

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.

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Guideline for Provincial Tournament Coaches Meeting

1. Welcome/Introduction
2. Tournament Format

3. Rule and Regulations

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 _____
_____ led by _____
_____ led by _____
_____ led by _____
_____ led by _____
_____ 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.