



***NORTH DAKOTA
AMATEUR HOCKEY
ASSOCIATION***



***STATE TOURNAMENT
HANDBOOK FOR
HOST CITIES***

CONGRATULATIONS

Your city has the privilege of hosting a state hockey tournament for the North Dakota Amateur Hockey Association (NDAHA). NDAHA is sure your city will want to host a first class tournament. Along with the privilege of hosting a tournament, comes a tremendous amount of responsibility. This handbook is designed to help you plan and run your event. Some of the information in this handbook is requirements, and some are suggestions. The purpose is to help your community have a smooth running event, but feel free to add to these ideas to make your tournament a success. For example, NDAHA does not require you to run any social events associated with the tournament, however, many cities do host such events that add to the over all positive feeling of the tournament, i.e. lunch for the players, hospitality rooms for the players or parents, opening and closing ceremonies. It can be easy to get caught up in the excitement of a state tournament. **Please keep in mind that the most important part of a tournament is the game.** If at any time you have a question, or need some help, please contact the chairman of the NDAHA Tournament Committee, or any member of the NDAHA Executive Committee.

PRE-TOURNAMENT

HOUSING

As soon as is possible, after your community is awarded a tournament, you should contact every community that could be involved in the tournament, and send them a list of the motels with phone numbers.

Your organization should block out rooms for the tournament. You need to hold those rooms for a reasonable period of time, and inform each community, in writing. Some communities can utilize their Chambers of Commerce or Convention and Visitors Bureaus to help secure these rooms. **Keep in mind that you have to reserve and pay for lodging for any officials you are required to bring in for the tournament as well as the NDAHA Board representative.**

TOURNAMENT BRACKETS

The NDAHA Tournament Committee will send State Tournament brackets to all communities hosting tournaments around the end of January. Upon receipt of these brackets, plug in the game times, and send this to all communities that could be involved in the tournament. With all state tournaments you will not know all of the teams involved, or how they will be seeded, until 10 to 14 days prior to the start of the tournament. The State tournament committee will send you the seeding for your tournament when it is decided.

You must run your games in the order they are listed on the brackets. These are designed to allow the maximum rest time between games. A good rule of thumb is each team should have at least 4 hours rest between games, and no more then 2 games per day.

TOURNAMENT BRACKETS (cont)

Games should be scheduled 1 hour and 45 minutes apart. This will allow for ice resurfacing, and should keep you on schedule. You will want to have a 30-minute catch up time, per day, built into the tournament schedule for any unforeseen events, i.e. overtime, injuries, etc. If your community has enough ice time you may want to schedule games 2 hours apart thus alleviating the need for the extra catch time.

The home team is determined by which team(s) is seeded higher in the tournament bracket, i.e. in the PeeWee "A1" tournament the number one teams in both the North and South regions will be the home teams throughout the tournament. In case of a tie from regular season standings, flip a coin to determine who will be the home team.

EXPENSES

Host communities will be responsible for all tournament expenses except for team and individual awards, which will be provided by NDAHA, and should arrive before the start of the tournament. These expenses include, but are not limited to: ice time costs, costs for officials (see NDAHA Rules & Regs, Section II, Article III, Tournament Officials, Games Fees), motel room for the NDAHA Board Representative, and any and all costs associated with the tournament.

INCOME

Host communities will keep any and all income from the tournament. This income includes, but is not limited to: gate admissions, tournament booklet, advertising, concessions, sponsors, sales of clothing, and any other income from the sale on any item. **Keep in mind that you can not charge a team entry fee to any state tournament sponsored by NDAHA.**

SALES

All income and expenses from concessions, gate, and miscellaneous sales are the responsibility of the host community. NDAHA recommends that communities have adequate concession facilities for all spectators and players.

Extra income can be gained from the sale of souvenirs, clothing, and programs. With a good design, clothing sales can be a good moneymaker. Programs should contain the rosters, from each team participating in the tournament, and the tournament bracket. Host communities can add other information, and ads, to the program. Some communities keep the program simple, and give them away with the purchase of an admission ticket, while other communities sell advertisements and the program. Again this is up to the community to decide how to handle.

Ticket sales will be very busy on the first day with the arrival of teams. You should offer a tournament pass, or package, and a daily pass. A good rule of thumb is to have your daily pass priced so that it would cost more to buy the 2 to 3 daily passes versus the tournament pass. Try to keep your admission prices reasonable.

TOURNAMENT PROGRAM

All host communities must put together a tournament program. This can be as simple or as complex as a community wants to do, but must contain the following.

- a) Team rosters for all teams in the tournament (Pictures are always nice)
- b) NDAHA Tournament Rules
- c) Pairings for your tournament
- d) Medical plan for your state tournament i.e.; on site EMT, local ambulance service etc.

These programs can be either sold or handed out as part of your tournament admission.

Most communities sell advertising in this program to cover printing costs and also as an additional revenue source.

TOURNAMENT PACKETS

Host communities should put out a tournament packet for all teams participating in the tournament. This can be as elaborate, or as simple, as you want to make it. The minimum it should contain is: a letter to the coaches reminding them about the hospitality functions for players, information about the services available at the rink, a copy of the NDAHA rules on tournaments, and a reminder about any coaches or league meetings to be held. The packet can also contain any gifts you may have for the players/teams, i.e. player's pins, certificates from stores or restaurants, tickets for any events you may be hosting, players' and team officials' passes, etc.

OFFICIALS

NDAHA requires that 1/3 of all officials for state tournament games be officials from outside your district or region. Officials can only work 3 games a day and no more than 2 games in a row.

Fees paid to referees are outlined in the NDAHA Rules & Regs, Section II, Article III, Tournament Officials, Game Fees. Fees are paid at one time at the end of the tournament.

To obtain officials, please contact your District Referee in Chief, or the NDAHA State Referee in Chief.

All state tournament refereeing assignments will be approved by the NDAHA State tournament committee.

Keep in mind that any referee brought in should work the maximum amount of games allowed. Please plan accordingly.

Official's expenses are to be paid no later than the last day of the state tourney.

Minor officials (off ice) can come from the host community. Minor officials needed are scorekeeper, timekeeper, and announcer. Goal judges are strongly recommended, but not required. You might be able to combine certain jobs, i.e. scorekeeper and announcer, etc.

Minor officials are very important to the smooth operation of your tournament. Your minor officials should have an understanding of the playing rules, and the operations of the penalty box. A pre-tournament meeting, or training session, is recommended for all minor officials.

OFFICIALS (cont)

Minor officials are to conduct themselves in a professional manner at all times. Duties of the minor officials are provided in the NDAHA Minor Official Handbook. Contact your NDAHA Community representative for this handbook.

COMMITTEES

NDAHA recommends that each community form committees to help with the planning of any state tournament. These committees, and their associated responsibilities, may include, but are not limited to:

Management [coordinates all other committees, information to teams, and trouble on and off ice],
Finance [collection of revenues, printing of tickets and payment of bills],
Public Relations [opening ceremonies, media information, tournament programs, bracket board, and trophy presentations],
Facility Operations [arena staff and concessions, pucks, score books, clock, and PA system],
Hospitality [decorations, hosts, team packets, and socials],
Game Operations [minor officials, game officials, and medical personnel].
Housing: Block rooms and assist teams in getting rooms for your tournament as needed.

MEDICAL PERSONNEL

The host community must have a medical plan in place in case of injury.

It is recommended that you have one of the following in attendance if possible. A licensed health care professional, Certified Athletic Trainer, and Medical Emergency Technologist (EMT), and any additional persons who have successfully completed and maintained certification for programs conducted by the American Red Cross or the American Heart Association, specifically AFA (Advanced First Aid), CPR (Cardiopulmonary Resuscitation), BLS (Basic Life Support). This group would include Registered Nurses (RN) if they have successfully completed and maintained certification for AFA/CPR/BLS.

The host community shall be responsible for making any additional arrangements for medical care beyond emergency treatment at the arena, the cost of which shall be the responsibility of the player's team or the player.

TOURNAMENT IN PROGRESS

CREDENTIALS

All NDAHA State Tourneys must have a Credentials Committee. The duty of this committee is to check all teams' credentials before they are allowed to play their first game of said state tourney. Please see Rules & Regs / Section II / Article IV / B 1-4

GAMES

Every effort should be made to keep the games on schedule, and with proper planning this can be accomplished. **Never** start a game early, and by all means try not to start a game late. NDAHA state tournament games should have the ice resurfaced every two periods.

GAMES (cont)

Scorekeepers should be instructed on how to properly fill out the score sheets. The tournament manager needs to retain all original (white) score sheets from all tournament games. These originals must be mailed to the Director as soon as the tournament has finished.

Tournament manager needs to track the individual awards, i.e. Hat Trick (3 or more goals in a single game), Playmaker (3 or more assists in a NDAHA League single game), and Zero Club (shutout by the goalie in a game). Each score sheet should list each player who earned an award in that game. Record these awards on a separate sheet of paper, and mail along with the score sheets to the NDAHA. These awards should not be announced or awarded until those players' last game.

There will be a representative from the NDAHA Board in attendance, enlist their help with any questions or off ice rulings you may have. **Remember that the referees are the final authority once the game starts. No protests of referees' decision are allowed in NDAHA state tournament play.**

REFEREES AND PLAYING RULES

We will be following USA Hockey Rules regarding refereeing systems for each tournament. You will be informed of what system your tournament will be using.

USA Hockey Playing Rules shall be used for all NDAHA state tournaments. The only exceptions would be any changes made by the NDAHA, i.e. overtime. A USA Hockey Playing Rules book, and a copy of the NDAHA Rules & Regs, should be available at each rink.

Fans, parents, and any spectators should be kept away from the referees and minor officials.

Fees paid to referees are outlined in the NDAHA Rules & Regs, Section II, Article III, Tournament Officials, Game Fees. Fees are paid at one time at the end of the tournament.

A meeting with all officials should be held prior to the start of the tournament, and if your District Referee in Chief, or the NDAHA State Referee in Chief, is in attendance, they should be included. Other meetings to discuss game assignments should be held throughout the tournament.

TOURNEY UPDATES

Appoint someone as a liaison to work with the NDAHA Association Executive. This person will submit tourney updates periodically over the weekend to have the web site kept up-to-date. This can be done using either email or the phone.

POST TOURNAMENT

AWARDS

NDAHA is responsible to provide all individual awards (Hat Trick, Playmaker, and Zero Club), individual Championship & Runner Up medals, team trophies (1st, 2nd, 3rd, 4th, and 5th places), and a traveling trophy. NDAHA requires that these are the only awards given out during the state tournament, and communities **are not** allowed to give any other type of awards. Teams earning a trophy shall receive it at the conclusion of that team's final game, and individual awards will be presented at the conclusion of their teams' final game.

AWARDS (cont)

Each player may receive only one individual award in each category, per state tournament, i.e. if a player scores 3 Hat Tricks throughout the tournament they would receive only one Hat Trick award. **In Shut Out games, the goalie must play the whole game to receive a Zero Club patch.**

Some communities have very elaborate award and closing ceremonies. This is up to the host community, but at the very least both teams should be lined up at the blue lines, and individual and then team awards presented. The NDAHA Representative in attendance will be on ice to help in the presentation of all awards and trophies.

FINAL TOURNAMENT DUTIES

All score sheets, game misconduct reports, award sheets, and a completed tournament bracket shall be sent immediately to the NDAHA League Director.

A short written report (preferably in an electronic format) on the tournament should be prepared, and submitted to your NDAHA Community Representative. They will present said report orally at the NDAHA Spring Meeting.

CONCLUSION

Running a state tournament for NDAHA will be a rewarding and enjoyable experience.

Communities should not attempt to run a tournament that is too large for that community, i.e. if you are hosting a 10-team tournament you should be using 2 rinks. **Keep in mind, this tournament is for the players, and any decisions you make about that tournament should be geared towards “what is right for the players”.**

The North Dakota Amateur Hockey Association is here to answer any questions, and help out with any problems. **Please do not hesitate to call for help if you need our assistance.**

Thanks to you and your community for hosting this fine event. We are sure you will do a great job.