



CENTRAL REGION U18 AAA CHAMPIONSHIPS
MARCH 29 – APRIL 4, 2027
HOST MANUAL





CENTRAL REGION U18 AAA

Championship Host Manual

TABLE OF CONTENTS

SECTION 1: MANUAL INTRODUCTION / RESPONSIBILITIES **3**

- 1.1 Manual Introductions
- 1.2 History of Regional Championship
- 1.3 Central Region Host Branch Rotation & Contact Information
- 1.4 Hockey Canada Host Branch
- 1.5 Championship Directorate
- 1.6 Host Branch Representative
- 1.7 Branch Representative
- 1.8 Host Organizing Committee
- 1.9 Host Branch Event Manager
- 1.10 Final Report

SECTION 2: SITE SELECTION & CRITERIA **10**

- 2.1 Hosting Standards
- 2.2 Event Structure and Partnerships
- 2.3 Arena Facility
- 2.4 Championship Responsibilities
- 2.5 Revenue Opportunities
- 2.6 Expense Obligations
- 2.7 Approval Process
- 2.8 HEO / OHF Responsibilities

SECTION 3: FINANCE **13**

- 3.1 Budget
- 3.2 Host Organizing Committee Financial Obligations
- 3.3 Host Branch (HEO/OHF) Financial Obligations
- 3.4 Host Organizing Committee Financial Controls
- 3.5 Insurance

SECTION 4: OPERATIONS **15**

- 4.1 Facilities
- 4.2 Medical Services
- 4.3 Team Services
- 4.4 Officials
- 4.5 Regulations
- 4.6 Game Operations/Supplies – Sample: Game schedule
- 4.7 Personnel



CENTRAL REGION U18 AAA

Championship Host Manual

SECTION 5: LOGISTICS **25**

- 5.1 Rink Boards
- 5.2 Logo Usage
- 5.3 Travel Subsidy
- 5.4 Accommodation
- 5.5 Security
- 5.6 Food Services
- 5.7 Photography

SECTION 6: PROTOCOL **28**

- 6.1 Opening and Closing Ceremonies
- 6.2 Awards
- 6.3 VIP Hospitality
- 6.4 Game Tickets

SECTION 7: MARKETING **33**

- 7.1 Marketing Plan
- 7.2 Championship Sponsorship
- 7.3 Official Event Program Publication
- 7.4 Championship Merchandising
- 7.5 Advertising and Promotion Plan
- 7.6 Ticket Sales/Inventory

SECTION 8 MEDIA SERVICES **36**

- 8.1 Statistics/Results
- 8.2 Website Information

SECTION 9 SCHOLARSHIP PROGRAM **37**

- 9.1 Overview
- 9.2 Interview Process and Scoring



CENTRAL REGION U18 AAA

Championship Host Manual

SECTION 1: MANUAL INTRODUCTION / RESPONSIBILITIES

1.1 MANUAL INTRODUCTION

The Hosting Manual, along with the event supplement, is a guideline for organizing Hockey Canada events on both the national and regional levels. Host Committees are encouraged to use these tools to assist them in the planning stages of their event, as well as during the event. Please contact your respective Provincial Member or Event Manager whenever questions or concerns arise.

1.2 HISTORY OF REGIONAL CHAMPIONSHIPS

The Men’s U18 National Club Championship, formerly the TELUS Cup & Air Canada Cup, is hosted on a rotational basis throughout Canada (Pacific, West, Central, Quebec, and Atlantic) in partnership with Hockey Canada’s provincial Members and takes place in the last full week of April each year. In 1984, the National Midget Hockey Championship format was revised to an annual competition involving five regional champions declared from inter-Member play-downs with the host club comprising the sixth team in the competition;

- Hockey Eastern Ontario (HEO)
- Ontario Minor Hockey Association (OMHA)
- Greater Toronto Hockey League (GTHL)
- Alliance Hockey (ALLIANCE)
- Northern Ontario Hockey Association (NOHA)
- Host representative team (HOST)

1.3 CENTRAL REGION HOST ROTATION & CONTACT INFORMATION

Hockey Eastern Ontario
 813 Shefford Road
 Ottawa, Ontario
 K1J 8H9
 Tel: (613) 224-7686
 Fax: (613) 224-6079

Ontario Hockey Federation
 400 Sheldon Drive
 Unit 9
 Cambridge, Ontario N1T 2H9
 Tel: (226) 533-9070
 Fax: (519) 620-7476

Central Region Hosting Rotation Schedule

2027	2028	2029
OHF (GTHL)	OHF (Alliance)	OHF (NOHA)



CENTRAL REGION U18 AAA

Championship Host Manual

1.4 HOST MEMBER BRANCH RESPONSIBILITIES

- To Chair a Directorate consisting of the representation listed below in 1.5;
- Be responsible for the conduct and discipline of the competition in accordance with the rules and regulations of Hockey Canada;
- Drafting and formal approval of the schedule for the Championship;
- Other duties as Hockey Canada and the Members may designate and or delegate;
- Be responsible for the selection, assignment, and supervision of on-ice officials.

1.5 CHAMPIONSHIP DIRECTORATE

- The Championship Directorate is made up of the following:
 1. Host Branch Representative will be the Chairperson of the Governance/Discipline Directorate of the Provincial/Regional AAA Championship
 2. Representative from the Host Branch of the next year's Championship AAA Event
 3. Referee in Chief from the Host Branch
- All decisions on discipline will rest with the Championship Directorate and results of disciplinary action will be passed along to the Host Branch Event Manager and the Branch involved.
- A written report of any disciplinary action by the Championship Directorate will be forwarded by the Host Branch Representative to the Host Branch Event Manager and the affiliated Branch President for the affected team(s)/player(s).

1.6 HOST BRANCH REPRESENTATIVE

Pre-Championship

- Through scheduled contact with the Host Branch, Host Branch Event Manager and the Host Organizing Committee Chairperson, assess the planning progress for the event.
- Be familiar with the Host Manual, Championship Rules & Regulations and the Hockey Canada Minimum Suspension List. Have a copy of the Hockey Canada Playing Rules, Hockey Canada Regulations and the Host Branch Handbook as resource tools.
- Ensure HEO / OHF recognition from Host Organizing Committee Chairperson.
- Review the Team Information Package with all Branch Representatives on site prior to the start of Championship and Coaches & Managers meeting.

During the Championship

- Chair and conduct the Coaches & Managers meeting prior to the start of the Championship (suggested agenda included in Section 3.5).
- Collect and examine Participating Team roster forms (approved by the HEO, HNO and OHF Executive Director) for examination during the Coaches & Managers meeting.
- To chair the Championship Directorate, this group should meet each day to discuss the progress



CENTRAL REGION U18 AAA

Championship Host Manual

of the Championship.

- To be in attendance at all games. Notify the Host Organizing Committee Chair and the Host Branch Event Manager of potential absences.
- Oversee all on-ice decisions and team discipline.
- At the conclusion of the round robin, chair a meeting of the Championship Directorate to assist the Referee-In-Chief and Supervisor with the assignment of On-Ice Officials for the semi-final, bronze medal and gold medal games.
- Assist the Host Organizing Committee, whenever necessary, to ensure a smooth, well-run Championship.
- Bring to the Championship Directorate and/or Host Branch Event Manager items that should be addressed to ensure the Championship operates according to the Host Manual. This may include but is not limited to: logistics, ceremonies, hockey operations, breach of Code of Conduct (players, staff or fans).
- If deemed necessary the Host Branch Representative may, at his/her discretion, convene a disciplinary hearing regarding perceived breach (players, team officials or fans) of the Host Branch Code of Conduct. This may pertain to either on- or off-ice behavior. The Championship Directorate may impose suspensions on any member of a Participating Team. The Championship Directorate has the authority to remove fan/viewing privileges of any individual or group of individuals deemed to be in breach of the Host Branch Code of Conduct. This may, in extreme circumstances, result in the complete removal of viewing/fan privileges for the duration of the Championship.
- The Host Branch Representative must submit a written report to the Host Branch and affiliated Branch/Member following the completion of any hearing regarding the Code of Conduct. The report must outline the reasons for the hearing, findings, outcomes/sanctions and further recommendations.
- Select the standby goaltender when required.
- Participate in the medal and trophy presentations.
- Be responsible for ensuring that the Participating Teams sign and submit an electronic copy of the Championship Trophy Agreement Form prior to the Coaches & Managers meeting. The Host Branch Event Manager will collect and retain.
- Participate in the Opening and Closing Ceremonies.
- Participate as a head table guest at the Banquet. (if applicable)

Post Championship

- Submit the online post Championship report upon completion of the Championship (due within 30 days after).

1.7 BRANCH REPRESENTATIVE

Pre-Championship

- When appointed by the Branch, participate in all Championship Directorate activities as they come up throughout the planning process.



CENTRAL REGION U18 AAA

Championship Host Manual

- Ensure that the required data for each Participating Team reaches the Host Organizing Committee and/or Host Branch Event Manager on or before the deadline.
- Attend pre-Championship meetings/conference calls as required to review Championship logistics.

During the Championship

- Communicate to players, trainers, coaches, managers and team fans the protocol required to ensure that the responsibilities associated with being on the Championship Directorate are carried out.
- Attend coaches/managers meetings.
- Participate in activities of the Championship Directorate.
- Appreciate and respect the Championship's obligations to the sponsors and official supporters.
- Assist Host Organizing Committee, when necessary, to ensure a smooth, well-run Championship.
- Participate, as required, in the official ceremonies and functions.
- Communicate and ensure implementation of decisions made by the Host Branch Representative and/or Championship Directorate.
- Bring approved roster forms and accept responsibility for the eligibility of each player and carded team official.
- Be familiar with the Championship Discipline Procedures, the Host Manual and Championship Regulations.
- Enroute to the Championship, during the whole Championship and during the journey home, have a Code of Behaviour in place.

Post Championship

- Complete the Post Championship Evaluation Form online within deadline. The Host Branch Event Manager will provide the online link prior to the opening day of the Championship.

1.8 HOST ORGANIZING COMMITTEE

Responsibilities Host Organizing Committee

This is a Central Regional Championship, as such there will be much communication between the Host Organizing Committee and the Host Branch Event Manager. Deadlines are to be met, and all information is to be submitted to the Host Branch Event Manager. Submit the Host Information Form to the Host Branch Event Manager. If the Championship is hosted within the HEO, the document must be forwarded to the OHF as the document contains pertinent details required to complete the Team Information Package. Operate the Championship within the guidelines established in the Host Manual with the Recruitment and appointment of Committee Chairpersons. Lastly, communicate on a regular basis with the Host Branch Event Manager.

Ensure all committees are:

- Operating within their specific framework(s)



CENTRAL REGION U18 AAA

Championship Host Manual

- Operating in a timely manner
- Operating within budget
- Operating in support of Championship values, vision and mission
- Communicating effectively

Produce final report (see also Section 1.9)

- Written component due 30 days post-event
- Financial statement due 30 days post-event

1.9 HOST BRANCH EVENT MANAGER

Pre-Championship

- Provide assistance to the Host Organizing Committee in their preparation for the Championship.
- Ensure all off-ice logistics run in an efficient manner.
- Ensure that all HEO / HNO / OHF policies and guidelines are followed.
- Sign off on ALL promotional material. Ensure all three participating Branches have the opportunity to approve promotional materials containing Branch logos.
- Review budget forecasts with the Host Organizing Committee on an ongoing basis.
- As much as possible, the Host Branch Event Manager should be an active participant in the planning process for the Championship.
- Host Branch Event Manager will act as a resource and advisor to the Championship Directorate.

During the Championship

- Responsible for the smooth and timely execution of all games and ceremonies.
- Act as a liaison between the Host Organizing Committee and the Championship Directorate.
- Act as a resource person and advisor to Championship Directorate.
- Meet with the Host Organizing Committee on a daily basis (if possible) to review the status of all areas of the Championship.
- Host Branch Event Manager will act as a resource and advisor to the Championship Directorate.

1.10 FINAL REPORT

A final written report is to be submitted no later than 30 days post-Championship; the financial statement is due 30 days post-Championship and submitted to the Host Branch. The Host Branch will forward to the Host Branch scheduled to host the Championship the following year the report for review and consideration.

A Host Organizing Committee Final Report template be forwarded once the Championship has concluded.

This report is to include a summary from each committee head and the pros and cons related to their



CENTRAL REGION U18 AAA

Championship Host Manual

responsibilities. The report should contain recommendations as to how the future Host Branch and Host Organizing Committee may enhance the Championship. All comments are welcomed and encouraged.

This report should also include an overview on the Championship as a whole. Please ensure that positive comments as well as constructive criticism are included in the report to ensure that the high quality established by the Host Organizing Committee can be maintained and built upon.

Financial Report Requirements

A Financial Report is to be submitted with the Final Report, including:

- Event Income Statement
- Division of Revenue: sponsorship, programs, ticket sales (detailed breakdown)
- Event Expenses
- Allocation of Revenue - distribution
- Attendance



CENTRAL REGION U18 AAA

Championship Host Manual

SECTION 2: SITE SELECTION CRITERIA

2.1 HOSTING STANDARDS

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

- The Host Community must have previously demonstrated the ability to stage an event of this nature in a highly successful manner, both financially and logistically.
- The Host Community must have a strong volunteer base within the business and hockey community to draw on for leadership and support.
- The Host Community must have an arena complex suitable to serve as the site for games.
- The Host Organizing Committee is encouraged to extend the excitement of hosting the Central Region U18 AAA Hockey Championship as broadly as possible throughout the Host Community and surrounding areas. The bid should include host plans for community involvement, together with any special events or social activities which would add to the Championship.
- The Championship must be priced in such a way to ensure the individual games are family affordable. This will allow spectators of all ages the opportunity to experience a Championship of this magnitude. At the same time, the ticket pricing must be structured to enable the Host Organizing Committee to achieve revenue projections.

2.2 EVENT STRUCTURE & PARTNERSHIPS

HEO & the OHF are responsible to its membership for the staging of the Central Region U18 AAA Championship. To ensure the Championship is conducted in the most successful manner possible, the participating Branches will form a partnership with the Host Branch and the Host Organizing Committee.

This partnership will ensure that all of the organizations contributing to the successful hosting of this Championship will benefit directly from the staging of this prestigious competition.

2.3 ARENA FACILITY

- Minimum seating capacity of 500 seats
- Regulation size artificial ice surface
- Minimum of four (4) dressing rooms (ideally, six (6) dressing rooms one for each team).
- Equipment drying and storage area for each team.
- Exclusive use of arena for the entire duration of Championship.
- Approval to display sponsors' advertising throughout the arena, including, but not limited to, exclusive use of rink boards and ice logos. (Where applicable).
- Right to display trophies and other awards in lobby or concourse of arena.



CENTRAL REGION U18 AAA

Championship Host Manual

- Exclusive right to sell event merchandise, souvenir programs and photographs.
- Arenas with adjacent “community halls” would be a preference.
- Tournament office on site with fax machine and photocopier
- Within an acceptable distance to hospital and host hotel.

2.4 CHAMPIONSHIP RESPONSIBILITIES

- Host Organizing Committee will publicize the Championship to maximize attendance.
- Host Organizing Committee will coordinate the opening and closing ceremonies in conjunction with HEO / OHF and the Championship sponsor(s).
- Host Organizing Committee will be responsible to input the game results and player statistics in real time during each game. If game results and player statistics are unable to be updated in real time they must be updated immediately after the completion of each game.
- Host Organizing Committee will provide weekly admission passes for sponsors and Representatives.
- Host Organizing Committee will ensure adequate medical coverage is on site for each game.
- An Awards Banquet will be optional for the Host Organizing Committee to the extent that it is logistically and economically feasible. If a Host decides to host a Banquet it would be held at the conclusion of the round robin games. The Host Organizing Committee will notify the Branch Event Manager of their decision to host or not during their monthly check-in meetings.
- If hosting an Awards Banquet, the Host Organizing Committee will provide each member of the six (6) participating teams (maximum twenty five (25) members per team, game officials, Host Branch Representative, Host Branch Event Manager and Championship Sponsors (to a max of 20) with complimentary tickets to the banquet.
- Host Organizing Committee will be responsible for choosing game and Championship award winners.
- Host Organizing Committee will arrange for acceptable hotel accommodations for visiting teams and Branch Representatives within an appropriate distance to the arena.

2.5 REVENUE OPPORTUNITIES

The Host Minor Hockey Association will retain any net profits generated from the Championship.

- Branch Hosting Funds
- Government grants
- Local event sponsorship and suppliers (non-conflicting with event sponsor and Hockey Canada Premier Marketing Partners)
- Gate receipts
- Concession proceeds - to be negotiated with arena operators
- Special fundraising activities
- Banquet ticket sales (if applicable)
- Souvenir program sales



CENTRAL REGION U18 AAA

Championship Host Manual

2.6 EXPENSE OBLIGATIONS

- Host Organizing Committee will be responsible for all game expenses, including arena rental and staffing.
- Host Organizing Committee will be responsible for the costs associated with the Awards Banquet. (If applicable)
- Host Organizing Committee is responsible for the costs associated with the On-Ice Officials and one supervisor according to Host Branch policy. This includes: game fees, travel, per diem and accommodations.
- Host Organizing Committee is responsible for all media and advertising publicity in order to maximize community awareness and spectator attendance.
- Host Organizing Committee financially responsible for providing members of the Championship Directorate 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 Directorate.
- HEO / OHF will not assume any deficit incurred by the Host Organizing Committee. This responsibility lies solely with the Host Organizing Committee.

2.7 APPROVAL PROCESS

- The bid is presented to the Host Branch Office (in the case of the OHF, the Member) for official review and determination.
- The decision of the HEO / OHF is presented to respective Board of Directors for formal approval.
- Bid application timelines will be determined within individual Branches.

2.8 HEO / OHF RESPONSIBILITIES

- May conduct speciality development seminars and festivals in conjunction with the Championship.
- Host Branch will assign a Host Branch Event Manager to assist with Championship preparations and to oversee the management of the Championship.
- Will approve the game schedule.
- Will assign a representative to oversee the conduct of the Championship.
- Will assign a Championship Referee-In-Chief to work with Host Organizing Committee in preparation for the Championship and supervise during the Championship.
- Will provide script guidelines for opening and closing ceremonies, awards banquet (if applicable), and games.
- Will provide a polished and updated Championship trophy



CENTRAL REGION U18 AAA

Championship Host Manual

SECTION 3: FINANCE

3.1 BUDGET

Planning and updating Championship expenditures / revenues. It is HEO / OHF's goal to have all of our Championships operate at a break-even or better profit level. It is strongly recommended proceeds earned by the Championship are to be forwarded to the Association for distribution to local development programs.

3.2 HOST ORGANIZING COMMITTEE FINANCIAL OBLIGATIONS

The Host Organizing Committee is to submit a final financial summary of all expenses and revenues to the Host Branch Manager following the deadlines provided.

- Arena facility rental
- Game pucks for all Championship games
- Post-game refreshments for the participating teams and On-Ice Officials
- Medical personnel and related first aid equipment
- Statistician and related equipment
- Opening/Closing Ceremonies
- Awards program tickets for players and team staff (25/team), Branch Representatives
- Awards program tickets for major sponsors
- On-ice officials game fees
- Hospitality/VIP room supplies, rentals and refreshments
- Volunteer outfitting
- Snacks, meals and refreshments for the Championship Directorate while games are being played
- Purchase and sale of souvenirs (approved by HEO / HNO / OHF)
- Referees and linesmen
- Additional insurance required e.g. vehicles, auxiliary events etc.

3.3 HOST BRANCH (HEO / OHF) FINANCIAL OBLIGATIONS

- Branch Representative accommodations
- Championship Medallions (Gold, Silver, and Bronze) and other amenities.
- Hosting Branch Assistant Fund. If Championship is hosted in the OHF Branch, a total of \$5,000 Host Assistance Fund will be provided as per the following:
 - a. 60% of the host fund will be forwarded in December when in receipt of the completed Host Information Form.
 - b. 40% of the host fund will be forwarded following the Championship contingent upon the receipt of the Host Organizing Committee Championship Report and Financial Summary, within thirty (30) days of the completion of the Championship. Failure to comply with the above may result in the forfeiture of the remaining funds.



CENTRAL REGION U18 AAA

Championship Host Manual

3.4 HOST ORGANIZING COMMITTEE FINANCIAL CONTROLS

Financial planning and accounting for all aspects of the Championship.

Responsibilities:

- Finance representative will assist operations with negotiations for the Championship facilities including arenas, hotels, banquet facilities, etc.
- Develop and monitor accounting procedures
- Review and approve initial budgets and reports
- Set up and maintain bank accounts
- Prepare financial reports and forward to the Host Branch Representative or Host Branch Event Manager according to critical path
- Provide a framework for approval and payment of operating expenses
- Apply for, receive and account for grant money
- Review and approve sponsorship contracts with Host Branch Event Manager
- The Branches will not assume any deficit incurred by the Host Organizing Committee. This responsibility lies solely with the Host Organizing Committee.
- Host Branch Event Manager will act as a consultant / monitor of the budget. The final budget is the responsibility of the Host Organizing Committee.

3.5 INSURANCE

- The Central Region U18 AAA Championship is a Hockey Canada sanctioned event and as such is covered by Hockey Canada with various types of insurance.
- Coverage includes all participants, coaches, staff and volunteers while performing their assigned duties at the Championship for the duration of the Championship.
- All personnel must be registered as volunteers of the Championship through the Host Organizing Committee no later than one month prior to the Championship. This list shall be forwarded to the Host Branch Event Manager as it is updated.
- Claims: All incidents must be reported immediately to the Host Branch Executive Director.
- Host Organizing Committee is responsible for the costs of insurance for any item or function outside the hockey related activities e.g. vehicle insurance or any ancillary events.



CENTRAL REGION U18 AAA

Championship Host Manual

SECTION 4: OPERATIONS

4.1 FACILITIES

Host Organizing Committee will be responsible to coordinate all aspects of facilities and equipment required for the effective operations of the Championship which include the following;

Required Responsibilities

- Rental fee, including all applicable taxes and variable costs.
- Ensure that a contract is drafted between the municipality (arena) and the Host Organizing Committee clearly outlining the terms under which the facility is used.
- Protection to the host in the event of labour strikes or other disputes which may cause disruption to the Championship.
- Exclusive use of the entire facility for the entire duration of the championship event.
- Ensure that all the arenas meet the following standards:
 - a) Minimum 5 seats for media (in press box or other area)
 - b) Adequate size room to serve as a hospitality area for volunteers, media, VIPs, team personnel and other accredited officials
 - c) Designated meeting room for Championship Directorate to meet without distractions. This room should overlook the playing area and have chairs and tables available as well as basic office equipment.
 - d) Minimum of 4 dressing rooms (preferably 1 / team) with shower facilities.
 - e) Dressing rooms for on and off-ice officials equipped with shower facilities
 - f) Microphone, podium, and red carpet T shaped
 - g) Communications system within facility i.e. cell phones, radios etc. and internet access
 - h) Necessary arena staffing based on projected event attendance including, ushers, parking, box office/tickets and press box personnel
 - i) Arrange for appropriate seating for Officiating Supervisors (away from media, etc..) and Awards Selection Committee

Recommended Responsibilities

- Area for sponsor or other product sampling/sales
- Booth or area for photography sales during the Championship
- Scoreboard and message board, if available
- Internal and external arena facility pre-Championship advertising and promotion
- Clearance to conduct on-site consumer promotions and displays
- Concession staff and facilities



CENTRAL REGION U18 AAA

Championship Host Manual

4.2 MEDICAL SERVICES

The Host Organizing Committee will be responsible to coordinate the medical coverage and emergency services which includes;

- Create and communicate (via wall posts and at coaches/managers meeting) an approved Emergency Action Plan. Walk through Emergency Action Plan at the facility with team personnel.
- Provide a map to local emergency facilities from arena and hotel.
- Devise plan with local hospitals on procedure for care of emergency treatments.
- Coordinate first aid treatment for volunteers/general public.
- Determine which participating teams have medical personnel in attendance at Championship and their level of medical training. Collect contact information.
- Introduce lead medical personnel to team medical personnel prior to Championship.
- Prepare final report of all injury reports and file with the Host Branch Event Manager after the Championship.

Emergency Action Plan

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. Ordering evacuation
- vii. Alerting external agencies
- viii. Confirming evacuation is complete
- ix. Requesting external aid
- x. Coordinating activities of various groups
- xi. Providing medical aid
- xii. Sounding the all-clear



CENTRAL REGION U18 AAA

Championship Host Manual

4.3 TEAM SERVICES

The Host Organizing Committee will be responsible to coordinate all aspects of team services.

Team Coordination

When teams arrive, they are to sign-in at a registration area to receive

- (if not received at Coaches/Managers meeting):
 - Accreditation
 - Team Information Packages
 - Gift packages
- Assist teams on arrival at arena with location of dressing room
- Assist team in knowledge of city (entertainment, laundry, restaurants, shopping, banks, hospital)
- Provide general assistance at all times throughout the Championship

Team participation

Teams must actively participate in all Championship activities, unless they receive written approval from Championship Directorate. These activities include:

- Opening Ceremonies
- Closing Ceremonies. Only required for teams participating in the Gold Medal Game.
- Banquet (if applicable)

Team Information Packages

The OHF in cooperation with the Host Organizing Committee is required to create Team Information Packages. When the Central Region U18 AAA Championship is hosted within the HEO the OHF Office will work in cooperation with the Host Branch Event Manager to create the Team Information Packages. These packages are to be assembled as a booklet or binder, and to be provided to Participating Teams including On-Ice Officials and Official Supervisors, Championship Directorate and Host Branch Event Manager. The Host Branch shall be responsible for printing cost and distributing Team Information packages.

The packages must be prepared and distributed no later than thirty (30) days prior to the start of the Championship.

Team Information Package contents to include but not limited to:

- Host contact information
- Hotel information
- Opening ceremonies
- Admission prices
- Game instructions



CENTRAL REGION U18 AAA

Championship Host Manual

- Arena information
- Dressing room information
- Individual awards information
- Welcome banquet information (If applicable)
- Agenda for Coaches & Managers meeting
- Game schedule
- Rules and Regulations
- Minimum Suspension List
- Team roster form
- Participating team information form
- Participant waiver form
- Trophy agreement form
- Contact information
- On-Ice Official assignments
- Transportation schedule for arena shuttle, airport etc. (if being made available)
- Emergency Action Plan (created by Host Organizing Committee)

Accreditation

Host Organizing Committee is to devise an accreditation system that is both cost effective and easy to administer. A suggestion is to use colour coded laminated cardstock for different levels of accreditation. Include important phone numbers on back of accreditation or as an insert for accreditation pouch.

Host Organizing Committee is responsible to provide complimentary accreditation for:

- Participants (includes entire team contingent **of 25 only**)
- On-Ice and Off-Ice Officials (includes referee supervisors)
- Championship Directorate
- Host Branch Event Manager
- Host Organizing Committee
- Media
- Guests and VIP dignitaries

Any courtesy extended to scouts is entirely at the discretion of the Host Organizing Committee.



CENTRAL REGION U18 AAA

Championship Host Manual

4.4 OFFICIALS

The Host Organizing Committee will be responsible to coordinate and assist with aspects of on-ice requirements in accordance with Host Manual.

On-Ice Officials

- Ensure arena requirements are in place (i.e. dressing room, post-game refreshments and towels).
- Host Branch Referee-in-Chief or designate will act as Championship Referee-in-Chief and will coordinate semi-final, bronze medal and gold medal game assignments with Championship Directorate.
- Arrange for payment to the officials in accordance with Host Branch payment guidelines through Championship Referee-in-Chief.
- Arrange for proper seating for game supervisors
- The Host Branch, in conjunction with the event Referee-in-Chief shall appoint On-Ice-Officials. A list of officials and corresponding schedule shall be provided to the Host Branch Event Manager and Host Organizing Committee 30 days prior to the start of the Championship.
- The four (4) person system shall be used for all games. (unless otherwise agreed to)

Championship Referee-in-Chief

- An assigned Referee-in-Chief shall attend the event and be in charge of the On-Ice Officials throughout the entire Championship.
- The assignment of On-Ice Officials will be scheduled up to and include the final round robin game. Changes to assignments may be made by the Championship Referee-In-Chief during the round robin portion of the Championship after meeting with the Championship Directorate. The On-Ice Officials for the semi-final, bronze medal and gold medal games will be assigned by the Championship Referee-in-Chief after meeting with the Championship Directorate.
- The names and addresses of those On-Ice Officials assigned to the Championship shall be forwarded to the Host Branch Event Manager. A letter of congratulations will be sent to each official on behalf of the Host Branch Referee-In-Chief.
- 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 rates set per the Host Branch.
- All On-Ice-Officials shall wear an Officials' crest on the left chest of the sweater.
- It is recommended that On-Ice Officials, who have been working the category of hockey of the championship during the year, work the championship. All Referees shall be minimum Level 3 and Linesmen shall be minimum Level 2 pursuant to the Hockey Canada Officiating Program.
- Will coordinate all officiating concerns and assignments.
- Shall be invited to attend all meetings when officiating is to be discussed.
- Will be invited to the Championship banquet. (if applicable)
- Will be copied on all matters dealing with on and off-ice officials.
- Will attend the managers/coaches meeting and may be requested to address the group on the selection process of officials and any officiating/rule concerns.
- Will supervise all games and provide written supervisions to the officials. The Referee-in-Chief may appoint additional supervisors, and these expenses are the responsibility of the Host Branch.



CENTRAL REGION U18 AAA

Championship Host Manual

- Will invite the referees and supervisors to attend the Coaches/Managers meeting as observers and should be introduced.
- Will ensure that a standby referee is available for every game and that a standby referee and linesman are available for the final games.

Host Committee Responsibilities

- Officials are to be extended the same respect and courtesies as other participants (accreditation, tickets to all Championship related functions, etc.).
- All On-Ice Officiating costs incurred are to be borne by the Host Organizing Committee. This includes game fees, travel, accommodation and meals for all On-Ice Officiating staff (the only exception are the expenses of any additional supervisors assigned by the Host Branch Referee-in-Chief. These expenses are to be borne by the Host Branch).
- For all games, game supervisors are to be provided seats in an appropriate area. This area is preferably at or near centre ice, and not in the spectator area. I.e. Press Box. A countertop for writing on would be ideal.
- Include the introduction of On-Ice Officials during the opening ceremonies.

4.5 REGULATIONS

The Championship will observe the most current Hockey Canada / HEO / OHF regulations are observed.

Managers, Coaches and Officials Meeting

The Host Organizing Committee will be required to host this meeting which will allow the team staff to be introduced to key Championship delegates such as the Host Organizing Committee Chairperson(s), Championship Directorate and Host Branch Event Manager.

At this time the Team Information Packages are reviewed each team personnel in addition with accreditations, gift packages, and have the opportunity to purchase Championship souvenirs.

- The Host Branch Representative, along with the Host Organizing Committee Chairperson will bring greetings prior to commencement of the meeting.
- The Host Branch Representative will chair the meeting and establish the agenda.
- The meeting must be held prior to the first game of the Championship.
- The Championship Referee-in-Chief must attend this meeting and speak to the rules, suspension list and On-Ice Officials selection. It shall be recommended that the On-Ice Officials also attend this meeting.
- The meeting is held at the championship hotel or arena; whichever is most convenient.
- Make certain team management are notified of the meeting in advance. Agenda to be sent by the Host Branch Event Manager.
- All Championship concerns should be handled through the Championship Directorate.

All Rules and Regulations will be provided to teams as part of the Team Information Package.



CENTRAL REGION U18 AAA

Championship Host Manual

4.6 GAME OPERATIONS/SUPPLIES

The Host Organizing Committee will ensure the games are conducted in accordance with Hockey Canada standards.

Game Operation – Host Organizing Committee Responsibilities

- Responsible to ensure all staffing is in place and facilities are in operation for each game
- Ensure Championship operates on time (warm-up, ceremonies, intermissions)
- Liaise with all building staff regarding emergency procedures
- Establish and distribute schedule outlining dressing room assignment and move in and vacating times (where applicable)

Game Schedule/Points/Game Instruction

Teams will play a single round-robin schedule and points will be awarded as follows:

<u>POINTS</u>	<u>RESULT</u>
3	Win in regulation time
2	Win in overtime or Game Winning Shots
1	Loss in overtime or Game Winning Shots
0	Loss in regulation time

- Game times will be three (3) 20-minute stop time periods.
- Pre-game warm up will be five (15) minutes and will start 30 minutes before game time.
- The ice will be resurfaced before each period unless otherwise instructed by the Championship Chair.
- Overtime Format and Game Winning Shot explanation will be provided more in depth in the Team Information Package.
- Each game will start on time unless there has been an injury or other unexpected delay in the previous game. Games may start 15 minutes ahead of schedule unless it jeopardizes a team's mandatory 3-hour rest period. All warm-ups will occur on flooded ice.
- The pre-game format is as follows:
 1. Warm up pucks will be provided by the Host Organizing Committee. Each team is responsible at the conclusion of each warmup session to return the pucks to the entrance door where they enter the ice.
 2. A 15-minute warm-up will start 30 minutes before game time
 3. After warm-up the teams will return to their dressing rooms
 4. Ice will be cleaned
 5. Once the ice is cleaned, the teams go directly to their bench and only the starting line-ups go onto the ice.
 6. The game will start immediately once the ice is cleaned. There will be no additional warm-up.



CENTRAL REGION U18 AAA

Championship Host Manual

- Intermissions between the first and second periods and the second and third periods will be timed on the official score clock and consistent throughout the entire Championship. Intermission must be a minimum of 15 minutes and a maximum of 18 minutes; the exact time is to be determined by the Host Organizing Committee upon consultation with the Host Rink.
- If there should happen to be an injury or any other unforeseen delay, then all of the above will still occur, but the game start time will be delayed. Throughout the day, the games should get back on schedule.

Central Region U18 AAA Championship Schedule Template

The Host Organizing Committee may not alter matchups, only times may change.

	GAME #	TIME	HOME	AWAY
DAY 1	1	12:00 PM	OMHA	GTHL
	2	3:15 PM	HEO	ALLIANCE
	3	6:30 PM	HOST	NOHA
DAY 2	4	12:00 PM	ALLIANCE	OMHA
	5	3:15 PM	GTHL	NOHA
	6	6:30 PM	HOST	HEO
DAY 3	7	12:00 PM	NOHA	ALLIANCE
	8	3:15 PM	HEO	OMHA
	9	6:30 PM	GTHL	HOST
DAY 4	10	12:00 PM	NOHA	HEO
	11	3:15 PM	ALLIANCE	GTHL
	12	6:30 PM	OMHA	HOST
DAY 5	13	12:00 PM	HEO	GTHL
	14	3:15 PM	NOHA	OMHA
	15	6:30 PM	HOST	ALLIANCE
DAY 6	16	12:00 PM	2 nd	3 rd
	17	3:00 PM	1 st	4 th
DAY 7	18	12:00 PM	L16	L17
	19	2:30 PM	W16	W17



CENTRAL REGION U18 AAA

Championship Host Manual

Game Sheets

- Official game sheets are to be picked from the Host Branch by the Host Organizing Committee. In the case of the OHF it is the Member who will supply game sheets.
- It is the responsibility of each team's Head Coach or Manager to confirm their roster on the official game sheet in the championship office, or other location as designated by Host Organizing Committee, at minimum 60 minutes prior to puck drop. Starting five players and starting goaltender must be circled on the official game sheet.

Pucks

- Must be Hockey Canada approved pucks (i.e. Viceroy).
- A minimum of 30 pucks per game per team for warm-up. These pucks may be re-used.
- A minimum of 25 game pucks must be frozen 24 hours prior to game time.

Skate Sharpening and Equipment Services

- Host Organizing Committee to coordinate with local businesses for skate sharpening and equipment repair services.
- Teams responsible to pay for services used.

Post-Game Refreshments

- Host Organizing Committee is responsible to supply post-game refreshments for the participating teams and On-Ice Officials.

4.7 PERSONNEL

The Host Organizing Committee will be responsible to coordinate the recruitment, training and assignment of volunteers, including;

- Preparation of volunteer recruitment forms
- Preparation of job descriptions for all personnel
- Consolidate requests from all committees
- Review applications, create a database and refer to the appropriate committees
- Coordinate volunteer training and morale boosters in order to maximize volunteer involvement and satisfaction
- Provide clear direction outlining correct communication flow and lines of authority
- Establish recruitment strategy
- Establish a volunteer recognition program, which may include letters of thanks and mementos
- Create an information and bulletin distribution network for all volunteers



CENTRAL REGION U18 AAA

Championship Host Manual

- Provide information on insurance program
- Create a document outlining roles and responsibilities for volunteers, schedule information and key contacts
- Organize information session for all volunteers prior to the Championship
- Create a volunteer schedule for the Championship
- Ensure that volunteers are made aware of their roles and responsibilities
- Create a master list of all volunteers with phone, and mailing address - submit this list to the Host Branch Event Manager 7 days prior to the Championship for insurance purposes
- Consider conducting a volunteer appreciation night at the conclusion of the Championship



CENTRAL REGION U18 AAA

Championship Host Manual

SECTION 5: LOGISTICS

5.1 RINK BOARDS

Should a Host Committee wish to review the possibility of selling and creating rink boards for their sponsors, please contact Hockey Canada to review the costs to produce.

5.1 LOGO USAGE

All use of Hockey Canada, Central Region Hockey Championship logos must be approved by Hockey Canada / OHF / HEO prior to their implementation.

The following will be the official Championship logo / mark of the Central Region U18 AAA Championship.



5.3 TRAVEL SUBSIDY (TBD BY HOCKEY CANADA ON A YEARLY BASIS)

For Central Region Hockey Championships, Hockey Canada may provide a travel subsidy (to be determined on a yearly basis). When/if provided, these dollars go towards paying the cost to bring teams to and from their respective home centres to the host sites for the regional events. Any costs over and above what is available in the subsidy are the responsibility of the teams.

5.4 ACCOMMODATION

For the U18 AAA Central Region Championships, the Ontario Hockey Federation is pleased to partner with HTG Sports Services as our exclusive accommodation services provider. HTG's responsibility is to source, negotiate, and secure a minimum of 100 rooms at a variety of rates and amenities within an adequate driving distance to the arena. Once approved, the Host Organizing Committee is requested to refer all participating teams requiring accommodations to HTG to secure their rooms.



CENTRAL REGION U18 AAA

Championship Host Manual

HTG Sports will provide the OHF, and Host Organizing Committee with a link to their web-based booking platform which teams can use to select and secure their desired stay during our Championship.

In addition to the services notes above, HTG will provide the following services;

- Provide a toll-free number for participants allowing them access to all hotel information from one source
- Create rooming lists for each hotel and monitor all changes with hotel contacts
- Provide ongoing reporting on room nights booked
- Provide a dedicated Event Manager, and coordinator to monitor, respond to enquiries, and ensure a smooth hotel experience for all participants.

5.5 SECURITY

The Host Organizing Committee will be responsible to arrange security measures of individuals and equipment throughout the duration of the event. The Host Organizing Committee shall not be responsible for lost, stolen or damaged property.

Required Responsibilities

- Develop a multi-tiered accreditation system that clearly defines what accreditation levels are able to access certain areas of the facility. Typically done with coloured tags.
- Security of team equipment at all times during games, practices and storage.
- Ensure movement within areas is restricted according to specific authorization.
- Coordinate and train volunteers in procedures and duties.
- Designate a volunteer to coordinate and supervise the distribution of dressing room keys.
- Enforce the media access to media mix zone and photographer policy.

5.6 FOOD SERVICES

The Host Organizing Committee will be responsible to coordinate meals/refreshments (where applicable) for all participating teams, delegates and volunteers. Excluding the Championship banquet (if applicable) it is the responsibility of each team to cover the cost of their meals.

Required Responsibilities

- Arrange an independent area for volunteer refreshments (where convenient)
- Coordinate food services for hospitality rooms and special events
- The Host Organizing Committee is to supply a list of recommended restaurants



CENTRAL REGION U18 AAA

Championship Host Manual

5.7 PHOTOGRAPHY

The Host Organizing Committee will be responsible **to** arrange for photographic services for souvenir and documentation purposes.

Required Responsibilities

- The Host Organizing Committee may arrange for a local photographer to cover the Championship.
- The events which may require photo coverage are as listed below:
 - Team photos (in full uniform)
 - All post-game awards
 - Opening and closing ceremonies
 - Banquet (if applicable)
 - Championship final (before and after)
 - Candid shots
- The photographer may be given the right to set up a booth and sell photos during the Championship.



SECTION 6: PROTOCOL

6.1 OPENING AND CLOSING CEREMONIES

All ceremonies for the Championship must be in accordance with Hockey Canada guidelines and approved by the Championship Directorate.

Host Organizing Committee is responsible to provide the following:

- A minimum of two (2) people to assist with the execution of the ceremonies
- Inventory of materials for ceremonies (i.e. medallions, carpets, microphones, etc.)
- Small piece of carpet for post-game presentations

Example of Opening Ceremonies Logistics

- All scripting must be approved by the Host Branch Event Manager. This is to be done no later than 30 days prior to Championship.
- The Host Organizing Committee is responsible for the Opening Ceremonies program which shall last a maximum of twenty (20) minutes in duration and may include:
 - All teams onto ice (including On-Ice Officials)
 - Special skating display and flags
 - Bands/special music
- Costs for the Opening Ceremonies will be the responsibility of the Host Organizing Committee.
- Only the teams competing following the Ceremony are to be in full equipment. All other teams however, must represent their team by wearing their team jersey and skates.
- The Host Organizing Committee will be responsible to supply an up-to-date pre-recorded rendition of "O' Canada" (in both official languages) or a bilingual singer.
- A "T" shaped (red) carpet should be available for placement onto the ice prior to the program. The "T" carpet should reach from the ice entrance to centre ice. The carpet is to accommodate the dignitaries who will take part in the official opening ceremony.
- It will be the responsibility of the Host Organizing Committee to invite the following dignitaries to participate in the official Opening Ceremony of the Championship:
 - One local hockey representative from the community
 - One Host Committee Chairperson
 - One local government official
 - One Host Branch Representative
 - One Branch Representative from each Participating Team.
- Total speech duration not to exceed 10 minutes combined for all speakers.
- Instructions are to be given to the team managers at the Coaches & Managers Meeting and again prior to entry onto the ice surface.



CENTRAL REGION U18 AAA

Championship Host Manual

Example Closing Ceremonies of Final Championship Game

- The Host Organizing Committee is responsible for the awards presentation program that takes place on the ice following the championship game.
- The Host Organizing Committee is responsible for decorating the awards presentation table, which should be prepared off-ice during the championship game.
- Only the gold, silver and bronze medal teams are to be on the ice for the Closing Ceremonies. Note: the bronze medallist team may potentially be included in the closing ceremonies subject to scheduling and travel logistics.
- Immediately following the game, a “T-shaped” carpet will be laid out to centre ice for the following delegates:
 - Representative from Host Branch
 - Representative from Host Organizing Committee
 - Representative from each finalist team
- The Player of the Game awards will be presented
- The Championship Trophy will be presented by the Host Branch Representative to the captain of the Championship team. Instruct the Host Branch Representative to present the trophy and then place it back on the table until the medallions have been awarded.
- The bronze and silver medallions will be presented by the Host Organizing Committee
- The gold medallions will be presented by the Host Branch Representative
- Provincial and Canadian flags may be displayed by skaters or in any fashion.

6.2 AWARDS

The OHF will coordinate production and delivery of bronze, silver and gold medallions as well as the Championship Trophy.

The Host Branch shall bare financial responsibility for the bronze, silver and gold medallions. When the Championship is hosted by HEO, the OHF will invoice the Host Branch accordingly.

Awards Selection Committee

- The Host Organizing Committee is responsible to select a Chairperson of the Awards Selection Committee from local, knowledgeable hockey people.
- The Awards Selection Committee Chairperson should not be involved on any other committee as award selection is a very time-consuming job.
- The Awards Selection Committee Chairperson shall select up to six (6) committee members based on volunteers who will be knowledgeable hockey people not involved on any other committee or related to a participating team.
- A minimum of three (3) committee members will be prepared to work at every game.



CENTRAL REGION U18 AAA

Championship Host Manual

- The Awards Selection Committee Chairperson will be responsible to deliver (or have delivered) the post-game award winners name, number and team to the game announcer with ten (10) minutes remaining in the third period.

Individual Championship Awards (Based on round robin play only)

- Most Valuable Player
- Most Sportsmanlike
- Top Goaltender
- Top Defenceman
- Top Forward
- Top Scorer

Top Players Awards Analysis (Not Prioritized)

- Does the athlete have a positive attitude to coach, fellow players and officials?
- Does the athlete display team skills, play-making, unselfishness, sacrifice, consistent work ethic?
 - Consistent effort (whole game/whole Championship)
 - Leadership, on ice, off ice, bench, spark plug
 - Creative play-making
 - Defensive play
- Does the athlete have special face-off responsibilities?
 - On-ice for special conditions (power play, penalty killing)
 - On-ice for last minutes of each period (especially 3rd)
 - Good defensive position in defensive zone, back-checking (work ethic)
 - Concept of defensive team play
 - Good transition offence to defence and defence to offence
- Cumulative data analysed as they become available:
 - Athletes +/- rating
 - Scoring goals/assists
 - Penalties in minutes
 - Types of penalties
 - Types of errors made in team and individual play penalties, leaving check
- Individual skills:
 - Skating
 - Stick handling
 - Passing
 - Shooting
 - Checking
 - One on one situations



CENTRAL REGION U18 AAA

Championship Host Manual

- Key winning goals are important but do not override the total player's evaluation in any given game.

Top Goaltender Awards Analysis

- Factors to consider when evaluating goaltenders:
 - Angles
 - Positioning (ability to recover for second shot)
 - Mobility and agility
 - Rebound Control
- Puck handling
 - Mental toughness and confidence
 - Shot quality and save percentage based on teams he played against

Championship MVP Awards Analysis

- This player will be the "dominant player" of the Championship in aspects of team and individual play.
- He/she will play all key situations: power play, short-handed and key game situations.
- His/her leadership will be clearly visible on the ice, on the bench and off the bench.

6.3 VIP HOSPITALITY

Ensure the proper involvement and treatment of VIPs throughout the Championship.

- Understand the roles and involvement of VIPs including:
 - Representatives and other hockey delegates
 - Government officials - federal, provincial and municipal
 - Media
 - Sponsors
- Ensure appropriate accreditation is extended.
- Liaise with various committees to ensure protocol is met at all times.
- Provide a hospitality area with refreshments for dignitaries (i.e. scouts, team personnel) to be used prior to, during and following each game.
- Consider creating a VIP program for dignitaries and sponsors which will include gift package, community tours, receptions, shuttle service and preferred seating at games and special events (this is recommended and not required).
- Promote the VIP Room with as many means possible. Attach information to ticket packages, signage on site, game announcements in order to increase exposure.



CENTRAL REGION U18 AAA

Championship Host Manual

6.4 GAME TICKETS

The Host Organizing Committee is responsible for ticket design, printing, distribution, reconciliation and the coordination and distribution of Championship tickets to Participating Teams and dignitaries.

Required Responsibilities

- Ticket design must be approved by Host Branch prior to printing.
- Design the front and back side of the tickets. Front to contain event details, Branch and sponsor logos where possible. Back to contain schedule and important telephone numbers.
- Set ticket prices based on individual and packages.
- Coordinate with other departments to ensure efficient ticket sellers and takers.
- Reserve tickets (to be available at entrance door) include: doctors/dentists, team and bench personnel, easy access to dressing rooms and medical rooms



CENTRAL REGION U18 AAA

Championship Host Manual

SECTION 7: MARKETING

7.1 MARKETING PLAN

The Host Organizing Committee is responsible to develop a comprehensive marketing plan which includes media advertising and ticket sales plans, as well as the strategy through which support can be secured from the public and private sectors.

- Prepare a marketing and promotions plan to be made available six (6) months prior to Championship.
- Prepare marketing and promotional materials.
- Develop a plan of community events to raise Championship awareness.
- Research potential media partnerships and create an insert for newspaper.
- Outline potential for other contributions, such as in-kind donations and services.
- Include an outline of the proposed media advertising and promotional campaign for the Championship.

Official Event Name

- The Championship shall only be promoted as the “Central Region U18 AAA Championships”.
- In the event of a significant sponsor, the name of the event may be adjusted to recognize their contribution to read “Central Region U18 AAA Championships presented by <name of sponsor>” or “<Name of sponsor> presents the Central Region U18 AAA Championships”.

7.2 CHAMPIONSHIP SPONSORSHIP

The Host Organizing Committee Responsible for the development of sponsorship and fund-raising packages for corporate sponsors and gifts in kind.

- Create a plan for acquiring local sponsorship.
- Securing lists of needs from all committees with the objective of securing donations for all equipment and Championship supplies.
- Communicating with other committees in regard to exposure commitments to sponsors/donors.

7.3 OFFICIAL CHAMPIONSHIP PROGRAM PUBLICATION

The Host Organizing Committee Coordinate local elements and sales of Championship souvenir program.

- Host Organizing Committee to set retail price (past championships approx. \$3.00 – \$5.00).
- Coordinate on site sales and inventory control and retain profits for the Host Organizing Committee. Host Organizing Committee to retain all proceeds from the sale of local committee solicited advertising as well as from sale of programs.
- Hold 250 programs for distribution to all participating teams, officials and dignitaries.



CENTRAL REGION U18 AAA

Championship Host Manual

- When selling advertising space, be sure to provide advertising specifics (for example page size, advertisement size, colour vs. black and white) and specify photo-ready artwork to be provided by advertiser.

7.4 CHAMPIONSHIP MERCHANDISING

Hosted in the OHF, all merchandise/apparel orders will exclusively be made available for purchase by the OHF for all participants prior to, during and post Championship. Apparel will include popular items such as hoodies, hats, and T-shirts with other items to be determined and discussed with the Host Organizing Committee. The OHF will work in partnership with the Host Committee in the promotion of all merchandise/apparel marketing to maximize exposure.

7.5 ADVERTISING AND PROMOTION PLAN

The Host Organizing Committee Development of a promotional plan to ensure maximum exposure for the Championship.

- Develop a promotional plan outlining all media advertising, publicity and promotional opportunities.
- Development and distribution of promotional materials and displays (posters, pocket schedules, etc.) in cooperation with the Host Branch.

Advertising / Promotion

- The Host Branch will assist the Host Organizing Committee in every way possible with promotions.
- The following are suggested ideas that are highly recommended to be used by the Host Organizing Committee to promote the Championship within the surrounding community:
 - Ticket promotion / businesses
 - Radio station and TV talk shows
 - Include a local media person well known on committee
 - Poster display (arena / merchant / buses / trucks)
 - Banner display (arena / street)
 - In-arena promotional booth during events
 - Shopping Centre displays and promotions
 - Newspaper supplement
 - Local sport stores: display national trophies in windows, move them around from store to store in the area

7.6 TICKET SALES / INVENTORY

The Host Organizing Committee Promotion will be responsible for sales and distribution of individual tickets, package plans and group sales.

- Develop a strategy for ticket package and individual tickets sales.



CENTRAL REGION U18 AAA

Championship Host Manual

- Develop ticket campaign and launch date:
 - Develop plan for ticket sales via local retailers and public offices
 - Approach corporations to purchase group ticket packages for their staff and clients
 - Develop ticket packages for specific groups in your community such as; senior(s) homes, school groups, children(s) society(s) and special needs group
 - Outline the strategy for the pricing and packaging of ticket sales for the overall Championship



CENTRAL REGION U18 AAA

Championship Host Manual

SECTION 8: MEDIA SERVICES

8.1 STATISTICS / RESULTS

This is a very time consuming and demanding job. Ensure one (1) to two (2) volunteers are specifically assigned to this task. The volunteer should not be a member of the off-ice officials' team (scorekeeper, timekeeper or announcer).

To achieve this, it is mandatory that all Championships have one computer capable of accessing the Internet available during and after each game for this purpose.

Any expense(s) incurred to obtain a statistician and equipment to accomplish the job is at the expense of the Host Organizing Committee.

Final copies of all game sheets should be available at all times in the media room.

Game statistics shall be updated in real-time via online scoring application. If real-time updates cannot be accommodated results are to be updated immediately following each game via online scoring application. Note: when the championship is hosted in the OHF, Gamesheet Inc. shall be the official provider of the online scoring application.

8.2 WEBSITE INFORMATION

Advertising of Web Site Address

All Championship information will be housed on the Central Region/All-Ontario Championship Website under the specific category. The website is www.ontariochampionships.ca

On all advertising, posters, promotional materials, Championship letterhead and Championship correspondence be sure to promote the Branch website address.

All statistics, news, related stories will be posted on the website.



CENTRAL REGION U18 AAA

Championship Host Manual

SECTION 9: SCHOLARSHIP PROGRAM

9.1 OVERVIEW

Scholarships are presented at each Regional Championship as well as the National Championship

The Esso Kids Scholarship recognizes individuals that demonstrate outstanding academic and athletic performance as well as community involvement.

The intent of the scholarship program is to determine the best eligible recipient while following the guidelines laid out by Hockey Canada for the awarding of these scholarships.

When choosing individuals to carry out the selection, try to find people with a sound educational and hockey background; with no ties to the teams involved.

To the interviewers:

Score the answers to questions 1 – 5 with 5 representing the best score. (QUESTIONS LISTED BELOW)

As an interview group, determine the process together and share in the question process.

Set up an interview area that is comfortable for the players and can be used away from the rest of activities surrounding the event.

Ensure that all nominees are congratulated on their selection and also on their team's advancement to the play downs. Wish them all the best of luck in the future regardless of who is successful in receiving the scholarship.



CENTRAL REGION U18 AAA

Championship Host Manual

9.2 REGIONAL U18 AAA HOCKEY CHAMPIONSHIP SCHOLARSHIP PROGRAM INTERVIEW PROCESS & SCORING

REGION: _____

DATE: _____

NAME: _____

TEAM: _____

INTERVIEWER: _____

PHONE: () _____

QUESTIONS

SCORE

1. Who has had the most influence on you when combining education with hockey and why?

1 2 3 4 5

NOTES:

2. What contributions have you made in your community to help make a difference?

1 2 3 4 5

NOTES:

3. What plans do you have for your education and hockey future?

1 2 3 4 5

NOTES:

TOTAL SCORE (QUESTIONS 1-3): _____



CENTRAL REGION U18 AAA

Championship Host Manual

- | | | |
|-------------------------|-------|-----------|
| 4. LEVEL OF SCHOOL | _____ | 1 2 3 4 5 |
| 5. CURRENT GRADE AVG | _____ | 1 2 3 4 5 |
| 6. REFERENCE LETTERS | _____ | 1 2 3 4 5 |
| 7. PLANS/CURRICULUM | _____ | 1 2 3 4 5 |
| 8. POST SECONDARY PLANS | _____ | 1 2 3 4 5 |
| 9. TIME MANAGEMENT | _____ | 1 2 3 4 5 |
| 10. COMMUNITY SERVICE | _____ | 1 2 3 4 5 |

TOTAL SCORE (QUESTIONS 4-10): _____

***Please add additional questions as required to assist with the selection process.**

NOTES:

GRAND TOTAL SCORE (QUESTIONS 1-3 + QUESTIONS 4-10) _____