



HOCKEY NEW BRUNSWICK

PROVINCIAL HOSTING MANUAL

Updated: October 2025

HNB PROVINCIAL CHAMPIONSHIP

HOSTING MANUAL

This Operations Manual has been developed to help assist and guide the local Host Committee as you prepare for and host one of the Hockey New Brunswick Minor or Female Provincial Championships. This manual covers many details that the Host Committee should be aware of. It does not cover every aspect of hosting a championship and has been developed only as a guideline. For additional assistance the local Host Committee shall always consult with Hockey New Brunswick.

1.0 Championships

Provincial Championships will be held in the following divisions:

Minor:

U11: AA, A, B and C

U13: AA, A, B and C

U15: AA, A, B and C

U18: C

** Central U18 League will host U18 AA, A and B Provincials

Female:

U11: AA, A

U13: AA, A

U15: AA, A

U18: A

** at the discretion of the Female Commission, the 'A' Provincials may split into an A, B and C divisions. This decision will be based on the number of teams registered.

Number of teams:

Minor:

All C Provincials will be a 16-team tournament (four teams from each zone). All other Minor Provincials will be 8-teams (2 from each zone).

Female:

All teams in the Female Provincial league, as well as travel teams who play the required number of games are permitted to attend Provincials (*HNB Operations Manual – Section 15.14.c*). The number of teams attending will vary on a year-to-year basis.

Schedule:

For Minor Provincials the schedule template is listed in Section 20 of the [Provincial Regulations](#). Once all teams are determined, the Host Committee must send the schedule to the HNB Minor Council Chair who will approve the schedule.

Host Committees should take travel into consideration, so that teams travelling the furthest do not play the first games on Friday.

For the Female Provincials, the first draft of the schedule will be created by the host committee, then sent to the HNB Female Commission for approval.

2.0 Host Committee

The key to a successful event is the ability for a Host Committee to draw from a strong volunteer base within the hockey community. Strong leadership and effective communication are critical. Keep in mind that the Host Committee is responsible for delivering a successful event, thus members should be actively involved throughout the process.

Key Considerations:

- The Host Committee is responsible for planning and executing all aspects of the tournament, with the support and approval of Hockey New Brunswick.
- The Host Committee is the central body for your entire event's key decision making. Host sub-committees should be given the autonomy to fulfill their roles independently, but big picture decisions fall with the Host Committee and ultimately the Host Committee Chair.
- Engage individuals representing a number of different sectors within your community that bring different skill sets to your committee.
- Keep in mind that this group should be of a manageable size so meetings and communication can be coordinated easily. A committee of 8-12 members is recommended.
- Once the core committee members have been recruited, identify other areas and needs of the committee so additional members can be recruited.
- Clearly outline the expected commitment for individuals, means of communication and meeting schedule.
- Empower committee members to accomplish required tasks.

3.0 Host Committee Chair

This individual will be the primary contact with Hockey New Brunswick and thus will be responsible for the accurate reporting and timely communication regarding event progress, challenges and successes.

Key Considerations:

- Ensure everyone else is doing their jobs.
- Provide assistance when needed.

- Monitor expenses and revenues against the approved budget, that was submitted with the bid application.
- Make key decisions and approve sub-committees action plans.
- Monitor the overall performance of committee members and/or sub-committees.

4.0 Chairperson

The Championship Chairperson will be the District Director or their designate for Minor Provincials and the ROC Female rep or their designate for Female Provincials.

This individual will oversee any disputes or clarifications regarding the event rules and regulations and be responsible for all matters of discipline. The referee will report all matters that may require disciplinary action to the Championship Chairperson.

The Championship Chairperson is in place to govern the rules and regulations of the event.

There will be a Pre-Tournament meeting of the Championship Chairperson, Host Committee Chairperson and one representative from each team prior to the start of the tournament. The meeting will be held at a place designated by the Host Committee and can be done in-person or virtually. Attendance at this meeting is mandatory. The meeting will be an opportunity to confirm team rosters, review Rules and Regulations, and logistics for the event. A sample agenda for the meeting is included as Appendix A.

5.0 Rules and Regulations

The event will follow the Provincial Regulations:

[Minor Provincial Regulations](#)

[Female Provincial Regulations](#)

All discipline will follow the [HNB Minimum Standards of Discipline](#).

As per Section 10 in the Provincial Regulations, if the team members and the officials do not speak the same language during provincial playoffs, before the beginning of the game, a bilingual person must be identified who could help the officials better communicate their decisions, and inversely, in order to avoid any needless confusion.

6.0 Arena

Based upon rental agreements, the Host Committee must ensure the following for the championship:

- Minimum 4 dressing rooms, plus an adequate official's room.
- May be required to provide 1 additional dressing room or suitable room for female players at minor events to use where applicable.

7.0 Gamesheet App and Live Tournament Scoring

All Provincials will use Spordle Play for Electronic Scoring.

Hockey New Brunswick will work with the organizing committee to upload rosters and schedules prior to the event.

Training for the host committee and timekeepers is available on an as needed basis.

8.0 Awards

Hockey New Brunswick will provide:

- Championship team banner
- Gold and Silver medals (*25 medals per team*)
- Championship Hats (*25 per team*)

The host committee may provide Player of the Game Awards, or tournament awards (event all-star team, tournament MVP, etc). This is optional, and not a Hockey New Brunswick requirement.

9.0 Other Considerations

- The Host Committee may provide snacks and drinks for all teams and game officials (in their dressing rooms) for each game.
- The Host Committee may consider providing a Hospitality Room for coaches, event volunteers and special guests
- The Host Committee must have an Emergency Action Plan in place for the tournament. [CLICK HERE](#) for template.
- Opening Ceremonies to be held prior to the host team's game on Friday.
- Partner with local association to engage U7 / U9 players. Examples could be 7th player for warm-ups, U7 intermission game.
- Have an active social media presence for scores, updates, pictures and schedules.
- Rink coordinators for basic tournament information and assistance. Rink coordinators are responsible for ensuring dressing rooms are ready, teams have signed off on the gamesheet and made edits to their roster.
- A standard game script.
- Standings board to be displayed in rink.
- Live streaming of games.
- Event photographer.

10.0 Revenue Opportunities

The host committee may generate additional revenue opportunities to support the event with such items but not limited to:

- Championship merchandise

- 50/50 sales
- Souvenir program
- Game Admission
- Sponsorship opportunities with local businesses

11.0 Communication with teams

Once teams qualify to attend the Provincial Championship, a member of the host committee must reach out to the team contact, to provide the following information & updates:

- Championship schedule
- Name and address of host arena
- Payment options for registering
- If the host committee has created a social media account, provide the link / account information
- List of hotels in area – specifically if the host committee has rooms reserved
- General Information related to event / local community (list of restaurants, sport stores for equipment needs, etc)
- Whether there will be an admission fee to attend the games
- Will any of the games be live streamed, is there an event photographer, is there any pre-sale for apparel

Appendix A – Coach Manager Meeting

1. Introduction

- Tournament Chairperson (District Director or ROC Female Chair)
- Host Committee Chair
- Team representatives

2. Logistics

- Communication channels
- Schedule Review
- GameSheet Inc
- Player of Game (if applicable / who selects)
- *(any other information specific to facilities, dressing rooms, local restaurants, etc)*

3. Review of Rules and Regulations

- Rules and Regulations
 - Section 21: Roster submission (max number of players / frozen roster)
 - Section 23: straight time if 7 goal differential in 3rd period
 - Section 26: overtime format in semi-finals and finals
 - Point system (2 points win, 1 point tie, 0 points loss)
 - Tie-breaking rules
- Game Protocol / Start Time for Games
 - Period lengths
 - 3 minute break after 1st period / flood after 2nd period
- Designation for Home Team and Visiting Team
 - Home team is listed on right hand side of schedule
 - Home team wears dark jersey / visiting team wears light
- Warm-up Time
- Team Registration
 - HCR roster submitted prior to first game
 - All coaches / team volunteers must have certification requirements

4. Referee-in-Chief Review

- Introduction of Officials
- Rule Review

5. Conclusion

- Questions and Answers