

2024-2025

TOURNAMENT GUIDE



Salmon Arm Minor Hockey Association



SALMON ARM MINOR HOCKEY
2024-2025



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Note: For samples of tournament rules and schedules, please contact SAMHA administrator at saminorhockey@shaw.ca



Salmon Arm Minor Hockey Tournaments Planning Timeline

1. Tournament dates are confirmed with Rogers Rink for ice availability.
2. Tournaments and dates are confirmed by SAMHA Board for approval.
3. Tournaments are approved for sanctioning by BC Hockey and posted on both BC Hockey and SAMHA websites.
4. SAMHA Administrator receives entry fees and completed application forms.
5. SAMHA Administrator is notified by the Rep Team or Division Director who the Tournament Coordinator will be. The Tournament Coordinator then needs to select a Tournament Committee.
6. Entries are approved by Administrator, who keeps in contact with the Tournament Coordinator.
7. Administrator notifies the team(s) when accepted and also contacts Prestige Resort (host hotel) to notify them of team contact information.
8. Administrator contacts Rogers Rink Ice Scheduler and obtains confirmed ice times and games.
9. Once tournament is full or registration deadline has passed, the Tournament Coordinator contacts each team to welcome teams to tournament. It is the responsibility of the Tournament Committee to designate the set up the game schedule (draw) for the tournament based on the allotted ice times. If possible, some requests by teams should be accommodated on first day (mostly Fridays), to accommodate busing, travel distance etc.
10. The Tournament Coordinator must request each team submit their Hockey Canada Roster. Tournament coordinator must send all HC rosters to Sherry Wakelin at OMAHA/BC Hockey (swakelin@omahahockey.ca) along with team contact, cell phone number and email address.
11. Class B and/or D Gaming licenses **must** be acquired if a raffle table is being held, and if 50/50 is being sold during the tournament.



Contact SAMHA Administrator for information on items supplied for the raffle table.
Contact administrator for any association-wide tournament donations.

Note to tournament chair: Please advise those who may be canvassing for prizes for your tournament that they do not solicit our team sponsors unless they have offered to donate a prize. SAMHA has a donation sample letter available for the tournament chair.

12. SAMHA Referee Assignor to be notified once game schedule has been completed, so game officiating can be coordinated assignor@salmonarmminorhockey.com Assignor's scheduling cost is charged to each tournament. Assigning fees: 12 teams \$100, 10 or less \$75. This will be charged to tournament contra account.
13. All team entry fees are held by SAMHA in the respective tournament account and are distributed by SAMHA to cover the costs of the tournament. The raffle table is the responsibility of the Tournament Committee to fund and coordinate. An advance of up to \$500 to operate the table can be requested from Deb at bookkeeper@salmonarmminorhockey.com .
14. Tournament Committee treasurer will make arrangements with SAMHA bookkeeper (bookkeeper@salmonarmminorhockey.com) to obtain an advance cheque to pay for referee costs (amount will go onto tournament contract account). Payment is distributed to referees in separate envelopes at the end of each game. (Please contact SAMHA Referee in Chief for officiating costs for the tournament).
15. Tournament chair may contact Salmon Arm Silverbacks office (office@sasilverbacks.com) for special promotions of tickets for teams who wish to attend any Silverbacks games happening during the Tournament (this should then be included in tournament package).
16. Once the Tournament is completed, a SAMHA Tournament Financial Report (on SAMHA website under "team officials" "team manager resources") must be completed and submitted to SAMHA bookkeeper.
17. Once all tournament expenses have been paid and confirmed, SAMHA will issue any remaining funds in the Tournament Account. General expenses that will be taken off the Tournament contra account will include ice fees, ref costs, SAMHA and BC Hockey sanction fees and championship medals, if applicable, and cost of tournament draw board, if applicable.



18. Fees charged to each tournament hosted by SAMHA:
SAMHA fee: For each visiting team, sanction fee will be \$100 per team.
i.e., 11 visiting teams' times \$100. Fee will be \$1100.
BC Hockey sanction fee:
\$75 for Branch plus GST
\$125 for Interbranch plus GST
\$175 for International plus GST

These fees will be deducted from your tournament contra account:

Rogers Rink: Ice Costs (2024-25 rates: \$109.33/hr. plus ice cleans @ \$27.33/hr.)
Rental of restaurant room \$29.16/hr., if needed (must book in advance through administrator).

No charge for Multipurpose 1 room (MPR 1; coaches' room, first door on left down changeroom hallway) or Raffle Room (former Sport Shop area across from lower spectator ice entrance) for the duration of the tournament only. If you need either room the day before the tournament, a fee will be charged by Rogers Rink.

Arrangement for keys to Equipment room/Raffle Room can be picked up in advance at SAMHA office. Rink attendant will lock/unlock MPR daily.
Please contact administrator regarding set up of Raffle Room times/date.



Tournament Committee Job Descriptions

TOURNAMENT COORDINATOR

Organize Tournament meetings (minimum four weeks prior to tournament). Coordinate with SAMHA Administrator for list of teams registered, ice times, etc.

TOURNAMENT TREASURER

Responsible for a tournament budget, finances, gaming licenses and tournament financial report due no later than 30 days after tournament. Send to bookkeeper@salmonarmminorhockey.com upon completion. No team or division hosting tournament will receive any contra payment until the tournament financial report is submitted to SAMHA bookkeeper as well as submitted online to BC Gaming. Ensure all invoices are paid, account for income from raffle table, 50/50, etc. BC Gaming Event Revenue Report must be submitted in the same time frame as tournament financials (30 days). Form: <https://www.gaming.gov.bc.ca/licensing/reportListSearch.do> For more information use the [SAMHA Fundraising Guidelines Booklet](#) - *link coming soon*.

Note: Here are the links for BC Gaming License Application guidelines and procedure:

Class D: <https://www2.gov.bc.ca/assets/gov/sports-recreation-arts-and-culture/gambling/licences/guide-d-regular-ticket.pdf>

Class B: <https://www2.gov.bc.ca/assets/gov/sports-recreation-arts-and-culture/gambling/licences/guide-b-regular-ticket.pdf>

Permission needs to be requested through the Treasurer to obtain a Class B license.

TOURNAMENT DRAW AND RULES

Ensure all teams have an opportunity to play on both rinks if possible. Ensure all teams have adequate time of rest between games. Two hours or more is best, if possible. Post tournament rules and be sure tournament rules are in coaches' packages and sent out in welcome email.

Please see tournament formats attached at end of this document. IMPORTANT



DRAW BOARD

Tournament chair can contact business of your choice regarding drawboards at least two weeks in advance and include schedule of tournament. You can use the tripod display located in foyer if preferred, but not required. The cost of the drawboard will be charged to your contra account. In the past Brushstrokes and Wayside have been used, both of them have the format for the tripod display. Large poster-type drawboards have been used previously that are put up on the wall in either the lower lobby area or across from the raffle table room. Tournament co-ordinator does have choice if they wish to use the drawboard which are designed professionally or can choose a different format of their choice. **Only requirement is that these boards look professional in their appearance.**

MVP PRIZES, PARTICIPANT AWARDS, CHAMPIONSHIP PRIZES

Suggestions for MVP prizes are medals, photos, toques, towels, hockey pucks, mini hockey sticks, water bottles, draw string bags, etc. Reminder no MVP prizes for U7 and U9 tournaments. SAMHA board will order in advance all the gold and silver medals (20 each) for all U11 tournaments and up. These will be charged to each tournament contra account. Approx. cost for medals: 2025-2025 is between \$180 and \$200.

REFEREE CONTACT

Send schedule to SAMHA Referee Assignor (assignor@salmonarmminorhockey.com)
Once costs are given by assignor, divide money up into envelopes per game for game officials. It is helpful to write amounts, game number and time of each game on envelopes. Timekeepers are to pay referees at the conclusion of each game. Note, for additional ref costs for games on Fridays before 5 pm and games before 8:30 am on Saturday and Sundays. Note: If for any reason, official does not show up for a 3- or 4-person officiating system, please adjust pay envelope. Please confirm rates with ref assignor.

For semi-final and final games in U15 and up (Integrated), 4-person officiating system is recommended. If local officials are not available for games, it may be necessary to bring
in officials from other cities, additional travel costs may be involved.



CONTACTING TEAMS

Send schedule, tournament rules and any other information visiting teams may need before attending. Please ensure you have email address and cell phone number of team contacts, so tourney chair can notify team reps Saturday once the final games are known for Sunday (be sure to make a special note to teams that tournament rules are different to OMAHA rules (**if they are for your division**) so that they do not use automatic standings provided in OMAHA/SPORDLE tournament page for our SAMHA tournament standings).

TEAM ROSTERS

All teams are required to send a copy of their Official BC Hockey Roster. A letter of permission or a travel permission number must accompany HC Roster if a team is attending that is out of the OMAHA District.

VOLUNTEER SCHEDULES

Make up volunteer sheets for Raffle Table, 50/50, Marshalls, coaches'/refs room attendant, Timekeeping and Scorekeeping schedules. Ensure volunteer spots in each area are divided and filled equally amongst the hosting teams. Music and announcers are optional but is always a nice touch to the tournaments. See helpful note below:

Some options for signing up for volunteer shifts ups:

<https://volunteersignup.org/> or <https://www.signupgenius.com/>

Normally, 1 volunteer takes on this job and then creates the volunteer sign-up online. The link is sent to all the parents of each team involved in the particular tournament at a set time, and it is first come, first served to sign up. Be sure to let everyone know a few days in advance of the sign-up day and time so that it is fair, and everyone is ready to grab shifts.

RAFFLE TABLE

NO ALCOHOL OR CANABIS PRODUCTS ARE PERMITTED FOR ANY FUNDRAISING ACTIVITES, AS PER BC HOCKEY POLICY 4.06



Decide how many baskets will be required for the raffle table items, loonie stick, peel-and-pay boards, pick-a-number, etc. Refer to SAMHA Fundraising Guidelines Booklet for more information on Gaming License Requirements. Also, see here: <https://www.gaming.gov.bc.ca/gaming/Home.do#applyOnline>

Raffle Baskets Pricing etc.: (i.e., 3 Teams in your division) Each team would make up 3 baskets each worth approximately \$250 or whatever your tournament committee decides, but all baskets must be equal value (no more than value of \$500 if a D license is acquired) and donate to raffle table. Optional baskets are coach basket and player baskets, where you can just put the names of all coaches/players into the respective baskets. Raffle tickets can be ordered through Wickett Business Services or Wayside. Another possibility is to use 50/50 tickets or cut out pieces of papers and number them, then the person who buys the tickets fills in their information in a book next to the number(s) that corresponds to their tickets. Tournament organizer has option to look at various other raffle/fundraising ideas rather than the “normal” raffle table concept, i.e., one major prize.

Winning tickets need to be posted at event and then kept safe by either tournament coordinator or treasurer in case of BC Gaming auditing.

CLOTHING (OPTIONAL)

Clothing (t-shirts, hats, etc) can be sold during the Tournament. It is recommended these items are presold, but some can be available at the raffle table for sale if the committee chooses. The Tournament Committee can create and decide on logo and design. Contact SAMHA Administrator for information on local suppliers. Designs will need to be approved by SAMHA apparel committee.

COACHES' WELCOME PACKAGE

Packages should include tournament rules, tickets for player's baskets/coaches' baskets (if applicable), Silverback tickets contact sales@silverbacks.com. An introduction letter welcoming the team to Salmon Arm, arena maps, indicating first aid room, emergency exits, etc. Places to eat, skate sharpening and local attractions in Salmon Arm (movie schedule, pool schedule), etc. Include message regarding Yellow/Red card warning for unruly spectators and behaviour expectations at hotels. Please see behaviour expectations of coaching staff and players attached.



TEAM POSTERS, RAFFLE TABLE AND 50/50 SIGNAGE

Make Raffle Table Draw poster, 50/50 draw poster. Attending Team logo posters can be made to hang along hallway, lobby or for dressing room, if desired (each committee can decide). Thank-you poster should be printed to thank our sponsors, collecting sponsor logos shows our community sponsors that we really appreciate their help. The raffle table and draw and 50/50 posters do not need professional printing. It is helpful to have signs giving direction to the raffle room.

SCORESHEETS: ELECTRONIC TABLETS EFFECTIVE 2023-24 SEASON)

All tournament games statistics will be recorded using the electronic scoring tablet. Four tablets will be available for use at scoring table. Each game number is located on the OMAHA tournament tab (having a list of the game numbers and home team numbers up at the raffle table for easy access between games is helpful). Have each coach check over their line up before each game. At end of each game, ensure game officials sign off and then scorekeeper can add the tournament coordinator's email address and then "hit" submit. Once done, Sherry at OMAHA receives this, and info will be recorded on OMAHA website under the specific tournament. For any major, gross or match penalties, please contact Sherry for correct suspension period, if in doubt. Cell no. is (250) 260-0017. Please have copy of 2023-24 BC Hockey Minimum Suspension guidelines handy. See administrator.

TEAM SNACKS (OPTIONAL)

Drinks, apples/oranges/granola bars/water/juice boxes etc.

REFEREES SNACK

Samples: water/juice boxes/granola bars/Timmy's donuts, home baking. Have someone designated to take snacks to Referees room. Check if replenishment is needed.

COACHES' ROOM

Snacks and drinks –Coffee/water/juice/ home baking. The multipurpose room is used for coaches'/ref's room. This room is open first thing in the morning and locked up in the evening by the rink attendant. Check with attendant on duty if necessary. This is another duty to be added to the volunteer sign-up list. Person in charge makes sure the coffee,



tea, hot chocolate is ready to go with fresh milk, etc. and keep it clean and replenish as needed.

Raffle Licenses Info

Each tournament can apply for the following: Choice of class B and class D licenses, can have both if required.

1. **Class B license-** this is the license that is through the organization (SAMHA) as the maximum profit is \$20,000. This one is good for an online 50/50 or a larger item raffle. PLEASE SEE RAFFLEBOX PROCEDURE AT THE END OF THIS GUIDE.
 - a. Permission must be requested for this through the Treasurer.
 - b. Fundraising committee or Treasurer to provide all of the necessary organization numbers, etc. to be able to give to the team/organizer to apply for the license on their own. (LG File number, association number, year started, treasurer/president details, etc.)
 - c. BC Gaming Revenue Report must be done within 30 days of end of event: <https://www.gaming.gov.bc.ca/licensing/reportListSearch.do> . Confirmation to be sent to Treasurer.
 - d. Tickets under a B license can be any amount.
 - e. Processing fee is \$25 and needs to be paid by the team/organizer on application.
 - f. 10-day processing time.

2. **Class D license-** this is the license that is through the team/organizer and the maximum profit allowed is \$5000. This is a good one for the raffle table license or traditional person-to-person 50/50.
 - a. This one allows for that team/organizer a maximum gross revenue per calendar year of \$20,000, so that is any other licenses that the same team/organizer apply for within a calendar year.
 - b. Individual prizes are limited to \$500 value (so that is your maximum value for each raffle basket).
 - c. Maximum \$2 for individual tickets.
 - d. Processing fee is \$10 and needs to be paid by the team/organizer on application.
 - e. 10-day processing time.
 - f. Unnecessary to get permission from the board for this as it can be applied for as a team/organizer.
 - g. BC Gaming Revenue Report must be done within 30 days of end of event: <https://www.gaming.gov.bc.ca/licensing/reportListSearch.do>.



Volunteer Job List

Volunteer:	Name:
Tournament Coordinator	
Treasurer (financial report and float)	
Draw Board (Keep professional!)	
Tournament Rules	
MVP/Heart and Hustle awards	
Referees	
Team Rosters	
Raffle Table and 50/50	
Programs	
Coaches' Packages	
Clothing Order (optional)	
Team Snacks (optional)	
Tournament Security person/Marshall (See administrator for yellow/red cards)	
Medals (provided by SAMHA for U11 and up, billed to tournament contra)	
Coaches' room/ref's room (refreshments)	
Parent Volunteer schedule	
Posters	
Gaming licenses/order raffle tickets/50/50- gaming report submission	



Introductory Letter to all teams in Team Packages

Sample copy

Salmon Arm (Division name) Tournament

Welcome to Salmon Arm and to the Rogers Rink. We hope your team enjoys some great games of hockey this weekend!

You will find in this package the team pools, with game rules, and game schedule. Please have your team ready to step on the ice and warm up as soon as the referees indicate it is time to do so. Timekeepers have been asked to start the 5-minute warm-up time right away.

Dressing room assignments will be up on the white board in the Hucul lobby just before the changeroom hallway. Please encourage your players to leave the dressing rooms clean and to vacate them in a reasonable time so the next teams can use them. Home teams, identified on your schedule, wear light jerseys.

There is one time out during stop time. There are no protests. Tourney chair makes final decision.

We ask that all participants (players, coaches, parents, and officials) practice mutual respect for one another. Please remind all your players that disrespect shown to our volunteers, officials or opponents in the scorekeeping box will not be tolerated. This behaviour may result in game ejection and/or removal for remainder of the tournament.

During tournaments, there will be a designated tournament security person monitoring parent/spectator behaviour. If you feel any person is acting in an inappropriate manner, please report to raffle table person. SAMHA will institute the yellow/red card policy...first card will be warning, and second card will be removal of the person from the facilities for the remainder of game and possibly tournament. Our RCMP detachment is a great supporter of our minor hockey association, and they are located just across the highway from the rink.

Final note: SAMHA is supported by many local businesses including hotels and restaurants. We ask your teams to be excellent ambassadors of your association in terms of behavior at these establishments. Please follow hotel guidelines and always ensure your parents and players respect these.

We wish your team the best of luck in this tournament, and most importantly, we wish them the best time ever!



Raffle Basket Ideas

NO ALCOHOL OR CANABIS PRODUCTS ARE PERMITTED FOR ANY FUNDRAISING ACTIVITIES, AS PER BC HOCKEY POLICY 4.06

Car Care Basket:

- Wax
- Chamois
- Car Cleaner
- Air Fresheners
- Gas Gift Card

Gardening Basket:

- Planters
- Herb Gardens
- Potting Soil
- Tool Set
- Seeds
- Kneeling Pads
- Solar Lights
- Indoor greenhouse
- Gloves

Hockey Basket:

- Net
- Sticks
- Pucks
- Road Hockey Balls
- Hockey Tape
- Hockey Magazine

Arena Basket:

- Seat
- Blanket
- Granola Bars
- Cooler Bag
- Travel Mug

Games Basket:

- Poker Set
- Deck of Cards
- Deal or No Deal

- Puzzle Books

Sports Basket:

- Basketball
- Kites
- Skip Rope
- Soccer Ball
- Water Bottle
- Bocce Set
- Water Guns
- Frisbee

Movie Basket:

- Movies
- Licorice
- Gummy Bears
- Granola Bars
- Hot Chocolate
- Popcorn
- Popcorn Bowl
- Seasonings
- Chips

Coaches Basket:

- Dry Erase Board/Markers
- Drill Book
- Duct Tape
- Gum
- Tissue
- Tylenol
- Whistle
- Anti-stress Ball

Men's Basket:

- Poker Game
- Folding Worktable
- Folding Chair
- Golf Balls



- Tees
- Saw Blades
- Hat
- Coffee Mugs

Coffee Basket:

- Gift Cards
- Coffee Mugs
- Assorted Coffees
- Hot Chocolate
- Snacks



Salmon Arm Minor Hockey Association Tournament Playing Rules

The Playing rules of all tournaments are those of Hockey Canada, BC Hockey, and the Okanagan Mainline Amateur Hockey Association. Any modifications to these rules will be outlined in the tournament package to each team.

A maximum of 19 players including goaltenders can be registered and play for any team. A team carrying one goalie must be able to replace an injured goalie within 15 minutes. No more than two overage players can be on the ice at one time excluding the goalie.

Duration of the games and ice cleans in each tournament may vary. This will be outlined in the tournament package to each team. There are no time-outs permitted unless stipulated in tournament rules. Five minutes will be allocated at end of each game for teams to shake hands and for presentation of any awards if any. There will be no overtime or shootouts during the round robin portion of the tournament. Unless otherwise noted in the tournament team package, in semi-final or championship game, if teams are tied after regulation time, there will be a five-minute sudden death four on four overtime. If a team is penalized during regulation time and the penalty carries over into overtime, that team will be shorthanded. If teams are tied at the completion of overtime, there will be a three-man shootout. If still tied, it will be a sudden death shootout. No player on one team can shoot twice until all skaters are used.

The Mercy Rule will be in effect for all games. Should a team reach a point where the goal differential is five, run time will come into effect. Stop time will resume when the margin is reduced to fewer than five goals.

During run time, minor penalties will be 3 minutes in duration and major penalties will be 7 minutes. This will not be reduced if and when stop time commences. Penalty times will be recorded as stated in above for the purpose of record-keeping.

To determine positions after round robin play, please see page 15 for tie breaking procedure as per BC Hockey Tie Breaking Procedure. Reg. 5.22



Electronic scoresheet tablets will be distributed by the tournament committee member prior to each game. Teams are responsible for completing and certifying their line up prior to games. Following the game, please ensure game officials sign off and if necessary, they will request copy to be sent to their own email address to complete game report.

At the discretion of the tournament chairperson, if there is a conflict in team colours, the Home Team will be requested to change to a non-conflicting colour.

There will be no tolerance for abuse of officials. Players and team officials will be held responsible for their conduct on and off the ice. If anyone, including spectators, exhibits conduct that is judged dangerous or disruptive and contrary to Fair Play Rules, the person(s) may be excluded from further participation or play in the tournament. Spectators: See Yellow/Red Card guidelines. See p. 13

A player who is assessed a penalty for fighting will be suspended as per BC Hockey Rules. Please be aware of any modifications to this rule in your tournament package. Otherwise, a player who is involved in a fight or receives a major or match penalty in the last ten minutes of regulation time or overtime, will be suspended the next game in tournament play. Further suspensions may be assessed by BC Hockey.

The Tournament Committee chairperson has the right to alter any games due to time constraints or unforeseen circumstances. The decision of the chairperson is final.



BC Hockey Regulation 5.22 Tie Breaking Procedure

In the event Teams are tied for a playoff position after a Round Robin series is completed, the following procedure shall be utilized to determine the placing of the tied teams:

a) If two (2) teams are tied, the winner of the Round Robin game between those two (2) teams will receive the higher placing. If three (3) or more teams are tied, the team which has accumulated the most points in games against the tied teams will receive the highest placing, the team with the next most points in games against the tied teams will receive the next highest placing, and so on.

b) If any teams remain tied after (a) has been applied, then the Team with the most wins in the round robin series (note that this includes all games in the round robin series and is not limited to games between the tied teams only) will receive the higher placing, and so on.

c) If any teams remain tied after (a) and (b) have been applied, then the team with the best goal average in games between the tied teams will receive the higher placing, and so on. The goal average of the teams is to be determined by dividing the total number of goals for and against into the total number of goals for, with the Team having the highest percentage will be awarded the higher position.

d) If any teams remain tied after (a), (b) and (c) have been applied, then the team with the best goal average in **the round robin series (note that this includes all games in the round robin series and is not limited to games between the tied teams only)** will receive the higher placing, and so on. The goal average of a team is to be determined by dividing the total number of goals for and against into the total number of goals for, with the Team having the highest percentage will be awarded the higher position. (Example: Goals for 10, goals against 4; Percentage is $10/14 = .714$). **In determining the goal average the maximum goal differential that may be applied in any single game shall be seven (7).**



e) If any teams remain tied after (a), (b), (c) and (d) the team that received the least minutes in penalties in the round robin games between the tied teams will receive the higher placing, and so on.

f) If teams are still tied after all previous methods have been applied, then the winner of the playoff position will be decided by the toss of a coin.

SAMHA Tournament Format 2024-2025

Salmon Arm Minor Hockey Tournaments will strive for the following number of teams in each of the following tournaments. Length of games may be altered at discretion of tournament chair.

A. 12-team tournaments including host team- Representative (Rep)

U18, U15, U13 Integrated and Female.

Game duration: 1.75 hrs

Periods: First and second period: straight time (flood halfway 2nd per.)

Third period: stop time

No overtime or shootout in round robin play.

B. 12-team tournaments including host teams- (Recreation)

U18, U15 Integrated and Female:

Game duration: 1.5 hrs

Periods: First and second period: straight time (flood halfway 2nd per.)

Third period: straight time first ten min. stop time last ten.

No overtime or shoot out in round robin play.

C. U11 Development Integrated, U13 Rec integrated & Female: 12-team tournament including host team

Game duration: 1.5 hrs



Periods: first and second period: straight time. No flood.
Third period: stop time if time permits.
No overtime or shoot out in round robin play.

D. U11 Recreation Integrated & Female: 12-team format including host teams

Game duration: 1.25 hrs.

Periods: three straight 20-minute periods (no flood).

Last 5 min. in third period, stop time if within 5 goal spread.

No overtime or shootout in round robin play.

E. U9 Tournament Integrated & Female: 12-team format including host teams:

Game duration: 1 hr (flood between games).

Periods: three straight 15-minute periods.

No overtime or shootout in round robin play.

F. U7 Tournament Integrated & Female: 8-team format including host teams:

Game duration: 1 hr.

Periods: three straight 15-minute periods.

No overtime or shootout in all games.

Tournaments in Sicamous: Game slots and times will be issued by Manager of Sicamous Arena. Please contact SA Administrator for any information required for Sicamous Arena. Same format as games held in Salmon Arm. Please contact SA Administrator if raffle tables are needed, use of upstairs room and info on hotel accommodations in Sicamous. Tablet located in skate sharpening room or ask rink attendant.



Process In Case of Emergency

Rogers Rink Salmon Arm

In case of serious injury on ice or in arena during tournament; and an ambulance needs to be called the procedure is as follows:

- Call 911.
- Have ambulance come to the **front** of Rogers Rink Arena. Enter through Hucul side.
- Physical Address for Rogers Rink is 2600 10th Ave. NE., Salmon Arm.
- Have someone waiting outside to direct ambulance attendants.
- There are two defibrillators located in the arena, one is upstairs in the Spectator Arena near the Rogers staffroom, and the other is in the Zamboni room downstairs.

Sicamous Arena, Sicamous, BC

- Call 911.
- Ambulance to come to the front of Sicamous Arena.
- Physical Address Sicamous Arena is 1121 Eagle Pass Way, Sicamous.
- Have someone waiting outside to direct ambulance attendants.
- Defibrillators located at front lobby and one in front of Zamboni room.



Rafflebox procedure:

- 1) Request approval from Treasurer and MHO at treasurer@salmonarmminorhockey.com and mho@salmonarmminorhockey.com for a BC gaming License B.
- 2) Apply for BC Gaming License B using the following information:
 - L&G File Number: 112191
 - Percentage draw.
 - Dates must ONLY be the day the tournament starts until the last day of tournament. You will need to also indicate the draw date and exact location.
 - Contact person: Applicant.
 - Responsible person (SAMHA)- Eric Penner; treasurer: treasurer@salmonarmminorhockey.com; 250-832-0095.
 - Responsible person (SAMHA)- John White: president: president@salmonarmminorhockey.com; 250-832-0095.
 - Address: 2600 10th Ave NE. Salmon Arm, BC.
- 3) Once the license is approved, you must send a copy of the license to Treasurer and MHO.
- 4) Rafflebox events can only be from midnight the starting day of the tournament (midnight between the Thursday and Friday) until the last game of the tournament.
- 5) Rafflebox event will be set up on your behalf, you will not have access to the Rafflebox account. You will get a link to the raffle once it is active to share to your visiting teams and/or to create a QR code if you choose. QR codes can be generated through multiple online companies.
- 6) Send the name of your tournament, any logos you want to use, and the description and raffle rules for Rafflebox to MHO (I have included examples at the end of this procedure).



- 7) You will be given weekend login details by MHO so that you can do your draw at the end of the tournament. Those details will be changed after each event.
- 8) To draw your winner, you will go your raffle in the Rafflebox account, go to the “Prize and Winner” tab, and then follow the instructions on generating the winner. I suggest having someone video this procedure.
- 9) Once the event is closed on Rafflebox, you can contact the winner, and remind them that it will take some time for the money to clear. Rafflebox takes around 5 days to collect all of the money from the credit card companies. Then once the full balance is available in Rafflebox, either MHO or Treasurer will transfer the money from the Stripe account in Rafflebox to our SAMHA bank account. On the next business day, Rafflebox will do the transfer, which can take up to 5 days to show in our SAMHA bank account.
- 10) Charges from Rafflebox: There is an automatic Stripe fee (which is the credit card fee) which is approximately \$0.30 + 2.9% (depending on the credit cards used) that comes off directly from Rafflebox. Then you will also receive an invoice to pay Rafflebox 7%.
- 11) Once you are finished your GERR (gaming event revenue report) for BC gaming, directly after your tournament is over, you will send that to Treasurer and Bookkeeper, and Bookkeeper will release a cheque to your team in the total amount (once it is received from Rafflebox and she has time to cut cheques). Your team will then e-transfer the winner. There will be a note in the rules on the Rafflebox event that this is the procedure and to expect a bit of delay in payment, but it would be good to include this in any communication you have with visiting teams. (If your team has enough money to transfer to the winner straight away, you can choose to do that as well, and then you will keep the cheque from Bookkeeper).
- 12) Max earnings for teams will be \$3000 for single-team tournaments and \$2000/team for multiple-team tournaments. Anything over and above those amounts will go into a pot to share amongst SAMHA teams.



Description EXAMPLE:

Please support the U15 T2 Salmon Arm Silverbacks Hockey team in their home tournament on November 3-5, 2023. Twelve teams will battle it out for the gold medal!

Thank you for your support of these athletes.

Email ticket body:

Salmon Arm Minor Hockey Association - 2600 10th Ave NE, Salmon Arm BC, V1E 2S4
SERIES A = 1 FOR \$10, SERIES B = 4 FOR \$20, SERIES C = 20 FOR \$50, SERIES D
= 100 FOR \$100

Winner receives 50% of ticket sales with a Maximum sale of \$20,000.

Payment is made through SAMHA. Therefore, there will be a slight delay in payment while our bookkeeper processes payments.

Ticket purchasers must be 19 years of age or older. If a winning ticket bears a minor's name, the prize will be lawfully delivered to the minor's parent, legal guardian, or trustee.

Winner's consent to the release of their names by the licensee

Licensee contact information: Cole Slaney, 250-831-0095

BC Gaming Event Licence #145796

50/50 RAFFLE RULES

1. Players must reside in British Columbia or be in the province at time of purchase, be 19 years or older, and use a major credit card, Visa Debit or MasterCard Debit.

2. Tickets will be available online and sold at a rate of:

- 1 for \$ 10 – 20 tickets available
- 4 for \$ 20 – 1540 tickets available



- 20 for \$50 – 2240 tickets available
 - 100 for \$100 – 6500 tickets available
3. Draw is November 5, 2023, at 12:00 pm.
 4. The winner will receive 50% of ticket sales.
 5. All ticket numbers will be emailed to ticket purchasers by the registered Electronic Raffle Supplier (ERS) (Rafflebox).
 6. The winner will be determined by a random draw utilizing a registered Electronic Raffle Supplier (ERS) Random Number Generator (RNG).
 7. The winner will be contacted by phone and email. The winner has 90 days to claim their prize, a second draw from the same numbers will occur after 90 days if the prize goes unclaimed.
 8. Draw results will appear under the "Winners" tab found on the main raffle page.
 9. By playing you consent to having your name and winning numbers published.
 10. Prize money goes through SAMHA account. Therefore, there will be a slight delay while our bookkeeper processes payments.