

How to Host a Hockey Tournament

A Guide for LBCA Tournament Coordinators

Compiled by

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How to Host a Tournament Overview

- ✓ Book ice with LBCA Office. Put down \$500 deposit for ice
- ✓ Compile tournament budget including awards, giveaways (t-shirt sizes), medals, cost of program printing, etc. Review with Team Manager & Head Coach.
- ✓ Set tournament entry fee.
- ✓ Apply for Tournament Sanction from both Hockey Calgary and Hockey Alberta Websites. At print time, it is not known if they are linked. They were not linked in the 2013/2014 season.
- ✓ Book refs through Central or local community (Team Manager will know which you need and how many).
- ✓ Enlist Volunteers (See page 3).
- ✓ Confirm tournament rules with Coach and make sure ice times accommodate tiebreaker rules. Ensure print rules are in program and sent to each team in the pre-tournament package. In order to save money and time--it is best if each level of play have the same tournament rules. There is NO time for overtime. Ensure your time & score keepers have a copy of the rules--especially for a tiebreaker game.
- ✓ Invite/confirm teams.
- ✓ Program design and publish: welcome, address/map of rink locations, schedule, team rosters, team logos, rules & point system, ads, index.
- ✓ Organize Raffle table (requires license and petty cash) and many volunteers to cover shifts
- ✓ Organize 50/50 sales (requires license and petty cash) and 2 people to sell at every game
- ✓ Time/scorekeeper schedule—make sure they know game lengths and tournament rules
- ✓ Organize Music
- ✓ Get Game (Score) sheets ready—extra pens—ask teams to bring their own team roster stickers

- ✓ Pay refs Cash (Best if added to your ice contract—see office) Central Refs cannot go on contract
- ✓ Organize someone to deliver post-game treats/gifts to the dressing rooms if doing
- ✓ Organize someone to present Heart n' Hustle or MVP awards—How will they be chosen?
- ✓ Post Hockey Calgary Sanction Number at all ice rink locations games are in.
- ✓ Send Barb your schedule one week before tournament so Rink Attendants can assign dressing rooms. Let teams know there is a room for females if they wish to use it.
- ✓ Have fun!

Thank-you to all of the many, many, parents, men and women, who have come before me, and are still working with me, for their insight and examples that went into this compilation! (RL, MC, CC, CC, 70, SC, CC, 7 & RE, JF, JF, CF, BH, JH, FH, MH, BH, LM, TM, LM, SO, JP, KP, PN, JS, BT and many, many more I am sure!!) You all continue to mentor me!

Lake Bonavista and the Christmas Cruncher in particular, has an excellent reputation as a premier hockey tournament because of dedicated volunteers like you.

The volunteer hours that go into hockey, or indeed most of our kids' activities are what keep this community and its' partnered communities home to a strong yet friendly professional hockey association.

Your volunteer efforts do not go unnoticed!

Karen Sloan Beitzel

"You Can Get What You Want Out of Life When You Help Enough Others Get What They Want."



TOURNAMENT “NITTY-GRITTY” USING THE CRUNCHER AS AN EXAMPLE:

WHAT YOU NEED FOR VOLUNTEERS:

Running a tournament requires a lot of volunteers. Identify and assign volunteer tasks to the parents and family members of your team as soon as possible to allow them time to organize their time schedules, arrange childcare, and prepare for the role.

Here is a suggested list of volunteers and their duties:





1. Host: Decide on a Host/Hostess for the first day of your tournament. The Host should make sure the team names for the tournaments are properly assigned a dressing room. The Host greets the guest teams and supplies them with their tournament package. The package should include 20 programs (1 per family plus allow a few extras for blended-parent families) and any other information they may require such as use of the keys and female dressing room. They should also collect the Team Roster stickers for the Tournament Coordinator to attach to each game sheet for the tournament. They should also greet the coach 15 min or so before the game and see if he/she needs anything.







In the past, many, many teams & families have stopped at the Raffle Table asking for such information including rink locations. Perhaps a Host Table shared by all the Cruncher teams should be set up for the week?

2. Scoreboard: A scoreboard with the game scores/win/loss and points awarded needs to be posted and updated after every game. It need not be fancy--it just needs to be easy to read. For example:

Lake Bonavista Breakers Christmas CRUNCHER
PeeWee Division 9/10

Team	Lake Bonavista '5' Breakers		Blackfoot Chiefs		Cochrane Maniacs		Simons Valley Warriors		Total Points
Lake Bonavista '5' Breakers			Score	Pts	Score	Pts	Score	Pts	
Blackfoot Chiefs	Score	Pts			Score	Pts	Score	Pts	
Cochrane Maniacs	Score	Pts	Score	Pts			Score	Pts	
Simons Valley Warriors	Score	Pts	Score	Pts	Score	Pts			

					Points Total
					
					
					
					

Win = 2 points
 Tie = 1 point
 Loss = 0 points

1st place vs 2nd place Dec. 22nd 5:15p
 3rd place vs 4th place Dec. 22nd 4pm

NOVICE 4

					
		TUESDAY, DECEMBER 17 LAKE BONAVISTA 6:10 PM	THURSDAY, DECEMBER 19 FRANK MCCOOL 8:30 AM	THURSDAY, DECEMBER 19 FRANK MCCOOL 8:40 PM	SUNDAY, DECEMBER 22 LAKE BONAVISTA 7:10 PM
	TUESDAY, DECEMBER 17 LAKE BONAVISTA 6:10 PM		THURSDAY, DECEMBER 19 FRANK MCCOOL 7:30 PM	SATURDAY, DECEMBER 21 FRANK MCCOOL 7:10 AM	
	SATURDAY, DECEMBER 21 FRANK MCCOOL 8:30 AM	THURSDAY, DECEMBER 19 FRANK MCCOOL 7:30 PM		TUESDAY, DECEMBER 17 LAKE BONAVISTA 7:10 PM	SUNDAY, DECEMBER 22 LAKE BONAVISTA 6:10 PM
	THURSDAY, DECEMBER 19 FRANK MCCOOL 8:40 PM	SATURDAY, DECEMBER 21 FRANK MCCOOL 7:10 AM	TUESDAY, DECEMBER 17 LAKE BONAVISTA 7:30 PM		

The scoreboards have always been posted to the Raffle Table backdrop with pins. You need to bring your own pins and markers for updating the Scoreboard after each game.

3. Dressing Room Caretaking. A person to check the dressing rooms are neat with garbage off the floor after each team has vacated the room. You can ask Maintenance to assist with any spills that need wiped up or to empty full trash cans. At LBCA, these are the same busy, busy rink staff that may be cleaning the ice, assigning dressing rooms etc.... Speaking directly to them and asking them politely helps all of us.

4. Drinks & Treats. This person assures goodie/snack boxes are in the dressing rooms prior to the players leaving the ice. You should also ask your team if they have any connections for donations to make up these boxes.

5. Scorekeeper/Timekeepers for all the games including those we do not have Home teams in. Hockey Calgary Rules outline that we must have 2 Gatekeepers, a Time Keeper and a Scorekeeper, equally divided between the home & away teams.

6. Music Coordinator. Each arena has I-pod plug-ins. Find someone willing to play music & a helper if they need one. It can be a parent or a responsible sibling. It adds a lot of excitement to the game. There is a pre-recorded "Breakers" team opener announcement in possession of many of the past Team Managers they can share with you to use.

7. 50/50 Sales--if your team wishes to host one. This person works with your Team's Treasurer. License & petty cash are needed. 2 sellers per game needed. Winners must be posted & there are AGLC forms to be filled in after every game. (Not submitted to the end of the tournament though.) First day sales will always be the heaviest so do your best to have a ruthless sales person on duty! Remember the host team receives half of the money for all the games. Tournament 50/50 proceeds can range up to \$250 or more. One person (person who applies for the license) should be responsible for the 50/50 cash from each game and coordinating the sales schedule and float for each game. In the past, the least expensive place to buy the tickets to sell has been the dollar stores. Buy 2-piece tickets. The purchaser gets one half and you put the other into the draw box/tin.

8. Raffle Table Sales. For the Cruncher, each "week" of tournaments shares the prize contribution & winnings equally. This means each team supplies an equal number of volunteers to supply the prizes, sell tickets and make sure the items and ticket buckets are secured overnight. 1 person from each week should coordinate the schedule for all the relative time slots. Whoever applies for the license on behalf of the week, should be the Raffle Treasurer who also supply a float, opens the table every shift by assisting with set-up when dropping off the cash and tickets. This person also needs to collect & balance the money and tickets at the end of each shift. As well, this person needs to file the required report that is part of the license, to the AGLC after the tournament (January). A copy of the final report also needs to be submitted to the LBCA office for their records.

9. Program Advertising Sales. This is the responsibility of every member of Home Team's families. You need to ask everyone to help. Attached is a copy of the Donation letter used for this purpose in the past. You may wish to review the donation levels and decide on the size of the brochure before you begin. It will affect the size of the ads for the donation that teams are offering.

FURTHER DETAILS:

ICE:

The LBCA office designates all ice times and once teams have been drawn to host, they will be distributing them.

Initial contact for the tournament draw and confirmation of team participation, is done by our Hockey Association Executive, through the Team Manager. If you have invited an out of town team in anticipation of getting ice times (i.e. to secure an out of town tournament for yourself—reciprocal deal)—the LBCA Office must know to book weekend only times adhering to Hockey Alberta Guidelines. Work with the Team Manager and your Tournament Coordinator to make sure the message has been relayed because by the time the Cruncher Coordinator is on the job—the office staff has already designated ice times. Do not trade ice times without notifying the office first.

Once your participation & schedule is confirmed with the office, the Host Team must put down a \$500 deposit to hold the ice times. As soon as team entry fees come in the Team needs to pay for the rest of the ice. The balance must be paid before the tournament starts. The ice charges vary for each level of play as the game lengths vary. The ice schedules look like this and are available through the Office, the Team Manager and the LBCA Hockey website.

Month December		FRANK MCCOOL			Revised September 17, 2013	
MON 16	TUES 17	WED 18	THURS 19	FRI 20	SAT 21	SUN 22
					7:15 - 8:15	7:15 - 8:30
					NOVICE 4 TOURNY	PEEWEE 5 TOURNY
					8:30 - 9:30	8:45 - 10:00
					NOVICE 4 TOURNY	PEEWEE 5 TOURNY
					9:45 - 10:45	10:15 - 11:15
					ATOM 1 TOURNY	NOVICE 6 TOURNY
					11:00 - 12:00	11:30 - 12:30
					ATOM 1 TOURNY	NOVICE 6 TOURNY
					12:15 - 1:30	12:45 - 1:45
					PEEWEE 5 TOURNY	ATOM 1 TOURNY
					1:45 - 3:00	2:00 - 3:00
					PEEWEE 5 TOURNY	ATOM 1 TOURNY
					3:15 - 4:15	3:15 - 4:30
4:30 - 5:30					ATOM 1 TOURNY	PEEWEE 5 TOURNY
NOVICE 6 TOURNY					4:30 - 5:30	4:45 - 6:00
5:45 - 6:45		5:45 - 7:00	5:45 - 6:45		ATOM 1 TOURNY	PEEWEE 5 TOURNY
NOVICE 6 TOURNY		ATOM 4 TOURNY	NOVICE 4 TOURNY		5:45 - 7:00	6:15 - 7:30
7:00 - 8:15		7:15 - 8:15	7:00 - 8:00	7:00 - 8:00	PEEWEE 1 TOURNY	PEEWEE 1 TOURNY
PEEWEE 3 TOURNY		ATOM 4 TOURNY	NOVICE 4 TOURNY	PEEWEE 3 TOURNY	7:15 - 8:30	7:45 - 9:00
8:30 - 9:45		8:30 - 9:45	8:15 - 9:30		PEEWEE 1 TOURNY	PEEWEE 1 TOURNY
PEEWEE 3 TOURNY		BANTAM 1 TOURNY	BANTAM 1 TOURNY		8:45 - 9:45	9:15 - 9:30
		10:00 - 11:30	9:45 - 11:00			
						9:45 - 11:15

APPLYING FOR THE TOURNAMENT SANCTION:

Copied from the Hockey Calgary Website August 2014:

<https://www.hockeycalgary.ca>

IMPORTANT DATES	<h1>Tournament Sanction Request</h1>
TIMBITS PROGRAM	
NOVICE DEVELOPMENT LEAGUE	HOME > OPERATIONS > TOURNAMENTS > HOSTING A TOURNAMENT
TOURNAMENTS	<p>Every minor hockey tournament must secure a tournament sanction prior to the tournament. The Tournament Sanction Guidelines (PDF) provides all the information you require in order to apply for a tournament sanction. It also outlines the specific responsibilities of the Tournament Coordinator with regards to the tournament.</p> <p>SANCTIONING DEADLINES October (preseason) tournaments - September 15 Christmas tournaments - November 10 March (post regular season) tournaments - February 10 April tournaments - March 10</p>
Hosting A Tournament	
Tournament Listings	SEP 8 2014 Timb
OPERATIONS MANUAL	SEP 15 2014 DEAC Sanc
FORMS	
PAST CHAMPIONS	

REQUEST A TOURNAMENT SANCTION

Your request will be reviewed within 2 business days. Once your tournament is approved your tournament will be listed on the Hockey Calgary tournament listing. You will also receive an email confirming the change in status as well as a user name and password. You must login to the Hockey Calgary website using this user name and add all games to be played in the tournament.

TOURNAMENT OFFICIALS: All officials for Novice and Atom tournaments, and linesmen for Pee Wee Division 4 and lower are the responsibility of the host team/association. Tournament Organizers need to ensure they send their schedule to their Community Referee Coordinator.

The Referee for Pee Wee Divisions 4 and lower and all officials for Pee Wee Divisions 1-3, Bantam, Midget and Junior will be assigned by the Central Zone Referees' Committee (CZRC). Tournament games entered at the Hockey Calgary website (see above explanation) will be sent to the CZRC on behalf of Tournament Organizers.

If your tournament is being hosted outside Calgary, local ranked and certified officials must be organized through the Referee In Chief or their designate from the Local Minor Hockey Association in the jurisdiction of the arena where your games are being played.

If you want your tournament listed on the **Hockey Alberta Tournaments Listing** you will need to request a sanction there as well. **MAKE SURE YOU ENTER YOUR HOCKEY CALGARY TOURNAMENT SANCTION IN THE COMMENTS BOX OTHERWISE YOUR REQUEST WILL BE DENIED.**

NOTE: A Tournament shall be defined as an event consisting of games between teams from more than two (2) Associations in which registered players of a team in one division of a Local Association compete against registered players of a team in the same division of the same or other local association for the purpose of determining an overall winner.

The following tournament request has been approved.

Organizer	
Name	Karen Sloan Beitzel
Email	kjsb@telus.net
Phone	587.888.3785
Hosting Team	
Association	Lake Bonavista
Age Category	Pee Wee
League	Pee Wee 10
Team	Lake Bonavista 5
Tournament Details	
Tournament Name	PeeWee Christmas Cruncher
Type	4 Team Round Robin with A/B Finals
Start Date	Dec 21, 2013
End Date	Dec 22, 2013
City	Calgary
Province	Alberta
Out of Province Teams	0
Sanction Number	13-900191

Comments:

http://www.hockeyalberta.ca/index.php/ci_id/4066/la_id/1.htm

PLAYERS	COACHES	MEMBERS	OFFICIALS
Annual General Meeting	Bylaws and Regulation	Zone Maps	
Information Bulletins	Registration	Minor Hockey Zones	
Respect in Sport	Forms	Female Zones	
General Information	HCR	Referee Zones	
Digital Toolbox	Sanctioning and Permits	Tournaments	
Respect in Sport - Parent	Sanctioning Guidelines	Initiation	
Respect in Sport - Coach/Activity Leader	Game and Conduct Management	Novice	
Insurance	Streams of Hockey	Atom	
General Information	Elite Development Model	Peewee	
FAQs	Playing Rules	Bantam	
Forms		Midget	
Directors & Officers Program		HA Awards	
Safety Requires Teamwork Booklet		Alberta Hockey Summit	



OFFICIAL SITE OF HOCKEY ALBERTA
[WWW. HOCKEYALBERTA.CA](http://www.hockeyalberta.ca)

If you're experiencing any issues with the Permits and Sanctioning System, please contact your Zone Sanctioning Coordinator.

Login

If you're having any issues with your account, please contact the Hockey Alberta office at 403-342-6777.

User Name:

Password:

[Login](#)

SETTING THE ENTRY FEE:

The fee collected from the teams should cover as much of the ice, ref costs, treats, Heart n'Hustle awards and any gifts, as possible while keeping it affordable. Establish your budget before setting the fee. See Budget example below. This is a budget for an "all-out" traditional tournament from 2013/2104-season. If you are going to host a "bare-bones" tournament without snacks and gifts with only final medals being awarded, you need to advertise it that way.

BUDGET:

Keep track of your revenue and expenditures. Get copies of all receipts and send a copy to your treasurer. For example:

Proposed Budget for Christmas Cruncher Traditional Tournament 2013:

Revenue:

Team Entry Fee (3 x \$1200)	:	\$3,600.00
Program Advertising:		500.00
Donation		300.00
Potential Share of Raffle Table:		700.00
Potential 50/50 Sales:		400.00
Cash Call for Raffle Basket (16 families x \$20 per)		320.00

<u>Total Revenue:</u>	<u>\$5,820.00</u>
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Expenses:

Ice Time:	\$1,600.00 (varies greatly by age group)
Refs:	500.00 (varies by age group)
Player giveaways (T-shirts, movie vouchers, etc...) for: 72 players @ \$15 per	\$1,080.00
Game Time Snack & Drink (\$1.50 per player x 4 games)	360.00
Programs (10 pages @ \$0.50 per page x 75 programs)	360.00
Medals, Heart n'Hustle Awards	720.00
Misc. Purchases	100.00

<u>Total Expenses:</u>	<u>\$4,720.00</u>
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<u>Expected Profit:</u>	<u>\$1,100.00</u>
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REFS:

In the LBCA Hockey Association, the office sends the final tournament schedule for the Cruncher to the volunteer Ref Coordinator from our association--after a team has paid the deposit.

This is one of the reasons you cannot trade ice times without notifying the office. The REF Coordinator provides community based refs for the Novice and Atom, and linesmen for PeeWee Div 4 and lower. Your Division is not the same as your community seeding. Ask your Team Manager for your division if you are not sure which your team is in.

The Central Zone Referees Committee (CZRZ) assigns PeeWee Head Refs and Linesmen for PeeWee Divisions 1 - 3, as well as all refs and linesmen for Bantam. If this process has not changed from 2013/14-season, this gets done when you enter your tournament schedule on the Hockey Calgary Website, as part of your Tournament Sanction application. Hockey Calgary transfers the game dates, times, locations and lengths to the CZRC. If you are not the Tournament Coordinator for your Team, or perhaps only the Team Manager has a User name for the site, you can ask them to do this. Hockey Calgary will set a deadline for this information to be entered. Check the website. Last year, there was a \$15 per change charge made after the deadline.

Unless it changes from the 2013/14-season, the LBCA office will add the cost of community refs to your ice invoice. The CZRC will bill the team directly. Rates will vary per level of play, length of games and number of refs and linesmen required by Hockey Calgary rules.

Always ensure your refs have arrived 10 - 15 minutes before the game and include them in your game snacks. Many of them are working 2-3 games in a row or several over the entire tournament. Make sure the refs and linesmen sign and print their names & ID numbers so it is readable on all the game sheets.

INVITING TEAMS:

You may have teams contacting you before you have time to invite any. With the Calgary teams you usually invite teams from your division. The Team Manager should have a contact list. A top team from the div below and a bottom team from the div above could potentially compete with the teams in your tournament. Discuss this option with your Team Manager & Coaches. Current Team standings are quite useful for this.

For rural teams the comparison is close to this

AA - Tier 1 - Div 1 & 2

A - Tier 2 - Div 3 & 4

B - Tier 3 - Div 5 & 6

C - Tier 4 - Div 7 & 8

D - Tier 5 - Div 9 & below

Some communities are all house after AA or A. Talk to the coach/manager to see if they are a good fit.

SELECTION PROCESS

A selection process is a series of questions to the team applying:

1. Confirm the Division.
2. How many of the players are 1st vs 2nd year age group kids? Compare this to yours.
3. How many skaters and goalies on the team?
4. How many skate backwards well? (Backward crossovers)
5. Have you been in Exhibition games this year? If so, within your division? How many and scores?
6. Have you been in any tournaments this year? If so, what division, how many and scores?
7. You can also check on line on their home associations and leagues for game scores.
8. Then, if I am still not sure--I will talk to my coach.

TEAM ROSTERS:

Ask each team for a copy of their **Official Team Roster**. This is not the score sheet sticker. This document is the approved roster from Hockey Calgary with the Hockey ID#, players' birthdates and positions. Hockey Calgary officials visiting the tournament can ask for it at every game. It also makes it clear that affiliates must be properly utilized and accompanied by proper paperwork to keep it fair for all the teams. See the Hockey Calgary Rules & Regulations for further information.

Official Team Roster											
Team:		League:		Status:		Playoffs:		Tournament Number:		Team ID	
Division:		Season:		Conference:		Tournament Number:		Season:		2020311	
Category:		Type:		Class:		Print Date:		01-22-2014			
PLAYERS											
TEAM: Lake Bonavista PeeWee 5 - Breakers (2020311)											
NO	LAST NAME	FIRST NAME	CONTACT	SEX	DOB (mm-dd-yyyy)	HOCKEY ID	REGISTERED	POSITION	RELEASED	STATUS	
	BEITZEL	W					09-28-2013	PLAYER		Approved	
	BERUBE	K					09-28-2013	PLAYER		Approved	
	BOEHM	J					09-28-2013	PLAYER		Approved	
	BRANT	I					09-28-2013	PLAYER		Approved	
	BRYDEN	R					10-08-2013	PLAYER		Approved	
	DANFORTH	J					09-28-2013	PLAYER		Approved	
	DAVIES	S					09-28-2013	PLAYER		Approved	
	DUKE	E					09-28-2013	PLAYER		Approved	
	EWACHA	B					09-28-2013	PLAYER		Approved	
	FERREIRA-PENNY	I					10-15-2013	PLAYER		Approved	
	GIBSON	G					09-28-2013	PLAYER		Approved	
	GUICHON	J					09-28-2013	PLAYER		Approved	
	LOSCHUK	B					09-28-2013	PLAYER		Approved	
	LOWEN	M					09-28-2013	PLAYER		Approved	
	MCDONALD	A					09-28-2013	PLAYER		Approved	
	MCLACHLAN	S					09-28-2013	PLAYER		Approved	
	O'BRIEN	J					09-28-2013	PLAYER		Approved	
	BALASKI	G					11-05-2013	PLAYER		Approved A	
	CARSOLIO	D					10-05-2013	PLAYER		Approved A	

MEDALS/AWARDS

After you get a head count (and sizes if relevant) from your invited teams you can place orders. Working with the other Cruncher teams helps keep costs down.

PROGRAM:

Have a contact for each team be in charge of collecting schedules, team rosters, team logos and ads for the program. Find a volunteer to do the layout and get the program printed. Business Ads for the program can receive a receipt from the team for a business expense. **They DO NOT receive a charitable tax receipt.** If you do not have a sponsor to pay for the printing, it can be very expensive depending on where it is printed, overall the size (page size and number of pages, type of paper), black & white or full colour. As accurate a price as possible needs to be found before setting the sizes and values for selling the ads.

Below are 2 of the quotes received for one of the 2013 programs:

320	Color Digital Hockey Brochure - Folded to 8.5 x 5.5, 8 1/2 x 11 White 24# Hammermill Laser Print , Digital Printing on 2 sides Saddle Stitch Book(s)	1,774.56
320	B&W Digital Hockey Brochure - Folded to 8.5 x 5.5, 8 1/2 x 11 20# White Bond , Digital Printing on 2 sides Saddle Stitch Book(s)	466.08

Booklets

Full color both sides.

Open size 8.5" x 11"

Closed size 5.5" x 8.5" or 4.25" x 11"

20 page booklet including cover

Self cover printed on 80# gloss paper

Folded, and stapled on the spine.

Qty 400 = \$985.00 + G.S.T.

We do match or beat competitors prices by 2%. There are several ways to bring the prices lower such as: printing black and white, changing paper grade, number of pages, etc. If you have any questions or would like to discuss options then please don't hesitate to contact me below.

DONATIONS:

Charitable tax donation cheques are made out to the LBCA. The office will issue a receipt for the business BUT your team will NOT receive a cheque. See page 18 for further explanation.


RAFFLE TABLE & 50/50 LICENSING:

<http://www.aglc.gov.ab.ca/charitiesandnonprofit/>

The Raffle Table and a 50/50 draw both require separate license numbers. Silent Auction items do not require a license. Because our raffle table generally raises less than \$10,000.00 (excluding silent auction items), applications are on line or in-person at a Registry Office.

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Alberta Gaming & Liquor Commission

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- [General Policies and Forms](#)
- [Bingo Policies](#)
- [Casino Policies](#)
- [Pull Ticket Policies](#)
- [Raffle Policies](#)
- [Sports Drafts Policies](#)
- [Use of Proceeds Guidelines & Forms](#)

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AGLC Internet Accounts

An AGLC Internet Account is a privilege granted to eligible organizations. It provides online access to the AGLC's secure web-based service. AGLC Internet Accounts are available to:

- Registered Charitable Gaming Organizations; and
- Liquor Licensees and Agents.

With an account, you will be able to select from those services that your particular organization is eligible to access:

- [Services for Charitable Organizations](#)
- [Services for Liquor Licensees and Agents](#)

As well, some forms which formerly had to be mailed to the AGLC can now be accessed online via this service.

How to obtain an AGLC Internet Account:

[Obtain an Account \(Charitable Organizations\)](#)

The [Internet Account Request Form \(FORM LIC/GAM 5536\)](#) must be downloaded, completed and mailed or faxed to the AGLC. Information that is required includes:

- Organization Name
- AGLC ID (also referred to as the Stakeholder ID)
- Mailing Address
- eMail Address
- Signatures of the President and Treasurer of the Organization

Email, fax, or mail the completed form to AGLC at:

Email: gaming.licensing@aglc.ca; or

Fax: 780-447-8911; or

Mail: Alberta Gaming and Liquor Commission
Regulatory Division
50 Coriveau Avenue
St. Albert, AB T8N 3T5

[Obtain an Account \(Liquor Licensees & Agents\)](#)

Account holders are provided a Login ID and Password. Once you have received your Login ID and Password, clicking the [Login](#) link in the top menu bar of this website will bring you to the Login page on the [AGLC's secured website](#).

[Currently supported browsers](#)

[Print Friendly Version](#)

INTERNET ACCOUNT REQUEST

This form is used to request an AGLC Internet account for your AGLC I.D.

Your current AGLC I.D. will be used as your web user I.D. A valid contact email address must also be provided. Your password will be emailed to the provided contact email address when the web account is activated within 10 business days.

Return the completed form to AGLC at:

Alberta Gaming and Liquor Commission
Regulatory Division
50 Coniveau Avenue
St. Albert, AB T8N 3T5
Fax 780-447-8911
Email: gaming.licensing@aglc.ca

☐ New Account

☐ Email Address Change

COMPLETE IF YOUR ORGANIZATION ONLY HOLDS RAFFLE UNDER \$10,000.

Organization Name: _____	I.D.#: _____
Mailing Address: _____	
_____	_____
City/Town	Postal Code
Email Address: _____	_____
_____	_____
_____	_____
Print Raffle Chairperson's Name	Chairperson's Signature
_____	_____
_____	Date

COMPLETE IF YOUR ORGANIZATION HOLDS CASINOS, BINGOS, RAFFLES OVER \$10,000 & RAFFLES UNDER \$10,000.

Organization Name: _____	I.D.#: _____
Mailing Address: _____	
_____	_____
City/Town	Postal Code
Email Address: _____	_____
_____	_____
_____	_____
Print President's Name	President's Signature
_____	_____
_____	Date
Print Treasurer's Name	Treasurer's Signature
_____	_____
_____	Date

It is imperative that the AGLC be kept informed of changes to the elected executive and web account email contact for your organization. Please notify the AGLC in writing, signed by two executive members, of any contact changes specific to your AGLC Internet Account.

FOR INTERNAL USE ONLY

	Comments/Conditions:
Date Web Account Established: _____	_____
Web Account – Group(s): _____	_____
Licensing Clerk (Signature): _____	_____

The information collected on this document is for the sole use of the Alberta Gaming and Liquor Commission in determining the eligibility of the applicant. The specific legal authority for the collection of this information from the applicant is the Alberta Gaming and Liquor Act, and Regulations pursuant to the Act. Enquiries regarding the collection of information in accordance with the Freedom of Information and Protection of Privacy Act should be directed to F.O.I.P. Coordinator, Alberta Gaming and Liquor Commission, 50 Coniveau Avenue, St. Albert, Alberta T8N 3T5 Telephone: 780-447-8900, Fax: 780-447-8919.

PROTECTED WHEN COMPLETED

FORM REG/GAM 5536 (2010 Aug)

Re: Eligibility for Raffle Licence approval for Lake Bonavista Breakers PeeWee 5 Hockey Team - AGLC ID [REDACTED]

Please be advised that your Eligibility for Raffle Licence application has been approved. Please visit our website at www.aglc.ca to obtain the Raffle Terms & Conditions (total ticket value \$10,000 and less). The information in this document will assist you in conducting your raffle event.

Your AGLC ID number is [REDACTED]. Please remember your AGLC ID number for all future licensing and correspondence.

You may now proceed to a registry office to obtain your licence. For a service fee, the registry office will issue your licence based on the raffle details you provide. You also have the option of obtaining your raffle licence free of charge on line. Please complete the attached AGLC internet account request form to gain access to this service. Once complete, the form may be emailed to gaming.licensing@aglc.ca or faxed to (780) 447-8911.

Please note: Once the raffle licence has been issued, any amendments must be submitted in writing to the Alberta Gaming and Liquor Commission (AGLC) for review and approval prior to implementing any changes. Please contact Raffle Licensing at 1-800-272-8876 for amendment requirements.

VERY IMPORTANT INFORMATION: Gaming proceeds may not be spent on personal apparel or social events. Gaming proceeds may only be used for travel out of province if the team has qualified due to successful play in Alberta competition. Please see our website at www.aglc.ca for further use of gaming proceeds guidelines and forms.

Should you have any questions regarding a) your raffle licence; b) your eligibility; or c) your financial report, please call (780) 447-8600, or toll free at 1-800-272-8876, and ask to speak to someone in the area where you require assistance.

Thank you.



Kelly L. Wilson
Administrative Assistant, Licensing
Compliance and Social Responsibility
50 Corrivue Avenue, St. Albert AB T8N 3T5

The baskets are drawn and the silent Auction closed Saturday Night. Winners are notified the same night and prizes collected and/or paid for Sunday.

PLEASE keep accurate records and hand in all the paperwork to the AGLC on time. Items for the raffle table usually come from the families of each team participating. Each team assembles a basket on a theme and at a value established by the Cruncher teams each year. Donations such as Flames or Hitmen tickets, iPads, X-box, Hockey Sticks, (even Legal services one year!), or collectable sports memorabilia are often used for silent auctions held at the same raffle table. OR AS IN 2012--EACH TEAM ASSEMBLES ONE BASKET ON A THEME AGREED TO TONIGHT AS WELL AS THE VALUE AND SUBMITS FOR THE RAFFLE WRAPPED AND WITH A LIST OF GOODS AND THEIR VALUES.

LICENSES FOR BOTH THE 50/50 AND THE RAFFLES MUST BE POSTED IN THE ARENA AREA OR AT THE TABLE. Whoever applies for the license controls the tickets and cash. Ticket prices need to be decided before you apply for the license.

The raffle table can/should be done in cooperation with the teams in the same week. Profits are split and the shifts can be scheduled so that the parents work opposite of when their teams are on the ice. Once the teams have their ice times, the raffle coordinator (person who applies for the license) should set up a schedule for a team who is not on the ice, to cover the table in 1 hour shifts, taking turns throughout the tournament. Each team must let the organizer know who is working the assigned shifts and how to reach that person. A master copy of the schedule needs to be kept at the raffle table in case of no-shows. Each person must sign in and out on the license form and record the ticket numbers sold.

Decide on ticket prices—create posters advertising price. Children under the age of 18 may not purchase tickets for any baskets containing alcohol. **Each Raffle License team needs to create a board to post winners of the 50/50 draw on for each game you sell at.**

<http://aglc.ca/charitiesandnonprofits/default.asp>

Notify the LBCA office of what you have a license for and supply a copy of the license as well as the final paperwork which has to be submitted after the raffle to Alberta gaming.

*Note also that the name on the license must be the same as your team's name. You **do not apply** under the Lake Bonavista Community Association.*

LBCA Policies for Fundraising, Raffles, Sponsorship

LBCA has specific policies relating to the above. As a charitable non-profit society, we are responsible for ensuring that the rules as established by Canada Revenue Agency are followed, and provincial rules relating to Raffles, Casinos, etc. are complied with. Failure to do this could result in our loss of status. Copies of the LBCA policies are provided for your use. When reports are filed, you must keep copies and ensure that the LBCA Office is given a copy.

(A) Charitable Donations

As a registered charitable organization, we are able to issue tax receipts for charitable donations. The conditions of such donations are:

- they must be in cash/cheque or in a form of property, but does not include services
- tax receipts will be issued only if the value of the donation is at least \$50.00
- **the gift must be made to the LBCA, to be used at the discretion of the LBCA**

Charitable tax receipts cannot be issued for advertising in tournament booklets, or for any other service provided.

Both for the licensee and for the table, a complete list of the baskets and their values (receipts if bought) are required.

"LAKE BONAVISTA COMMUNITY ASSOCIATION NOVEMBER 23, 2011

The Board of Directors of the Lake Bonavista Community Association would like to clarify the policy regarding the issuance of charitable donation receipts. The LBCA is happy to accept donations; however a request to direct a donation to a specific team will not result in the issuance of a charitable donation receipt for tax purposes if the donor is related to anyone on that specific team. A donor would include not only a parent, but a corporation controlled by a parent.

This policy follows the guidelines established by the Canada Revenue Agency. This is an excerpt from their website:

Was the gift directed to a specific person, family, or other non-qualified donee?

- Donors cannot choose the beneficiaries of their donations. A charity must have full discretion in deciding how to allocate its funds. A donor may request that a gift be directed towards a person, family, or other non-qualified donee if they have been identified beforehand by the charity as a recipient of its charitable program. However, the charity must be able to re-allocate all donated funds to other charitable programs or activities when it deems appropriate.
- A donation subject to a general direction from the donor that the gift be used in a particular program operated by the charity is acceptable, provided that no benefit accrues to the donor or anyone not at arm's length to the donor.
- When a charity does not have ultimate control over donated funds, or when a benefit accrues to the donor from donated funds, these funds do not constitute a gift and are not eligible for an official donation receipt.

The Board of Directors is concerned that the issuance of charitable donation receipts to a non-qualified donee could result in a revocation of our registered charitable status."

TIMEKEEPERS, SCOREKEEPERS & GAME SHEETS:

Have someone from your team volunteer to make up a schedule for all tournament games (even the ones the host team is not in!) and rotate parents through. No more than 4 people (including music coordinator) in the timekeepers' booth! Have this volunteer responsible for making sure people and the time sheets are there. Anyone under the age of 18 must wear a helmet.

Make-up game sheets for each game with stickers for each team's rosters. The teams have only to scratch/add affiliates and sign. All affiliates must have their Hockey Id # from their roster as well.

THERE IS A NEW 2013/14 Hockey Calgary Rule Book. YOU NEED TO HAVE ONE AT EVERY GAME. It is on line at www.hockeycalgary.ca/assets/file/2013_14_HockeyCalgary.pdf

Please review sections 24 on Exhibition Games & Tournaments, 25 re Hosting tournaments, 15 re officials, 16 re length of games, as well as the rules & penalties in the Community Hockey Section after reviewing the sections at the Start Applicable to all divisions (approx. first 34 pages).

GAME SHEETS:

- ALL game information must be written on game sheet (**division, game number, date, arena, and team number of both teams involved**).
- Timekeepers MUST write down ALL penalties and goal information on game sheet. They must press hard enough so that the bottom sheets can be read.
- If you are the visiting team and the bottom 2 sheets cannot be read, I suggest you ask for the 2nd page. It should be more readable
- Game sheets MUST be faxed (or emailed) into your division director **24 hours after game** or first thing Monday morning.
- Game sheets must be readable.
- If you are using affiliated players, you must be missing a regular player (marked ABS on game sheet... do not cross player off sheet or label). Write "AP" and team number that the affiliated player is from, next to players name (e.g.: AP KC070) See Hockey Calgary Rule Book for Affiliates for more information.

Before starting a game, there should be a designated timekeeper and a designated scorekeeper. Both people will be in the timekeeper's box prior to the start of the game to set up everything. They will then remain there for the duration of the game.

The timekeeper will be in charge of the score clock. The information that the timekeeper must put up on the score clock is the period that the game is in, the time for each period, goals, penalties, and shots on goal. The timekeeper must also start and stop the clock according to the stops and starts in play during the game.

The scorekeeper will be in charge of the game sheet. This means that they must record all of the scoring and penalty information in the correct spots on the game sheet. All of this information will be provided to the scorekeeper by the referee.

Timekeeper/ Scorekeeper's Check-List

Prior to each game, the timekeeper and scorekeeper should make sure that they have the following items:

- ☐ A completed Game Sheet (see check-list below)
- ☐ Pens (it is always handy to have an extra pen in case one runs out of ink)
- ☐ The penalty abbreviations provided in this manual
- ☐ The score clock instructions provided in this manual

Game Sheet Check-List:

Prior to each game, the timekeeper and scorekeeper should make sure that the game sheet contains the following:

- ☐ All referees and linesmen have provided their referee/linesmen numbers and have signed the game sheet prior to the start of the game
- ☐ Each team roster has a signature in the "verified by" box located below the team rosters
- ☐ The team names, team rosters, division, date, arena, type of game, and start time are all filled out prior to the start of the game
- ☐ Each page of the game sheet must have a copy of the team rosters (if team rosters are printed off on a sticker there must be a sticker on each page of the game sheet).

Filling-out the Game/Score Sheet

Each team has sections on the game sheet for scoring and penalties. The Home Team's sections will be on the left side of the score sheet and the Visiting Team's sections will be on the right side of the score sheet. All scoring and penalty information should be filled- out in that team's section.

Scoring

Each team's scoring section has the headings No., Per., Time, SC, and Assist.

All of these sections should be filled in by the scorekeeper.

- ☐ No. refers to the number of goals for that team. This section of the game sheet is already filled in with the numbers 1 through 15 and the scorekeeper does not have to add any information to this section.
- ☐ Per. refers to the period in the game that the goal is scored
- ☐ Time refers to the time left in the period in which the goal took place (i.e. the time

left on the score clock)

- ☐ SC refers to the jersey number of the player that scored the goal
- ☐ Assist refers to the jersey number(s) for the one or two players that assisted on the goal

The referees will provide the scorekeepers with the information regarding which player scored and who they were assisted by.

The information regarding the period and the time left in the period can be found by the scorekeeper on the score clock. For this the scorekeeper should write down the exact time left on the score clock.

Penalties

Each team's penalties section includes the headings Per., No., Serv., Offence, Min. Off, Start, and On. All of these sections should be filled in by the scorekeeper.

- ☐ Per. refers to the period in which the penalty occurred.
- ☐ No. refers to the jersey number of the player that received the penalty
- ☐ Serv. refers to the jersey number of the player that served the penalty in the

penalty box

- ☐ Offence refers to why the player received the penalty
- ☐ Min. refers to the number of minutes that the penalty is for.
- ☐ Off refers to the time on the score clock that the player got off the ice for the

penalty

- ☐ Start refers to the time on the score clock that the time for the penalty started
- ☐ On refers to the time on the score clock that the player was allowed to go back on the ice after the penalty. This section should not be filled in by the scorekeeper until after the player is back on the ice as the player may not have to serve the entire length of their penalty if the other team scores a goal.

The referees will provide the scorekeepers with the information regarding which player received the penalty, which player is serving the penalty, why the player received the penalty and how many minutes the penalty is for. The information regarding the period, the time the player got off the ice, when the penalty started and when the player got on the ice can be found by the scorekeeper on the score clock.

For these the scorekeeper should write down the exact time on the score clock.

Penalty Abbreviations

Because there is a limited amount of space on a game sheet to write in the type of offence for a penalty, scorekeepers should use the abbreviated form for each type of penalty. Using abbreviations will also come in handy if the referee is providing the scorekeeper with information about several penalties all at once. The following are the abbreviations for each penalty in hockey.

Penalty ABR.

Aggressor AG

Body Checking BC

Boarding BDG

Bench Minor BM

Broken Stick BRS

Butt Ending BUTT

Cross Checking CC

Checking from behind CFB

Charging CHG

Checking to the head CTH

Dangerous/ Illegal Equipment DE/EI

Delay of Game DG

Elbowing ELB

Fighting FT

Face Masking FMSK

Falling on Puck FOP

Game Ejection GE

Game Misconduct GM
 Goalie Leaving Crease GLC
 Penalty ABR.
 Gross Misconduct GRM
 Hooking HK
 Holding HO
 Handling Puck HP
 High Sticking HS
 Instigator INS
 Interference INT
 Interference/Protection of Goalie INTGT
 Kneeing KNE
 Leaving Players Bench LPB
 Match Penalty MP
 Roughing After the Whistle RAW
 Roughing RO
 Slashing SL
 Spearing SP
 Too Many Players TMM
 Tripping TR
 Throwing Stick TS
 Unsportsmanlike Conduct USC

AFTER A GAME

(d) Copies of the official game report(s) for all exhibition and tournament games played within Zone 9 must be sent to the League Chair/ Coordinator within five days of the game or completion of the tournament.

FROM PAGE 17, Section 25, of the Hockey Calgary Rules & Regulations:

25 Hosting Tournaments

(a) An Association planning to host a tournament in the current season shall submit a “Hockey Tournament Application” to Hockey Calgary.

(b) The application must be approved by Hockey Calgary and a tournament sanction number issued.

(c) The tournament shall be played under Hockey Calgary rules, and the tournament committee must agree to follow the minimum suspensions as set out by Hockey Calgary. Failure for the tournament to follow Hockey Calgary rules or minimum suspensions may result in all tournament permits being revoked for the Host Hockey Association.

(d) All games involving teams in body checking must be officiated by referees who have been certified in the current year and are qualified for that level of hockey.

(e) Within ten days after the completion of the tournament all official game reports, a copy of the tournament draw and the Tournament Suspension Form must be submitted to the League Chair/Coordinator.

Ice Area Safety Rules:

- Teams are reminded that they are not allowed to enter on to the ice surface until the ice resurfer has been removed from the ice, the staff has given the okay to proceed by activating the buzzer, and the gate is completely lowered/closed.

- at the end of your time, the buzzer will be sounded and you are required to leave the ice immediately. Make sure all pucks are picked up to prevent damage to the resurfer

-timekeepers' bench area has been redone as a part of the new boards installation. We ask that your

volunteers keep this area clean, and allow no more than a maximum of 4 people in this area. **Kids under the age of 18 must wear a helmet.** Volunteers must remain in this area unless an emergency arises, until the ice time ends.

-Only players fully dressed are allowed in the box during a game or practise. Even if they are on the "injured list". (Hockey Alberta/Calgary Rule)

Music:

-Access is through the ice. Music person will have to open one of the penalty doors.

-music/microphone - the volume control and power switch to operate the music system and the PA system are now located at the Timekeeper's bench. The music room is no longer accessible to anyone other than the Figure Skating program. LBCA added a jack, with **USB** so that an iPod or other compatible device can be attached and then play music. There is a separate control for volume. A heater is located there as well.

Tournament Days:

- Carry a cell phone and make sure your volunteers have the number just in case...
- Always have your Official Team Roster with you at each game. Hockey Calgary officials can ask to see it at any time.
- Always have a copy of your Sanction as well.
- Hang copies of your sanction number in both the LBCA arenas near ice entrances as well as in Frank McCool.
- Provide Frank McCool staff with a copy of the schedule as well. They will then put the names of the teams up with the dressing room assignments as opposed to "home" and "away".
- Make sure your refs have arrived 15-20 minutes before each game!! If paying by cash—they are to be paid before the game. Include them in your game snack distribution. Many of the refs work games back to back and many are the siblings of players in the tournament!

Raffle Basket Theme:_____

Value _____

- This wonderful basket includes...

-

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SILENT AUCTION BID SHEET

Item# _____ **Value** _____

Description: _____

- Bid increases by a minimum of \$5.00

[illegible]

Sample of what can be sent teams after you have accepted them into your tournament: (Add a Map to the arenas)

**Lake Bonavista Breakers Hockey
2011 ATOM CHRISTMAS CRUNCHER TOURNAMENT
December 12 – 18, 2011**

On behalf of the Lake Bonavista Breakers Atom 3 team, we would like to take this opportunity to thank your team for participating in our 2010 Christmas Cruncher Tournament.

The event will be held from December 12 – 18, 2011. Four (4) Atom teams will be participating in division **5** hockey based on Hockey Calgary guidelines.

Games will be played at the Lake Bonavista Community Arena located at 1401 Acadia Drive SE, Calgary and Frank McCool Arena_____. The two arenas share a parking lot accessible off Lake Bonavista Drive.

Each team is guaranteed four (4) games including finals. All participants will receive a gift, after game refreshments and a program commemorating the event.

Fees: **\$1,000.00** payable to "LBCA Atom 3 Hockey" (no post-dated cheques will be accepted). Your cheque must be received by the team contact no later than **November 10, 2010**. Please email rosters (using the following form) and your team logo in JPG file format. Ensure you have your hockey association's official team roster with you at all times.

LB Breakers Atom 3 Contact:

Karen Sloan Beitzel

kjsb@telus.net

Blackberry/cell: 587.888.3785

1024 Lake Ontario Drive SE SE, Calgary T2J 3K2 (cheque drop-offs)

Atom Division 6 Tournament Schedule

Round Robin

Date	Game Time	Home (Lights)	Away (Darks)
Friday, December 17	6:15 – 7:15 PM	LB Breakers Atom 3	Crowfoot Atom 6
Friday, December 17	7:30 – 8:30 PM	McKnight Mustangs Atom 4	Blackfoot Atom 7
Saturday, December 18	10:15 – 11:15 AM	LB Breakers Atom 3	Blackfoot Atom 7
Saturday, December 18	11:30 AM – 12:30 PM	Crowfoot Atom 6	McKnight Mustangs Atom 4
Saturday, December 18	4:45 – 6:00 PM	LB Breakers Atom 3	McKnight Mustangs Atom 4
Saturday, December 18	6:15 – 7:30 PM	Blackfoot Atom 7	Crowfoot Atom 6

B Finals

Date	Game Time	Home (Lights)	Away (Darks)
Sunday, December 19	1:30 – 2:45 PM	3 rd	4 th
Sunday, December 19	3:00 – 4:15 PM	1 st	2 nd

Lake Bonavista Breakers Hockey
2011 ATOM CHRISTMAS CRUNCHER TOURNAMENT

December 12 – 18, 2011.

HOCKEY CALGARY RULES APPLY

1. All Players **MUST** be 9 years of age or over as of December 31, 2010.
2. Players must be registered on the team which they play according to their league games. No additions shall be made except registered affiliate players.
3. Each team **MUST** have a minimum of eleven (11) players (1 goalie and 10 skaters) at the start of the game, unless authorized by the Tournament Committee; otherwise that team will forfeit that game.
4. Players must be dressed and ready to go 15 minutes prior to scheduled game time.
5. Double shifting **WILL NOT** be tolerated. All players shall be played as equally as possible in each period of each game except for the goalie. Failure to comply may result in a forfeiture of the game.
6. Game time: 1.0 hour permit, 12, 15 and 15 minute periods, stop time. No time outs permitted. Two (2) minute warm-up before each game. No game shall exceed the time permit. If undue delays occur for any reason and the game cannot be completed in the permitting time, the following procedure will be followed:
 - * At the first stoppage of play after time reaches 5 minutes left on the permit, the timekeepers will notify the referee.
 - * At this stoppage of play, the clock will be reset to 2:00 minutes and the remainder of the game completed with stop time.
7. Goaltenders may be pulled for an extra attacker.
8. Home team will be required to change sweaters if necessary.
9. No deliberate body checking is allowed.
10. Any coaches, managers, or other team officials not behaving in a sportsmanlike and dignified manner will be prohibited from any further participation in the tournament.
11. **ALL REFEREE DECISIONS ARE FINAL!**
12. Once accepted, any team cancelling out of the tournament will have their entry fee forfeited.
13. **OVERTIME:** Final games only (stop time). The teams will not change ends. There will be one 2 minute sudden death overtime with 4 skaters and a goalie. The goaltender may be replaced by a skater at any time. If still tied, there will be a sudden death shoot out. Coaches will pick 3 players to start the shootout with the Home Team beginning. If still tied after 3 shooters have finished, coaches will pick a different player to continue the shoot out until both teams have had equal shooters and one team is ahead by one goal. Coaches must use their entire roster before proceeding to the first three players.
14. In determining championship seeding, the following order of tie-breakers shall be used:
 - * The most wins
 - * The team with the best record in the games played between the 2 tied teams
 - * Goals for divided by goals against, higher percentage advances (unless a team has zero goals against which is the highest rank).
 - * If the teams are still tied, toss a coin.
15. Divisions play on a point system:
 - * Win - 2 points
 - * Tie - 1 point
 - * Loss - 0 points

LBCA Tournament Sanction #: 59-4

Registration Form

Lake Bonavista Breakers Hockey
2010 ATOM CHRISTMAS CRUNCHER TOURNAMENT
December 17 – 19, 2010

Team Name: _____ Team Colors: H _____ A _____

Division: _____ Invited By: _____
(LBCA Contact)

Team Logo (jpg) ☐ YES ☐ NO

Jersey Number	First Name	Last Name	Date of Birth (dd/mm/yyyy)
_____	_____	_____	____/____/____
_____	_____	_____	____/____/____
_____	_____	_____	____/____/____
_____	_____	_____	____/____/____
_____	_____	_____	____/____/____
_____	_____	_____	____/____/____
_____	_____	_____	____/____/____

Coach: _____ Tel: _____ email _____

Asst. Coach: _____ Tel: _____

Asst. Coach: _____ Tel: _____

Asst. Coach: _____ Tel: _____

Asst. Coach: _____ Tel: _____

Asst. Coach: _____ Tel: _____

Manager: _____ Tel: _____ email _____

Please email rosters (using this form) and your team logo in JPG file format to

Karen Sloan Beitzel
kjsb@telus.net

Lake Bonavista Community Association (LBCA)
Breakers Hockey
To: Sponsors and Donors



Re: Lake Bonavista Breakers Christmas Cruncher Tournament (Ages 7-14)

Many volunteer parents in your community are in the process of organizing a Novice/Atom/PeeWee/Bantam Hockey Tournament to be held at Lake Bonavista Recreation Centre and Frank McCool Arenas Dec. 12th – 18th, 2011. We are expecting 32 teams (approximately 544 players) to participate.

Tournament expenses such as food, beverages, ice time, referee fees and awards are anticipated. As organizers, we are hoping to finance the event through tournament entry fees but more importantly, corporate and individual support. We hope that we can count on your contribution to help make this year's Christmas Cruncher an outstanding experience for the children and our community.

If you or your business would like to contribute to this event we would appreciate financial support, food items, beverages, services, gifts or gift certificates for the raffle baskets, or promotional items for the kids. Your assistance is greatly appreciated and in return for your contribution you will receive recognition during and after the event.

Sponsorship Recognition:

- A black & white (8.5 x 11 inch) Tournament Program will provide your business with an opportunity to advertise. The program is distributed at the start of the tournament to all parents and spectators.

Tournament Program advertisement sizes and costs are as follows:

- Business card ad (3.5 inches wide x 2 inches tall) - \$50
- 1/4 page ad (4.25 inches wide x 5.5 inches tall) - \$100
- 1/2 page ad (8.5 inches wide x 5.5 inches tall) - \$150
- Full page (8.5 inches wide x 11 inches wide) - \$300

Ad files in JPG or Hi Res PDF format are preferred; however, a sharp, clean hard copy of the ad can also work. Please insure that your ads are sized correctly for best results and are submitted to the tournament coordinator noted below, no later than November 25. Clearly specify the size when you submit your ad to:

Name & email of person doing the lay-out.

If you do not have ad ready material, help may be available.

- Your name or your business name will be noted on the "Tournament Sponsor/Donor Board" which will be displayed in the Lake Bonavista Recreation Centre during the tournament.
- All sponsors will be listed and thanked in our community news "The Bonavista Bugle", which is delivered to every home in Lake Bonavista and Bonavista Downs.

If you wish to make a cash donation without advertising or in addition to advertising, a tax receipt will be provided to you or your business for amounts over \$50.00. **Individual teams do not receive these monies.** The community does. Cheques for donations (only) may be made out to *Lake Bonavista Community Association*. Cheques for advertising should be made out to *LBCA Atom 3 Hockey*.

Please confirm your support by November 21 so we may finalize our tournament plans and develop the program for the hundreds of kids involved. If you have questions, please contact the Atom 3 tournament coordinator Karen Sloan Beitzel @ 587.888.3785 or kjsb@telus.net

The LB Breakers have an excellent reputation of hosting a well-organized Christmas Cruncher tournament. This is only possible with your support. We thank you sincerely in advance for your interest and contributions.

Name of Cruncher Coordinator for Atom 3
Name of Tournament Coordinator
Name of--Team Manager
Name of Coach



TOURNAMENT SANCTION GUIDELINES - 2013- 2014 SEASON

The Tournament Sanction Request provides us with the information necessary to consider sanctioning your event. Any information not provided may result in a delay in processing your request. Once the tournament has been sanctioned, a Tournament Sanction Permit will be issued to your tournament coordinator and must be displayed in all Arenas being used during the tournament. The Tournament Sanction Permit is issued on the condition that the tournament will strictly adhere to all Hockey Calgary Rules and Regulations, plus any additional rules and/or regulations deemed necessary by the branch governing such tournaments.

NOTE: Hockey Calgary will NOT sanction tournaments for community divisions during seeding or regular league play within Zone 9. Timbits tournaments will be approved provided the Host Association has sufficient ice to meet the league scheduling needs of their teams.

Carefully read through the following guidelines so as to help you to host a successful and enjoyable event. These guidelines were developed to assist you in applying for a tournament sanction, requesting tournament officials and to ensure you understand your responsibilities as Tournament Coordinator.

TO REQUEST A TOURNAMENT SANCTION

Complete a Tournament Sanction Request off the **Hockey Calgary website** filling in all the information required in **full**. You will need to complete the following steps:

- 1) Go to Hockey Calgary's website: hockeycalgary.com.
- 2) Click on the OPERATIONS button in the black menu bar, and then select Tournaments in the sub menu.
- 3) Read the information, and when you are ready to proceed with your sanction request click REQUEST TOURNAMENT SANCTION.
- 4) Once you have submitted the web form you will receive an email confirmation that your form has been submitted.
- 5) Hockey Calgary will review your request and once a decision has been made you will receive an email notification indicating the change in status. It will also contain a username and password that will be required in order for you to enter your tournament schedule. Your tournament games must be entered within the following deadlines:
 - a. October (preseason) tournaments – September 10
 - b. December tournaments – November 10
 - c. March tournaments (post regular season) – February 10
 - d. April tournaments – March 10

TOURNAMENT OFFICIALS

All officials for Novice and Atom tournaments and linesmen for Pee Wee Division 4 and lower tournaments are the responsibility of the host team/Association. Tournament Organizers need to ensure they send their schedule to their Community Referee Coordinator.

All officials for Pee Wee Divisions 1-3, Bantam, Midget, Junior and Female tournaments as well as the Referee for Pee Wee Division 4 and lower will be assigned by the Central Zone Referee Committee (CZRC). ONCE YOU HAVE ENTERED YOUR GAMES AT THE HOCKEY CALGARY WEBSITE (SEE 5), ABOVE) THEY WILL BE UPLOADED TO THE CZRC ASSIGNING SYSTEM ON YOUR BEHALF. The number of games during both the Christmas and spring tournament season will be closely monitored to ensure the total number of games during any one day does not exceed the maximum that CZRC can assign.

NOTE: Submitting requests before the deadline does not guarantee your request will be approved as the CZRC may have reached the maximum number of games they can cover for the dates requested. It is advised an application for tournament officials is made as soon as the date has been determined and ice has been secured.

The CZRC will send an invoice to the tournament coordinator, billing the team and/or association directly for referee fees. It is the responsibility of the team coordinator to ensure that this invoice is paid in full prior to the start of their sanctioned tournament.

TOURNAMENTS HELD OUTSIDE ZONE 9

Hockey Calgary teams may hold tournaments outside of Zone 9 at any time should all requirements be met. Hockey Calgary teams are not permitted to take their own referees to tournaments outside Zone 9, referees must be booked through the minor hockey association in which your tournament is being held. Teams must provide a verification email/letter to Beth at beth@hockeycalgary.com indicating the following:

- ☐ _Name
- ☐ _Position (Referee in Chief, Referee Assignor, Local MHA Administrator, etc.)
- ☐ _Referee level (if appropriate)
- ☐ _Contact Information (including telephone number and email address)
- ☐ _The level of the officials being assigned

TOURNAMENTS WITH ATTENDING TEAMS FROM OUTSIDE ALBERTA/USA

Hockey Calgary sanctioned tournaments with attending teams from outside of Alberta will be charged a \$20 Hockey Alberta Tournament Sanction fee. The Hockey Alberta Tournament Sanction Request form must be forwarded with payment to Hockey Calgary prior to the start of the sanctioned tournament. Payments may be made via credit card, cash or cheque.

AT THE CONCLUSION OF YOUR TOURNAMENT

Once all the digital game sheets from your tournament have been entered at the Hockey Calgary website, forward all game sheets to your appropriate Hockey Calgary League Chairperson within 10 days of the conclusion of the tournament. To find your appropriate league chair visit the Hockey Calgary website.

TOURNAMENT COORDINATORS AGREEMENT

All tournaments hosted by teams registered with Hockey Calgary must be sanctioned by Hockey Alberta. It is imperative the Tournament Coordinator is aware of the responsibilities of hosting a tournament. The Tournament Coordinators Agreement outlines those responsibilities, once the Tournament Sanction Request is submitted, the Tournament Coordinator acknowledges and acceptance his/her commitment to ensuring the event is run accordingly. Tournament Sanction Guidelines for Hockey Calgary can be found in Hockey Calgary's Blackbook Book found on the Hockey Calgary website. You can also obtain a copy of the Black Book at the Hockey Calgary website.

▪ TOURNAMENT COORDINATORS AGREEMENT

1. I will obtain a copy of the current "Hockey Calgary Constitution, By-Laws and Playing Rules" and have it available during all tournament games.
 2. I will ensure the tournament is played under HOCKEY CALGARY rules, and agree to follow the minimum suspensions as set out by HOCKEY CALGARY. I further understand that I have no authority to reduce or waive suspensions associated with any penalties assessed.
 3. I will ensure the games are entered on the Hockey Calgary tournament site by the deadline.
 4. I will ensure the digital game sheet is entered at the Hockey Calgary tournament site within 48 hours of the conclusion of each game.
 5. I will forward copies of all game sheets to the appropriate HOCKEY CALGARY League Chairperson within 10 days of the completion of the tournament.
 6. I will not accept applications from teams outside the HOCKEYCALGARY unless it is presented with a "Travel Permit" issued from their Branch.
 7. I will ensure a copy of the Tournament Sanction Permit is displayed in all arenas that tournaments games will be played in.
- I understand that failure to adhere to the above may result in future tournament sanctions being denied.