



# NMHA House League Tournament Manual

NMHA wishes to thank Pat Owen for creating this valuable resource.

Edited by:

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# Tournament Sanctioning and Host Team Selection

The tournament director will sanction both the December and January tournaments prior to the start of the house league sort-outs. This will offer the tournaments the best chance to attract teams using both the ODMHA and NMHA tournament web pages for advertising. The registration fee will be set by the Tournament director taking into account the ice costs, referees, timekeepers, and assigning fees. Until the host teams are selected the tournament director will accept applications in the order they are received and collect registration fees.

The tournament director will notify the house league chair and the director for each level that will be represented in a tournament and the director will notify all teams when they are formed. It is then up to each team's coaching staff and manager to inform the tournament director and their respective director if they wish to host a tournament. Tournament hosts will be selected by lottery to ensure an equal opportunity to all teams.

## Host Team Responsibilities

The host team for each tournament is ultimately responsible for all aspects of the tournament. The tournament director will provide support as requested and assist with coordinating with other host teams and the facilities.

### Host Team Responsibilities:

- Registration
- Game/Pool Scheduling
- All Signage (information, directions, fund-raising, and results)
- Registration Desk (sign-in, game sheets, MVP)
- Dressing Rooms
- Awards
- Fund Raising
- Tournament Budget and final financial summary

### Tournament Director Responsibilities:

- Sanction and advertise tournaments (ODMHA and NMHA sites)
- Host Team Selection
- Coordinate payment of registration fees to team received by NMHA
- Approval of proposed host team budgets
- Blank Game Sheets
- Ice Scheduling
- Invoice Team for costs incurred by the NMHA

Please read this manual carefully and if you find any information lacking or confusing please notify the tournament director.

## Facilities: Sportsplex & Walter Baker

The Nepean Sportsplex and Walter Baker Center will be used to host the NMHA house league tournaments.

Please contact the facilities to pre-order how many tables and chairs your team will require to run registration and fundraising activities. The keys for these rooms are available from the staff and must be returned to them at the end of your shift or transferred to the next hosting team. The reason for this is not all ice time belongs to NMHA in between or following our games.

### ***Storage Space***

Both Nepean Sportsplex & WB usually reserve the tournament registration room for NMHA exclusive use throughout the tournament weekend. This is where extra drinks and supplies are kept and safeguarded.

- **Sportsplex:** Dressing Room # 10 can be requested.  
(Immediately left of dressing room #9, no sign)
- **Walter Baker:** Dressing Room # 7

### ***Signage***

Signage & directional instructions are important for the free flow of the tournament participants. In addition, this assists non-tournaments users of the building access to their own activities.

It is a good idea that clearly labeled signs be placed at the main entrance of each facility directing players to the dressing rooms and spectators to the stands. This does not need to be a costly item and with the assistance of a "host" in the concourse, they can help control traffic.

Each host team's copy of the tournament sanction form **must be posted in a public place** (usually nearby the organizer's table). This is a condition of ODMHA to sanction your tournament.

### ***Use of the Concourse/Lobby***

Some host teams will have raffle tables and the like during the tournament.

Please note

The following rules that apply to the use of the concourse/lobby:

- Do not block emergency exits
- Ensure the free flow of the users of the facility
- Be aware of small children in the area (usually running around)

- No stick/puck play is allowed in any area, as this becomes a liability issue for your tournament.

High-risk fundraising activities (bouncy castles, open area puck shooting) are not recommended, as public safety is important. Please contact the Tournament Director if you are contemplating such an activity as the City will require/ need special arrangements for the event to proceed. Liability/responsibility becomes an issue.

### ***Cafeteria/Snack bar***

Vendors at Sportsplex & Walter Baker will provide services during the tournaments. *It is noted that the selling of food in these facilities is an exclusive contract therefore it is not recommend your tournament compete with these services.*

### ***Ice Resurfacing***

The city staff is aware that regular ice cleaning is the only requirement during the tournament weekends. [10 minutes after the game]. If you have any special requirements please contact the facilities to discuss.

During the semi-finals and finals the games may go longer then 50 minutes. It is important to coordinate with the ice staff to make sure games can be completed and not accidentally interrupted. This may require altering when the ice is cleaned and must be coordinated between the two rinks. This should be coordinated before the tournament and reviewed with the ice staff the day of.

### ***Timing***

It is paramount that ALL games be kept "On Time". There is only buffer ice time in the tournament schedule for semi-finals and finals. Please respect the times allotted as this effects both outside user and other NMHA tournaments.

It is noted that during the tournament weekend outside users have booked the ice during different times and in some cases in between our games. All are paying customers.

### ***City Staff***

For any requests for tables, chairs, microphone, etc; please email Diane Laroute for NSPLX at [Diane.Laroute@ottawa.ca](mailto:Diane.Laroute@ottawa.ca) and for Walter Baker contact Brian Keenan at <mailto:Brian.keenan@ottawa.ca>.

Please keep Brian and/or Diane abreast of the activities/problems during the course of the tournament the Maintenance Staff are there to help make the tournament a success. Over the years "The Maintenance Staff" have provided excellent service especially when they know what is going on. They often can provide solutions that assist you in dealing with an issue. Respectful communication is mandatory.

## **Referees/Linesmen/Timekeepers**

The Tournament Director will send a copy of the tournament schedules to the Referee Assignor. He will ensure the games are staffed as required. If you have any concerns with regards to scheduling, please contact him directly. The Referee Assignor is not the complaint dept. for the referees nor does he get involved with disputes. If there is a problem please follow the normal channels to deal with an issue.

Tournament organizers will have been given all budget figures for their tournaments regarding cost of ice, officials etc. Itemized tournament bills with payment due dates are sent to each host team for the above-mentioned costs.

## **Rules of the Game**

The Tournament Director will send a copy of the tournament rules to the referee assignor. The document will allow the officials to familiarize themselves with the procedures before the tournament starts. It also aids in avoiding the time wasted trying to figure out what comes next. (Example: shootouts, overtime rules, etc.)

Host teams should make the tournament rules available to the refs/linesmen and provide a copy for timekeepers. Let the officials know at the start of the game if you intend to hand out MVP Awards at the end of the game. They will instruct the players to line up.

Any changes to the standard house league tournament rules need to be approved by the Tournament Director and communicated to the officials.

## **Awards**

The host team is responsible for all prizes. These typically include:

- Most Valuable player for round robin, semi-finals and finals
- Finalist medals and trophy
- Champions medals and trophy
- Participant

In the past teams hosting the same weekend have pooled their orders to get the best possible price.

## **Programs**

Providing programs to all participants allows everyone to see what teams are in the tournament as well as providing an opportunity to deliver all of the rules in writing. Sample programs from past years are available. Make sure that any rules changes are reflected in the version included in the program.

## **Game Results and Standings**

The host team should have large easy to read signs available to post the results of all games and the standing of the round-robin games. These signs should be placed in a location that is easily accessible to everyone and updated promptly after each game. Providing this information will allow players, team staff, and family members to understand what is going on and reduce the number of questions at your registration desk.

The facilities can make large boards available to hang these on or they can be taped to the wall. Please coordinate all signage with the facilities and ensure you have the necessary tape or pins to mount your signs. These should be taken down at the end of each day along with any tape or pins.

## **Emergency Preparedness & Procedures**

The health & safety of the tournament participants is important. In developing your procedures or in dealing with such an issue, keep in mind the following: Volunteers should be aware of the contact points in case of off-ice emergencies.

### ***Off-Ice Emergency***

In case of an off-ice emergency please follow the procedure below:

- Assess the situation for the seriousness of the accident
- Immediately notify the Front Desk or a City representative on site. They are trained in assessing conditions and can respond to critical situations, they have access to medical equipment
- Notify the Tournament Director
- Do not leave the person unattended until proper help has arrived
- Ensure an access route is available to professionals responding to an emergency call (crowd control during the incident).
- Write down details of the event if necessary or called for.

### ***On-Ice Emergency***

The City of Ottawa requires that all trainers attending to injuries on the ice wear a CSA certified helmet. If you have out of town teams attending you must make them aware of this requirement ahead of time so they can be properly prepared.

### ***Trainer for the Injured Player***

- Assess the situation and identify a 9-1-1 emergency. Follow standard EAP procedures.
- Signal a parent from the team in the stands to go to Registration Desk ASAP and request a 9-1-1 call

## ***Registration Desk***

- Use your cell phone to call 9-1-1 and indicate an on-ice emergency at arena name and address.
- Give the 9-1-1 operator your cell phone number in case of a call-back
- Dispatch an adult to go to the Pool Supervisor and request First Aid assistance on the ice. That adult should then alert the rink maintenance crew to expect an ambulance at the Zamboni entrance.
- Dispatch a second adult to the roadway in front of the arena to direct ambulance personnel to the Zamboni entrance at the rear of the complex.

## **Communication**

The best way to ensure the tournament runs smoothly is to communicate.

### ***Teams***

Communicate with all teams prior to their arrival. Some key information to convey includes:

- Tournament format and Schedule
- Rules
- Ensure final roster submitted is correct
- Request game sheet stickers (optional)
- Directions to arenas and rinks (note: Sportsplex #2 not obvious)

### ***Other Hosts***

Communicate with the tournament director and other host teams to ensure all schedules and contact information are shared. This is very important if someone shows up at the wrong rink or at the wrong time.



# Volunteer Roles and Responsibilities

## ***Tournament Chairperson***

The rules refer to the role of the Tournament Chairperson who is responsible for final approval of rosters and player affiliations. This role is fulfilled by a member of the host team with support from the Tournament Director should any complications arise.

## ***Registration Desk***

**At the start of each day** set up the Registration Table with the following materials/files:

- Registration Desk Manual
- Game Sheet folders (with game sheets for played and unplayed games)
- MVP Selection cards (one per team) and MVP sign
- Posters for Schedule/Results, Round-Robin Results and Dressing Room Assignments
- Supplies box (calculator, pens, markers, sticky note pads, keys for storage room, etc.)
- Dressing Room keys/deposit chart for keys
- Tournament Sanction form posted

**Before the first game** of the tournament for each team (Friday night only)

- Give the team's manager or coach the Welcome folder for the team which includes their complementary programs
- Ask the players to sign their team's Sign-in Sheet. The Sign-in Sheet has been based on the Team's Official Roster.
- Address any last minute roster or affiliation changes with tournament chair.

**Before each game** of the tournament:

- Provide the Manager of each team with the MVP Selection card for the **opposing team**, and ask the Manager to designate a parent in the stands to select the MVP.
- Ask the Coach of each team to fill in the suspension section of the Game Sheet if necessary and to sign the bottom of the Game Sheet.
- Provide the signed game sheet to the timekeeper. Remind the timekeeper of the curfew time for the game, and ask him to get the coaches to initial the curfew boxes just prior to the start of the game.
- Ask the timekeeper to bring back Copy 1 (original) of the game sheet to the Registration Desk after the game.
- Direct the Manager or the Coach to the students responsible for the Dressing Room assignment.
- Answer general questions from team officials regarding dressing room

location, game times, tournament rules, procedure, etc.

**Before the semi-final and final games** (on Sunday only), also do the following:

- Prepare the game sheets with the team labels for the appropriate teams
- Review the rules for these games with the coach of each team – rules 19-29.

**After each game** of the tournament:

- Retrieve Copy 1 of the game sheet from the timekeeper.
- Check the game sheet for any misconduct penalties. Identify any suspensions or ejections on the game sheet **for that team's next game(s)**. Any suspensions or ejections should be brought to the attention of the tournament director.
- Use the game sheet to update the Schedule/Results Poster and the Round-Robin Results Poster, as well as the corresponding charts in the Registration Desk Manual.
- File Copy 1 of the game sheet in the Game Sheet folder for played games.
- Retrieve the MVP Selection Cards from the MVP Coordinator. Update the MVP entry on the Schedule/Results chart and MVP charts in the Registration Desk Manual.

**After the round-robin games** have concluded (on Saturday night):

- Determine the four semi-finalists, breaking ties if required using the tie-breaking formula in the tournament rules
- Update the Schedule/Results chart and the Round-Robin Results chart accordingly
- Contact the managers or coaches of the four semi-finalists and advise them of their semi-final game time

**At the end of each day**, close down the Registration Desk & ensure it is locked. On Friday and Saturday, store the materials in the Storage Room.

### ***MVP Coordinator***

**At the start of the tournament**, obtain the MVP trophies/awards (2 per game) and store in the lockable storage room assigned to the team.

**Before each game:**

- Confirm that the Registration Desk has handed out the MVP Selection Cards to each team.
- Confirm that the referees are aware that the MVP awards will be made on ice at the end of the game (if time allows).

**With about 10 minutes left in the game:**

- Obtain 2 MVP trophies from the storage room
- Obtain the MVP Selection Cards from the stands.

**At the end of the game:**

- The players will shake hands and line up on their respective blue lines.
- For each team, go on the ice near the timekeeper's desk, and announce the MVP player (number and full name) and present the trophy. Present the trophy to the player from the losing team first.
- Return both MVP Selection Cards to the Registration Desk.

***Dressing Room Coordinator***

(This could involve students helping out at Registration Desk)

**At the start of each day:**

- Obtain Dressing Room keys from the arena staff
- Update the Dressing Room Assignment Chart to indicate which games have which rooms
- Set up the Dressing Room keys in a secure area at the Registration Desk

**Before each game:**

- Ensure that the room is clean prior to letting team in room. Contact arena maintenance crew if required.
- Get deposit for Dressing Room key from Coach or Manager of team. Place deposit in secure area at the Registration Desk.
- Show team to the Dressing Room.
- Check that each team is ready to play 10 minutes before game time.

**After each game:**

- May have to deliver game sheet to the team from the timekeeper or Registration Desk.
- Ensure that each team leaves the room in a reasonable time. The next team will be arriving shortly thereafter.
- Retrieve the key from the Coach or Manager of the team
- Ensure that the dressing room is left in a respectable condition, and if so, lock the room and return the deposit for the key.
- Notify the arena staff if the room needs cleaning before the next team can use it.
- Return the key to the Registration Desk.

***Fundraising Manager***

**At the start of each day,** set up the Fundraising Table with the following material:

- Posters advertising fund raising activities
- Adequate cash float
- Post any lottery license as required.

**During the day:**

- Look after the cash boxes – keep them supervised at all times
- Supervise the sales of any raffle tickets, merchandise, or 50/50 tickets
- Answer any questions about the draws or prizes

**At the end of each day**, close down the Fundraising Table. On Friday and Saturday, store the materials in the Storage Room. Find someone to take the cash boxes home for safekeeping that will be coming to the arena at the start of the next day.

## **Post Tournament**

After the tournament there are several items that must be attended to.

### ***Game Sheets***

Please deliver all of the game sheets collected during the tournament to the Tournament Director's mailbox in the NMHA office. Any suspensions or game misconducts should be noted so that the Tournament Director can notify the relevant parties.

### ***Invoices and Final Financial Summary***

Following the tournament the host team must submit a final accounting of the tournament with all expenses and revenue accounted for. The Tournament Director will review and provide an invoice, which the host team can use to pay for all expenses paid by the NMHA.

### ***Feedback***

After your tournament please provide a summary to the tournament director that they can include in their report to the board. If you find anything lacking in this guide or have suggestions to make hosting a tournament easier please provide feedback to the tournament director.