



North Dakota Amateur Hockey Association

***STATE TOURNAMENT
HANDBOOK
FOR HOST ASSOCIATIONS***

CONGRATULATIONS

Your association has the privilege of hosting a state hockey tournament for the North Dakota Amateur Hockey Association (NDAHA). NDAHA is confident that you will want to host a first-class tournament. Along with the privilege of hosting a tournament, comes a tremendous amount of responsibility. This handbook is designed to help you plan and run your event smoothly. The information includes requirements as well as suggestions but feel free to add to these ideas to make your tournament a success. For example, NDAHA does not require you to run any social events associated with the tournament, however, many associations do host such events that add to the over-all positive feeling of the tournament. It can be easy to get caught up in the excitement of a state tournament, but please keep in mind that the most important part of the tournament is the game.

If at any time you have a question, or need some assistance, please contact the chairman of the NDAHA Tournament Committee, or any member of the NDAHA Executive Committee.

PRE-TOURNAMENT PLANNING

TOURNAMENT MANAGER

The host association must select a Tournament Manager and inform the State Tournament Director who will be the manager. The Tournament Manager will be required to administer the tournament rules in accordance with the Basic Tournament Rules. These rules will be in accordance with the Bylaws of NDAHA and the rules of USA Hockey, Inc. The NDAHA Secretary and Tournament Manager are required to send these rules to each tournament coach at least ten (10) days prior to the start of the State Pee Wee, Bantam, Girls, and High School Tournaments. The Secretary of NDAHA will also provide the Tournament Manager a copy of the NDAHA Bylaws and Rules and Regulations.

COMMITTEES

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

Management [coordinates all other committees, information to teams, and trouble on and off ice], Finance [collection of revenues, printing of tickets and payment of bills], Public Relations [opening ceremonies, media information, tournament programs, bracket board, and trophy presentations], Facility Operations [arena staff and concessions, pucks, score books, clock, and PA system], Hospitality [decorations, hosts, team packets, and socials], 2 Game Operations [minor officials, game officials, and medical personnel]. Lodging [block rooms and assist teams in getting rooms for your tournament as needed].

SECURITY

By the winter meeting each host community will present a security plan in the event of disruptions or fan behavior. Each community will provide 2 points of contact that will be on site in case something needs to be handled.

COMMUNICATION

Communication with the teams is a key component to an effective tournament. The Tournament Manager must provide information to the teams regarding brackets, game times, lodging, and special events, etc. as soon as it is available and update the State Tournament Director or NDAHA Webmaster (Whoever is designated for your tournament) with scores to keep the NDAHA website updated. This should be done at the conclusion of every game.

LODGING

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

Your organization may block out rooms for the tournament. You need to hold those rooms for a reasonable period of time, and inform each community, in writing. Some communities can utilize their Chambers of Commerce or Convention and Visitors Bureaus to help secure these rooms.

*****Keep in mind that you must reserve and pay for lodging for any officials you are required to bring in for the tournament.*****

TOURNAMENT BRACKETS

The NDAHA Tournament Committee will send state tournament brackets to all associations hosting tournaments after the winter meeting in February. Upon receipt of these brackets, review brackets by adding arenas (if using multiple) and return to the State Tournament Director for final approval and send this to all communities that could be involved in the tournament, the tournament committee chairman, and the NDAHA Webmaster.

You must run your games in the order they are listed on the brackets. These are designed to allow the maximum rest time between games. No teams shall play three (3) games in one day in state tournament competition regardless of bracketing. Scheduling at State Tournaments must allow at least a (3) hour break between games for the same team, prohibiting back-to-back games for the same team.

Games must be scheduled 2 hours apart for Girls 12u,14u,15u, Peewee and Bantams. Games must be scheduled 2 ½ hours apart for Girls High School and Jr Gold. This will allow for ice resurfacing

and should keep you on schedule. You should schedule a 30-minute catch up time, per day, built into the tournament schedule for any unforeseen events, i.e., overtime, injuries, etc. If your association has enough ice time you may want to schedule games 2 hours 15 min apart thus alleviating the need for the extra catch time.

With all state tournaments you will not know all the teams involved, or how they will be seeded, until 7 to 14 days prior to the start of the tournament. The state tournament committee will send you the seeding for your tournament when it is determined.

The home team is determined by which team(s) is seeded higher in the tournament bracket, In the case of a tie from regular season standings, we will follow rules and regulations tie breakers to determine who will be the home team. After the first round of tournament play, the top of the bracket will be the home team.

INCOME

Host associations will keep all income from the tournament. This income includes, but is not limited to, gate admissions, tournament booklet sales, advertising, concessions, sponsors, sales of clothing, and any other income from the sale on any item.

EXPENSES

Host associations will be responsible for all tournament expenses except for team and Individual awards, which will provided by NDAHA, and should arrive before the start of the tournament. These expenses include, but are not limited to ice time costs, costs for officials, and any and all costs associated with the tournament.

SALES

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

Extra income may be gained from the sale of souvenirs, clothing, and raffles. With a great design, clothing sales can be a good moneymaker. When designing the clothing, it is important to consider the ages of the players. Many associations have elected to take orders for clothing and have a few extras available for sale at the tournament.

Raffles are another way to generate income. Some associations elect to raffle one large item while others raffle many smaller items or gift baskets. It is especially profitable if the items are donated.

TOURNAMENT ADMISSION PASSES

Players and coaches must be given admission passes free of charge. Team managers may be given free admission at the discretion of the association. The pass could be as simple as a laminated card or as elaborate as a custom-made tag.

You are required to offer both a tournament pass and a daily pass. The tournament Gate fees are determined by NDAHA, and the amounts will be sent to you by NDAHA.

For 2019 State Tournaments the gate fees are as follows:

Tournament pass:

Family \$40.00

Adult \$20.00

Student \$ 10.00

Daily Pass:

Family \$ 20.00

Adult \$15.00

Student \$ 5.00

You are not allowed to have a pre-tournament gate fee. All admission fees must be collected at the door.

Admission sales will be very busy on the first day with the arrival of teams so ensure that you have adequate staff.

HOSPITALITY

* Just a reminder that there will NO alcohol consumption on or in host facility during a NDAHA State Tournament! *

Team Hosts

It is recommended that the association provides a team host for each team participating in the tournament. The team host would be responsible for handling any needs, requests or questions of the team. They would be the main contact person at the tournament for the team. A sample list of duties is attached at the end of this document.

Team Packets

Host communities should provide a tournament packet for all teams participating in the tournament. This may be as elaborate, or as simple, as you want to make it. The minimum it should contain is: information about the services available at the rink, a copy of the NDAHA rules on tournaments, and a reminder about any coaches or league meetings to be held.

The packet may also contain any gifts you may have for the players/teams, i.e., player's pins, certificates from stores or restaurants, tickets for any events you may be hosting, players' and team officials' passes, etc.

Socials/Events

It is recommended that you plan social events for the teams and/or fans to enhance the overall feeling of the tournament. Examples are spaghetti dinner, ice cream social, hospitality rooms, bowling tournament. These should be offered free of charge. Some associations have other groups host the event for them. You may also find sponsors to pay for the event.

Decorations

It is recommended that you decorate your facilities for the tournament. At a minimum, a poster for each team should be displayed. This may be as simple or elaborate as you wish. You must also designate areas in your facilities for teams/fans to display their posters.

Opening & Closing Ceremonies

If possible to schedule, it is recommended that you plan an opening ceremonies event.

TOURNAMENT PROGRAM

All host associations must provide a tournament program. This may be as simple or as complex as an association wishes to do but must contain the following.

- a) Team rosters for all teams in the tournament (Pictures are always nice)
- b) NDAHA Tournament Rules
- c) Brackets for your tournament
- d) Medical plan for your state tournament i.e., on site EMT, local ambulance service etc.
- e) One page for NDAHA to place their own advertising if needed.

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

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

OFFICIALS

On-Ice

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

Officials will be assigned by the NDAHA State Referee in Chief.

GAME FEES:

Girls 12U: 2 Man System - \$40 per official

Girls 14U/16U: 2 Man System - \$50 per official

Girls 19U: 2 Man System - \$55 per official

Pee wee: 2 Man System - \$40 per official

Bantams: 2 Man System - \$60 per official

Bantam A: 3 Man System - \$65 Ref \$55 Linesman

NDAHA High School Boys:

3 Man System - \$75 Ref \$55 Linesman

4 Man System - \$65 Ref \$55 Linesman

EXPENSES:

Mileage will be paid both ways at full federal mileage rate. When carpooling the riders will receive \$.05 per mile both ways. Out of town is defined as more than 20 miles from the arena. Lodging will be provided for ½ room per day for out-of-town officials provided by the host community. (i.e., two (2) officials per room or if family along ½ of room rate paid.)

Per Diem of \$30.00 per day for out-of-town officials, \$15.00 per day for in town officials that live less than 20 miles from the arena(s). No per diem for in town resident officials.

PAYMENT:

The Supervisor of Officials will submit the referee expenses to the Tournament Manager. Fees for the officials must be paid before they leave the arena after their last game.

Off-Ice

Minor officials (off-ice) will be selected and scheduled by the host association. Minor officials needed are scorekeeper, timekeeper, announcer, and penalty box workers. Goal judges are strongly recommended, but not required. You might be able to combine certain jobs, i.e. scorekeeper and announcer, etc.

Minor officials are very important to the smooth operation of your tournament. Your minor officials should understand the playing rules, and the operations of the penalty box. A pre-tournament meeting, or training session, is recommended for all minor officials. Sample duties are included at the end of this document.

Minor officials are to always conduct themselves in a professional manner.

Hospitality for Officials

It is recommended that you provide a separate room for the on-ice officials and supervisor of officials to limit contact with fans/players/coaches.

It is always appreciated if you provide refreshments free of charge to your on- and off-ice officials. This may include water, sports drinks, hot chocolate, coffee, snacks, etc.

MEDICAL PERSONNEL

The host community is required to have EMT/Medical Staff on site for all levels of State Tournaments

LOCKER ROOMS

Adequate size and number of locker rooms must be available. Supervision of the locker rooms are the responsibility of the team (it is required to always have a monitor). However, the team host should be responsible to make sure it is locked when the team is not present.

Co-ed Arrangements

You must have the male and female players undress/dress in separate locker rooms; then convene in a single dressing room to hold the coach's pregame meeting. Once the game is finished, hold the coach's post-game meeting; then have the male and female players proceed to their separate dressing rooms to undress and shower (separately), if available.

In those cases where separate facilities are not available, have one gender enter the locker room and change into their uniforms. That gender then leaves the locker room, while the other gender dresses. Both genders would then assemble in the locker room and hold the coach's pre-game meeting.

Following the game and the coach's post-game meeting, where separate facilities are not available, the second gender group enters the locker room and undresses, while the first group waits outside until they have undressed and left the room. Once the second group leaves, the first group enters the locker room and undresses.

SKATE SHARPENING

It is recommended that you have someone available to sharpen skates and staff should be present at least one hour prior to the day's first game and during the entire tournament.

SKILLS COMPETITION

If possible, it is a great addition to any tournament to offer a well-run skills competition. You may limit the number of events and the number of participants from each team to meet your needs. It is important that it is well-organized and that the staff is trained and prepared.

It is helpful to communicate the details of the events in advance to the coaches. You may elect to present trophies, medals, plaques, etc.

BRACKET BOARD

A bracket board must be displayed in the arena. It should be updated with scores immediately following each game. This board may be as elaborate as you wish to make it.

TOURNAMENT IN PROGRESS

CREDENTIALS

All team credentials must be verified prior to playing their first game in the tournament. This may be done by the tournament manager or his/her designee. It works well to have the team host get this information from the team's manager when they first arrive for the tournament. The following information must be provided by all teams:

Online link for team's roster page.

Birth Certificates are no longer required to be verified.

GAMES

Game Times

Every effort should be made to keep the games on schedule, and with proper planning this can be accomplished. Never start a game early, and try not to start a game late.

Period Length

15 minutes Pee wee & Bantam & Girls 12u & 14u

Girls High School 17 minutes

Boys High school 20 minutes

Warm-ups

If scheduling isn't a problem, we recommend a 10-minute warm up. Each team should be given at least 7 minutes for warm-up prior to their game.

ICE RESURFACING

NDAHA state tournament games at the Pee Wee, Bantam and Girls 12u and 15u. Ice must be resurfaced after the 2nd period of every game and at the end of every game. **(NO GAME IS TO START ON DIRTY ICE)!**

Jr Gold and Girls High School should be done after every period.

SCORESHEETS

Many host associations print tournament labels for the game sheets. This allows you to have the scoresheets prepared in advance. If you do this, it is important that each coach verify the accuracy of the scoresheet and sign the scoresheet where indicated. Scorekeepers should be instructed on how to properly complete the score sheets. The tournament manager needs to retain all original (white) score sheets from all tournament games. These originals must be mailed to the Tournament Committee Chairman as soon as the tournament has finished.

REFEREES AND PLAYING RULES

We will be following USA Hockey Rules regarding refereeing systems for each tournament. You will be informed of what system your tournament will be using. (2 person for all except Jr Gold, they will use a 4 person for State Tournaments)

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

***Just a reminder that there will NO alcohol consumption on or in host facility during a NDAHA State Tournament! ***

ANNOUNCING/PA SYSTEM

To enhance the tournament experience for the players and fans, the following is recommended:

Pre-Game

1. National Anthem should be played before the start for the first game of each day. You may elect to schedule singers, but it is recommended that you do so for the championship game.
2. For a team's first game, it is recommended that you announce all players and coaches. 3. For a team's subsequent game, it is recommended that you announce only the starting players and coaches.
4. For placement games, it is recommended that you announce all players and coaches.

During Game

1. All goals and penalties should be announced in a timely manner after they occurred. Samples are included at the end of this document.
2. When penalties expire, it should be announced that the team is at full strength.
3. It should be announced that there is 1 minute remaining in the period.
4. Goalie saves should be announced at the end of each period.

Music

Music may be played between games and during stoppage of play. Please make sure that your selections are not offensive to anyone attending the tournament. Ensure that the volume is not disturbing to anyone.

TIED GAMES

If the icesheet has been played on for one (1) period, the following procedures will take place:

1. A five (5) minute rest period will be allowed.
2. The teams shall not change ends.
3. A ten (10) minute period shall be played. The game shall be terminated upon a goal being scored.
4. If no goal is scored, the ice shall be resurfaced, and teams will not change ends.
5. Teams will repeat ten (10) minute periods until the tie is broken. Ice will be resurfaced every two (2) periods.

Pool Play

Tie Tournament Game Format same as above.

If teams are tied with points at the end of Pool Play Games. Tie Breaker will be head-to-head, goal differential fewest goals allowed.

INDIVIDUAL AWARDS

The tournament manager must track the individual awards. These are:

Hat Trick (3 or more goals in a single game)
Playmaker (3 or more assists in a single game)
Zero Club (shutout by the goalie in a game).

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

These awards should not be announced or awarded until after those players' last game. NDAHA will provide these awards to the host association.

Each scoresheet must list each player who earned an award in that game. Record these awards on a separate sheet of paper, and mail along with the score sheets to the NDAHA. Sample record keeping forms are attached at the end of this document.

NDAHA requires that these are the only awards given out during the state tournament, and communities are not allowed to give any other type of awards.

TROPHIES

NDAHA is responsible to provide all Championship & Runner up team trophies (1st, 2nd, 3rd, and 5th places), (Tournaments with 3 or less teams will only have a 1st trophy) (Tournaments with 6 teams will only have 1st, 2nd, and 3rd) (Tournaments with 5 or less will only have 1st and 2nd). Teams earning a trophy shall receive it at the conclusion of that team's final game, and individual awards (zero club, hat trick, and play maker) will be presented at the conclusion of their teams' final game.

AWARD CEREMONIES

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

POST TOURNAMENT

FINAL TOURNAMENT DUTIES

All score sheets, game misconduct reports, award sheets, and a completed tournament bracket shall be sent immediately to the NDAHA State Tournament committee chairperson.

You are to go to the tournament page on the NDAHA website and fill out your tournament report. Failure to submit this report within 30 days will result in the forfeiture of the remaining entry fee monies due to your association. This report will be presented at the NDAHA Spring Meeting. It must include attendance, officiating, any issues, quality of games, extra events, hospitality events, what charged for admission, any problems with fans or parents, and any suggestions to improve future tournaments.

CONCLUSION

Thank you for hosting this exciting event. This handbook should help make running a state tournament for NDAHA a rewarding and enjoyable experience for your association.

Keep in mind, this tournament is for the players, and any decisions you make about that tournament should be geared toward s “what is right for the players”.

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

We will make every effort to have a representative from the NDAHA Board in attendance. Enlist their help with any questions or off ice rulings you may have.

Remember that the referees are the final authority once the game starts. No protests of referees' decision are allowed in NDAHA state tournament play.

NDAHA STATE TOURNAMENT SCORERS/ANNOUNCERS DUTIES

BEFORE GAME:

1. Get score sheet from team hosts. They will have the coaches verify them.
2. Get pronunciations of players names from the team hosts. Make sure the starting line-ups are marked. Team hosts should have that done.
3. Announce according to the sheet provided to you.

DURING GAME:

1. Accurately and neatly complete the prepared scoresheet.
2. Announce goals and penalties AS PER INSTRUCTIONS. Do long version and then repeat short version.
3. Use Elapsed time on goals and penalties on the scoresheet and announcing.

AFTER GAME:

1. Make sure refs and scorer sign scoresheet.
2. Team hosts will come and get their scoresheets for their teams.
3. Give original scoresheet to tournament manager.

NDAHA STATE TOURNAMENT TEAM HOST DUTIES

BEFORE YOUR TEAM'S FIRST GAME:

1. Arrive 1 1/4 hours before your team plays.
2. Get locker room key.
3. Show team to locker room.
4. Get the team's credential book from their coach or team manager. This includes the team's official roster, waiver of liability and consent to treat forms. Give to tournament officials to check and then return to the team.
5. Get the coach's (all of them) coaching card and give to tournament officials to check.
6. Give each team manager their team's tournament passes for players & coaches.
7. Give the team their hospitality packet.
8. Get the scorebook. It will be completed for you. Have each coach verify the players' names and numbers. Make sure we haven't missed anyone.
9. Have the coach complete his section with his signature, coaching number, year and level.
10. Communicate with other team host to get that team's info confirmed on the scorebook. One of you get the scorebook to the scorer's booth.
11. Find out how to pronounce the names and get that to the scorer.
12. Take care of any skate sharpening or other needs.
13. Let team manager know where to hang signs and posters.

BEFORE OTHER GAMES:

1. Arrive 1 1/4 hours before your team plays.
2. Get locker room key.
3. Show team to locker room.
4. Get the scorebook. It will be completed for you. Have each coach verify the player's names and numbers. Make sure we haven't missed anyone.
5. Have the coach complete his section with his signature, coaching number, year and level.
6. Communicate with other team host to get that team's info confirmed on the scorebook. One of you get the scorebook to the scorer's booth.
7. Find out how to pronounce the names and get that to the scorer.

DURING GAMES:

1. Let them know when they can go out for warm-ups.
2. Lock their door while they are playing.
3. Unlock the door before they come off the ice during the game.
4. Let them know when to get back on the ice during after zammung is done.
5. Cheer them on.

AFTER GAMES:

1. Unlock the locker room for them.
2. Get the scoresheet from the scorer booth. Give to your coach.
3. Let them know when they play their next game.
4. Clean the locker room for the next team. Cleaning supplies are in the light room.
5. Lock the locker room and return the key.

If you have any questions, please contact

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NDAHA STATE TOURNAMENT CHECKLIST

	Responsible Person	Done
LODGING		
Notify Motels of event		
Reserve blocks of rooms if possible		
TOURNAMENT MANAGER		
TOURNAMENT COMMITTEES		
Management		
Finance		
Public Relations		
Facility Operations Game Operations		
Lodging		
Other		
TOURNAMENT BRACKETS		
Complete times & teams		
Make Signs		
COMMUNICATE WITH TEAMS		
Get team rosters		
Send tournament packet to teams (email)		
Welcome Letter		
Brackets		
Shirt Order Forms		
Lodging Information		
Hospitality Information		
PROGRAMS		
Make or order?		
Sell Advertising?		
Charge or give away free?		
Pictures?		
PASSES		
Make ourselves or Order?		

Players		
Coaches		
Admission		
Team Hosts Nametags		
Tournament Officials		
CLOTHING What type?		
Design		
Orders only?		
Pricing?		
GET TEAM HOSTS		
MEDICAL PERSONNEL		
FILL WORKER SHIFTS		
PRINT GAMESHEET LABELS		
LOCKER ROOMS		
NATIONAL ANTHEM Singers		
MUSIC BETWEEN GAMES		
DRAWINGS/RAFFLES		
Items		
Pricing		
HOSPITALITY		
What types?		
Team packets?		
Drinks for teams? Hospitality Room?		
Gifts for players?		
WARM UP PUCKS		
SKILLS COMPETITION?		
Workers Trophies		

Events		
TEAM POSTERS		
ADMISSION SIGNS/RATES		
SPECIAL EVENTS?		
REF HOSPITALITY		
FORMS FOR SPECIAL AWARDS		
WHO HAND OUT TROPHIES		
CHAMPIONSHIP GAME		
Spotlights		
Color Guard		
Anthem Singer		
Scorekeeper/Announcer		