



HOCKEY NL 2023-2024 MINOR PROVINCIAL TOURNAMENTS HOSTING NOTES

- Host associations are responsible for assigning a HNL coordinator who will follow the duties as listed in the attached document. This person is expected to attend all games to be on site should an issue arise. As this requires a significant time commitment, associations may consider using more than one person to share in this responsibility.
- When choosing a HNL coordinator, please consider the person's level of hockey knowledge, his/her comfort with dealing with difficult situations that may arise and any potential conflicts that may exist.
- Presidents and HNL coordinators will be asked to attend a virtual meeting 2 weeks prior to Provincial Tournaments.
- Host associations will not be allowed to charge in advance for tournament passes or admission to games.
- The host will ensure that the coordinator, or another assigned delegate, enters scores on the Provincial Scoring site within 30 minutes of a game's completion.
- Host associations will submit their schedules to their Area Members for approval at least 3 weeks before the tournament. In addition to the schedule, hosts will include their ice cost per hour and the number of hours to be used for the tournament.
- Host associations will be reimbursed based on the cost of hosting (ice rental, officials) with payment being issued through the office directly following Provincial Tournaments.
- If you are ordering any sort of merchandise for players, this should be communicated with teams as soon as possible and should be either gifted or an optional cost and should not be used as a tournament fundraiser.
- Please communicate to teams whether they will have access to a place in which to store hockey gear or if it will need to be removed from the rink after each game or at the end of the day.
- Please communicate to teams what meal options are available near or at the rink for any who may decide to stay between games.
- If there will be a banquet or meal in any form for teams, please provide this information in advance. (Please note that banquets are no longer mandatory.)