



**Steele Hotels Female
Provincial Tournaments
Powered by PAL
Host Package**

Schedule Templates

Notes:

- Each team is entitled to a minimum of two (2) hours of rest before each game.
- Tournament schedule must be submitted to and approved by your respective Area Member at least three (3) weeks prior to the tournament start.
- Any deviation from the approved schedule must be approved by all teams involved, the HockeyNL Coordinator, and the Female Council Executive Committee.
- Host teams have the choice of number, with other teams being assigned a number by random draw. The team on the right shall be the home team in a five (5) team schedule. All other schedules will have the home team decided by a coin toss at the coaches meeting, prior to the start of the tournament.

FOUR TEAM TOURNAMENT

<u>Day 1</u>	<u>Away</u>		<u>Home</u>
Game 1	Team 1	vs	Team 2
Game 2	Team 4	vs	Team 3
Game 3	Team 3	vs	Team 1
Game 4	Team 2	vs	Team 4

<u>Day 2</u>	<u>Away</u>		<u>Home</u>
Game 5	Team 4	vs	Team 1
Game 6	Team 3	vs	Team 2
Game 7	4 th Place	vs	1 st Place
Game 8	3 rd Place	vs	2 nd Place

<u>Day 3</u>	<u>Away</u>		<u>Home</u>
Game 9	Loser Game 8	vs	Loser Game 7
Game 10	Winner Game 8	vs	Winner Game 7

For games 1-6, the home team will be determined by a coin toss at the coaches meeting, prior to the start of the tournament. For games 7-10, the home team is set by this schedule.

FIVE TEAM TOURNAMENT

<u>Day 1</u>	<u>Away</u>		<u>Home</u>
Game 1	Team 1	vs	Team 2
Game 2	Team 3	vs	Team 4
Game 3	Team 5	vs	Team 1
Game 4	Team 2	vs	Team 3

<u>Day 2</u>	<u>Away</u>		<u>Home</u>
Game 5	Team 4	vs	Team 5
Game 6	Team 1	vs	Team 3
Game 7	Team 2	vs	Team 4
Game 8	Team 3	vs	Team 5

<u>Day 3</u>	<u>Away</u>		<u>Home</u>
Game 9	Team 4	vs	Team 1
Game 10	Team 5	vs	Team 2
Game 11	4 th Place	vs	3 rd Place
Game 12	2 nd Place	vs	1 st Place

The home team is set by this schedule. There will be no coin toss at the coaches meeting.

SIX TEAM TOURNAMENT

<u>Day 1</u>	<u>Away</u>		<u>Home</u>
Game 1	Team 1	vs	Team 2
Game 2	Team 4	vs	Team 6
Game 3	Team 3	vs	Team 5
Game 4	Team 6	vs	Team 1
Game 5	Team 2	vs	Team 3
Game 6	Team 5	vs	Team 4

<u>Day 2</u>	<u>Away</u>		<u>Home</u>
Game 7	Team 3	vs	Team 4
Game 8	Team 5	vs	Team 1
Game 9	Team 6	vs	Team 2
Game 10	Team 1	vs	Team 4
Game 11	Team 3	vs	Team 6
Game 12	Team 2	vs	Team 5

<u>Day 3</u>	<u>Away</u>		<u>Home</u>
Game 13	Team 5	vs	Team 6
Game 14	Team 4	vs	Team 2
Game 15	Team 1	vs	Team 3
Game 16	2 nd Place	vs	1 st Place

For games 1-15, the home team will be determined by a coin toss at the coaches meeting, prior to the start of the tournament. For game 16, the home team is set by this schedule.

SEVEN TEAM TOURNAMENT (2 Divisions)

<u>Day 1</u>	<u>Away</u>		<u>Home</u>
Game 1	Team 1	vs	Team 7
Game 2	Team 2	vs	Team 6
Game 3	Team 3	vs	Team 5
Game 4	Team 4	vs	Team 1
Game 5	Team 7	vs	Team 2
Game 6	Team 6	vs	Team 3
Game 7	Team 5	vs	Team 4

<u>Division A</u>	<u>Division B</u>
A Team 1 Ranked 1	B Team 1 Ranked 4
A Team 2 Ranked 2	B Team 2 Ranked 5
A Team 3 Ranked 3	B Team 3 Ranked 6
	B Team 4 Ranked 7

<u>Day 2</u>	<u>Away</u>		<u>Home</u>
Game 8	A2	vs	A3
Game 9	B2	vs	B1
Game 10	B4	vs	B3
Game 11	A3	vs	A1
Game 12	B3	vs	B1
Game 13	B4	vs	B2
Game 14	A1	vs	A2

<u>Day 3</u>	<u>Away</u>		<u>Home</u>
Game 15	B3	vs	B2
Game 16	B1	vs	B4
Game 17	2 nd Place A	vs	1 st Place A
Game 18	2 nd Place B	vs	1 st Place B

The home team is set by this schedule. There will be no coin toss at the coaches meeting.

EIGHT TEAM TOURNAMENT (2 Divisions)

<u>Day 1</u>	<u>Away</u>		<u>Home</u>
Game 1	Team 1	vs	Team 8
Game 2	Team 3	vs	Team 6
Game 3	Team 4	vs	Team 5
Game 4	Team 2	vs	Team 7
Game 5	Team 8	vs	Team 3
Game 6	Team 5	vs	Team 1
Game 7	Team 7	vs	Team 4
Game 8	Team 6	vs	Team 2

Division A

A Team 1 Ranked 1
A Team 2 Ranked 2
A Team 3 Ranked 3
A Team 4 Ranked 4

Division B

B Team 1 Ranked 5
B Team 2 Ranked 6
B Team 3 Ranked 7
B Team 4 Ranked 8

<u>Day 2</u>	<u>Away</u>		<u>Home</u>
Game 9	A4	vs	A3
Game 10	A2	vs	A1
Game 11	B4	vs	B3
Game 12	B2	vs	B1
Game 13	A4	vs	A2
Game 14	A3	vs	A1
Game 15	B4	vs	B2
Game 16	B3	vs	B1

<u>Day 3</u>	<u>Away</u>		<u>Home</u>
Game 17	B3	vs	B2
Game 18	B1	vs	B4
Game 19	A3	vs	A2
Game 20	A1	vs	A4
Game 21	2 nd Place B	vs	1 st Place B
Game 22	2 nd Place A	vs	1 st Place A

The home team is set by this schedule. There will be no coin toss at the coaches meeting.

9 TEAM TOURNAMENT (2 Divisions)

<u>Day 1</u>	<u>Away</u>		<u>Home</u>
Game 1	Team 1	vs	Team 9
Game 2	Team 3	vs	Team 7
Game 3	Team 4	vs	Team 6
Game 4	Team 2	vs	Team 8
Game 5	Team 5	vs	Team 1
Game 6	Team 9	vs	Team 3
Game 7	Team 7	vs	Team 4
Game 8	Team 6	vs	Team 2
Game 9	Team 8	vs	Team 5

Division A

A Team 1 Ranked 1
A Team 2 Ranked 2
A Team 3 Ranked 3
A Team 4 Ranked 4

Division B

B Team 1 Ranked 5
B Team 2 Ranked 6
B Team 3 Ranked 7
B Team 4 Ranked 8
B Team 5 Ranked 9

<u>Day 2</u>	<u>Away</u>		<u>Home</u>
Game 10	B4	vs	B3
Game 11	B5	vs	B1
Game 12	A4	vs	A3
Game 13	A2	vs	A1
Game 14	B4	vs	B2
Game 15	B3	vs	B5
Game 16	A4	vs	A2
Game 17	A3	vs	A1
Game 18	B2	vs	B1

<u>Day 3</u>	<u>Away</u>		<u>Home</u>
Game 19	B5	vs	B4
Game 20	B3	vs	B2
Game 21	A3	vs	A2
Game 22	B1	vs	B4
Game 23	A1	vs	A4
Game 24	B2	vs	B5
Game 25	B1	vs	B3

Game 26	2 nd Place B	vs	1 st Place B
Game 27	2 nd Place A	vs	1 st Place A

The home team is set by this schedule. There will be no coin toss at the coaches meeting.

Ice Time Allocation Policy

Division							
	U9		U11		U13 / U13 Female		
Category							
Game Type	Select	Non-Select	Select	Non-Select	Select	Non-Select	Regional
Regular Season / League	NA	Equal	Equal	Equal	Discretion 1	Equal	Discretion 1
Exhibition and/or Invitational	NA	Equal	Equal	Equal	Discretion 1	Equal	Discretion 1
Provincial Championship	NA	NA	Equal	NA	Discretion 1	NA	Discretion 1
Goaltenders	NA	Equal	Equal	Equal	Equal	Equal	Equal

Division						
	U15 / U15 Female			U18 / U18 Female		
Category						
Game Type	Select	Non-Select	Select	Select	Non-Select	Non-Select
Regular Season / League	Discretion 1	Equal	Discretion 2	Discretion 1	Equal	Discretion 2
Exhibition and/or Invitational	Discretion 1	Equal	Discretion 2	Discretion 1	Equal	Discretion 2
Provincial Championship	Discretion 1	NA	Discretion 2	Discretion 1	NA	Discretion 2
Goaltenders	Equal	Equal	Equal	Equal	Equal	Equal

DEFINITIONS

Equal: Defined as equal ice time for every game. There must be a variable allowed due to the uncertainty in the frequency in stoppages of play. With respect to goalies' coaches have the option of changing during the mid-way point of each game or playing full games as long as they have equal game time throughout a season, invitational tournament and/or provincial championship. The championship game in a provincial tournament and invitational tournament is excluded from this definition for goaltenders only. Coaches may play either goaltender.

The only exception for goalies is for the Male U18 AAA hockey league. This league plays a series of playoff rounds. In this case, teams have the option to play whichever goaltender they choose for the entirety of the playoffs. Regular season play for Male U18 AAA should still be equal for goaltenders. (September 2022)

Discretion 1: Is defined as equal ice time every game however, there is the ability for a coach to use select players in the following situations:

- In all special team situations in the third period
- In the last three (3) minutes of the third period
- In any overtime period(s) that ensues

Discretion 2: Is defined as the ability for a coach to use players anytime during the game as they decide; however, each player must receive a minimum of 3 shifts per period.

Special Team Situation: Any situation that does not require 5 skaters vs 5 skaters.

Select: Any team that is formed based on a selection process or any team participating in a provincial championship.

Non-Select: Any team formed that is not based on a selection process. Teams are formed based on other factors (age, random assignment, house league).

Regional: Any team formed based on a selection process involving several Associations (U18 AAA, U13/15 AAA, U18AA).

GRIEVANCE PROCEDURE

Regular Season/League, Exhibition &/or Invitational Tournament:

Any member (Parent, Player, Coach, Official, Organizers) of Hockey NL are permitted and encouraged to report violations of the Ice time allocation policy Via the Hockey NL Provincial Scoring website.

Provincial Championships:

Any member (Parent, Player, Coach, Official, Organizers) of Hockey NL are permitted and encouraged to report violations of the Ice time allocation policy Via the Hockey NL Provincial Scoring website. Participating coaches can register their complaints directly with the Hockey NL Coordinator.

INVESTIGATIONS

- Coaches will not be informed that there has been a grievance issue against them until after the investigation has been completed.
- It is recommended that the next 2 to 3 games be observed to determine if the grievance submitted has merit and requires sanctions.
- Hockey NL representatives, Hockey NL Provincial Tournament Coordinators, and Associations Executive members have the authority to issue ice time allocation sanctions anytime they witness such a violation.
- When grievances are received via the Hockey NL Provincial Scoring website: The Hockey NL Area Member will be notified and can complete an investigation if practical. The Hockey NL Area Member shall also contact the host association president so that the association is aware and should complete or assist in an investigation. If the grievance is submitted during provincial tournament play, the Hockey NL Area Member will reach out to the Hockey NL Tournament Coordinator to complete the investigation, issue any sanctions, and notify the Hockey NL office.
- When grievances are received directly by the Hockey NL Coordinator for Provincials tournaments, the coordinator shall submit the grievance via the Hockey NL Provincial Scoring website and complete an investigation, and any complaints go to the Hockey NL

Area Member and sanctions shall be forwarded to Hockey NL office for tracking purposes.

SANCTIONS

THERE ARE NO VERBAL WARNINGS

Violations will carry over from season to season. If a coach has no sanctions in three consecutive years, previous sanctions will be cleared from their records.

All coaches registered with Hockey NL coaching any minor teams who are not adhering to the Hockey NL Ice Time Allocation Policy will be assessed with the following disciplinary action and informed in writing of the sanctions.

Coach Sanctions:

First Offence:

Any coach found not to be adhering to the Provincial Ice Time Allocation Guidelines Policy will be issued a first-time written warning by the President of the Minor Hockey Association or Hockey NL Coordinator for Provincial Championships.

Second Offence:

Any coach found not to be adhering to the Provincial Ice Time Allocation Guidelines Policy will be immediately issued a one-month suspension, from the date of the offence.

Third Offence:

Any coach found not to be adhering to the Provincial Ice Time Allocation Guidelines Policy will be immediately issued a three-month suspension.

Fourth Offence:

Any coach found not adhering to the Provincial Ice Time Allocation Guidelines Policy will be immediately suspended for one (1) year from the date of the offence.

Fifth Offence:

Any coach found not adhering to the Provincial Ice Time Allocation Guidelines Policy will be suspended indefinitely upon review by Minor Council.

Association Sanctions:

Should Minor Council determine that an association is in violation of the ice allocation policy; the association may be subject to sanctions.

Reporting mechanism:

Complaints can be filed using the online reporting form located at the link below.

<https://hnlprovincials.ca/>

Updated: October 2023

Hosting Notes

- Host associations are responsible for assigning a HNL coordinator who will follow the duties as outlined 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 an HNL coordinator, please consider the person's level of hockey knowledge, their comfort with dealing with difficult situations that may arise, and any potential conflicts that may exist.
- Coaches' meetings must be held before the start of the tournament; virtual options are permitted.
- 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 Female Hockey site (femalehockeynl.ca) within 30 minutes of a game's completion.
- Host associations will submit their schedules to their Female 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. All participating teams will be assessed a fee of \$1,150 payable to Hockey NL. Host associations will be reimbursed for a share of the total fees collected based on the cost of hosting.
- Hosts must submit an expense summary to their Female Area Member within two weeks of the completion of the tournament. Reimbursements will be issued through the Hockey NL office.
- 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 with 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 with teams about what meal options are available near or at the rink for any who may decide to stay between games.
- If there is a banquet or meal in any form for teams, please provide this information in advance. (Please note that banquets are no longer mandatory.)

Hockey NL Coordinator Duties

- To hold a meeting with team officials before the opening game of the tournament. All tournament rules, ice time allocations, and regulations should be discussed during this meeting.
- To handle any disputes.
- To report any suspensions to Hockey NL.
- To ensure the Hockey NL Coordinator or another assigned delegate, enters scores on the Female Hockey site (femalehockeynl.ca) within 30 minutes of a game's completion.
- To present the Championship banner and medals and to acknowledge the title sponsors, "Steele Hotels Powered by PAL Airlines" at the closing ceremonies.
- A coin toss at the coaches meeting will decide home and visiting teams in round robin play, where indicated on the schedule templates. In the semi-finals and final playoff games, the team that finishes the highest shall be the home team. (Amended June 1994)
- During tournaments for Provincial Championships, any team found guilty by Hockey NL of deliberately losing or tying a game by their actions on the ice shall be eliminated from the tournament. Points awarded for any games involving such teams would be declared null and void and not included in the final team standings for playoff positions. Suspensions of the team officials would be at the discretion of the Female Council Executive Committee after receiving the Hockey NL Tournament Coordinator's report.
- To ensure that ice time allocations are monitored and enforced.

Tournament Schedule

HOST ASSOCIATION: _____
DIVISION & CATEGORY: _____

DAY 1:

DAY 2:

DAY 3:

HNL COORDINATOR

Name: _____
Phone #: _____

HOST COORDINATOR

Name: _____
Phone #: _____

RESPECTIVE COUNCIL DIRECTOR

Name: _____
Signature: _____

Position: _____
Date: _____

Expense Summary

HOST ASSOCIATION: _____

DIVISION & CATEGORY: _____

Expense Type	Cost	Quantity	Total Expense
Ice			
Officials			
Miscellaneous			

Host associations will be reimbursed for a share of the total fees collected based on the cost of hosting. Hosts are not guaranteed anything above and beyond the total cost of ice and officials.