	1 Game
GM50	Interference of a Goaltender (Major + Game Misconduct)	7.3 (b)	1 Game
GM51	Interference from the Bench	7.3 (d)	1 Game

GM52	Interference Injury (Major + Game Misconduct)	7.3 (e)	1 Game
GM53	High Sticking (Major + Game Misconduct)	8.3 (a,b)	1 Game
GM54	Slewfoot Standing Still (double minor +Game Misconduct)	7.4 (b)	2 Games
Game Misconducts (con't)		H.C. Rule	Suspension
GM55	Checking from Behind (Minor + Game Misconduct)	6.4 (a)	1 Game
GM57	Goaltender Drop Kick Puck (with injury – Major + Game Misconduct)	4.11 (f)	1 Game
GM58	Kick Shot (with injury – Major + Game Misconduct)	9.4	1 Game
GM62	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
GM63	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
GM64	Team Official Interference/Distracton during Penalty Shot	4.9 (f)	1 Game
GM65	Bench Official on the Ice Without Permission of Official	9.5 (f)	1 Game
GM70	Refusing to Start Play (Coach – Major + Game Misconduct)	10.14 (a)	Indefinite*
GM72	Refusing to Leave the Players Bench (Major + Game Misconduct)	10.14 (e)	1 Game
GM76	Second Misconduct – Same Game	4.5 (c)	1 Game
GE101	Game Ejections	4.6	0 Games

¹ GM36 – 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 GM34 and/or GM35, coach not to be ejected as a result of this penalty being assessed.

Pre or Post Game Altercations		H.C. Rule	Suspension
PG101	Any player involved where Major and Game Misconducts are assessed		2 Games
PG102	Coach of team whose players are so penalized		Indefinite*
PG103	Any team involved in a pre or post game brawl		Indefinite*

Gross Misconducts		H.C. Rule	Suspension
GRM13	Goaltender Refusing to remove mask for Identification	3.5 (d)	Indefinite**
GRM21	Discriminatory Slur (AS)	9.2 (f)	Indefinite**
GRM23	Travesty of the Game	4.7	Indefinite**
GRM24	Obscene Gesture	4.7	Indefinite**
GRM30	Fighting with Team Official	6.7 (i)	Indefinite**
GRM31	Removing Helmet and/or Chinstrap	3.6 (c)	Indefinite**
GRM82	Head Butt – Team Official (Double Minor + Gross Misconduct)	6.1 (b)	Indefinite**
GRM83	Butt End – Team Official (Double Minor + Gross Misconduct)	8.1	Indefinite**
GRM84	Spearing – Team Official (Double Minor + Gross Misconduct)	8.5	Indefinite**

** Note: All Gross Misconducts listed as "Indefinite" must be dealt with by the Member Partner President in accordance to Hockey Canada Rule 4.7. The Member Partner may establish a set number of games that may not be lower than 2 games which is in compliance with the Hockey Canada Minimum Suspension List for Gross Misconducts assessed under 9.2 (f). In addition to any amount established a GM75 applies in the last Ten Minutes / Overtime / Conclusion of Game under 4.7 (c).

Match Penalties		H.C. Rule	Suspension
MP20	Threatening an Official	9.6 (a)	Indefinite [±]
MP21	Physical Abuse of an Official – Intentional Contact	9.6 (b)	Indefinite [±]
MP22	Physical Abuse of an Official – Deliberate Striking	9.6 (c)	Indefinite [±]
MP40.00	Attempt to Injure (AS)	6.1	4 Games
MP40.01	Head Butting (AS)	6.1 (b)	Indefinite [±]
MP40.02	Kicking (AS)	6.1 (c)	4 Games
MP40.03	Grabbing Face Mask / Helmet / Chinstrap (AS)	6.1 (d)	4 Games
MP40.04	Hair Pulling (AS)	6.1 (d)	4 Games
MP40.05	Spearing (AS)	6.1 (f)	4 Games
MP40.06	Butt Ending (AS)	6.1 (f)	4 Games
MP40.07	Boarding (AS)	6.2	4 Games
MP40.08	Body Checking (AS)	6.2	4 Games
MP40.09	Charging (AS)	6.3	4 Games
MP40.10	Kneeing (AS)	6.1	4 Games
MP40.11	Elbowing (AS)	6.1	4 Games



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MP40.12	Spitting (AS)	6.1	4 Games
MP41.00	Deliberate Injury (AS)	6.1	Indefinite [±]
MP41.01	Head Butting (AS)	6.1 (b)	Indefinite [±]
MP41.02	Kicking (AS)	6.1 (c)	Indefinite [±]
MP41.03	Grabbing Face Mask / Helmet / Chinstrap (AS)	6.1 (d)	Indefinite [±]
Match Penalties (con't)		H.C. Rule	Suspension
MP41.04	Hair Pulling (AS)	6.1 (d)	Indefinite [±]
MP41.05	Spearing (AS)	6.1 (f)	Indefinite [±]
MP41.06	Butt Ending (AS)	6.1 (f)	Indefinite [±]
MP41.07	Boarding (AS)	6.2	Indefinite [±]
MP41.08	Body Checking (AS)	6.2	Indefinite [±]
MP41.09	Charging (AS)	6.3	Indefinite [±]
MP41.10	Kneeing (AS)	6.1	Indefinite [±]
MP41.11	Elbowing (AS)	6.1	Indefinite [±]
MP41.12	Spitting (AS)	6.1	Indefinite [±]
MP41.13	High Sticking (AS)	6.1 (f)	Indefinite [±]
MP41.14	Cross-Checking (AS)	6.1 (f)	Indefinite [±]
MP41.15	Facial Protector as Weapon (AS)	6.1 (e)	Indefinite [±]
MP42	High Sticking Attempt to Injure	6.1 (f)	Indefinite [±]
MP43	Cross-Checking Attempt to Injure	6.1 (f)	Indefinite [±]
MP44	Facial Protector as Weapon Attempt to Injure	6.1 (e)	Indefinite [±]
MP45	Fighting – Ring or Tape on Hand(s)	6.7 (e)	Indefinite [±]
MP48	Slewfooting	7.4 (b)	Indefinite [±]
MP50.1	Checking from Behind (AS)	6.4 (a, b)	5 Games
MP50.3	Head Contact (AS)	6.5 (d)	5 Games
MP50.4	Head Contact Attempt to Injure (AS)	6.5 (e)	5 Games

[±] Note: All Match Penalties listed as “Indefinite” must be dealt with by the Member Partner President in accordance to Hockey Canada Rule 4. The Member Partner may establish a set number of games that may not be lower than 4 games which is in compliance with Hockey Canada Rule 4.8.

Player Accumulation Sanctions

Majors Under Rule 6.2, 6.3, 6.4, 6.5, 6.6, 7.4, 8.2, and/or 8.4

Accumulation Sanctions apply for any collective accumulation of the below Majors in the same season

			H.C. Rule	Offense Count			
				1 st MAJOR	2 nd AS104	3 rd AS105	4 ^{th±} AS106
AS104 AS105 AS106	GM41.01	Kneeing (Major + Game Misconduct)	6.6	2 Games	4 Games	6 Games	Indefinite*
	GM41.02	Elbowing (Major + Game Misconduct)	6.6				
	GM41.03	Checking from Behind (Major + Game Misconduct)	6.4 (a)				
	GM41.04	Cross Checking (Major + Game Misconduct)	8.2 (a)				
	GM41.05	Cross Checking Above Shoulders (Major + Game Misconduct)	8.2 (b)				
	GM41.06	Cross Checking Goalie in Crease (Major + Game Misconduct)	8.2 (c)				
	GM41.07	Cross Checking Injury (Major + Game Misconduct)	8.2 (d)				
	GM41.08	Slashing (Major + Game Misconduct)	8.4 (a)				
	GM41.09	Slashing Injury (Major + Game Misconduct)	8.4 (b)				
	GM41.10	Boarding (Major + Game Misconduct)	6.2				
	GM41.11	Body Checking (Major + Game Misconduct)	6.2				
	GM41.12	Charging (Major + Game Misconduct)	6.3				
	GM41.13	Head Contact (Major + Game Misconduct)	6.5 (b,d)				
	GM41.14	Tripping (Major + Game Misconduct)	7.4 (a)				



ATTACHMENT A

OHF Minimum Suspension List

Player Accumulation Sanctions

Two (2) Match Penalties Under Rule 6.1, 6.2, 6.3

Accumulation Sanctions apply for any collective accumulation of the below Match Penalties in the same season

			H.C. Rule	Additional Games to Match Penalties
AS107	MP40.00	Attempt to Injure	6.1	2 Games
	MP40.01	Head Butting	6.1 (b)	
	MP40.02	Kicking	6.1 (c)	
	MP40.03	Grabbing Face Mask / Helmet / Chinstrap	6.1 (d)	
	MP40.04	Hair Pulling	6.1 (d)	
	MP40.05	Spearing	6.1 (f)	
	MP40.06	Butt Ending	6.1 (f)	
	MP40.07	Boarding	6.2	
	MP40.08	Body Checking	6.2	
	MP40.09	Charging	6.3	
	MP40.10	Kneeing	6.1	
	MP40.11	Elbowing	6.1	
	MP40.12	Spitting	6.1	
	MP41.00	Deliberate Injury	6.1	
	MP41.01	Head Butting	6.1 (b)	
	MP41.02	Kicking	6.1 (c)	
	MP41.03	Grabbing Face Mask / Helmet / Chinstrap	6.1 (d)	
	MP41.04	Hair Pulling	6.1 (d)	
	MP41.05	Spearing	6.1 (f)	
	MP41.06	Butt Ending	6.1 (f)	
	MP41.07	Boarding	6.2	
	MP41.08	Body Checking	6.2	
	MP41.09	Charging	6.3	
	MP41.10	Kneeing	6.1	
	MP41.11	Elbowing	6.1	
	MP41.12	Spitting	6.1	
	MP41.13	High Sticking	6.1 (f)	
	MP41.14	Cross-Checking	6.1 (f)	
MP41.15	Facial Protector as Weapon	6.1 (e)		

Player Accumulation Sanctions

Two (2) Match Penalties Under Rule 6.4 and/or 6.5

Accumulation Sanctions apply for any collective accumulation of the below Match Penalties in the same season

			H.C. Rule	Additional Games to Match Penalties
AS108	MP50.1	Checking from Behind	6.4	4 Games
	MP50.3	Head Contact	6.5 (d)	
	MP50.4	Head Contact Attempt to Injure	6.5 (e)	



ATTACHMENT A

OHF Minimum Suspension List

Player Accumulation Sanctions

Three (3) Match Penalties Under Rule 6.1, 6.2, 6.3, 6.4 and/or 6.5

Accumulation Sanctions apply for any collective accumulation of the below Match Penalties in the same season

			H.C. Rule	Additional Games to Match Penalties
AS109	MP40.00	Attempt to Injure	6.1	Indefinite*
	MP40.01	Head Butting	6.1 (b)	
	MP40.02	Kicking	6.1 (c)	
	MP40.03	Grabbing Face Mask / Helmet / Chinstrap	6.1 (d)	
	MP40.04	Hair Pulling	6.1 (d)	
	MP40.05	Spearing	6.1 (f)	
	MP40.06	Butt Ending	6.1 (f)	
	MP40.07	Boarding	6.2	
	MP40.08	Body Checking	6.2	
	MP40.09	Charging	6.3	
	MP40.10	Kneeing	6.1	
	MP40.11	Elbowing	6.1	
	MP40.12	Spitting	6.1	
	MP41.00	Deliberate Injury	6.1	
	MP41.01	Head Butting	6.1 (b)	
	MP41.02	Kicking	6.1 (c)	
	MP41.03	Grabbing Face Mask / Helmet / Chinstrap	6.1 (d)	
	MP41.04	Hair Pulling	6.1 (d)	
	MP41.05	Spearing	6.1 (f)	
	MP41.06	Butt Ending	6.1 (f)	
	MP41.07	Boarding	6.2	
	MP41.08	Body Checking	6.2	
	MP41.09	Charging	6.3	
	MP41.10	Kneeing	6.1	
	MP41.11	Elbowing	6.1	
	MP41.12	Spitting	6.1	
	MP41.13	High Sticking	6.1 (f)	
	MP41.14	Cross-Checking	6.1 (f)	
	MP41.15	Facial Protector as Weapon	6.1 (e)	
	MP50.1	Checking from Behind	6.4	
MP50.3	Head Contact	6.5 (d)		
MP50.4	Head Contact Attempt to Injure	6.5 (e)		

Player Accumulation Sanctions

Game or Gross Misconducts Under Rule 9.2

Accumulation Sanctions apply for any collective accumulation of the below Game or Gross Misconducts in the same season

			H.C. Rule	Offense Count		
				1 st GM / GRM	2 nd AS110	3 rd AS111
AS110 AS111	GM20	Disputing Call of Official	9.2 (a)	Minimum Suspension	Minimum Suspension + 4 Games	Indefinite*
	GM21	Disputing Call with Official: Verbal Abuse of a Game Official	9.2 (b)			
	GRM21	Discriminatory Slur	9.2 (f)			

Coaches Accumulation Sanctions

		H.C. Rule	Suspension
AS112	Any team receiving a combination equaling 3 major penalties in the same game from a major penalty, match penalty or fighting infractions		1 Game
AS113	For a 2 nd violation of a team receiving a combination equaling 3 major penalties in the same game from a major penalty, match penalty or fighting infractions		3 Games
AS114	For a 3 rd violation of a team receiving a combination equaling 3 major penalties in the same game from a major penalty, match penalty or fighting infractions		Indefinite*
AS115	Any coach who received 2 Game or Gross Misconducts under rule 9.2 in a season	9.2	4 additional Games
AS116	Any coach who receives 3 Game or Gross Misconducts under rule 9.2 in a season	9.2	Additional Indefinite*



ATTACHMENT A

OHF Minimum Suspension List

Player Accumulation Sanctions

Majors Under Rule 6.7

Accumulation Sanctions apply for any collective accumulation of the below Majors in the same season

			H.C. Rule	Offense Count			
				1 st GM30	2 nd AS117	3 rd AS118	4 th AS119
AS117 AS118 AS119	GM30	Fighting	6.7	2 Games	3 Games	5 Games	Indefinite*

Player Accumulation Sanctions

Majors Under Rule 6.7 (b)

Accumulation Sanctions apply for any collective accumulation of the below Majors in the same season

			H.C. Rule	Offense Count		
				1 st GM	2 nd AS121	3 rd AS122
AS121	GM38	Instigator of a fight (Minor + Game Misconduct)	6.7 (b)	1 Game	3 Games	4 Games
AS122	GM39	Aggressor of a fight (Minor + Game Misconduct)	6.7 (b)			

*All Indefinite Suspensions are subject pending a hearing.

APPROVED BY THE OHF BOARD OF DIRECTORS





ATTACHMENT B

Host Information Form

Return to Scott Stevens at ssstevens@ohf.on.ca

This information will be published on the OHF Championship 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 Division Category

Committee Chair

Phone () -

Address

City

Postal Code

NOTE: The address will receive all Championship deliverable (i.e. trophy, t-shirts, posters, etc.)

Committee Co-Chair

Phone () -

Address

City

Postal Code

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 | Host Manual – Section 1

Arena Name

Address

City

Postal Code

Arena Amenities Meeting Room Lounge Restaurant Other

HOTEL INFORMATION | Host Manual – Section 2

Hotel Name

Address

City

Postal Code

Phone () -

Reservation Rate \$

Additional costs

Reservation Contact Phone () - Email

Amenities Pool Continental Breakfast Restaurant

BANQUET INFORMATION | Host Manual – Section 10

Facility Name

Banquet Room

Address

City

Postal Code

Phone () -

Banquet Start Time **Ticket Price** \$

Meal Particulars **Ticker Order Deadline**

Guest Speaker

Ticket Order Contact Phone () - Email

COACHES AND MANAGERS MEETING

Date **Time**

Location

CHAMPIONSHIP TICKETS | Host Manual – Section 2

Adult Day Pass \$ **Child/Senior Day Pass** \$

Adult Weekend \$ **Child/Senior Weekend** \$



ATTACHMENT B

Host Information Form

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 C

Game Schedule Template

Game Schedule Template

U13 A, AA

	GAME #	TIME A	HOME	AWAY
DAY 1	1	10:00 AM	BBB	AAA
	2	11:30 AM	DDD	CCC
	3	02:30 PM	EEE	BBB
	4	04:00 PM	AAA	DDD
	5	07:00 PM	CCC	EEE
DAY 2	6	10:00 AM	DDD	BBB
	7	11:30 AM	CCC	AAA
	8	02:30 PM	EEE	DDD
	9	04:00 PM	BBB	CCC
	10	07:00 PM	AAA	EEE
DAY 3	11	08:00 AM	TM 2	TM 3
	12	10:00 AM	TM 1	TM 4
	13	03:00 PM	Final Game	

Note: 3 x 15 minute periods with a flood prior to the start of the game and following the second period for the duration of the event.

U15 A, AA

	GAME #	TIME A	HOME	AWAY
DAY 1	1	10:00 AM	BBB	AAA
	2	11:45 AM	DDD	CCC
	3	02:45 PM	EEE	BBB
	4	04:30 PM	AAA	DDD
	5	07:30 PM	CCC	EEE
DAY 2	6	09:30 AM	DDD	BBB
	7	11:15 AM	CCC	AAA
	8	02:15 PM	EEE	DDD
	9	04:00 PM	BBB	CCC
	10	07:00 PM	AAA	EEE
DAY 3	11	08:00 AM	TM 2	TM 3
	12	10:00 AM	TM 1	TM 4
	13	03:00 PM	Final Game	

Note: 3 x 15 minute periods with a flood prior to the start of the game and following the second period on Day 1 and 2. The Semi-Finals and Championship will be 3 x 15 minute periods with a flood prior to the start of the game and following both the first and second period.



ATTACHMENT C

Game Schedule Template

U18 A, AA

	GAME #	TIME A	HOME	AWAY
DAY 1	1	10:00 AM	BBB	AAA
	2	12:15 PM	DDD	CCC
	3	02:30 PM	EEE	BBB
	4	04:45 PM	AAA	DDD
	5	07:30 PM	CCC	EEE
DAY 2	6	09:00 AM	DDD	BBB
	7	11:15 AM	CCC	AAA
	8	02:00 PM	EEE	DDD
	9	04:15 PM	BBB	CCC
	10	07:00 PM	AAA	EEE
DAY 3	11	08:00 AM	TM 2	TM 3
	12	10:00 AM	TM 1	TM 4
	13	03:00 PM	Final Game	

Note: 3 x 15 minute periods with a flood prior to the start of the game and following both the first and second period for duration of the event.

BLANK TEMPLATE FOR HOST TO COMPLETE

OHF Championship Category:
 OHF Championship Host Name:
 OHF Championship Host Arena:
 AAA:
 BBB:
 CCC:
 DDD:
 EEE:

NOTE: The Host Organizing Committee must designate a Member as either AAA, BBB, CCC, DDD or EEE. Game order and matchups may not be altered in any way. Game times may change permitted they meet the mandatory rest period of three (3) hours between end of the team's first game and beginning of their second.



ATTACHMENT D

Official Puck Dropping

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 select one OHF select one A Championship.

< The captains should follow COVID protocols (i.e. salute by raising stick, bump elbows) with the official party. Finally, the two captains should follow COVID protocols (i.e. salute by raising stick, bump elbows) 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. >



ATTACHMENT E

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 select one select one select one 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 hockey is known for.



ATTACHMENT F

Player of the Game & Announcement

If applicable, 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 # <u>select one</u>	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 # select one 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 # select one of the select one OHF select one select one Championships!

Teams please line up on your respective blue and raise your stick to acknowledge the other team as a show of sportsmanship.

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



ATTACHMENT G

Player of the Game & Announcement

Individual awards may be presented after the Semi-Final and Final game. This form should be completed and returned to the Host Organizing Committee Chair, the Championship Committee Chair and the Branch Event Manager.

Player Awards Form

Most Valuable: Name: _____ Jersey # _____ Team: _____	Most Valuable: Name: _____ Jersey # _____ Team: _____
Most Valuable: Name: _____ Jersey # _____ Team: _____	Most Valuable: Name: _____ Jersey # _____ Team: _____
Most Valuable: Name: _____ Jersey # _____ Team: _____	

Player Awards Announcement

< Announce the player awards. >

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

< Photographer takes picture > (x 5 Most Valuable Player Awards)

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:
 - ✓ Championship Committee Chair
 - ✓ One Representative from Host Organizing Committee
- The Player of the Game awards may be presented by a Sponsor Representative and Award Supplier Representative. (if applicable)
- The Championship Trophy will be presented by the Championship Committee Chair and the Host Organizing Committee Chair to the captain of the Championship team. Instruct the Championship Committee Chair to present the trophy and then place it back on the table until the medallions have been awarded.
- The gold medals will be presented by the Championship Committee Chair and the corresponding Division Representative.
- Provincial and Canadian flags may be displayed by skaters or in any fashion the Host Organizing Committee may decide.



ONTARIO HOCKEY FEDERATION CHAMPIONSHIPS

Host Committee Championship Report



OHF
CHAMPIONSHIPS

Completed Report Due to the OHF Office
Email: sstevens@ohf.on.ca

GENERAL CHAMPIONSHIP INFORMATION

OHF Championship:	Select One	Select One
Host Centre Name:		
Committee Chair Name:		
Contact Information::	()	- / email



ATTACHMENT H

Host Committee Championship Report & Financial Statement

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?

Simply click within the box

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.

Price: \$

Total Sales: \$



ATTACHMENT H

Host Committee Championship Report & Financial Statement

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:	



ATTACHMENT H

Host Committee Championship Report & Financial Statement

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:	

POINTSTREAK 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:		



ATTACHMENT H

Host Committee Championship Report & Financial Statement

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-Championship 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?

--



ATTACHMENT I

Team Information Form

All participating teams are to complete this form and the Medical Concerns section and submit to the Host Organizing Committee Chair. In addition, please submit a team photo for Event Program use and jpeg logo for website use.

Team Name:	
Association:	
Category:	Select One Select One
Member:	Select One
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

CHAMPIONSHIP TEAM ROSTER FORM

For Event Program & Championship Roster for Verification Prior to Coaches/Managers Meeting.

****MUST SENT IN IMMEDIATELY UPON QUALIFYING****

OHF CHAMPIONSHIP CATEGORY: Select One Selecton One			
TEAM NAME:	OHF Member: Select One	SWEATER COLOUR (H):	SWEATER COLOUR (V):

MANAGER		ADDRESS		RES. TEL.	() -
				BUS. TEL.	() -
				FAX TEL.	() -
HEAD COACH		ADDRESS		RES. TEL.	() -
				BUS. TEL.	() -
				FAX TEL.	() -
ASST. COACH		ADDRESS		TEL.	() -
ASST. COACH 2		ADDRESS		TEL.	() -
TRAINER		ADDRESS		TEL.	() -
DIVISION REP		ADDRESS		RES. TEL.	() -
MEMBER	Selecton One	ADDRESS		BUS. TEL.	() -

Eligible	Player #	FIRST NAME	LAST NAME	Date of Birth dd/mm/yyyy	Position (G/F/D)
1				/ /	
2				/ /	
3				/ /	
4				/ /	
5				/ /	
6				/ /	
7				/ /	
8				/ /	
9				/ /	
10				/ /	
11				/ /	
12				/ /	
13				/ /	
14				/ /	
15				/ /	
16				/ /	
17				/ /	
18				/ /	
19				/ /	



ATTACHMENT K

OHF Championship Trophy Agreement

The Championship Committee Chair will ensure each participating team submits a copy of the Championship Trophy Agreement Form during the pre-championship meeting or by email submission prior to Championship.

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.

* Championship Category: Select One Select One

* Winning Team or Club Name:

* Date Received:

* Accepted by name:

* Position:

* Address:

* Telephone Number: () -

* Email:

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 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.

FOR INFORMATION CONTACT:

Scott Stevens
Ontario Hockey Federation
Programs and Events Support
400 Sheldon Drive, Unit 9 ■ Cambridge, Ontario ■ N1T 2H9
Email: sstevens@ohf.on.ca



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.

Responsibility	Activity	Date	Reference
OHF	OHF will forward the Host Manual to all Members via action bulletin.	February 1 (of the year proceeding the championship) OR the first business day immediately following this date in years it falls on a weekend.	Section 1
Member	If a Member cannot host a particular event or wishes to change categories the OHF must be notified	September 1	Section 3
Member	<ul style="list-style-type: none"> Select Host Centres and submit to the Branch Event Manager Select Championship Committee Chairs and submit to the Branch Event Manager 	September 1	Section 3
Host Organizing Committee	Provide Championship critical path to Branch Event Manager	October 1 st	Section 1
Host Organizing Committee	Submit completed Host Centre Information Form to the OHF.	October 1 st	Section 2 and Attachment C
OHF Champions	Return trophies and wooden carrying cases to the OHF Office.	December 1	Section 12
OHF	Distribute the OHF Championship fund of \$4,000.00 to each Host Committee.	Two installments	Section 4
Host Committee	Develop the Championship game schedule and submitted to the OHF Office.	January 31	Section 2 and Section 9
OHF	Send the Team Information Packages to each Member Executive Director.	March	Section 4
Member	Distribute these packages to the qualifying teams in the appropriate age divisions.	March	Section 3
Member	A list of officials will be provided to Host Organizing Committee and Branch Event Manager by the Host Member.	March or sooner	Section 8
Host Organizing Committee	Submit Emergency Action Plan (EAP) to Branch Event Manager	March 1 st	Section 2
Host Organizing Committee	Volunteer list must be submitted to the OHF Office	Seven (7) days or more before Championship	Section 2
Host Member	Send names of two stand-by goaltenders to the Branch Event Manager	April - seven (7) days prior to the start of the Championship	Section 3
Host Organizing Committee	Forward all Game Sheets to the Branch Event Manager.	April (immediately following the Championship)	Section 2
Championship Committee Chair / Div. Rep.	Complete and submit the online final report including any recommendations.	Report must be submitted within thirty days of event	Section 4
Host Centre	Complete the final Host Organizing Committee Report and Financial Statement.	Reports must be submitted within thirty days of event	Section 2 and Attachment I



ATTACHMENT N

Contact Information

**Ontario Hockey Federation (OHF)
Manager, Programs & Events, Scott Stevens**

Phone: (226) 533-9084

Email: sstevens@ohf.on.ca

Website: www.ohf.on.ca

400 Sheldon Drive, Unit 9, Cambridge, Ontario N1T 2H9

**ALLIANCE Hockey (ALLIANCE)
Executive Director, Tony Martindale**

Phone: (519) 273-7209

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**

Phone: (416) 636-6845

Fax: (416) 636-2035

Email: generalinfo@gthlcanada.com

Website: www.gthlcanada.com

57 Carl Hall Road, Toronto, Ontario M3K 2B6

**Northern Ontario Hockey Association (NOHA)
Executive Director, Jason Marchand**

Phone: (705) 474-8851

Fax: (705) 474-6019

Email: noha@noha.on.ca

Website: www.noha.on.ca

110 Lakeshore Drive, North Bay, Ontario P1A 2A8

**Ontario Minor Hockey Association (OMHA)
Executive Director, Ian Taylor**

Phone: (905) 780-6642

Fax: (905) 780-0344

Email: omha@omha.net

Website: www.omha.net

25 Brodie Drive, Unit #3, Richmond Hill, Ontario L4B 3K7



Please attach this overview as the first page of your bid document. Please use the bid guidelines checklist on page to ensure a complete bid is submitted.

OHF Championship Category

The (Host Association) is applying to host the OHF (division and category) Championship.

Arena Facilities

Name					
Total Capacity		Total Seating		Total Standing	
Number of dressing rooms					
Number of meeting rooms					
Number of additional storage areas					
Is there a dedicated officials dressing room	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	
Medical room	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	