



**OHF**  
CHAMPIONSHIPS

**BID GUIDELINES**

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**APRIL 18-20, 2025**

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### The main objectives of the Bid Guidelines are:

- ✓ to help guide and direct the Host Organizing Committee during the planning of the OHF Championships
- ✓ to develop the necessary procedures required to plan and execute the OHF Championships
- ✓ to focus on the strengths and opportunities of the OHF Championships
- ✓ to clearly outline OHF expectations of the Host Organizing Committee and all parties involved

## Event Overview

The Ontario Hockey Federation (OHF) Minor Hockey Championships is a three (3) day Championship that produces OHF Branch Champions at the U13 A, AA, U15 A, AA, U18 A, AA divisions. Other divisions and Hockey Canada Branches may participate as approved by the OHF Board of Directors.

The OHF Championships take place at the conclusion of every hockey season during the weekend of the third Saturday of April or otherwise approved by the OHF Board of Directors. The 2025 OHF Championships are scheduled for April 18-20, 2025. with five teams participating at each of the OHF Championships.

The OHF Championships will be comprised of five teams, the host team that will be joined by 4 Championship Team representatives within the age category from the following Minor Member Partners.

- Minor Hockey Alliance of Ontario (ALLIANCE)
- Greater Toronto Hockey League (GTHL)
- Northern Ontario Hockey Association (NOHA)
- Ontario Minor Hockey Association (OMHA)

Note the following:

- **U15 A & U18 A:** The GTHL does not participate therefore, at those age categories, the following criteria will be used in determining the 5<sup>th</sup> team;
  - 1) No Member Partner may have more than two teams represented
  - 2) If three teams would be represented based on the host selection, the Member Partner to provide a 5<sup>th</sup> team would be determined alphabetically.
- The OHF Championships are sanctioned through Hockey Canada and therefore, the Host Organizing Committee is not required to get an insurance certificate. Participating Teams are NOT required to get travel permits.

The attached document is a detailed information package for prospective Host Organizing Committees. The package contains information to assist potential host groups in building bid documents for submission, including an overview of roles and responsibilities of the OHF, Minor Member Partner and Host Organizing Committee.

If you have any questions about the information detailed within the bid guidelines package, please contact: Scott Stevens, [sstevens@ohf.on.ca](mailto:sstevens@ohf.on.ca)

## Bid Process

The OHF Championships are a significant property of the OHF, hosted in co-operation by an OHF Minor Hockey Member and Minor Hockey Association and/or team on behalf of the OHF. The Host Manual has been developed by the OHF for the purpose of facilitating selection and delivery of OHF Championships.

*Pursuant to OHF Playing Regulation A11(c); OHF Championship hosts will be determined through an open bid to the OHF. All bids must be endorsed by the proposed host association and their affiliated Member. Final approval of hosts will be determined by the Board. Withdrawal of a hosting commitment after approval may result in penalties against the offending Member and/or association."*

The Host Organizing Committee gains the opportunity to promote the game of hockey within their community and their local Minor Hockey Association. Hosting an OHF Championship has the potential to be profitable.

### Timelines and Process

#### **March 1, 2024 – Electronic circulation of bid guidelines**

The OHF will forward the bid guideline package to all Member Partner Executive Directors on March 1<sup>st</sup>, 2024 for distribution to Minor Hockey Associations for submitting bid applications.

#### **May-June 2024 – Q & A Session**

The OHF will host a virtual Q & A session for Minor Hockey Associations who have an interest in hosting. Dates and times to be determined and communicated to the Member Partner Executive Directors for distribution.

#### **June 30, 2024 – Deadline for submission of final bid documents**

Members/Associations must submit the electronic copy of the Member-endorsed Bid Package to the OHF. Members/Associations may submit the Member-endorsed Bid Packages to the OHF earlier at their discretion.

#### **July-September 2024 – Review of bids**

The OHF will review all Members/Associations bids. There may be a request for additional information at the discretion of the OHF.

#### **September 30, 2024 – Ontario Hockey Federation Decision**

The OHF Board will review and vote to approve the Member-endorsed Bid Package

## OHF Championship Bid Guidelines Check List

The following items must be included in any Member-endorsed Bid Package prior to being submitted to the OHF for approval by Minor Council:

- Endorsement letter from affiliated Member (ALLIANCE, GTHL, NOHA, OMHA)
- Include the Site Selection Overview Document as page one of your bid (See appendices)
- Mandate of Host Organizing Committee – what is your goal in hosting an OHF Championship
- Facility agreement or letter of support/availability for the Host Arena
- Facility agreement or letter of support/availability for the proposed banquet venue
- Confirmation on Hotel availability (as outlined under Host Committee Responsibility)
- Proposed budget
- Contact sheet
- Critical Path
- Win/loss record of host team over last two (2) seasons
- Host Organizing Committee Organizational Chart
- Proposed sponsorship package & plan
- Media Plan and Promotional Strategy
- Advertising Plan
- Athlete experience – what plans does the Host Organizing Committee have to enhance the overall player experience.

## Roles and Responsibilities

### Ontario Hockey Federation (OHF)

- ✓ OHF Board to approve the Championship Hosts based on submissions from the Host Member and recommendations by the Member Partner Senior Leadership Team.
- ✓ Branch Event Manager to provide the official logo of the Ontario Hockey Federation and Championship logo for use by the Host Organizing Committee for non-commercial purposes.
- ✓ Branch Event Manager to host monthly conference calls for all Host Organizing Committee Chairs.
- ✓ Branch Event Manager to forward copies of the Host Guidelines to each Member.
- ✓ Distribute OHF Championship Subsidy of \$4,000 in the following installments.
  - 60% in January or sooner subject to the receipt of the completed Host Information Form.
  - 40% following the Championship contingent upon the receipt of the Host Organizing Committee Championship Report and Financial Summary and any supplied OHF property within thirty (30) days of the completion of the event. Failure to comply with the above may result in the forfeiture of the remaining funds.
- ✓ OHF to approve all schedules for OHF Championships.
- ✓ OHF to approve the appointments of the Championship Committee Chair for each Championship. Branch Event Manager to provide this information to the Host Organizing Committee Chair.
- ✓ Branch Event Manager to ensure each Championship Committee Chair has a copy of the Hockey Canada Playing Rules, Hockey Canada Regulations and OHF Handbook as resource tools available.
- ✓ **Team Information Package:** In cooperation with the information provided by each Host Organizing Committee, the Branch Event Manager will create this package for each of the six OHF Minor Hockey Championships. This package will be sent to the Member Executive Directors. The package includes:
  - General Championship Information (arena, hotel, contact information and gate fees)
  - Schedule of Events and Games Schedule
  - Responsibilities of Participating Teams
  - OHF Minor Hockey Championship Rules, Regulations and OHF Minor Minimum Suspension List
  - Forms to be submitted: Team Information Form, Roster Sheet and Trophy Agreement
- ✓ Provide a media release prior to and following the Championship. Work in conjunction with the Host Organizing Committee Chair to promote the Championship within the community.
- ✓ Branch Event Manager to conduct a conference call (or provide, via email, documentation to Committee if otherwise agreed to) with Championship Committee Chairs and Division Representatives prior to the start of the OHF Championships. The conference call will address the expectations and requirements of the Championship Committee.
- ✓ Provide enough amenities and/or souvenir items for the entire Team Contingent of all Participating Teams.
- ✓ Provide medallions and championship trophy to Host Organizing Committee.

### Host Member Partner

- ✓ Appoint an Executive Member to act as the Championship Committee Chair by January 31<sup>st</sup>.
- ✓ Appoint a Division Representative by January 31<sup>st</sup>. The Division Representative should follow guidelines of responsibilities as outlined by their division and/or the OHF. The Division Representatives must be in attendance for all games of the Championship. The Branch Event Manager must be notified in advance of any foreseen absences. A \$2000 fine payable to the OHF by the Member of a Division Representative that does not attend the banquet (if applicable) and or all Championship games will be levied. Extraordinary circumstances will be accommodated subject to the Division Representative notifying the Championship Committee Chair and Branch Event Manager.
- ✓ Upon appointment of Championship Committee Chairs and Division Representatives, submit all contact information (i.e. shipping address, email and phone) and size information (i.e. golf shirt, sweater and jacket) to the Branch Event Manager.
- ✓ Ensure all Participating Teams are confirmed and finalized at least seven (7) days prior to the start of the Championship. Members must send team names to the Branch Event Manager by this date.
- ✓ Each Member Executive Director is responsible for guaranteeing the accuracy of the Participating Team rosters. These rosters serve as verification that all players are eligible to participate and may be used by the Division Representative to compare against the roster sheets at the Pre-Championship Meeting or sooner.
- ✓ Submit a suspension report from the past season for qualifying teams.
- ✓ Assist the Host Organizing Committee, if requested, in designating stand by goaltenders as per regulation and forward the names of these goaltenders to the Branch Event Manager.
- ✓ To provide game sheets to the Host Organizing Committee.
- ✓ In conjunction with the Host Member Referee-in-Chief, appoint On-Ice-Officials to be assigned to work the Championships. On-Ice Officials must comply with HCOP level requirements for that Division/Series.
- ✓ To provide the Team Information Package to the Participating Teams.

### Host Organizing Committee

- ✓ It is the responsibility of the Host Organizing Committee, Host Member and any other bid partners to begin fulfilling the obligations of the Host Manual as well as the commitments laid out in the approved Bid Package immediately upon being awarded an OHF Championship.
- ✓ The Host Manual outlines the minimum protocol requirements for Hosts. The OHF expects the Host Organizing Committee to maintain these protocols. Going above is at the discretion of the Host Organizing Committee. Any pre-Championship deviation from the Host Manual must be approved by the Branch Event Manager. Any deviation during the Championship must be approved by the Championship Committee.
- ✓ These are OHF Championships and as such, there will be much communication between the Host Organizing Committee and the Branch Event Manager throughout the planning phases. Deadlines are to be met and all information is to be submitted to the Branch Event Manager.

- ✓ The Host Information Form is due to be sent to the Branch Event Manager by **January 15<sup>th</sup>**. This form included at the end as an attachment contains all the pertinent Championship details.
- ✓ For all 2025 OHF 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.  
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.
- ✓ If accommodations are required, the Participating Team(s) must stay in the Host Hotel as a condition of participation. The Member Executive Director of any Participating Team to make reservations at any other hotel than the Host Hotel will be informed in writing by the Branch Event Manager. A \$5000 fine (per team) payable to the OHF by the Member will be levied if after the Member Executive Director is notified the Participating Team does not move their reservations to the Host Hotel. The OHF will reimburse the Host Organizing Committee up to a maximum of \$5000 (per team) for any incurred fees associated with the Participating Team not staying at the Host Hotel during the Championship. All reimbursements to the Host Organizing Committee must be supported by a fully executed agreement between the Host Organizing Committee and the Host Hotel outlining the fees. The agreement must have been executed prior to the Participating Team qualifying for the Championship.
- ✓ Promote the event within the local arenas, libraries, community centers, schools, legions, malls, etc. Ensure that permission is given prior to posting.
- ✓ Secure Host Rink:
  - The ice shall be rented on an exclusive basis for a period of at least one hour prior to and after for the period of the Championship schedule.
  - The Host Rink must have at least five dressing rooms for Participating Teams plus one dedicated referee room available for the duration of the Championship. If the Host Rink facility has two or more ice pads, the OHF Championship will be played on one ice pad only. This allows all representatives to watch all games.
  - It is recommended that the U13 division of an OHF Championship be played on a rink no larger than 200 ft. x 85 ft.
  - The maximum ice dimensions permitted for the U15 AND U18 divisions shall be the equivalent to that of a standard Olympic rink (200 ft. x 100 ft.).

- ✓ Secure a meeting room at the arena to allow for daily meetings for the Championship Committee. Warm and cold refreshments are highly recommended to be available. This room should be separate from the hospitality room and media room (if provided) and shall have Wi-Fi internet access.
- ✓ Develop the Championship game schedule based on the template provided. The schedule must be submitted to the Branch Event Manager for approval by **January 31<sup>st</sup>**.
- ✓ Game sheets are available from the Host Member. *The OHF does not supply game sheets.* It is recommended that additional game sheets are available in the event that game sheets are damaged, or extras required on a per game basis.
- ✓ The Host Organizing Committee shall be responsible for providing warm-up pucks (25 per team) and all game pucks. Game pucks must be frozen 24 hours prior to all games.
- ✓ Secure experienced time keepers who are familiar with the venue for every game. It is imperative that a minimum of two timekeepers are at each game. Time keepers will be assigned and trained by the Host Organizing Committee. Time keepers and scorekeepers are to be independent, competent and knowledgeable individuals. Goal judges are not required.
- ✓ Update game stats in real-time via an electronic scoring application. If real-time updates cannot be accommodated results are to be updated immediately following each game via the electronic scoring application. Internet access for the weekend will be required.
- ✓ Update schedule via electronic game tools at the conclusion of the round robin.
- ✓ At the conclusion of the event, in cooperation with the Championship Committee Chair forward the original game sheets (if applicable) along with any Match Penalty Reports to the Branch Event Manager.
- ✓ Provide proper accreditation for the Team Contingent, On-Ice Officials, Championship Committee, special guests/dignitaries and VIP's for the Championship. Name badges on lanyards work best. The Host Organizing Committee is responsible for printing.
- ✓ Hosting a Welcome Banquet will be **optional** to the extent that it is logistically and economically feasible for hosts.
- ✓ Host a Pre-Championship Meeting (immediately following the banquet if applicable) in a separate room from the banquet room.
- ✓ Create an Emergency Action Plan (EAP). The Emergency Action Plan must be submitted to the Branch Event Manager by March 1<sup>st</sup>. 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:
  - Reporting the emergency
  - Activating the emergency plan
  - Assuming overall command
  - Establishing communication
  - Alerting staff
  - Requesting external aid
  - Coordinating activities of various groups
  - Providing medical aid

- ✓ Provide two (2) stand-by goaltenders for the competition, in accordance with the OHF Championship regulations. These players are to be provided the same rights and privileges extended to all other participants. The Host Organizing Committee may request assistance from the Host Member in designating stand by goaltenders.
- ✓ The Host is financially responsible for all ice rental and fees relating to the On-Ice Officials. The On-Ice Officials will be remunerated based on the regular season fee schedule set by the Host Member. Where current rates are not provided for a three official system payment will be at the next applicable level.
- ✓ The Host Organizing Committee is financially responsible for providing player of the game awards (optional).
- ✓ It is encouraged that a bank account be opened separate from the team or association account, since several transactions will be made for the event.
- ✓ Provide a souvenir package (swag bag) compiled of articles from sponsors or donations in kind. This package shall be provided to including stand-by goaltenders and the Championship Committee. Items must be age appropriate.
  - Suggested items include: Community pins and/or team pins, pucks, water bottles, clothing, trading cards, skate sharpening coupons, restaurants and/or retail discount coupons, snacks (no peanuts).
- ✓ Prepare a Championship Program highlighting the OHF Championship. The program is a memorabilia piece for all of those involved in the Championship. Selling advertising is a good way to pay for the publication. Selling the Championship Program is also a means to produce revenue. Templates of past programs can be requested from the Branch Event Manager. This program may include:
  - Letters from Dignitaries (OHF President, Mayor, Councilor, Host Chair). The Branch Event Manager shall distribute a letter on behalf of the OHF Chair to each Host Organizing Committee.
  - Team rosters, team pictures, team motto, team accomplishments (this is something the Host Organizing Committee will collect from the Team Information Form that is provided to all Participating Teams in the Team Information Package).
  - Previous OHF Champions
  - Game schedule and Regulations
  - OHF Minor Minimum Suspension List
  - Community highlights: map noting location of arena and hotel, restaurants and attractions, bank machines, pro shops, sponsor stores and a mall goes a long way for those visiting out of town.
- ✓ The Host Organizing Committee shall provide refreshments to participants at the conclusion of each game.
- ✓ All OHF Championships shall have a medal and a trophy presentation. Teams are not required to stay for the Closing Ceremonies, if they are finished prior to the championship game. If a team chooses to leave they must make the Championship Committee aware. All medal presentations take place on ice.
- ✓ Complete the post event Host Organizing Committee Championship Report and Financial Statement and submit by email to the Branch Event Manager within thirty days following the completion of the Championship along with all applicable supplied property. Branch Event Manager to supply post event.
- ✓ The Host Organizing Committee shall be financially responsible for providing the members of the Championship Committee 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 Committee.

- ✓ BUDGET - Provide for a budget taking into consideration all streams of revenue and expenses. Setting the budget will allow the committee to understand where the revenue is coming from and where the money is being spent. There are always going to be a few expenses that occur during the execution of the Championship, having it budgeted for will allow you to stay on track. One of the first tasks that should be completed is the development of a budget.

#### **Revenue**

OHF (\$4,000)  
Sponsorship  
Gate fees  
Banquet ticket sales  
50/50, Toonie toss, fundraising  
Donations in kind  
Retail tables  
BBQ or special event  
Program advertising  
Program sales  
Hotel rebate program

#### **Expenses**

Banquet (if applicable)(meal, decorations, guest speaker)  
Arena rental and equipment (pucks)  
Officials (referee, linesman, timekeeper)  
Gifts (to players, dignitaries, special guests)  
Merchandise and cresting  
Awards and prizes  
Promotions  
Programs and signage printing  
Photographer  
Hospitality (teams and meeting room)  
Meetings  
Snacks, meals and refreshments for the Championship Committee

- ✓ TICKET PRICING - To assist with offsetting the costs of hosting the Championship, the following are the maximum a Host may charge for admission to the event. The Host Organizing Committee can lower admission fees if decided.

- Daily Entry Fee: \$12.00 per day maximum
- Weekend Entry Fee: \$30.00 per weekend maximum

Game admission tickets may be sold at the banquet (if applicable) or prior to the Championship via a form in the Team Information Package. Players and team staff are included in the provision of accreditation and are not to pay entry fees. Provide gate volunteers with a list of all accredited individuals.

All profits are encouraged to be sent back to the hosting Minor Hockey Association.

- ✓ VOLUNTEERS - Ensure that volunteers are in place to adequately host the Championship. Compile a list of volunteers with their corresponding duties to ensure insurance coverage is extended to them. The volunteer list must be submitted to the Branch Event Manager no later than seven (7) days prior to the start of the event.
- ✓ Provide for Committees within the Host Organizing Committee. The following are examples of committees that should be established.

- Executive Committee – includes Host Organizing Committee Chair(s)
- Food and Beverage – may include banquet
- Public Relations and promotions – may include printing event program
- Sponsorship and VIP
- Volunteer Coordinator
- Ticket Sales
- Entertainment

### **Participating Teams**

- ✓ TEAM CONTINGENT: U13 A – U18 AA – 19 Players + 5 Bench Staff x 5 Teams = 120 + 2 standby goaltenders = 122 Total participants
- ✓ Review the Team Information Package. This package contains Championship details such as hotel, arena, banquet (if applicable), forms, deadlines and important contacts.
- ✓ Upon qualifying, be in contact with the Branch Event Manager and the Host Organizing Committee Chair. Submit all pertinent information, forms and images as requested prior to arrival at the Championship. These items include but are not limited to the following:
  - Team Information Form Includes: team motto, cheers, favourite moments, statistical information (tournaments and honours), and team and/or association history.
  - Team Roster Sheet Includes: Full names (players and coaching staff) indicating AP and Captain, Date of Birth (providing day, month and year), Height, Weight, Shot and Position (i.e. Left Wing, Right Wing, Centre, Defence and Goalie).
- ✓ If accommodations are required, the Participating Team(s) must stay in the Host Hotel as a condition of participation. The Member Executive Director of any Participating Team to make reservations at any other hotel than the Host Hotel will be informed in writing by the Branch Event Manager. A \$5000 fine (per team) payable to the OHF by the Member will be levied if after the Member Executive Director is notified the Participating Team does not move their reservations to the Host Hotel. The OHF will reimburse the Host Organizing Committee up to a maximum of \$5000 (per team) for any fees associated with the Participating Team not staying at the Host Hotel during the Championship. Any and all reimbursements to the Host Organizing Committee and the Host Hotel outlining the fees. The agreement must have been executed prior to the Participating Team qualifying for the Championship.
- ✓ Attend the Pre-Championship Meeting following the banquet (if applicable).
- ✓ All team members must behave in an appropriate manner, both on and off the ice in accordance with the OHF Code of Conduct. The Championship Committee may convene a disciplinary hearing to determine sanctions against a team, team members or the parents of a specific team deemed to be acting in an inappropriate manner or contrary to the OHF Code of Conduct.
- ✓ Adhere to the Championship dress code at all times:
  - Players: Team tracksuit with running shoes or business casual (collared shirt, dress pants, appropriate shoes or boots)
  - Bench Staff: Business casual (collared shirt, dress pants, appropriate shoes or boots)
  - Trainers: Team tracksuit with suitable boots or running shoes

- ✓ Only hats, toques, etc. with the team logo are permitted to be worn at the Host Rink, however, cannot be worn by any player or team official while on the bench.
- ✓ Violation of the Championship dress code may be handled as follows:
  - 1<sup>st</sup> team offence - Championship Committee Chair on behalf of the Championship Committee may issue a written warning to the offending team(s), reiterating the dress code and non-compliance sanctions. It is the responsibility of the Division Representative to deliver the warning to their affiliated team prior to that team's arrival at the rink for the next scheduled game.
  - 2<sup>nd</sup> team offence - Championship Committee may conduct a hearing to determine non-compliance sanctions. A maximum three (3) game suspension to any individual found to be in non-compliance may be issued.
  - 3<sup>rd</sup> team offence - Any Participating Team that is found to be in non-compliance for a third time may be removed from the Championship. All remaining games for that team will be recorded as a loss.
- ✓ Arrive at the arena one (1) hour prior to the official starting time of the game. One official from each competing team is to go to the designated Championship Office at the arena one (1) hour prior to game time to confirm the game sheet, starting goaltender and starting five (5) skaters.
- ✓ All members of the team must be present and participate in the Welcome Banquet (if applicable).
- ✓ The Team Trainer has authority on decisions regarding injuries and a player's ability to continue playing.
- ✓ It is mandatory to wear a mouth guard according to your affiliated Member rules. Participating Teams are to operate by the rules of their affiliated Member.
- ✓ All players will have an 11:30 pm curfew unless participating in an official OHF Championship function or receiving special permission from the Championship Committee Chair.

### **On-Ice Officials**

- ✓ The Host Organizing Committee is NOT responsible to select the On Ice Officials to be used at the event.
- ✓ The Host Member shall appoint On-Ice-Officials. A list of On Ice Officials will be provided by the Host Member to the Host Organizing Committee.
- ✓ Each Division Championship shall have a Championship Referee-in-Chief assigned by the Host Member to be in charge of the On Ice Officials during the Championship.
- ✓ 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 Host Member regular season rates for a three (3) official system.
- ✓ The three (3) official on-ice-system shall be used for all divisions with the exception of the U18 A & AA divisions which will use the four (4) official on-ice system.
- ✓ All Referees shall be minimum Level 3 and Linesmen shall be minimum Level 2 pursuant to the Hockey Canada Officiating Program (HCOP).
- ✓ All On Ice-Officials shall wear the OHF Officials' crest on the left chest of the sweater as well as red arm bands.
- ✓ The assignment of On Ice Officials will be scheduled up to and including the final games on Saturday.

- ✓ Throughout the Championship the On-Ice Officials will be evaluated and those determined to be the best will be selected to officiate the final games. These On Ice Officials will be confirmed and assigned by the Championship Referee-in-Chief after meeting with the Championship Committee.

## Championship Committee Overview

The Championship Committee is made up of one (1) Championship Committee Chair plus four (4) Division Representatives (ALLIANCE, GTHL, NOHA and OMHA) for a total of five (5) members as appointed by the Host Member Partner and approved by the OHF. Note the following exceptions:

U15A: The GTHL does not participate therefore only 3 Division Representatives plus 1 Governing Chair – 4

U18A: The GTHL does not participate therefore only 3 Division Representatives plus 1 Governing Chair – 4

The Championship Committee will be solely responsible for the conduct of the Championship and will rule on all disciplinary/protest matters. The Championship Committee Chair shall make all press releases relating to disciplinary action and protest outcomes.

A written report of any disciplinary action shall be made to the OHF President and the President of the OHF Member concerned by the Championship Committee.

No member of the Championship Committee should be a part of the adjudicating process on disciplinary matters or protests in the event that one of the game officials directly or indirectly involved with an incident is an immediate family member.

Prior to the meeting of the Championship Committee on any disciplinary matter or protest, it is the responsibility of the Host Organizing Committee Chair to supply the Championship Committee with a copy of the Referee's Report relative to the purpose for which the meeting is convened.

The game referee must be in attendance for the part of the meeting as required by the Championship Committee to answer any questions relative to his written report.

The coaching staff member and/or player is responsible for the purpose of the Committee meeting shall be similarly required to be in attendance for that part of the meeting as required by the Championship Committee.

The Championship Committee shall discuss and render a decision on any disciplinary issue and protest without the attendance of any non-Committee individuals.

Any suspensions shall be in accordance with current Hockey Canada and OHF Regulations and the approved OHF Minimum Suspension List for Minor Hockey.

It shall be the prerogative of the Championship Committee to determine the status/participation of any suspended individual(s) relative to attending the banquet, opening and closing ceremony and any other recognized official OHF Championship function.

### Responsibilities of Championship Committee Chair

- ✓ To chair the Championship Committee. (This committee should meet each morning to discuss the progress of the Championship). This committee is responsible for making all decisions on hockey operations and disciplinary matters.

- ✓ The Championship Committee Chair has the authority to grant permission for a suspended player to participate in closing ceremonies.
- ✓ To be in attendance at all games. Notify the Branch Event Manager and Host Committee Chair of potential absences.
- ✓ Be familiar with OHF Championship Discipline Procedures, OHF Minor Hockey Championship Guidelines, OHF Minor Hockey Championship Rules & Regulations and OHF Minor Minimum Suspension List. The Championship Committee Chair should also have the Hockey Canada Playing Rules, Hockey Canada Regulations and OHF Handbook as resource tools available at the Championship.
- ✓ Prior to the Semi-Final and Final games, chair a meeting of the Championship Committee to assist in the assignment of On-Ice Officials in coordination with the appointed Referee-in-Chief and Supervisor. (Section 8)
- ✓ Bring to the attention of the Championship Committee and/or the Host Organizing Committee, items that should be addressed to ensure the Championship operates according to OHF standards. This may include but is not limited to: logistics, ceremonies, hockey operations, breach OHF Code of Conduct (players, staff or fans).
- ✓ If deemed necessary the Championship Committee Chair may, at his/her discretion, convene a disciplinary hearing regarding perceived breach (players, team officials or fans) of the OHF Code of Conduct. This may pertain to on- or off-ice behavior. The Championship Committee may impose suspensions to any member of a Participating Team. The Championship Committee has the authority to remove fan/viewing privileges of any individual or group of individuals deemed to be in breach of the OHF Code of Conduct. This may, in extreme circumstances, result in the complete removal of viewing/fan privileges for the duration of the Championship.
- ✓ The Championship Committee Chair must submit a written report to the Branch Event Manager and affiliated Member following the completion of any hearing regarding OHF Code of Conduct. The report must outline reason for the hearing, findings, outcomes/sanctions and further recommendation.
- ✓ To chair and conduct the Pre-Championship Meeting and review all Rules and Regulations and important items. (Section 14)
- ✓ Participate as a head table guest at the banquet (if applicable).
- ✓ Participate in the Closing Ceremonies in an official capacity and ensure OHF recognition of the Host Organizing Committee.
- ✓ Assist the Host Organizing Committee, wherever necessary, with the operation of the event.
- ✓ Select the standby goaltender when required.
- ✓ To participate in the medal and trophy presentations on behalf of the OHF, including the presentation of the Championship trophy and medallions to participating teams.

- ✓ The presentation of medallions must be made on the ice. This is to be coordinated with Host Organizing Committee Chair.
- ✓ Be responsible for ensuring that each Participating Team submits a copy of the OHF Championship Trophy Agreement Form at either the Pre-Championship Meeting or via email prior to the Championship. The OHF Championship Trophy Agreement Form must be signed by a team official and all fields are to be completed clearly.
- ✓ Submit the online post event report, upon completion of the event, including any recommendations for future OHF Championships. Expense claims will not be processed until a report has been submitted. Report must be submitted within thirty (30) days of the Championship.
- ✓ Provide a written report to the Division President and to the OHF on any hockey operations and/or disciplinary matters that occurred during the Championship.

### **Responsibilities of Division Representatives**

- ✓ The Division Representative is the official spokesperson for the affiliated team(s) (including players, trainers, coaches, managers) and is selected by their affiliated Member.
- ✓ Participate as a head table guest at the banquet (if applicable).
- ✓ To be in attendance for all games of the Championship. The Branch Event Manager and Championship Committee Chair must be notified in advance of any foreseen absences.
- ✓ Work with the Branch Event Manager to collect a copy of the HCR team roster and affiliate team roster as approved by the Member Executive Director prior to the Championship and accept responsibility for the eligibility of each player and each team official.
- ✓ Be familiar with OHF Championship Discipline Procedures, OHF Championship Guidelines, OHF Championship Rules and Regulations and Minimum Suspension List. Responsible to ensure team wears mouth guards if required by affiliated Member rules.
- ✓ Attend the Pre-Championship Meeting and participate in all activities and meetings of the Championship Committee.
- ✓ Must be in attendance for all games of the Championship. The Branch Event Manager must be notified in advance of any foreseen absences. A \$2000 fine payable to the OHF by the Member of a Division Representative that does not attend the banquet and or all Championship games will be levied. Extraordinary circumstances will be accommodated subject to the Division Representative notifying the Championship Committee Chair and Branch Event Manager.
- ✓ Communicate to players, trainers, coaches, managers and team fans the protocol required to ensure that the responsibilities associated with "official spokesperson" are carried out.
- ✓ Communicate any concerns to the Championship Committee Chair.
- ✓ To appreciate and respect the Championship obligations to the sponsors and official supporters.

- ✓ Assist the Host Organizing Committee, when necessary, to ensure a smooth and well-run Championship.
- ✓ Participate, as required, in the official Championship ceremonies and functions (including the banquet if applicable). Dress code of business casual is required.
- ✓ Communicate and ensure implementation of decisions made by the Championship Committee.
- ✓ Ensure that the OHF Code of Conduct is followed during the event and while traveling.
- ✓ Submit the online post event report, upon completion of the event, including any recommendations for future OHF Championships. Report must be submitted within thirty (30) days of Championship.

## Rules and Regulations

### Championship Format

Each series will play a single round robin series. At the conclusion of the round robin series, two semi-final games shall be played with the second place team (home) playing the third place team (visitor) and the first place team (home) playing the fourth place team (visitor). The winning teams in the semi-final game shall compete in the Championship Game (winner is Gold Medalist and second place is Silver Medalist).

In the Championship Game, the team who finished higher in the round robin series shall be listed as the home team.

### Game Regulations

All games will be played under official Hockey Canada Rules except as provided elsewhere in these regulations. There will be one (1) 30 second timeout per team permitted in each game of the OHF Championships.

Teams shall be provided with a five (5) minute on ice warm-up prior to the start of the game. The time shall be shown on the official game clock and will commence at the sound of the buzzer, as instructed by the referee. The Host Organizing Committee shall be responsible for providing warm-up pucks (approx. 50 total).

In U13 A and AA, all game times will be three (3) fifteen (15) minute stop time periods with the ice to be resurfaced prior to the game and at the end of the second period.

In U15 A and AA, all game times will be three (3) fifteen (15) minute stop time periods with the ice to be resurfaced prior to the game and at the end of the second period for round-robin play. In the Semi-Final and Championship, all game times will be three (3) fifteen (15) minute stop time periods with the ice to be resurfaced prior to all games and at the end of both the first and second periods.

In U18 A and AA, all game times will be three (3) fifteen (15) minute stop time periods with the ice to be resurfaced prior to the game and at the end of both the first and second period for the duration of the event including both round-robin and Semi-Final and Championship play.

Hockey Canada Overtime Regulation to apply re: floods in overtime.

No team shall be required to play a second game in a day without a break of at least three (3) hours from the completion of the previous game.

### Discipline

If a player or team official is ordered to the dressing room for the balance of the game, such person shall be subject to any further disciplinary action deemed necessary by the Championship Committee.

In all cases, the OHF Minimum Suspension List for Minor Hockey, as approved by the OHF Board of Directors, shall be used as a guideline.

The Championship Committee shall rule on all Match Penalties assessed during any game of the championship series.

The Championship Committee Chair has the authority to grant permission for a suspended player to participate in closing ceremonies.

Any player or team official under suspension in his own Division shall not be eligible to participate in any game of the Championship until the required number of games or time has elapsed.

In the event the Championship Committee holds a meeting to review a matter of discipline, the committee shall adhere to the guidelines approved by the OHF for such matters.

### **Protests**

The Division Representative must present any protest or grievance resulting from any game in the round-robin to the Championship Committee, in writing, within one hour of the conclusion of the game in question only. All protests shall be dealt with by the Championship Committee in accordance with the Protest/Discipline Procedure Guidelines.

There shall be no protest on referee's penalty calls.

There shall be no protest on the outcome of the Championship Game.

## Scheduling

It is the responsibility of the Host Organizing Committee to develop the game schedule. All OHF Championship Schedules must be submitted to the Branch Event Manager to undergo a thorough review by a subcommittee of OHF Minor Council prior to being finalized. Schedules must be submitted the Branch Event Manager no later than January 31. The Host Organizing Committee is responsible to designate which Member team will represent the AAA, BBB, CCC, DDD, EEE teams by completing the template below. ***The Host Organizing Committee may not alter matchups, only times may change.*** If the schedule is not received with the Member teams slotted in, a default schedule will be imposed.

### U13 A, AA

	GAME #	TIME A	HOME	AWAY
<b>DAY 1</b>	1	10:00 AM	BBB	AAA
	2	11:30 AM	DDD	CCC
	3	02:30 PM	EEE	BBB
	4	04:00 PM	AAA	DDD
	5	07:00 PM	CCC	EEE
<b>DAY 2</b>	6	10:00 AM	DDD	BBB
	7	11:30 AM	CCC	AAA
	8	02:30 PM	EEE	DDD
	9	04:00 PM	BBB	CCC
	10	07:00 PM	AAA	EEE
<b>DAY 3</b>	11	08:00 AM	TM 2	TM 3
	12	10:00 AM	TM 1	TM 4
	13	03:00 PM	Final Game	

**Note:** 3 x 15 minute periods with a flood prior to the start of the game and following the second period for the duration of the event.

### U15 A, AA

	GAME #	TIME A	HOME	AWAY
<b>DAY 1</b>	1	10:00 AM	BBB	AAA
	2	11:45 AM	DDD	CCC
	3	02:45 PM	EEE	BBB
	4	04:30 PM	AAA	DDD
	5	07:30 PM	CCC	EEE
<b>DAY 2</b>	6	09:30 AM	DDD	BBB
	7	11:15 AM	CCC	AAA

	8	02:15 PM	EEE	DDD
	9	04:00 PM	BBB	CCC
	10	07:00 PM	AAA	EEE
<b>DAY 3</b>	11	08:00 AM	TM 2	TM 3
	12	10:00 AM	TM 1	TM 4
	13	03:00 PM	Final Game	

**Note:** 3 x 15 minute periods with a flood prior to the start of the game and following the second period on Day 1 and 2. The Semi-Finals and Championship will be 3 x 15 minute periods with a flood prior to the start of the game and following both the first and second period.

### U18 A, AA

	GAME #	TIME A	HOME	AWAY
<b>DAY 1</b>	1	10:00 AM	BBB	AAA
	2	12:15 PM	DDD	CCC
	3	02:30 PM	EEE	BBB
	4	04:45 PM	AAA	DDD
	5	07:30 PM	CCC	EEE
<b>DAY 2</b>	6	09:00 AM	DDD	BBB
	7	11:15 AM	CCC	AAA
	8	02:00 PM	EEE	DDD
	9	04:15 PM	BBB	CCC
	10	07:00 PM	AAA	EEE
<b>DAY 3</b>	11	08:00 AM	TM 2	TM 3
	12	10:00 AM	TM 1	TM 4
	13	03:00 PM	Final Game	

**Note:** 3 x 15 minute periods with a flood prior to the start of the game and following both the first and second period for duration of the event

### Game Schedule Notes

1. Game times will be three (3) 15 minute periods.
2. Pre-game warm up will be five (5) minutes.
3. There will be one (1) 30 second timeout per team permitted in each game.
4. Round robin format will be played on Day 1 and Day 2.
5. Game 1 and Game 6 may not be scheduled earlier than 9:00 AM and no later than 10:00 AM.
6. Semi Final Games and the Championship Game will be played on Day 3.

7. Game 11 may not be scheduled earlier than 8:00 AM and no later than 9:00 AM.
8. At the conclusion of each game players are to follow protocols in addressing one another i.e. standing on respective blue line and saluting by raising sticks. Host to determine.
9. Three (3) full hours must be allotted between games for same team. The set schedule rules if the delay is less than 30 minutes.
10. Game times may be changed provided they meet the 3 hour rest requirements for teams.
11. Consider Game 5 to be an opportunity to attract a larger fan base.
12. Team playing Game 5 on Day 1 must not be scheduled to play in Game 6 on Day 2. This means that the Member team designated as BBB must play in Game 1 on Day 1 and in Game 6 on Day 2.
13. Anticipate a longer Game 13 due to overtime.
14. Hockey Canada rules pertaining to tied games will apply regarding flooding the ice in overtime (Semi-Final and Championship Games).
15. In the Semi-Final and Championship games all game times will be three fifteen (15) minute stop time periods with the ice to be resurfaced prior to all games and at the end of the second period for U13 games and at the end of both the first and second periods for U15 and U18 games.
16. In the championship game the team who finished higher in the round robin series shall be listed as the home team.
17. A Host Organizing Committee hosting more than one OHF Championship division/category must stagger games by a minimum of 15 minutes.

## Pre-Championship Meeting

All members of the Championship Committee and participating Coaches and Managers must attend this meeting. At this time, the Head Coach or General Manager from each participating team will confirm their Declared Roster (already submitted via email and verified by the Branch Event Manager) to the Championship Committee. The Championship Committee will make any additions and verify with the HCR Roster they have been provided by the Branch Event Manager. A review of the rules and regulations will be discussed, and any issues with sweater conflict will be resolved.

The Championship Committee Chair, along with the Host Organizing Committee Chair, will conduct this meeting prior to the commencement of the competition (Thursday night). This meeting is to be held following the banquet (if applicable) in a private location to avoid interruption or distraction. It is suggested that a handout including the entire Championship Rules and Regulations and all pertinent information should be provided to all those attending.

The Referee Supervisor assigned to the Championship shall be invited to the meeting and asked to speak briefly. Any concerns with the officiating must be handled through the team's Division Representative.

The Host Organizing Committee should ensure that all team management is notified of the meeting time and location in advance as attendance is mandatory. The meeting should cover the following:

- Rules and Regulations
- Officiating selection procedures
- Status of Replacement goalies
- Warm-up Time and Procedure
- Home and Away jersey colours
- Discipline and Protest procedures
- Opening Ceremonies
- Closing Ceremonies
- Alcohol Policy
- Other administrative details

The agenda for the meeting will be provided by the Branch Event Manager prior to the meeting along with all other necessary documentation.

## **Banquet Protocol (if applicable)**

**The Host Organizing Committee has the option to host a banquet to the extent that it is logistically and economically feasible. If hosting, the Banquet will take place on Thursday evening prior to all Championship games.**

The meal should be adequate for age category and allow for vegetarian options. If providing a buffet format ensure volunteers are available to maintain flow and equal portions per person are taken.

Banquet invitations must be extended to the following list. Attendance is mandatory for teams.

- Players, coaches and management (maximum 24) for each team
- Division Representatives plus one guest (optional)
- Championship Committee Chair / OHF Representative plus one guest (Optional, the Host Organizing Committee is not financially responsible for the guest of any member of the Championship Committee. However, the Host may elect to cover this cost at their discretion)
- Referee-in-Chief / Referee Supervisor
- Other guests (Member Executive Director, political dignitaries, sponsors, media, etc.)

The host is financially responsible for covering the costs of the Team Contingent (24 tickets) for each Participating Team, Division Representatives, Championship Committee Chair, Referee-in-Chief. Parents and extra guests to the Team Contingent are financially responsible for their own tickets. It is not recommended that parents be relied on for revenue from the banquet.

If a Participating Team Contingent total is less than 24 tickets the host is only required to provide as many as the Team Contingent. Parents of players may not make up the extra tickets.

Business casual dress code in effect. Unless otherwise noted by the Host Organizing Committee.

A guest speaker, relevant to sport and competition and the respective age group is suggested but not required to address the group. If there is no guest speaker a Master of Ceremonies may introduce each player and team individually.

The following is the suggested template for the banquet agenda. The banquet cannot begin before 6:00 PM.

Some items of consideration for the banquet: Banquet Program, distribution of gifts, exchange of lapel pins, decorations, prizes/giveaways, head table, display of medals and trophy, emcee, sound system

### **Championship Alcohol Policy - Inebriation will not be tolerated!**

There will be zero involvement of selling or serving of alcohol at any time during the Championship. The OHF will not allow alcoholic beverages to be served, sold or brought into the banquet.

Hospitality room for volunteers/coaching staff/ reps only is permitted at end of day in area removed from contact with players but must be controlled to not to affect the atmosphere of the Championship.

## Closing Ceremonies

Teams do not have to stay for the Closing Ceremony, if they are finished prior to the Championship Game they must consult with the Championship Committee prior to departing.

Medallions and awards to be presented on-ice following the respective games.

Helmets are not required to be worn during the ceremonies.

A "T-shaped" carpet should be available for placement onto the center of the ice immediately following the game to accommodate dignitaries and players who were not in the final game.

The following is a listing of various representatives who should be at the Closing Ceremony of the Championship (and must be recognized):

- Host Organizing Committee Chair
- Championship Committee Chair
- Division Representatives
- Referee-in-Chief
- Sponsor Representatives (optional)
- City Representative (optional)

Points to consider for the Closing Ceremonies:

- Volunteers must be available to help representatives and dignitaries on to the ice (as well as young players – if required).
- A decorated awards table should be prepared off-ice during the championship game.
- Player of the Game Awards may be presented by a Sponsor Representative or Award Supplier Representative.
- The Championship Trophy will be presented by the Championship Committee Chair and the Host Organizing Committee Chair to the captain of the Championship team. Instruct the Championship Committee Chair to present the trophy and then place it back on the table until the medallions have been awarded.
- The gold medals may be presented by the Championship Committee Chair, the respective Division Representative and/or Sponsor Representative(s).
- Flags may be displayed by skaters or in a fashion the committee may decide.

## **Championship Amenities and Trophy**

The Branch Event Manager will provide the Host Organizing Committee with the official OHF Championship medallions. The medallions will be shipped from the OHF to the Host Organizing Committee Chair. The medallions are to be given to the Championship Committee Chair upon their arrival and organized to confirm quantity and accuracy.

All medallions are to be presented on the ice. Between the Championship Committee Chair and the Host Organizing Committee Chair, a method to make these presentations will be determined.

The following medallions will be supplied: Gold (25) and Silver (25).

Participant amenities will be provided by the OHF, which included: Championship Pucks, Skate Mats, Bag Tags, Mini Champion Banners (for winners), MVP/Team Award Plaques, and Championship Lanyards

### **Championship Trophy**

The Championship Committee Chair will ensure each participating team submits a copy of the Championship Trophy Agreement Form during the pre-championship meeting or by email submission prior to Championship.

If the Championship team representative does not wish to sign the agreement, the trophy shall not be received and immediately returned to the OHF Office.

Trophies and the carrying case must be returned to the OHF Office no later than December 1. Failure to comply will result in a fine of \$350.00 or replacement cost of \$1000.00 to be levied against the responsible club/organization.

### **Player Awards**

The OHF provides an award for Most Valuable Player of each team in the Championship.

It is suggested that the Host Organizing Committee establish an Award Selection Committee to make this selection. This group should focus on selecting the player that is the most valuable asset to their team, and the player who makes the most difference to the success of their team during the Championship. The selection process can also be discussed at the Pre-Championship Meeting.

SUGGESTION ONLY: The selection criteria should emphasize leadership, team work, success and playing fundamentals as being critical aspects in the game.

## Marketing and Sponsorship

### OHF and OHF Championship Logo Regulations

The OHF is constantly ensuring the integrity and design of the OHF logo is done properly. This ensures its effectiveness and quality at OHF Championships. Please note that the use of the OHF Member logos may also have policies or regulations. The Branch Event Manager is able to confirm the correct use of OHF Member logos.

The OHF and OHF Championship logos will be permitted for use during the OHF Championships. The OHF and OHF Championship logo shape and design must never be compromised and **may not be altered in any way**. The OHF Championship logo is the official event logo. This logo shall be the predominantly used logo at the OHF Championships.

### OHF and OHF Championship Logo Use

The Branch Event Manager will provide to the Host Organizing Committee Chair the OHF Logo and OHF Championship Logo in .eps, .ai and .jpg formats. Hosts shall use the OHF logo and OHF Championship logo, provided that they are not used for commercial purposes. Commercial use and any type of redistribution of the OHF logo are prohibited without first obtaining the consent of the OHF Board of Directors.

Application for such permission must be sent to the Branch Event Manager. Any violation of this policy shall result in a review by the OHF Board of Directors with possible sanctions being applied.

### Promotion

The OHF and OHF Championship logo may be used on the ice, in Championship Programs and on banners and posters. It is encouraged that the Host Organizing Committee submit digital proofs of any use of the logo(s) prior to distribution and or posting.

### Merchandise

Any merchandise not ordered through the OHF with the intent to sell must maintain the integrity of the OHF and OHF Championship logo. Any and all merchandise must be approved by the OHF with sample proofs made available. Any violation of this policy shall result in a review by the OHF Board of Directors with possible sanctions being applied.

### Championship Rings

The official ring supplier of the OHF is Baron Insignias Ltd. The OHF Office will assist teams to place an order for Championship Rings as a memento for players, coaches and administration.

### In Ice Painting

Installing the OHF Championship logo into the arena ice is a great way to create a good championship atmosphere. The OHF is not able to provide the stencil therefore this is at the Host Organizing Committee's discretion.

## Sponsorship

Host Organizing Committees are encouraged to solicit the support of local sponsors as a means of generating revenue and/or reducing hosting costs. Establish a sponsorship package that outlines prices for various advertising levels and start soliciting local businesses. The Host Organizing Committee may not solicit a "Title Sponsor" however may solicit a "Presenting Sponsor". Check with Branch Event Manager for a list of OHF Championship sponsors to ensure no competition of sponsorships.

There shall be no advertisements from the LCBO or Brewers Retail in the Championship Program.

Prior to sending out a sponsorship proposal to a company or organization, consider completing the following steps:

1. What amount of sponsorship cash does the event require to run effectively?
2. Develop a list of contra opportunities (printing, food & beverage, advertising, etc.) for sponsors.
3. Develop a sponsor target list and give a reason why you have selected them as a potential target.
4. Prepare a list of sponsorship opportunities your event has to offer such as: signage, rink boards, newsletters, inserts, souvenirs, and advertising, sponsor employee involvement, mail out, PSA's, functions and awards, special treatment, product sampling and sales.

## Media and Communications

The most common way to approach media is to e-mail them the news release, invitation to a special event or public service announcement. Although this method often gets results, personal contact will usually increase your chances of coverage. In a smaller community, a news release may not even be necessary if more informal, personal lines of communication are available.

The media release is the most accepted manner of getting facts and figures to the media. It is critical that the release is limited to one page.

A media kit may include:

- Event media release(s).
- A Media Fact Sheet. Include the specific information regarding the OHF Championship and photocopy these pages to use in the media kit.
- Background information about hockey and its history in Canada and the province.
- Biographical notes on the event personnel.

Chances are a daily newspaper is published in your community. A story in it about your event will reach most people in town. Make a point of calling on the sports editor and his/her correspondent(s) as soon as the event begins to take shape. Generally, a weekly newspaper is more receptive to community news than a daily newspaper. However, they may only want news of direct interest to their community.

### **Radio Stations**

When providing event details to a radio station the rules is to “keep it short and simple.” The information provided to a radio must be directly to the point (date, location, special guest, and highlights).

### **Television Stations**

Many of the most successful stations are heavily community-oriented. Contact the television station as you would the radio station.

### **OHF Website**

The OHF maintains a section within their website completely devoted to the OHF Championships. This provides the Host Organizing Committee the opportunity to take advantage of available marketing and announcement space. The OHF encourages hosts to submit their photos and stories for use in OHF publications and on the OHF Championship website. Championship team pictures must be submitted in digital format to the Branch Event Manager.



# HOST INFORMATION FORM

Return to Scott Stevens at [ssstevens@ohf.on.ca](mailto:ssstevens@ohf.on.ca)

This information will be published on the OHF Championship website and in the Championship Magazine.

## HOST COMMITTEE INFORMATION

### Host Centre or Team Name

NOTE: The name provided will appear on all printed materials (i.e. poster, t-shirt), magazine, etc.)

Championship Division Category

### Committee Chair

Phone ( ) -

### Address

City

Postal Code

NOTE: The address will receive all Championship deliverable (i.e. trophy, t-shirts, posters, etc.)

### Committee Co-Chair

Phone ( ) -

### Address

City

Postal Code

NOTE: The address will receive all Championship deliverable (i.e. trophy, t-shirts, posters, etc.)

I confirm that all deliverables are to be sent to the following address

Chair

Co-Chair

## ARENA INFORMATION | Host Manual – Section 1

Arena Name

Address

City

Postal Code

Arena Amenities  Meeting Room  Lounge  Restaurant  Other

## HOTEL INFORMATION | Host Manual – Section 2

Hotel Name

Address

City

Postal Code

Phone ( ) -

Reservation Rate \$

Additional costs

Reservation Contact Phone ( ) - Email

Amenities  Pool  Continental Breakfast  Restaurant

## BANQUET INFORMATION | Host Manual – Section 10

Facility Name Banquet Room

Address

City

Postal Code

Phone ( ) -

Banquet Start Time Ticket Price \$

Meal Particulars Ticker Order Deadline

Guest Speaker

Ticket Order Contact Phone ( ) - Email

## COACHES AND MANAGERS MEETING

Date Time

Location

## CHAMPIONSHIP TICKETS | Host Manual – Section 2

Adult Day Pass \$ Child/Senior Day Pass \$

Adult Weekend \$ Child/Senior Weekend \$



# *HOST INFORMATION FORM*

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## **HOST COMMUNITY**

Provide information about the community such as historical landmarks, hockey legends, visitor highlights, etc.

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## **HOST TEAM**

Provide information about the team such as team goals, season highlights, tournaments, individual or team accomplishments, facts, etc.

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# *CODE OF CONDUCT*

This Code of Conduct identifies the standard of behavior which is expected of all Ontario Hockey Federation (OHF) Members, including athletes, coaches, parents, directors, volunteers, staff, chaperones and others.

OHF, Member Partners and League Associations are committed to providing a sport environment in which all individuals are treated with respect. Members of the OHF shall conduct themselves at all times in a fair and responsible manner. Members shall refrain from comments or behaviors which are disrespectful, offensive, abusive, racist or sexist. In particular, behavior which constitutes harassment or abuse will not be tolerated by the OHF, Member Partners or Local Associations.

During the course of all OHF, Member Partners and Local Associations' activities and events, members shall avoid behavior which brings OHF, Member Partners and Local Associations or the sport of hockey into disrepute, including but not limited to abusive use of alcohol and non-medical use of drugs.

Members shall not use unlawful or unauthorized drugs/narcotics or performance enhancing drugs or methods.

OHF members shall at all times adhere to the OHF, Member Partners and Local Associations' operational policies and procedures, to rules governing the OHF, Member Partners and Local Associations' events and activities and to rules governing any competition in which the member participates on behalf of the OHF, Member Partners and Local Associations.

Members of the OHF, Member Partners and Local Associations shall not engage in activity or behavior which endangers the safety of others.

Failure to comply with this Code of Conduct may result in disciplinary action, suspension or release from membership. Such action may result in the member losing the privileges that come with membership in the OHF, Member Partners and Local Associations, including the opportunity to participate in OHF, Member Partners and Local Associations' activities.



## CONTACT INFORMATION

**Ontario Hockey Federation (OHF)  
Manager, Programs & Events, Scott Stevens**

Phone: (226) 533-9084

Email: [sstevens@ohf.on.ca](mailto:sstevens@ohf.on.ca)

Website: [www.ohf.on.ca](http://www.ohf.on.ca)

400 Sheldon Drive, Unit 9, Cambridge, Ontario N1T 2H9

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**ALLIANCE Hockey (ALLIANCE)  
Executive Director, Tyler Tolton**

Phone: (519) 273-7209

Fax: (519) 273-2114

Email: [alliance@alliancehockey.com](mailto:alliance@alliancehockey.com)

Website: [www.alliancehockey.com](http://www.alliancehockey.com)

55 Lorne Avenue, Unit #4, Stratford, Ontario N5A 6S4

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**Greater Toronto Hockey League (GTHL)  
Executive Director, Scott Oakman**

Phone: (416) 636-6845

Fax: (416) 636-2035

Email: [generalinfo@gthlcanada.com](mailto:generalinfo@gthlcanada.com)

Website: [www.gthlcanada.com](http://www.gthlcanada.com)

57 Carl Hall Road, Toronto, Ontario M3K 2B6

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**Northern Ontario Hockey Association (NOHA)  
Executive Director, Jason Marchand**

Phone: (705) 474-8851

Fax: (705) 474-6019

Email: [noha@noha.on.ca](mailto:noha@noha.on.ca)

Website: [www.noha.on.ca](http://www.noha.on.ca)

110 Lakeshore Drive, North Bay, Ontario P1A 2A8

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**Ontario Minor Hockey Association (OMHA)  
Executive Director, Ian Taylor**

Phone: (905) 780-6642

Fax: (905) 780-0344

Email: [omha@omha.net](mailto:omha@omha.net)

Website: [www.omha.net](http://www.omha.net)

25 Brodie Drive, Unit #3, Richmond Hill, Ontario L4B 3K7



# SITE SELECTION OVERVIEW

Please attach this overview as the first page of your bid document. Please use the bid guidelines checklist on page to ensure a complete bid is submitted.

## OHF Championship Category

The (Host Association) is applying to host the OHF (division and category) Championship.

## Arena Facilities

Name					
Total Capacity		Total Seating		Total Standing	
Number of dressing rooms					
Number of meeting rooms					
Number of additional storage areas					
Is there a dedicated officials dressing room		Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Medical room		Yes	<input type="checkbox"/>	No	<input type="checkbox"/>