



Minnesota Hockey

Region & State Tournament

Host Guide Book



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Minnesota Hockey region and state tournaments are intended to provide meaningful opportunities for those teams who have demonstrated their ability to play and win together during the regular season. For some of the players and their families, it may be their only chance to participate in this type of playoff atmosphere; therefore, tournament hosts are required to provide an environment where the participants are treated at a "special" level above and beyond that associated with a normal invitational tournament.

It's also a time for hosts to earn additional revenue by capitalizing on this special atmosphere. Following are some suggested guidelines to help make hosting a tournament a fun, memorable and rewarding event for everyone involved.

Minnesota Hockey Contacts

As you prepare to fulfill your tournament host responsibilities, please remember that your Minnesota Hockey representatives are always ready and willing to be of assistance. To use this resource, please call your District Director or one of the contacts below:

Nick Nyhus
Tournaments Chair
612-708-7354
nnyhus@minnesotahockey.org

Scott Dornfeld
Maroon Coordinator
(Districts 1, 2, 3, 6, 8, 10)
763-202-2528
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Tom Christenson
Gold Coordinator
(Districts 4, 5, 9, 11, 12, 15 & 16)
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Marketing & Communications Mgr.
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Host Responsibilities

A host for either a region and/or state tournament is responsible for the following:

- Selecting an arena that will comply with Minnesota Hockey requirements as listed in the Youth Rules and Regulations section of the handbook.
- Completing the Minnesota Hockey Region/State Tournament Host Agreement with arena staff.
- Arranging for adequate lodging to be available for the teams and their families.
- Providing a banquet for teams and their families (**Optional - Encouraged for State Tournaments.**)
- Coordinating volunteers, officials and staff for all games, including an Emergency Medical Technician or Certified Athletic Trainer
- Preparing and distributing an official program (region tournaments only)
- Preparing and distributing a packet of information for each team.
- Checking the credentials of participating teams.
- Keeping games on schedule.
- Hearing any disputes resulting from the games and reporting them to the tournament host's District Director and the Tournament Discipline Committee as outlined in the Minnesota Hockey handbook

in Youth Rules and Regulations, Section X. District, Region & State Tournaments, S. Tournament Discipline Committee.

- Enforcing Minnesota Hockey/USA Hockey rules, especially the Zero Tolerance Policy. The Host and/or the Tournament Director has the responsibility and authority to remove disruptive fans from the arena.
- Presenting trophies/medals (when appropriate)
- Providing a designated location for Minnesota Hockey's apparel vendor for region tournaments.
- State tournament hosts must provide a location and staffing for apparel.
- Paying all expenses associated with the tournament, except for trophies & medals, and providing a financial report to Minnesota Hockey.

To accomplish these tasks, it is required that the host appoints a Tournament Director who will ensure that the host's responsibilities are fulfilled. The primary function of the Tournament Director is to act as the main contact for Minnesota Hockey and all participants and to establish committees or volunteers to assist with all tournament operations. It is often most effective to have committees handle the actual detail work.

Typically, such committees (and responsibilities) are:

- Competition Committee – schedule the arena, schedule all volunteers, manage the schedule, report all scores, conduct live scoring, handle any disputes, present awards
- Hospitality Committee – banquet, lodging, information packet, team hosts, coaches lounge
- Program Committee – solicit advertising for the program, secure team rosters, set up Minnesota Hockey promotional banners.
- Revenue Committee – collects tournament fees, gate fees, works with Minnesota Hockey vendors, and pay all debts.

Competition Committee:

Arena Selection

Minnesota Hockey defines the minimum requirements for a host arena for region and/or state tournaments in the Minnesota Hockey handbook in *Youth Rules and Regulations, Section X. District, Region and State Tournaments, P. Minimum Facility Requirements*. In addition to the information contained in the guide, hosts should be aware of the need for parking for game attendees and proximate lodging facilities.

Region and State Tournament Rules

Minnesota Hockey's official rules governing Region and State Tournaments are listed in the Youth Rules and Regulations section of the Minnesota Hockey handbook. A summary of these rules will be included in the information packets that are distributed to tournament hosts and team managers, as well as in the State program. Hosts are encouraged to make copies of the rules easily accessible for all tournament volunteers, especially those at the scorer's table.

Volunteers and Game Officials

The host shall be responsible for organizing and supervising tournament volunteers for ticket sales, gate attendants, apparel sales (State only), scorekeeper, timekeeper, penalty box attendants, announcer and live scoring. Please refer to the Minnesota Hockey Handbook's Tournament Supplement (page 41) for qualifications and other information regarding these positions.

A certified medical attendant is required at all games. Qualified individuals include a certified Athletic Trainer, Emergency Medical Technician (EMT), paramedic or medical or osteopathic physician. This person must have current certification in advanced first aid, CPR, basic life support and be a qualified first responder.

Referees

MH and the Minnesota Hockey Officials Association ("MHOA") establish the officiating system (as outlined in the Minnesota Hockey handbook) for Region and State Tournaments. The Host is responsible for paying referees. Referees for Region Tournaments shall be paid according to the Host District's fee schedule. At State Tournaments, referees shall be paid according to the fee schedule established below. The Host is responsible for locating housing for officials, if necessary. Hosts shall not pay any housing or meal costs to any referee for State Tournaments. For State Tournaments only - payment for referee's housing shall be made according to a process established by the MHOA and MH Tournament Committee Chair.

Below are the state tournament fees for the 2021-2022, 2022-2023 and 2023-2024 seasons:

	System	Game Fee	Officials Fee
Jr. Gold A, B & 16 (optional)	Four-official	\$320.00	(\$90 - \$90 - \$70 - \$70)
Jr. Gold A, B & 16, Girls 19U	Three-official	\$225.00	(\$85 - \$70 - \$70)
Bantam A/AA & B, Girls 15U A	Three-official	\$225.00	(\$85 - \$70 - \$70)
Peewee A/AA, Girls 12U A	Three-official	\$180.00	(\$70 - \$55 - \$55)
Peewee B, Girls 15U B & 12U B	Two-official	\$140.00	(\$70 - \$70)

Credentials

The following items MUST be submitted by each team to the tournament chairperson for review and approval by the District Director or designee prior to their first tournament game. Failure to comply shall result in forfeiture of that team's first game.

- An official USA Hockey Player Roster that has been approved by the appropriate registrar(s)
- Junior Gold and 16U must have a high school enrollment verification form that list each player
- An approval letter from the Minnesota District Registrar for any player rostered in a younger age group than is implicit based on the player's birth date
- CEP (Coaches Education Program) and SafeSport verification for all coaches on the roster

Game Format and Schedule

Minnesota Hockey sets the bracket format and tournament pairings. Tournament hosts are in charge of setting game times and ensuring a **minimum of a 3 hour rest period between games**. Minnesota Hockey rules require a minimum of one hour and 45 minutes allotted for each game, but two hours are recommended for each game. Two-hour slots are required for the Jr. Gold A level, which utilizes 17-minute periods per USA Hockey rules for National Tournament bound teams. Games should start no earlier than 10:00 a.m. on Friday.

It is highly recommended that the host print and display an enlarged version of the official tournament bracket where participants and parents can easily view it. Game results should be entered periodically as the tournament progresses.

The Competition Committee is responsible for managing the tournament schedule to ensure that all games start on time and applicable Minnesota Hockey/USA Hockey rules for rest periods are maintained. In the event a change in schedule is required because of weather, arena issues or similar matter, please contact the host District Director or appropriate Vice President, Region Coordinator prior to making any changes. Minnesota Hockey's Tournament Chair must approve all such changes, before any changes are made.

Score Reporting

- Region Tournaments
 - Minnesota Hockey posts all tournament scores on its web site at www.minnesotahockey.org. Scores must be reported as soon as possible following each game's completion by e-mail to: tournaments@minnesotahockey.org.
- State Tournaments
 - All state tournament games shall be highlighted with in-game updates. Minnesota Hockey will provide a training video, access to its website and a pre-developed bracket and game schedule. Tournament hosts will need to provide one staff member to score each game, an iPad or computer and an internet connection (preferably a secured connection).

Trophies and Medals

Minnesota Hockey provides trophies for region tournaments. In addition to trophies, medals are supplied for State Tournaments. Minnesota Hockey pins will also be provided for all participants. These items will be sent to the tournament host at least four weeks prior to the event. The shipment should be checked for damage and content, with any discrepancies noted and reported to the Minnesota Hockey Tournaments Chair or Executive Director.

Hospitality Committee

Lodging

Suitable lodging facilities must be made available for each team. Generally, the host will work with local lodging facilities to block a sufficient number of rooms to accommodate the players and their families.

Because there will be some sharing of rooms, usually a block of 120 – 130 rooms (average of 15-17 rooms per team) is often sufficient for the younger age levels. We recommend planning for 20-25 rooms per team at the older ages as teams often have larger rosters to accommodate.

It's important that each team is located together in the same facility. Teams prefer facilities that have a pool and are located within easy access of the arena where the games are played. The drive time to the arena should be less than 30 minutes.

It is critical to develop open and consistent lines of communication early on in the process with the lodging facilities that will be hosting teams. Many hotels/motels require reservations to be made more than 30 days prior to the event to maintain the room block. Teams may not know they will be attending until 7-10 days before the event so a special agreement may be necessary.

Hotels/motels may be willing to offer a commission to the host for each room that's booked from the block. These commissions range from \$3.00 to \$5.00 per room, depending on the price of the lodging.

Some teams, especially those with high expectations, may book their lodging well in advance to ensure they get the type of rooms they want; therefore, it's important that the host be kept informed regarding block reservations being made in advance.

It's a good idea to invite representatives from your lodging partners to attend any committee meeting where the topic of lodging is on the agenda.

Information Packets

When teams have qualified for either a region or state tournament, they need certain information to help them with their travel plans. Thus, it's become customary for hosts to provide a packet of information that has, as a minimum:

- Lodging facilities (include a reservation block number, if one is available)
- Local restaurants (some will provide special coupons for tournament participants)
- Local attractions
- Local sporting goods outlets (special coupons are also popular)
- Local map/directions to arena. Be sure to include arena phone numbers.
- Any special regulations applicable to the event.

Minnesota Hockey will provide a packet with the following:

- Game schedule & bracket
- Tournament playing rules.
- Contact information for Tournament Director.

These packets must be ready for immediate distribution after the tournament qualifying event (district tournaments to qualify for regions; region tournaments to qualify for state.) The best distribution method is to have the packets available at the site of the qualifying event. To be included in the official packets, local information must be provided to your Minnesota Hockey District Director and/or VP Region Coordinator three weeks prior to the start of the tournament.

In some cases, local merchants (restaurants, hockey stores, etc.) interested in providing coupons for the information packet will also supply a small commission for the host association. When soliciting coupons, don't be too bashful to suggest this idea.

Team Hosts

Some of the best tournaments utilize designated team hosts to greet the participating teams upon their arrival, help them locate their assigned banquet seating and otherwise assist with logistics issues and general questions.

Coaches/Officials Lounge

Many state tournament venues will offer a special area at the arena where coaches and other officials may congregate during the event. This area usually has a lounge atmosphere, with beverages (coffee, soft drinks, water, etc.) available throughout the day and may also offer pastries in the morning and cookies or other snacks in the afternoon. While an added expense, this area offers a significant value to tournament coaches, officials and volunteers who may not have time to leave the arena for meals.

Additional Items

As noted previously, Minnesota Hockey Region and State Tournaments are a special experience for these kids. Some may only have the opportunity to participate one time during their childhood. Therefore, hosts are encouraged to provide additional components to the tournament above and beyond that of a typical invitational tournament, especially for state tournaments.

Potential ideas include bag tags, special on-ice introductions, banquets, practice ice times, etc.

Marketing & Communications Committee

Programs

For Region programs, Minnesota Hockey will provide each host with an eight-page wrap, including the front and rear cover, with welcome messages from the President and Executive Director. Advertisements from MH corporate sponsors are also included. Region hosts are responsible for gathering the roster information, printing the programs and any expenses associated with them. At a minimum, Region programs must include the pages we provide and the rosters of the participating teams.

State tournament programs will be designed and printed by Minnesota Hockey and will be delivered the week of the tournament to the address provided by the tournament director.

Hosts are permitted to sell the programs during the tournament and retain all proceeds. The suggested price is \$3 for State and \$1-2 for Regions per copy.

Region programs are an excellent opportunity to raise additional funds through the sale of advertising. Most local merchants recognize the benefit of the additional traffic caused by these events, and many will want to

have their products and services promoted during this time. Advertising rates obviously vary from site to site but a minimum price of \$25.00 for a business card sized advertisement is suggested. Using that basis, you can calculate the rates for larger advertisements.

When contacting potential advertisers, be prepared to submit an invoice and collect the funds at the time the advertisement is solicited. This will cut down on future work and simplify the process. A copy of the program, together with a letter of appreciation should be sent to each advertiser when the event is concluded.

Some hosts will use a large program (8.5" x 11") so as to have more space for advertisements. Others will opt for a smaller size (5.5" x 8.5") to control the cost of printing. This size is especially popular among those associations that don't sell any program ads.

Signage

Minnesota Hockey will supply the host with signage to promote the event - one lobby banner (Region and State Tournaments) and one dasher board sign (State Tournaments only). The banners and dasher boards will be supplied several weeks in advance of the tournament and should be installed immediately at a mutually agreed upon location to maximize promotion and visibility of the tournament.

Additional space may be requested to display signage for corporate partners prior to and during the Region or State Tournament.

Video Broadcasting

Minnesota Hockey holds exclusive rights to video broadcast Region or State Tournament games. This means any in-arena provider must be turned off during these events. MH reserves the right to assign these rights to a third party (local provider) via written consent.

MNHockey.TV is currently the primary vendor for broadcasting State Tournaments. The host will be expected to provide them with the necessary space and resources to video broadcast each tournament.

Public Address Announcements

Minnesota Hockey will supply a list of public address (PA) announcements to each host in script and audio formats. These PA reads should be played or read between periods and during breaks in play. Each announcement should be played at least once per game.

Revenue Committee

Entry/Gate Fees

Participants in region and state tournaments pay an entry fee to the tournament host. The team entry fee shall be \$400 for State.

Region tournaments have a pre-paid tournament gate fee paid by participating teams, rather than an individual gate fee upon admission. Participants in Peewee/12U Regions must pay a \$650 team entry fee and a \$550 gate fee, for a total of \$1200 payable to the host prior to the tournament. At the Bantam/15U levels, the team entry fee for Regions will be \$750, plus the gate fee, for a total of \$1,300.

A gate admission fee is applicable for state tournaments. The schedule of fees is listed below and may be found in the Minnesota Hockey Handbook inside front cover. There may be no deviations from these established fees. The host shall retain all team entry and gate fees.

	<u>State</u>
Tournament Pass	\$20
Daily Admission	\$10
Senior and Student Pass	\$10
Senior and Student Admission	\$8
10 & Under	Free
In-Uniform Serviceman (Veterans/Active Duty)	Free

The Host shall provide tournament passes for all tournament staff, officials and media covering the event. Hosts are only required to provide a maximum of four (4) passes for the participating team officials. MH will provide event passes for corporate sponsors, MH officials and MH volunteers.

Merchandise Sales

Minnesota Hockey reserves the right to sell apparel and other promotional items at all Region & State tournaments. These sales are handled by a vendor appointed by Minnesota Hockey. All apparel revenue will be collected by Minnesota Hockey.

Only Minnesota Hockey approved apparel may be sold during Region and State tournament events.

Northwest Designs is currently the apparel vendor for Region Tournaments. The tournament host and arena will need to provide Northwest Designs with a location that has access to electricity, preferably in a high traffic area, two tables and the full list of participating teams and rosters four days prior to the tournament. Northwest Designs will staff the merchandise booth throughout the event.

Signature Concepts is currently the apparel vendor for State Tournaments. Tournament apparel will be available primarily via online pre-orders. Teams will be provided order information following Regions. They will have one week to order. All merchandise will be shipped to the appropriate host location. Tournament host will be in charge of verifying and handing out orders to the appropriate teams. Host will also need to provide a location and staffing for on-site sales and exchanges, as well as sending a final check to Minnesota Hockey for any on-site sales. ***All errors on pre-ordered apparel should be reported to Signature Concepts.***

Minnesota Hockey Corporate Partners

Occasionally, other Minnesota Hockey approved corporate sponsors may opt to display, sell or provide samples of their wares at tournament sites. ***All vendors selling products and/or services at either a***

region or state tournament must have the written approval of Minnesota Hockey's Executive Director.

Local Corporate Partners

The Host shall have the right to retain all funds related to local sponsorships and donations for Region and State Tournaments. However, the Host shall not sell local sponsorships that conflict with the categories represented by the Corporate Partners of MH. In addition, the Host shall not allow the use of the registered MH name and/or trademarked logo by local sponsors without prior written approval from the MH Executive Director.

Financial Reports

The host is required to provide Minnesota Hockey with certain financial information regarding the tournament. This information is used to develop a database to assist future tournament hosts with their financial planning. The appropriate format for providing this information is included in your tournament host agreement.

State tournament hosts are eligible to receive a \$1,500 subsidy from Minnesota Hockey. To receive the subsidy, hosts must supply Minnesota Hockey with an official financial report within 30 days following the conclusion of the tournament.

Banquet Committee (State Tournaments)

Banquets are not required, but they are encouraged for state tournaments because they are often a key component of providing participants with the special experience associated with playing in a state tournament. They are typically held the night before the tournament begins. The usual time starting time is 7:00 PM, to allow ample time for those traveling to be in attendance. The average time allowance for the banquet is 2 hours. Alternative options include a Friday night banquet, after the first day of games are completed, or hosting a breakfast banquet on Friday or Saturday morning.

In areas or situations in which meal costs may make a banquet prohibitive for the host and/or participants, many tournaments have utilized alternative experiences such as a pizza party and practice ice or an event at the arena to provide a fun atmosphere while limiting expenses.

If the Host chooses to provide a banquet, MH must be notified by November 1st.

The selection of a site is important. The right site will have enough seating for all attendees (approximately 300-350 people), a place for a head table w/ speaker's podium and accessible rest rooms. Each team should be seated together. Ample parking should also be considered.

There are eight teams participating in the state tournament. Each team typically has a roster of 17 players, three coaches and one team manager, for a total of 21 participants. Some hosts choose to invite participants to the banquet at no cost, but it is not required. Hosts may expect approximately 150 family members to attend the banquet (depending on the price) and this number should be taken into consideration when calculating the banquet fee.

Some hosts will also invite the referees and visiting Minnesota Hockey officials to be their guests.

Church groups, social clubs or other similar volunteer organizations make excellent choices as caterers as their prices are usually quite reasonable.

If the host chooses to include a keynote speaker, he/she should be someone who is affiliated with the sport of ice hockey or who might otherwise be entertaining for the participants. Professional entertainers such as magicians, musicians and the like, are generally discouraged. If you need assistance in locating a speaker, contact Minnesota Hockey.

Following is a typical agenda for a state tournament banquet: (45 minutes to 1 hour)

1. Welcome
2. Introduction by Master of Ceremonies. (A local radio/TV personality or someone with public speaking experience is best and will usually volunteer their time)
3. Introduce head table
4. Introduce other special guests
5. Host association welcome (president, tournament director)
6. Minnesota Hockey host district director
7. Minnesota Hockey host region coordinator
8. Introduce teams & coaches (who either make general comments or, sometimes, introduce each member of his/her team.)
9. Introduce keynote speaker

Timeline

June/July

1. Tournament hosts will be finalized by districts
2. Contact rinks and secure dates/ice time.
3. Notify host association board of the need for volunteers

September

1. Finalize the selection of the tournament director
2. Complete MH Tournament Hosting Agreement and send to MH Tournament Chair (include appropriate tournament director and his/her contact information)
3. Work with local hotels/motels to establish the appropriate size room block

November

1. Use the bracket provided by MH to fill in and finalize game times. Return to MH Region Coordinator or Tournament Chair
2. Notify MH of intent to host a banquet
3. Organize a tournament committee with positions or subcommittees responsible for certain tasks
4. Start communications with potential local partners for program, information packets, banquet, etc.
5. Reserve location for banquet (*if hosting*)

December

1. Secure and schedule a medical attendant for all games
2. Start search process for a banquet MC and speaker (*if hosting*)
3. Brainstorm ideas to make the tournament a unique and special experience for participants

January

1. Establish a volunteer schedule and begin filling roles (penalty boxes, announcer, live scoring, etc.)
2. Order tickets, passes and any necessary signs for admission
3. Receive banners and dashers from MH. Post at the arena
4. Begin coordinating with arena on location of vendors, tournament officials and materials
5. Confirm and secure finalized brackets from MH.

February

1. Confirm medical attendants
2. Coordinate with all MH vendors on their needs and location
3. Verify the delivery and accuracy of trophies and medals (*delivered to Tournament Director*).
4. Finalize needs for tables, chairs, electricity and WiFi and send to arena manager
5. Double check the availability and commitment of all volunteers and staff
6. Provide live scoring volunteers with training video and test web page access (*set up through MH*)
7. Regions – Deliver information packets, collect team rosters and team entry fees
8. Regions – Confirm the credentials of participating teams in coordination with appropriate District Director(s)
9. Regions – Send program to printer

March

1. Check trophies and medals to ensure they are at the appropriate site
2. State – Deliver information packets, collect team rosters and team entry fees
3. State – Confirm the credentials of participating teams in coordination with appropriate District Director(s)
4. State – Verify the delivery and accuracy of programs and apparel (*delivered to Tournament Director*). Then, deliver to arena.
5. State – Provide a final head count for banquet (*if hosting*)
6. Test microphone, PA reads and music
7. Complete the MH financial report and send to MH within 30 days following the completion of the tournament (*required to receive State subsidy*)