



HOCKEY ALBERTA PROVINCIAL CHAMPIONSHIPS BID GUIDELINES



PRESENTED BY:
ATB Financial™



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NOTES

- Hockey Alberta sanctions, and is responsible for overseeing, each Provincial Championship event. The Host Committee for each event will be required to work with, and provide regular reports to, Hockey Alberta on the progress of their event. Some aspects of the tournament planning will require the approval/permission of Hockey Alberta.
- The team of the host LMHA for a Provincial Championship receives automatic entry into the championship. However, the team must participate in its respective category playdowns, as the team can earn a zone title.

If you have questions, contact Hockey Alberta: email info@hockeyalberta.ca or phone 403-342-6777.

Thank you for your interest in hosting and good luck!



2.0 BID APPLICATION PROCESS AND SITE SELECTION

These *Bid Guidelines* have been developed to facilitate the selection of the host sites for the Hockey Alberta Provincial Championships. Hockey Alberta reserves the right to make changes to the bid criteria as may be deemed necessary and to request additional information from the potential host sites concerning any aspect of the application.

Timelines & Process

Step 1: November 15 – Deadline for MHA’s to submit bids

Deadline for the submission of applications, based on the guidelines outlined below, is November 15. All Bid Applications MUST be submitted to the Hockey Alberta office and the respective Zone Minor Regulation Coordinator by this deadline. ***Bids must be submitted via email in PDF format.***

Hockey Alberta office: info@hockeyalberta.ca and;

Minor Regulation

Coordinators:

- Zone 1** – Mike Schlachter - minorregs1@hockeyalberta.ca
- Zone 2** – Ali Fyith – minorregs2@hockeyalberta.ca
- Zone 3** – Barry Brost – minorregs3@hockeyalberta.ca
- Zone 4** – Garry Bushnell – minorregs4@hockeyalberta.ca
- Zone 5** – Todd Vance – minorregs5@hockeyalberta.ca
- Zone 6** – Danny Povaschuk – minorregs6@hockeyalberta.ca
- Zone 7** – Elton Davidge – minorregs7@hockeyalberta.ca
- Zone 8** – Hockey Edmonton – chris.march@hockeyedmonton.ca
- Zone 9** – Hockey Calgary – kevin.kobelka@hockeycalgary.com

Junior B/C Committee Chair: Aaron Rawlake - jrbccchair@hockeyalberta.ca

Senior Male Committee Chair: Jamie Salm - srmalechair@hockeyalberta.ca

LMHAs submitting Provincial bids will have their team rosters for that specific category frozen in the Hockey Canada Registry. When site selection has been completed, unsuccessful bids will have their rosters activated again. LMHAs awarded championship tournaments shall continue to have their rosters frozen. Any changes to the host team’s roster must be approved by the applicable Zone Minor Administration Coordinator. Additions may not be approved if they affect the host’s categorization.

Step 2: December 1 – Review of Bids

A site selection committee will undertake its review of all bids. The Site Selection committee may request additional information or request answers to follow up questions at any point in time in order to assist with the review of bids. The site selection committee reserves the right to conduct site visits to confirm details laid out in a bid, or to confirm technical requirements as outlined in the bid conform to what is required.

Step 3: December 10 – Site Selection and Notification

In submitting their applications to host, the bid applicants have acknowledged that the decision to award the hosting of the Provincial Championships rests solely with Hockey Alberta through the site selection committee. The Hockey Alberta Site Selection Committee will make its decisions and will forward a copy of the Provincial Championship Hosting Manual and Agreement to the selected LMHAs / Host Groups prior to December 15. A signed copy will be due back from each selected host group prior to any public announcement being made. The decisions of the site selection committee are based on the information contained in the bid applications and other bid documents provided to the committee.

Step 4: December 15 – Announcement of Host Sites

Upon receiving a signed copy of the Hosting Agreement, Hockey Alberta will announce the selected Provincial Championship Host Sites to the public. It is the responsibility of the Host Organizing Committee, Host LMHA, and any other bid partners to begin fulfilling the obligations of the bid guidelines as well as the commitments laid out in the winning bid immediately upon being awarded the Provincial Championship.



3.0 SITE SELECTION CONSIDERATIONS

The bid presentation should contain certain components to allow the Site Selection Committee to make a detailed evaluation of the bid submissions. This section will provide some additional detail in terms of responsibilities and expectations in those areas.

A) *Community Overview*

The bid application should contain an overview of the hosting community and region, as well as any other characteristics which may enhance the bid.

- Rationale supporting the bid by potential host community and region, highlight some of the characteristics of the communities and surrounding areas that will be utilized in the event.
- Map of the host community indicating locations of key facilities (i.e. arena, hotels, ancillary venues) with detailed listing of distances and travel times.
- Bid should include an introduction to key personnel on the bid committee and how they will be utilized as potential members of the Host Organizing Committee. This can be laid out in the form of an organization chart.

B) *Host Committee*

The Host Committee should be comprised of representatives from the local business community, local hockey program(s) and Hockey Alberta's member LMHA. As part of the bid application, the Host Committee will need to agree to:

- Assume financial responsibility for the event;
- Appoint the following Committee Chairpersons:
 - Operations
 - Marketing/Media
 - Website
 - Special Events/Protocol Accreditation
 - Facilities
- Promote the Provincial Championship as broadly as possible throughout the host community and surrounding areas. The bid should indicate host plans for community involvement, and special events or social activities to add a "festival-like" atmosphere to the event.
- The bid documents should include information as to what the goals and mandate are for the Host Organizing Committee as well as benchmarks to be used to track and measure the success of the event.

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

- Be a Hockey Alberta member LMHA in good standing.
- Have a strong volunteer base within the hockey and business communities.
- Have an arena facility, suitable for the respective division/category of hockey, to serve as the main site for all games.
NOTE: A second ice surface is required in order to host a 10-team tournament.
- Have reasonable accommodations available within close proximity.

C) *Business Plan*

The bid application should include a comprehensive Business Plan which will serve as the primary guide for the organization and the financial operation of the event. The Business Plan should tie together a ticketing plan, sponsorship plan, and budget, along with the marketing/advertising plan.



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The Business Plan should include the following information:

- Key financial objectives and measurable success indicators, breakeven versus targeted goals.
- Financial forecast reflecting all potential revenues and all potential expenditures related with staging the event. Include information to support the numbers and how you plan to reach your targets.
- Ticketing plan and strategy detailing every phase of ticket sales, price points, timelines and targets.
- Sponsorship plan and strategy detailing all levels of sponsorship, prospect list, price points, timelines and goals. Sponsorship plan needs to recognize Hockey Alberta's sponsorship guidelines and exclusivities as well as detailing any in-kind partners who may be able to assist your event.
- Detailed Critical path on all key tasks the host committee will be attempting to accomplish in hosting the Provincial Championship.

The net proceeds or losses of the event will be the responsibility of the Host Committee and/or the LMHA. Hockey Alberta asks that the Host LMHA/Committee have a legacy plan to deal with potential surplus and that it is outlined in the bid presentation. Please refer to the **Appendix A** for a sample budget that can be used for the provincial tournament.

The Host Committee's obligations for event expenses should include, but are not limited to the following items:

- Arena facilities;
- Necessary staffing and off-ice officials (time-keeper, score-keeper, penalty box operators);
- Public Service Announcer and Game Music Coordinator;
- Marketing and promotional expenses (newspaper, television, radio station, etc);
- Tournament Program: All expenses associated with producing and printing the official tournament program for the event. Hockey Alberta will provide four (4) pages of content for the program (front and back covers, and inside cover pages) in digital format. Host will be responsible for finding a printer and covering all costs related to printing, including the pages provided by Hockey Alberta.
- Various event administration expenses, including meetings, fax machine, postage, etc.;
- Tickets, security and VIP accreditation for local VIPs (Hockey Alberta will provide passes for sponsors, volunteers, players, team officials, officials and Host Committee members);
- Officials' game fees and travel (if required);
- Accommodations and meals for one (1) Hockey Alberta Representative and one (1) Officials Supervisor;
- Tournament banquet/luncheon/breakfast, awards (player of the game), and Hospitality centres (optional);
- Opening/closing ceremonies;
- Zone Championship / Zone Representative / Host banners (optional)

D) Operational Plan

1. Arena / Facilities

To host an event of this type, certain facility standards must be met, including:

- The host arena must be available on an exclusive basis to the Host Committee for the duration of the event and ice should be booked in accordance with the schedules included in the Appendices;
- Host arena must be located within the host city/town;
- The main host arena must have adequate seating space;
- A minimum of four (4) dressing rooms, one (1) officials room, and one (1) alternate change room are required for this event;



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- An office area designated for the duration of the tournament to be used for the coaches/managers meeting and all discipline and complaint hearings;
- Foyer/display area for merchandising, draw boards (schedule), and sponsor requirements as applicable.

2. **Hotel Accommodations**

The Host Committee will be responsible to show that the following hotel requirements are available close to the host site:

- Ensure **written confirmation from the hotel(s)**, that a minimum of (150) hotel rooms are available to house the participating teams within a one (1) hour drive from the host arena. **(Accommodations must meet a quality standard, which will be reviewed by the bid committee.)**
- Teams are not required to stay in the hotel(s) that are suggested by the Host Committee as Teams will be responsible for booking and paying for their own accommodation and meal expenses;
- Ensure a plan is in place to accommodate the Hockey Alberta Representative, Officials Representative and any potential out of town officials that may be required for the duration of the tournament. These costs are the responsibility of the Host and should be factored into the budget plan.
- **NOTE:** Best Western is the official accommodations partner of Hockey Alberta. As part of securing accommodations, if there is a Best Western in the host community, the Host Committee **MUST** contact Best Western's Dianne Jewell to determine if the local hotel has the capacity to accept teams during the Provincial Championship. Dianne can be reached, Toll Free at 1-800-990-4439 ext 238, or by email dianne.jewell@bestwestern.com.

3. **Transportation**

The cost associated with all travel related to the tournament, meals and accommodations at the event are the sole responsibility of each participating team. The Host Committee is not responsible for any transportation costs of any type for the participating teams. The costs associated with travel of any out of town game officials are the responsibility of the Host and should be factored into the budget plan.

4. **Marketing / Advertising**

ATB Financial is the presenting sponsor of the Hockey Alberta Provincial Championships. Host committees are encouraged and welcome to approach your local ATB Financial Branch for support.

Each host is required to have a Marketing/Advertising plan that incorporates earned and bought media from day one until the Provincial Championship is over. This plan should detail the advertising plan; media plan and how all levels of media will be engaged, as well as tying in the sponsorship and ticket sales plans.

Venue Sales - plans should indicate the level of sales which can be achieved at the arena venue in merchandise, raffles and souvenir programs;

Local/Regional Sponsorship - plans should outline the market potential for cash and contra (product) sponsorships;

Municipal support available should be noted, including major financial contributions for hosting events;

Other contributions such as in-kind donations and services should also be included in the bid.



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5. **Media Services**

The Host Committee will be directly responsible for the servicing of all local media, during the event.

- Host Committee will be responsible for establishing a media contact person within the committee structure and ensure media personnel are assisted and serviced throughout the event (tournament program, results, etc.);
- Provincial Championships' website (as provided by Hockey Alberta) must be utilized for updating tournament results and standings after each game. Each host should ensure a minimum of two (2) volunteers are trained on the website platform.

6. **Tickets**

Plans should outline the strategy for the pricing and packaging of ticket sales for the event. The Host Committee shall not charge a team **entry** fee for this tournament, however the Host Committee may charge gate admission for this tournament. Please refer below for samples of best practices that have been used by past Host Sites.

ADMISSION:

Ticket Admission/Gate Prices

	<u>Suggestion</u>	<u>Maximum</u>
1) ADULT EVENT PASS	\$15-\$20	\$25
2) ADULT DAY PASS	\$7-\$10	\$15
3) SENIOR/ STUDENT EVENT PASS	\$10-\$15	\$20
4) SENIOR/ STUDENT DAY PASS	\$5-\$7	\$10
5) FAMILY (2 ADULTS/2 YOUTH) WEEKEND PASS	\$40-\$60	\$65
6) GROUP PACKAGE (35 Weekend Passes)	\$400-\$600	\$700

7. **Accreditation / Information / Security**

Hockey Alberta will provide standardized blank name tags to all host committees. These are to be used for all athletes, team officials, game officials, host committee and volunteers. The amount that will be provided will be determined once the host has been identified, depending on the number of teams that will be participating.

The Host Committee will be responsible to provide the following:

- An information package for participating teams, on-ice officials, media, VIPs and other dignitaries approved through the protocol guidelines for the event;
- Establishing a system to ensure all participating teams and visiting VIPs are provided with adequate identification and security.

In this regard, the Host Committee will be responsible for the following at the main host arena:

- VIP Passes/ Game Tickets

Reserve complimentary entrance to the event for all identified local sponsor(s) and media.

8. **Community / Special Events**

The Host Committee will be responsible to coordinate all protocol arrangements for the event ensuring activities such as opening and closing ceremonies, special receptions and hospitality arrangements are conducted in accordance with Hockey Alberta guidelines.

Special Functions

- Provide up to 5 tickets to Hockey Alberta for any special event functions held during the event.

The Host Committee is encouraged to expand the event into the community with the staging of both on and off-ice special events to create a unique atmosphere for your community, athletes and fans. The plan for special events should be outlined in general terms during the bid presentation.



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Some event ideas include:

- Shootout between periods/ Intermission shows;
- Special draws for those in attendance or program purchasers;
- Festival or Carnival – with face painting, games, mini stick hockey etc.
- “Farmer’s Market” – including a bake and craft sale etc.

9. **Food Services**

The Host Committee is responsible for providing meals for the assigned Hockey Alberta Rep and Officials Rep throughout the duration of the tournament.

Participating Teams and On-Ice Officials are responsible for their own meals and there is no requirement for a Host Committee to provide or reimburse them for meals.

10. **Team Services**

The Host Organizing Committee is required to provide participating teams with the following team service elements:

- Information about potential laundry service for teams to have their team laundry done, at their own cost, after games. This will include jerseys, socks, and player undergarments;
- Information about Equipment Repair services that are on call for all teams in the case of an emergency;
- Industrial fans, dehumidifiers, and heaters where necessary to assist in drying of team equipment between games;
- Access to drinkable water in venue;
- Ambulance service on call for all games.
- A list of other qualified medical professionals that can be made available on call for the teams during the tournament. Dentist, Chiropractor, Physio, Massage, etc.

11. **Medical / Emergency Services**

The Host Organizing Committee is required to provide a Risk Management / Safety plan to deal with issues/emergencies as they arise (mandatory) and provide Medically responsible personnel available or on site for every game (i.e. St. John Ambulance).

12. **HR / Volunteer Services**

To stage an event of this magnitude, the Host Organizing Committee will be required to recruit, train, support and direct the efforts of numerous community volunteers. In consideration of this critical group, the bid documents must include:

- Volunteer program and plan for training, coordination, screening, recruitment and recognition.
- All volunteers and committee members should undergo a criminal record/background check.

13. **Insurance**

Hockey Canada will supply the liability insurance for the duration of the event for the Host Organizing Committee. A Certificate is available if required by your facility.

The Host Organizing Committee is responsible to secure event cancellation insurance in the event that the Provincial Championship or any other ancillary events must be cancelled for seen or unforeseen reasons.

The Host Organizing Committee is also responsible for obtaining content insurance for all Provincial Championship related supplies, awards, materials, and equipment shipped in advance and stored on site.



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14. Souvenirs / Merchandise / Awards

The Host Committee will be responsible for all aspects of the procuring and distribution of any souvenirs, merchandise, and/or photographs to be provided free to participants or made available for sale to those attending the Provincial Championship. Each Host Committee will be provided with electronic files of the official Provincial Championship logo, as well as logo pantones, and other necessary information. If a Host Committee desires to adapt the official Provincial Championship logo to include local information such as Town, Division, and/or Date, a copy of the proposed logo must be submitted for approval to the Communications department of Hockey Alberta.

Hockey Alberta will provide the following:

- Player gifts
- Championship Banner
- Championship Plaque
- Gold & Silver Medals



4.0 TRUE SPIRIT OF HOCKEY DAY

The True Spirit of Hockey Day is a unique partnership between Hockey Alberta and the Host Committees for Hockey Alberta Provincial Championships, and schools in local communities designed to celebrate a shared love for hockey and the community that supports the sport.

The goal is to create excitement around hockey and the festivities of the weekend in local schools. Events held in 2014, 2015, 2016 and 2017 received overwhelmingly positive feedback from schools, parents, and most importantly the students.

For the fifth year, the True Spirit of Hockey Day is being held in conjunction with the 2018 Hockey Alberta Provincial Championships. Each Host Committee, in cooperation with a local school in your community, can apply to host an event.

The True Spirit of Hockey Day will be held on the Thursday or Friday of the Provincial Championship weekend in each participating community. In conjunction with the Host Committee, each participating school hosts a number of fun activities, allowing students to learn about hockey in the community. Where possible, schools will be encouraged to schedule attendance at the tournament in their community.

More details Information about what this program entails can be found in **Appendix D**.



Appendix A – Sample Budget

Tournament costs can be determined in advance of the scheduled event. Please put some time into your budget planning:

REVENUE:

Advertising	_____
Door Admittance	_____
50/50 Draw	_____
Other Draws	_____
Program Sales	_____
Merchandise	_____
Sponsorship	_____

TOTAL REVENUE

EXPENSE:

Ice	_____
Referees	_____
Medical Services	_____
Alternate Goalie(s)	_____
50/50 Tickets	_____
Program Printing	_____
Merchandise	_____
Banners/Decorations	_____
Postage	_____
Fax	_____
Banquet	_____
Zone Team Banners	_____
Hockey Alberta Rep.	_____
Officials Supervisor	_____

TOTAL EXPENSE

DIFFERENCE

(Revenue less Expense)

=====



Appendix B – Hockey Alberta Officials Rates

(NOTE: These rates are not to be exceeded.)

Category	Maximum Rate	Rate Split
Senior Male	200	84-58-58
Junior B	200	84-58-58
Midget AA	150	62-44-44
Midget A, B, C, D	135	55-40-40
Midget Female Elite, A, B	135	55-40-40
Bantam AA	130	52-39-39
Bantam Female Elite	130	52-39-39
Bantam A	125	51-37-37
Bantam B, C, D	110	44-33-33
Bantam Female A, B	110	44-33-33
Pewee	100	42-29-29
Atom	80	34-23-23

- Mileage Rate: - As per Hockey Alberta Regulations @ 0.36/km
 Travel time: - Negotiable to a maximum of \$10.00/100km/Traveler (return trip)
 - First 50 km free
 - Travel Rate = ((Total km - 50)/100) x \$10.00 (rate per traveler)
 - Travel time applies to all travelling officials including the driver

Appendix C – Schedules

Following are schedules to be used when booking ice to host a Provincial Championship Tournament. Please note that all Host Committees will be provided with the complete tournament schedule once they have been confirmed as a Host Site.

10-Team Tournaments

Midget: A, B, Female A / B Bantam: A, B, Female A / B Pee wee: A, Female A, Female B
 Atom: AA Major, AA Minor, Female

8-Team Tournaments

Midget: C, D Bantam: C, D Pee wee: B, C, D Atom: A, B, C, D Junior B

5-Team Tournaments

Midget AA Bantam AA Pee wee AA

4 – Team Tournaments

Senior AA

* *It is possible that the number of teams in a tournament may be required to change depending on how many MHA's declare teams for each Category.*



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5 Team Schedule – 1 Arena (Sample)

ROUND ROBIN

Event	Game #	Start	Finish
Thursday			
Coach Meeting		11:15 AM	12:15 PM
Round Robin	1	12:45 PM	3:15 PM
Round Robin	2	3:30 PM	6:00 PM
Opening Ceremonies		6:00 PM	6:45 PM
Round Robin	3	7:00 PM	9:30 PM
Friday			
Round Robin	4	10:00 AM	12:30 PM
Round Robin	5	12:45 PM	3:15 PM
Round Robin	6	4:15 PM	6:45 PM
Round Robin	7	7:00 PM	9:30 PM
Saturday			
Round Robin	8	10:00 AM	12:30 PM
Round Robin	9	12:45 PM	3:15 PM
Round Robin	10	4:15 PM	6:45 PM

PLAYOFF ROUNDS

Event	Game #	Start	Finish
Sunday			
Bronze Medal	11	10:45 AM	1:15 PM
Final	12	4:15 PM	7:00 PM



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8 Team Schedule – 1 Arena (Sample)

ROUND ROBIN

Event	Game #	Start	Finish
Thursday			
Coach Meeting		4:00 PM	5:00 PM
Round Robin	1	5:30 PM	7:45 PM
Round Robin	2	8:00 PM	10:15 PM
Friday			
Round Robin	3	8:00 AM	10:15 AM
Round Robin	4	10:30 AM	12:45 PM
Round Robin	5	1:00 PM	3:15 PM
Round Robin	6	3:30 PM	5:45 PM
Opening Ceremonies		6:00 PM	7:00 PM
Round Robin	7	7:15 PM	9:30 PM
Saturday			
Round Robin	8	8:00 AM	10:15 AM
Round Robin	9	10:30 AM	12:45 PM
Round Robin	10	1:00 PM	3:15 PM
Round Robin	11	3:30 PM	5:45 PM
Round Robin	12	6:00 PM	8:15 PM

PLAYOFF ROUNDS

Event	Game #	Start	Finish
Sunday			
Semi-Final	13	8:00 AM	10:15 AM
Semi-Final	14	10:30 AM	12:45 PM
Final	15	4:00 PM	6:30 PM



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10 Team Schedule – 2 Arenas (Sample)

ROUND ROBIN

Event	Game #	Arena	Start	Finish
Thursday				
Coach Meeting			2:30 PM	3:30 PM
Round Robin	1	1	4:00 PM	6:15 PM
Round Robin	2	2	4:15 PM	6:30 PM
Round Robin	3	1	6:30 PM	8:45 PM
Round Robin	4	2	6:45 PM	9:00 PM
Friday				
Round Robin	5	1	9:00 AM	11:15 AM
Round Robin	6	2	9:15 AM	11:30 AM
Round Robin	7	1	11:30 AM	1:45 PM
Round Robin	8	2	11:45 AM	2:00 PM
Round Robin	9	1	4:00 PM	6:15 PM
Round Robin	10	2	4:15 PM	6:30 PM
Opening Ceremonies			6:30 PM	7:30 PM
Round Robin	11	1	7:30 PM	9:45 PM
Round Robin	12	2	7:45 PM	10:00 PM
Saturday				
Round Robin	13	1	9:00 AM	11:15 AM
Round Robin	14	2	9:15 AM	11:30 AM
Round Robin	15	1	11:30 AM	1:45 PM
Round Robin	16	2	11:45 AM	2:00 PM
Round Robin	17	1	4:00 PM	6:15 PM
Round Robin	18	2	4:15 PM	6:30 PM
Round Robin	19	1	6:30 PM	8:45 PM
Round Robin	20	2	6:45 PM	9:00 PM

PLAYOFF ROUNDS

Event	Game #	Arena	Start	Finish
Sunday				
Semi-Final	21	1	8:00 AM	10:15 AM
Semi-Final	22	2	8:15 AM	10:30 AM
Final	23	1	2:00 PM	4:30 PM



APPENDIX D – True Spirit of Hockey Day

The True Spirit of Hockey Day is designed to create atmosphere and excitement around the game of hockey in schools across Alberta. The program gives a Provincial Championship Host Committee the opportunity to partner with a local school to host a flexible, customizable one-day program that engages students in a unique event designed to generate interest excitement about the game of hockey and festivities of the weekend.

True Spirit of Hockey Day is an option that any Host Committee can apply for in conjunction with its Provincial Championship event. A limited number of events are hosted each year, so it is important to indicate your interest when submitting your hosting application.

In submitting a Provincial Championship bid, the Host Committee should indicate its interest in hosting an event in conjunction with its tournament. Prior to indicating interest in hosting, the Host Committee should contact and confirm that a local school is able to and interested in participating in the TSOHD event on the Thursday or Friday of your tournament. Any school is eligible to participate; the focus is on Kindergarten to Grade 6 students.

Students at participating schools will receive promotional giveaway items and information on hockey programming in Alberta.

Host School responsibilities:

- Distribute all packages, gifting, and informational material to participating students and staff
- Get creative with ideas to generate excitement and fun for students and staff around the game of hockey
- Where possible, arrange for students to attend the Provincial Championship in their community.

Host Committee responsibilities

- Identify in Provincial Championship application your interest in hosting a True Spirit of Hockey Day event
- Make initial contact with local schools to ensure their commitment to the program
- Identify a TSOHD program liaison on your host committee who will work with the host school and Hockey Alberta in planning and hosting the event.
- Get creative with ideas to generate excitement and fun for students and staff around the game of hockey
- Where possible, arrange for students to attend the Provincial Championship in their community.

Hockey Alberta responsibilities

- Design and print informational material and signage
- Confirm program locations as part of bid process with Provincials.
- Provide program packages and promotional items to school via host committee liaison
- Work with schools to coordinate event communication (media and social media), accommodating any school policies on photos and FOIP limitations.
- Post event follow up for survey and feedback



APPENDIX E – Arena Safety Checklist

Please use the following scale when asked for a rating. The other sections are either YES/NO or written response.

1 - POOR **2 - GOOD** **3 - EXCELLENT** **N/A - (Not Applicable)**

A. EXTERIOR/GROUNDS/BUILDING ENTRANCES **RATING**

- 1. Exterior lighting _____
- 2. Parking - handicapped parking available _____
- 3. Building address identified _____
- 4. Grounds free of unusual hazards _____
- 5. Fences are structurally sound (if applicable) _____
- 6. Sidewalks, entrances are clear of snow/debris _____
- 7. All doors are in working order _____
- 8. Fire hydrants are accessible _____
- 9. Downspouts do not discharge on sidewalks _____

B. INTERIOR/LOBBY/CONCESSION **YES/ NO / N/A**

- 1. Concession; is one available _____
- 2. Concession; area seating available _____
- 3. Office area _____
- 4. Meeting room _____
- 5. Inside viewing to ice area _____
- 6. All stairways equipped with adequate handrails _____
- 7. All areas are handicapped accessible _____
- 8. Fire suppression system checked every six (6) months _____

C. FIRE SAFETY **YES/ NO / N/A**

- 1. Stairways/exits clearly marked _____
- 2. Washrooms clearly identified _____
- 3. Emergency exits clearly marked, operational not obstructed and/or locked shut _____
- 4. Employees trained in fire extinguisher operation _____
- 5. Fire extinguishers serviced annually _____
- 6. Adequate fire extinguishers are present and operable _____
- 7. Automatic extinguishing systems over cooking equipment are serviced every six (6) months _____
- 8. Fire alarms/smoke detectors checked regularly _____
- 9. Fire doors are not propped open _____
- 10. Sprinkler system is in good working condition _____
- 11. Emergency lighting is provided, tested and maintained _____
- 12. Furnace rooms/electrical rooms free of combustibles _____
- 13. Evacuation procedure posted _____
- 14. Exhaust ducts are cleaned by a professional every six (6) months _____
- 15. Adequate garbage containers are present and waste is removed on a regular basis _____

D. ICE AREA/SURFACE **YES/ NO/ N/A**

- 1. Boards in good repair _____
- 2. Goal posts are of quick release type _____
- 3. Adequate lighting (candlepower) _____
- 4. Adequate players/penalty/officials boxes with operational gates _____
- 5. Size of ice area _____



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6. Ice measured on a weekly basis in order to maintain appropriate ice thickness _____
7. Plexiglas protection is present/adequate _____
8. Goal areas are separately flooded at least once per day _____
9. Adequate ventilation is present (air quality) _____
10. Adequate spectator seating _____
11. Free of excess humidity _____
12. Time clock available _____
13. Adequate sound system _____
14. Acoustics _____
15. Seats/benches are in good repair _____
16. All rows are easily accessible without climbing or unusually large steps present _____

E. ICE MAKING EQUIPMENT **YES/ NO / N/A**

1. Type of refrigeration available (freon/ammonia) _____
2. Ammonia detection is present with remote alarm outside the room _____
3. All doors are clearly marked _____

F. ICE RESURFACING EQUIPMENT **YES/ NO / N/A**

1. Type of resurfacer (pull type - self-propelled) _____
2. Resurfacer fueled by: Gas _____
Propane _____
Natural Gas _____
Electric _____
Diesel _____
3. Is ice resurfacer stored in separate room _____
4. All spare fuel tanks stored and locked in a secure place outside resurfacer room _____

G. FIRST AID **YES/ NO / N/A**

1. First aid room available _____
2. First aid available and easily accessible at work site _____
3. First aid supplies are checked and replaced as required _____
4. Defibrillator on site and accessible _____
5. Access to all emergency equipment such as fire extinguishers, defibrillators, emergency eye wash and showers are kept clear of obstacles _____
6. A public phone is available for emergency use _____

H. SUPERVISION **YES/ NO / N/A**

1. Facility is supervised at all times during use. If no, please explain; _____

I. OTHER COMMENTS



APPENDIX F – Bid Preparation Checklist

This checklist has been designed to be a helpful tool as you prepare your Hockey Alberta Provincials bid. **Please be sure to thoroughly read and understand all items contained in the Bid Application and Guidelines document.** Additionally, please include the following items in your final bid package:

Mandatory:

- Hosting application form
- Community Overview (*see 3.0, section A*)
- Host Committee Structure (*see 3.0, section B*)
- Business plan (*see 3.0, section C*)
 - Critical path
 - Financial Plan (forecast/budget)
 - Sales Plan
 - Sponsorship Plan
 - Legacy Plan
- Operational Plan (*see 3.0, section D*)
 - Arena / Facility Plan
 - Hotel Plan
 - Marketing / Advertising Plan
 - Media Services Plan
 - Ticketing Plan
 - Accreditation and Security Plan
- Special Services plan (*see 3.0, section D*)
 - Food / Team Services
 - Medical / Emergency Services
 - HR / Volunteer Services
 - Souvenirs, Merchandise and Awards

Optional:

- Special Events Plan (*see 3.0, section D.8*)
- Communication/verification from sponsors, local government, volunteers, etc.
- True Spirit of Hockey Day (*see 4.0, and Appendix D*)



APPENDIX G – Hosting Application Form (Division/ Category Preference)

Please complete the following form in full and legible, including your first, second and third choice of division and category in which you are applying for. ** Only select a second and third choice if you are WILLING to host these categories. You will still be considered for your first choice.

Minor Hockey Association / Club Team Information

Association Name: _____

President: _____ Email: _____

Host Committee Chair: _____

Mailing Address: _____

Phone: _____ Email: _____

First Choice

Division: _____ Category: _____

Second Choice (if applicable)

Division: _____ Category: _____

Third Choice (if applicable)

Division: _____ Category: _____

True Spirit of Hockey Day

Should your application be accepted to host provincials, are you interested in hosting the True Spirit of Hockey Day (TSOHD) as part of your tournament? Yes No

If yes, please fill out the section below

Have you contacted and confirmed a local school's participation? Yes No

Name of School: _____ Number of Students: _____

Host Committee Contact Person for Tundra Event: _____

Number/Email: _____

School Contact Person for Tundra Event: _____

Number/Email: _____

Day of the Week for TSOHD Event: _____

****Please note that this entire application must be filled out to be eligible for this program****