

# Stephenville Minor Hockey Association

## Guidelines for Hosting Provincial Tournament

1. Prepare schedule
  - a) \_\_\_\_\_ Send copy to HNL for approval
  - b) \_\_\_\_\_ After schedule is approved:
    - i) \_\_\_\_\_ Give Copy to referee's association
    - ii) \_\_\_\_\_ Give copy to stadium (book ice)
    - iii) \_\_\_\_\_ Large scoreboard schedule for tournament (see President)
2. Appoint (see Local President)
  - (i) \_\_\_\_\_ Host coordinator
  - (ii) \_\_\_\_\_ HNL coordinator
  - (iii) \_\_\_\_\_ Send the names to HNL for approval
3. \_\_\_\_\_ Coaches meeting: time location, refreshments. (night prior to tournament start)
4. \_\_\_\_\_ Booklet: sponsors/printing/photocopying
5. \_\_\_\_\_ ID Cards for players with schedule (laminated)
6. \_\_\_\_\_ Tournament passes/game tickets (costs)
7. \_\_\_\_\_ Hospitality Room
8. Opening Ceremonies
  - a) \_\_\_\_\_ Speakers
  - b) \_\_\_\_\_ Emcee
  - c) \_\_\_\_\_ Team name plates/signs (check back room of canteen)
9. Medals \_\_\_\_\_ Trophy \_\_\_\_\_ Banner (see executive member)
10. Closing Ceremonies
  - \_\_\_\_\_ Medal Presentation
  - \_\_\_\_\_ Contact Media Western Star
11. \_\_\_\_\_ St Johns Ambulance/CAN Paramedics Program
12. \_\_\_\_\_ Player of the game awards
13. \_\_\_\_\_ Public Relations (send copy of schedule to Western Star, radio stations, and channel 12.
14. \_\_\_\_\_ Phone scores to HNL as the end of each day.
15. \_\_\_\_\_ Drinks/ Oranges per game per player
16. \_\_\_\_\_ Pucks
17. \_\_\_\_\_ Assign Dressing Rooms
18. \_\_\_\_\_ Contact each team requesting (include in booklet)
  - a. Full team name
  - b. Team colors
  - c. Players uniform number
  - d. Coaching Staff
  - e. Team picture (color preferred)
19. Miscellaneous
  - a. Player tournament souvenir/memento
  - b. Provincial Tournament Procedures Booklet
  - c. Extra Set of jerseys for possible last minute change.

# Stephenville Minor Hockey Association

## Guideline for Provincial Tournament Coaches Meeting

1. Welcome/Introduction
2. Tournament Format

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3. Rule and Regulations

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4. Rosters
5. Banquet
6. Opening Ceremonies
7. Closing Ceremonies
8. Player of the Game Awards
9. Dressing Room Assignments
10. Referees Association
  - A. Rules
  - B. Line up sheets

11. Host Committee
12. Players I.D's
13. Player Injuries (HNL Injury Report Form – have copies on hand to disperse to coaches)

# Opening Ceremonies

\_\_\_\_\_ Newfoundland Labrador \_\_\_\_\_

## Championships

Good \_\_\_\_\_ ladies and gentleman, boys and girls.

My name is \_\_\_\_\_ and I will be your emcee for this evening. It is my pleasure to welcome you the \_\_\_\_\_ Newfoundland Labrador \_\_\_\_\_ Hockey Championships.

I would like to take this opportunity to say Thank you to our sponsors for their interest, generous support and sponsorship that make these championships possible.

### (Introduction of the teams)

It is now our great pleasure to introduce to you the competing teams. Leading the teams out onto the ice are

\_\_\_\_\_  
\_\_\_\_\_ led by \_\_\_\_\_

Please welcome the individuals who will ensure that the games are played fairly and with respect. The officials for this \_\_\_\_\_ Provincial Championship.

Referee \_\_\_\_\_ Linesman \_\_\_\_\_ Linesman \_\_\_\_\_

**(Introduction of Ceremonial Party)**

To open the \_\_\_\_\_ Provincials please welcome the members of our official party.

Representing the town of Stephenville \_\_\_\_\_

Representing the \_\_\_\_\_ Host Committee \_\_\_\_\_

Representing HNL, HNL Coordinator \_\_\_\_\_

Representing Stephenville Minor Hockey Association \_\_\_\_\_

Representing \_\_\_\_\_

Representing \_\_\_\_\_

**(Introduction of speakers)**

I would like to ask \_\_\_\_\_ to bring greetings from

\_\_\_\_\_

Thank you \_\_\_\_\_

I would like to ask \_\_\_\_\_ to bring greetings from

\_\_\_\_\_

Thank you \_\_\_\_\_

I would like to ask \_\_\_\_\_ to bring greetings from

\_\_\_\_\_

Thank you \_\_\_\_\_

I would like to ask \_\_\_\_\_ to bring greetings from

\_\_\_\_\_

Thank you \_\_\_\_\_

**(Official Puck Dropping)**

Will the captains of \_\_\_\_\_ team and the host team Stephenville please come to centre ice. \_\_\_\_\_ representing \_\_\_\_\_ will now drop the puck to officially open these \_\_\_\_\_ Championships.

**(National Anthem)**

Ladies and Gentleman boys and girls at this time I ask that you all rise and remove your hats for \_\_\_\_\_ our national anthem  
\_\_\_\_\_

I would like now to ask that the teams not playing in tonight's game please leave the ice starting with

Team \_\_\_\_\_

Team \_\_\_\_\_ can now leave

Team \_\_\_\_\_ next.

Good Luck to each team and thank you for coming out and supporting the \_\_\_\_\_ Newfoundland Labrador \_\_\_\_\_ Championships.