



HOCKEY ALBERTA PROVINCIAL CHAMPIONSHIPS BID GUIDELINES





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1.0 INTRODUCTION AND INFORMATION

GENERAL

The Hockey Alberta Provincial Championships are some of the most exciting and high-profile events in which Hockey Alberta's membership takes part each season, bringing together the top teams from across the province in each category. The thrill of playing in this exciting event makes hosting a Hockey Alberta Provincial Championship tournament a unique and special opportunity.

This Bid Guidelines document outlines the requirements involved, and the opportunities available, for a Minor Hockey Association (MHA) interested in submitting a bid to host a Hockey Alberta Provincial Championship event.

If you are interested in hosting, please review this document thoroughly, and complete the online bid application document fully. A bid application that addresses all details provides you with a better opportunity to be selected if your chosen event has multiple applicants.

PROVINCIAL CHAMPIONSHIP DATES

March 19-22: U18 Female A; U18 Female B
U15 AAA; U15 AA; U15 A, B, C, U15 A NBC
U15 Female AA
U13 A, B, C, D; U13 Female A; U13 Female B

March 26-29: U18 AA; U18 A, B, C, U18 A NBC
U18 Female AA
U15 Female A; U15 Female B
U13 AAA, AA, U13 Female AA
U11 AA

April 2-5: U17 AAA
U16 AA

*See Appendix A for AEHL & AFHL category specific hosting requirements

NOTES

Hockey Alberta sanctions, and is responsible for overseeing, each Provincial Championship event. The Host Committee for each event will be required to work with, and provide regular reports to, Hockey Alberta on the progress of their event. Some aspects of the tournament planning will require the approval/permission of Hockey Alberta.

The team of the host MHA for a Provincial Championship receives automatic entry into the championship. However, the team must participate in its respective League playdowns, as the team can earn a League title.

If you have questions, contact Hockey Alberta by email provincials@hockeyalberta.ca and your question will be directed to the appropriate staff member.

Thank you for your interest in hosting and good luck!

2.0 BID APPLICATION PROCESS AND SITE SELECTION

These Bid Guidelines have been developed to facilitate the selection of the host sites for the Hockey Alberta Provincial Championships. Hockey Alberta reserves the right to make changes to the bid criteria as may be deemed necessary and to request additional information from the potential host sites concerning any aspect of the application.

TIMELINES & PROCESS

STEP 1: November 15 – Deadline for MHAs to submit bids

All Bid Applications **MUST** be submitted to the Hockey Alberta office by this deadline. **Bids must be submitted using the online fillable form linked below:**

[LINK TO SUBMIT PROVINCIAL CHAMPIONSHIP HOST BID >](#)

STEP 2: November 15-30 – Review of Bids

A selection committee reviews all bids and may request additional information or answers to follow up questions. The Selection Committee reserves the right to conduct site visits to confirm any details included in the bid application.

STEP 3: December 1 – Selection and Notification

In submitting an application, a bid applicant acknowledges that the decision to award the hosting of the Provincial Championships rests solely with Hockey Alberta through the Selection Committee. Each applicant selected to host a Provincial Championship will receive a copy of the Provincial Championship Hosting Manual and Agreement to be signed and returned prior to **December 15**. A signed copy will be due back from each selected host group prior to any public announcement.

STEP 4: December 15 – Announcement of Host Sites

Upon receiving a signed copy of the Hosting Agreement, Hockey Alberta will announce the selected Provincial Championship Host Sites to the public. It is the responsibility of the Host Committee, host MHA, and any other bid partners to begin fulfilling the obligations of the bid guidelines as well as the commitments laid out in the winning bid immediately upon being awarded the Provincial Championship.



3.0 SITE SELECTION CONSIDERATIONS

The bid application form contains required components presentation should contain certain components to allow the selection committee to evaluate bid submissions. This section provides some additional detail in terms of responsibilities and expectations in those areas.

For a community to be considered as a potential Provincial Championship host, the following minimum hosting standards must be met:

- Be a Hockey Alberta Member MHA in good standing.
- Have a strong volunteer base within the hockey and business communities.
- Have an arena facility, suitable for the respective division/ category of hockey, to serve as the main site for all games.
- Have reasonable accommodations available within proximity.

A) HOST COMMITTEE

Bids should include an introduction to key personnel on the Host Committee and their roles. The Host Committee should be comprised of representatives from the local business community, local hockey program(s) and Hockey Alberta's member MHA. As part of the bid application, the Host Committee will need to:

- Assume financial responsibility for the event;
- Appoint the following Committee Chairpersons, but not limited to:
 - Operations – accommodations, accreditation, budget, ticketing, volunteers, raffles & 50/50s.
 - Marketing/Media – promotion of the event, social posts, setting up of interviews
 - Website – populating info onto the event provided website, update scores, e-gamesheets
 - Special Events/ Protocol – BBQ, pancake breakfast, banquet, skills competition
 - Facilities – Arena lead
 - Safety and Conduct – security, EDI
- Include information on event goals and ways to track and measure the success of the event.

B) BUSINESS PLAN

The bid application should include a comprehensive Business Plan which will serve as the primary guide for the organization and the financial operation of the event. The Business Plan should tie together a ticketing plan, sponsorship plan, and budget, along with the marketing/advertising plan. An Equity, Diversity, and Inclusion (EDI) plan should also be included to enhance the viability of your application.

The Business Plan should include the following information:

- Key financial objectives, including breakeven and targeted goals.
- Financial forecast reflecting all potential revenues and all potential expenditures related with staging the event. Include information to support the numbers and how you plan to reach your targets.
- Ticketing plan and strategy detailing every phase of ticket sales, price points, timelines and targets.
- Sponsorship plan and strategy detailing levels of sponsorship, prospect list, timelines, and goals. Sponsorship plan needs to recognize Hockey Alberta's sponsorship guidelines and exclusivities as well as detailing any in-kind partners who may be able to assist your event.
- Detailed Critical path on all key tasks the Host Committee will be attempting to accomplish in hosting the Provincial Championship.



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The net proceeds or losses of the event will be the responsibility of the Host Committee and/or the MHA. Hockey Alberta asks that the Host Committee have a legacy plan to deal with potential surplus and that it is outlined in the bid presentation. Please refer to **Appendix B** for a sample budget.

The Host Committee's obligations for event expenses should include, but are not limited to the following items:

- Arena facilities;
- Necessary staffing and off-ice officials (timekeeper, online scorekeeper, penalty box operators);
- Announcer and In Game Music Coordinator;
- Marketing and promotional expenses (social media, newspaper, television, radio station, etc);
- Tournament Program: All expenses associated with producing the official tournament program for the event. Hockey Alberta provides four (4) pages of content for the program (front and back covers, and inside cover pages) in digital format. Hosts have the option to print their program or create a digital version and are responsible for finding a printer and covering all costs related to printing, including the pages provided by Hockey Alberta.
- Event administration expenses, including meetings, postage, etc.;
- Tickets, security and VIP accreditation (Hockey Alberta can provide passes that can be used for sponsors, volunteers, players, team officials, Officials and Host Committee members);
- Officials' game fees and travel (if required);
- Accommodations and meals for one (1) Hockey Alberta Representative and one (1) Officials Supervisor;
- Optional, but can add to the event experience:
 - Tournament banquet/ luncheon/ breakfast
 - Awards (player of the game/ heart and hustle)
 - Hospitality room
 - Opening/ closing ceremonies;
 - League/ Representative/ Host Banners

1. **Marketing/ Advertising/ Revenue Generation**

Each host is required to have a Marketing/Advertising plan that incorporates earned and bought media from day one until the Provincial Championship is over. This plan should detail the advertising/ media plan, including promotion of sponsorship and ticket sales plans.

Venue Sales - plans should indicate the level of sales which can be achieved at the arena venue in merchandise, raffles and souvenir programs;

Local/Regional Sponsorship – plans should outline the market potential for cash and contra (product) sponsorships;

Municipal support/ Granting – if available should be noted, including major financial contributions for hosting events;

Other contributions such as in-kind donations and services should also be included in the bid.

Revenue Generation – Hosts are able, and encouraged, to operate 50/50s and/or raffles in-venue and within the community (making sure to follow AGLC guidelines). Hockey Alberta may choose to operate an online provincial 50/50 throughout the duration of Provincials and if so, Hockey Alberta Members may be asked to promote the Provincial raffle in exchange for a portion of the profit. More details will be confirmed with successful Hosts throughout the planning process.



2. Tickets

Plans should outline the strategy for the pricing and packaging of ticket sales for the event. The Host **Committee cannot charge a team entry fee for a Provincial Championship**. However, the Host Committee may charge gate admission for this tournament. Please refer below for pricing options for successful Host Sites.

Ticket Admission/Gate Prices

	<u>Suggestion</u>	<u>Maximum</u>
1) ADULT EVENT PASS	\$15-\$20	\$25
2) ADULT DAY PASS	\$7-\$10	\$15
3) SENIOR/ STUDENT EVENT PASS	\$10-\$15	\$20
4) SENIOR/ STUDENT DAY PASS	\$5-\$7	\$10
5) FAMILY (2 ADULTS/2 YOUTH) WEEKEND PASS	\$40-\$60	\$65

The Host Committee **cannot** charge a team entry fee for any of the events.

3. Legacy Plan

The host committee needs to provide specific detail on how the local portion of the financial legacy will be directed after the event is completed. The plan is used to provide direction and show the site selection committee where bid groups see their legacy being directed back into hockey. A sample legacy plan template can be found in **APPENDIX E**.

4. Equity, Diversity and Inclusion (EDI) Plan [Optional]

The host committee will provide a plan that outlines specific strategies for incorporating components of Equity, Diversity, and Inclusion lens throughout the Provincial Championship. This plan can include:

- diverse participants on the host committee to offer different perspectives and ideas.
- engagement strategy for how the diverse population, members and businesses of the host community can be engaged from pre-planning to event wrap-up.
- EDI education and awareness opportunities with community stakeholders and hockey participants during the event.
- Incorporation of digital and print materials (signage, messages, media, and awareness resources etc.) specific to a supportive EDI lens, diverse community representation, and creating safer hockey environments.



D) OPERATIONAL PLAN

1. Arena/ Facilities

To host an event of this type, certain facility standards must be met by the host arena, including:

- Available on an exclusive basis to the Host Committee for the duration of the event and ice should be booked in accordance with the schedules included in **APPENDIX D**
- Located within the host city/ town;
- Adequate seating space;
- Minimum of four (4) dressing rooms, one (1) officials room, and one (1) alternate change room are required for this event;
- Private/ secure office area designated for the duration of the tournament;
- Foyer/ display area for merchandising, draw boards, and sponsor requirements as applicable.
- Policies and procedures related to safety, fan conduct, noise makers, handling any misconduct that occurs on facility premises, including the process for calling Police. If applicable include contact information for any facility staff responsible for dealing with misconduct during the event.

2. Hotel Accommodations

The Host Committee must provide **written confirmation from area hotel(s)** that the following room number minimums are available to house the participating teams within a 30-45 minute drive from the host arena. (**Accommodations must meet a quality standard, which will be reviewed by the bid selection committee.**)

- 75 hotel rooms for 5 team event
- 100 hotel rooms for 6 team event
- 120 hotel rooms for 8 team event

Teams are not required to stay in the hotel(s) that are suggested by the Host Committee as Teams will be responsible for booking and paying for their own accommodation and meal expenses;

Hosts are required to budget for and accommodate:

- One (1) Hockey Alberta Representative – appointed by Hockey Alberta
- One (1) Hockey Alberta Officials Supervisor – appointed by Hockey Alberta
- any potential out of town officials that may need accommodations for the duration of the tournament.

3. Transportation

The cost associated with all travel related to the tournament, meals and accommodations at the event are the sole responsibility of each participating team. The Host Committee is **not** responsible for any transportation costs of any type for the participating teams.

The costs associated with travel of any out-of-town game officials are the responsibility of the Host and should be factored into the budget plan.

4. Website & E-Game Sheets

Provincial Championships' website (provided by Hockey Alberta) **MUST** be utilized by the host committee for live scoring of each game during the event. No paper game sheets are provided. AEHL, AFHL and U11AA events use their regular FloHockey/ LeagueStat websites. All other events use the RAMP Provincial Championships platform, with login credentials provided to each host after attending the mandatory scorekeeper/ website training session in February.

Each host should ensure a minimum of two (2) volunteers are trained on the website platform. Hosts can also utilize the event website to post news and updates for participants, fans and the media leading up to and during the event.

5. Accreditation/ Information/ Security

Hockey Alberta provides standardized blank name tags to all host committees. It is recommended they are to be used for all athletes, team officials, game officials, Host Committee and volunteers. The amount that will be provided will be determined once the host has been identified, depending on the number of teams that will be participating.

The Host Committee is responsible to provide the following:

- An information package for participating teams, on-ice officials, media, VIPs and other dignitaries. This can be digital format.
- A system to ensure all participants and visiting VIPs have adequate identification and security.
- VIP Passes/ Game Tickets (if applicable)
- Complimentary entrance to the event for all identified local sponsor(s) and media.
- Assurance that all health and safety protocols are followed related to facility healthy and safety requirements, participant equipment requirements, and security, to the best of your ability.
- Signage explaining fan and player/ team code of conduct expectations and information on how misconduct will be managed.
 - Codes of Conduct may need to be developed if the facility does not have an appropriate one that can be used, and should include any anticipated problems (including use of noise makers, harmful language, behaviour, use of signs etc.). The host Minor Hockey Association may also have Codes of Conduct that you can adapt.
- Awareness and enforcement of all facility safety procedures, including any policies and practices related to misconduct and removal of individuals. The host community may have relevant bylaws and policies related to conduct in community facilities.
 - The host committee may need to provide their own safety and conduct management plan, if one has not already been developed by the host facility. This plan should include processes for how to manage disorderly fan/ vendor conduct, calling police, player/ team misconduct for the duration of the event. The host Minor Hockey Association should have a conduct management process that can be borrowed and adapted to meet the needs of the event to make planning easier.

6. Community/ Special Events

The Host Committee is responsible to coordinate all protocol arrangements for the event ensuring activities such as opening and closing ceremonies, special receptions and hospitality arrangements are conducted in accordance with Hockey Alberta guidelines.

Upon request, provide up to 5 tickets to Hockey Alberta for any special event functions that there would be a paid ticket to attend.

The Host Committee is encouraged to expand the event into the community with the staging of on and off-ice special events to create a unique atmosphere for your community, athletes and fans. The plan for special events should be outlined in general terms during the bid presentation.

Some event ideas include:

- Puck toss between periods/ Intermission shows;
- Special draws for those in attendance or program purchasers;
- Festival or Carnival – with face painting, games, mini stick hockey etc.
- “Farmers or Crafters Market” – including a bake and craft sale etc.



7. Food Services

The Host Committee is responsible for providing meals for one (1) assigned Hockey Alberta Rep and one (1) Officials Supervisor throughout the duration of the tournament.

Participating Teams and On-Ice Officials are responsible for their own meals and there is no requirement for a Host Committee to provide or reimburse them for meals.

8. Team Services

The Host Committee is required to provide participating teams with the following service elements:

- Information about laundry service for teams to have their team laundry done, at their own cost. This will include jerseys, socks, and player undergarments;
- Information about equipment repair services (on call) for all teams in the case of an emergency;
- Industrial fans, dehumidifiers, and heaters where necessary to assist in drying of team equipment between games;
- Access to drinkable water in venue;
- A list of other qualified medical professionals that can be made available (on call) for the teams during the tournament. Dentist, Chiropractor, Physio, Massage, etc.

9. Medical/ Emergency Services

It is mandatory that the Host Committee provide a Risk Management/ Safety plan to deal with issues/emergencies as they arise and provide medically responsible personnel available or on site for every game (i.e. St. John Ambulance), if possible. If **not** possible to have medical personnel onsite signage needs to be included around the facility noting that no onsite medical personnel are present and the process that will be undertaken in the event of a medical emergency.

The host committee, and any volunteers identified to support the Risk Management/ Safety plan, should receive information and education around concussion awareness and recognition protocols and what to do if a concussion occurs and support is needed while medical personnel are being activated.

10. Volunteers

To stage an event of this magnitude, the Host Committee is required to recruit, train, support and direct the efforts of numerous community volunteers.

In consideration of this critical group, the bid documents must include:

- Volunteer program and plan for training, coordination, screening, recruitment and recognition.
- All volunteers and committee members should undergo a criminal record/background check, especially those working near the players or with money.

11. Insurance

Hockey Canada provides the liability insurance for the duration of the event for the Host Committee. A Certificate is available, if required, by your facility.

12. Souvenirs/ Merchandise/ Awards

The Host Committee is responsible for all aspects of procuring and distributing any souvenirs, merchandise, and/or photographs to be provided free to participants or made available for sale at the Provincial Championship.

Each Host Committee is provided with electronic files of the official Provincial Championship logo, as well as logo pantones, and other necessary information.

For the safety and integrity of both the host MHA and Provincial Championships, please contact Hockey Alberta if you are unsure of a vendor, their product or reputation.

If a Host Committee desires to adapt the official Provincial Championship logo to include local information such as Town, Division, and/or Date, a copy of the proposed logo MUST BE submitted FOR APPROVAL to the Marketing department of Hockey Alberta. No other changes to the Provincial Championship logo will be permitted.

Hockey Alberta provides the following:

- Championship Banner & Plaque
- Championship Hats
- Gold, Silver and Bronze medals (if applicable)
- Officials gift for those working the Gold Medal game
- Game pucks
- Roll Banners



4.0 SCHOOLS PROGRAM

The Schools Program is a unique partnership between Hockey Alberta and the Host Committees for Hockey Alberta Provincial Championships with schools in local communities designed to celebrate a shared love for hockey and the community that supports the sport.

The goal is to create excitement around hockey and the festivities of the weekend in local schools. Events held have received overwhelmingly positive feedback from schools, parents, and most importantly the students.

Each Host Committee, in cooperation with a local school in your community, can apply to host an event.

The Schools Program is held on the Thursday or Friday of the Provincial Championship weekend in each participating community. In conjunction with the Host Committee, each participating school hosts fun activities, allowing students to learn about hockey in the community. Where possible, schools will be encouraged to schedule attendance at the tournament in their community.





APPENDIX A – AEHL & AFHL HOSTING INFORMATION

In addition to the information included in the Bid Guidelines, those looking to bid on an AEHL or AFHL Provincial Championship event must consider and provide the following supplemental information with the bid application:

1. FloHockey

All provincial championship tournament hosts for AEHL and AFHL divisions (except AEHL U13AA & AFHL U13AA) are required to livestream all games on FloHockey. No other livestreaming platform can be used. Hosts need to make sure the following items are available to livestream:

- Facility broadcasting capabilities
- Equipment on site or available
- Camera operators
- Access to tech support
- Play by Play or colour commentators

2. AEHL AA Host Rotation

This host rotation is to allow AA Teams & Associations the ability to execute a higher level of planning when awarded one of four AA Provincial Championship Tournaments. Teams & Associations will know in advance what year their Conference is hosting a Provincial Championship Tournament.

- U18 AA: Calgary
- U16 AA: North Metro
- U15 AA: South
- U13 AA: North Rural

First consideration will be given to bids from teams in these conferences. Should there be no applicants to host a Provincials Championship from the identified conference slated to Host, the Rotation will remain unaltered and that Provincial Championship will then become open to any Association to bid on.



APPENDIX B – SAMPLE BUDGET SHEET

Tournament costs can be determined in advance of the scheduled event. Please put some time into your budget planning:

REVENUE:

Advertising	_____
Door Admittance	_____
50/50 Draw	_____
Raffles, Silent Auction	_____
Program Sales	_____
Merchandise Sales	_____
Grants	_____
Sponsorship	_____

TOTAL REVENUE

EXPENSE:

Ice	_____
Officials	_____
Medical Services	_____
50/50 Tickets, Fees	_____
Program Printing	_____
Merchandise	_____
Banners/Decorations	_____
Postage	_____
Banquet	_____
Livestreaming	_____
Team Banners	_____
Hockey Alberta Rep/ Officials Supervisor	_____

TOTAL EXPENSE

DIFFERENCE

(Revenue less Expense)

=====

APPENDIX C – HOCKEY ALBERTA OFFICIALS RATES

(NOTE: These rates are not to be exceeded.)

Category	3 Official Game Fee	3 Official Split	4 Official Game Fee	4 Official Split
U18 AAA (AEHL, AFHL)	222	94-72-72	300	83-83-67-67
U18 AA (Male, AFHL)	185	73-56-56	248	68-68-56-56
U18, U18 Female	165	65-50-50	220	60-60-50-50
U17 AAA (AEHL)	205	83-61-61	272	75-75-61-61
U16 AA	185	73-56-56	248	68-68-56-56
U15 AAA (AEHL)	175	69-53-53	234	64-64-53-53
U15 AA (Male, AFHL)	165	65-50-50	220	60-60-50-50
U15, U15 Female	152	60-46-46	204	56-56-46-46
U13 AAA	142	56-43-43	194	54-54-43-43
U13 AA (Male, AFHL)	136	54-41-41	186	52-52-41-41
U13, U13 Female	131	51-40-40	178	49-49-40-40
U11 AA	105	43-31-31	144	41-41-31-31

Mileage: Mileage for the official travelling the furthest distance (round trip) shall be paid according to Hockey Alberta's approved rate of \$0.50/km.

Kilometres Traveled	Travel Rate	Kilometres Traveled	Travel Rate
0-50 km	\$0	301-400 km	\$40
51-100 km	\$10	401-500 km	\$50
101-200 km	\$20	501-600 km	\$60
201-300 km	\$30	601-700 km	\$70





APPENDIX D – SCHEDULES

Hockey Alberta, in cooperation with the host committee, will set and approve the official Hockey Alberta Provincial Championship game schedules. Below are the templates for the events, based on the number of ice surfaces reserved. Please note that the layout of the pools and order of games played **will not** be changed or adjusted. Confirmation of the ice booking must be provided in the bid submission for the bid to be accepted.

8 Team Tournaments

U18: A, B, C, Female A, Female B
U15: A, B, C, A NBC, Female A, Female B
U13: A, B, C, D, Female A, Female B
U11: AA

6 Team Tournaments

U18: A NBC

5 Team Tournaments

U18: AA, Female AA
U17: AAA
U16: AA
U15: AAA, AA
U13: AAA, AA

NOTE: *It is possible that the number of teams in a tournament may be required to change depending on how many MHAs declare teams for each Category.*

5 TEAM SCHEDULE – 1 ARENA

ROUND ROBIN

Game #	Day	Start		Finish		Home (League)	Vs	Away (League)
	Tuesday	8:00	PM	9:00	PM	Coaches/Managers Meeting		
1	Thursday	11:00	AM	1:30	PM		VS	
2	Thursday	1:45	PM	4:15	PM		VS	
		5:00	PM	5:45	PM	OPENING CEREMONIES		
3	Thursday	6:00	PM	8:30	PM		VS	
4	Friday	9:00	AM	11:30	AM		VS	
5	Friday	11:45	AM	2:15	PM		VS	
6	Friday	2:30	PM	5:00	PM		VS	
7	Friday	5:15	PM	7:45	PM		VS	
8	Saturday	10:00	AM	12:30	PM		VS	
9	Saturday	12:45	PM	3:15	PM		VS	
10	Saturday	4:30	PM	7:00	PM		VS	

Game #	Day	Start		Finish		Home (Zone)	Vs	Away (Zone)
						BRONZE MEDAL		
11	Sunday	10:00	AM	12:30	PM	3rd Place	VS	4th Place
						CHAMPIONSHIP FINAL		
12	Sunday	1:00	PM	4:00	PM	1st Place	VS	2nd Place

****Option to move the 4th game on the Friday to Thursday OR the 7th game on the Friday to the Saturday should the host wish to have a banquet or skills competition on the Friday night.**

6 TEAM SCHEDULE – 2 ARENAS

ROUND ROBIN									
Game #	Day	Arena	Start		Finish		Home	Vs	Away
26-Mar	Wednesday		7:00	PM	Virtual			Coaches Managers Meeting	
1	Thursday	East	4:00	PM	6:15	PM		VS	
2	Thursday	East	6:30	PM	8:45	PM		VS	
3	Friday	West	10:15	AM	12:30	PM		VS	
4	Friday	East	10:30	AM	12:45	PM		VS	
	Friday	East	1:00	PM	1:30	PM		Opening Ceremonies	
5	Friday	East	1:45	PM	4:00	PM			VS
6	Saturday	East	8:00	AM	10:15	AM		VS	
7	Saturday	East	10:30	AM	12:45	PM		VS	
8	Saturday	East	1:15	PM	3:30	PM		VS	
9	Saturday	East	3:45	PM	6:00	PM		VS	

PLAYOFF ROUNDS									
Game #	Day		Start	Finish			Home	Vs	Away
SEMI-FINALS									
10	Sunday	West	9:00	AM	11:15	AM	POOL A - 1st	VS	POOL A - 2nd
11	Sunday	East	9:15	AM	11:30	AM	POOL B - 1st	VS	POOL B - 2nd
CHAMPIONSHIP FINAL									
12	Sunday	East	3:00	PM	5:30	PM	WINNER 10	VS	WINNER 11

****Option for the host to have a banquet or skills competition on the Friday night**

****Option to use one arena and adjust the start times of games on Friday and Sunday to accommodate.**

8 TEAM SCHEDULE – 1 ARENA

ROUND ROBIN

Game #	Day	Start		Finish		Home (League)	Vs	Away (League)
	Tuesday	7:00	PM	Via Zoom		Coaches/Mangers Meeting		
1	Thursday	5:00	PM	7:30	PM		VS	
2	Thursday	7:45	PM	10:15	PM		VS	
3	Friday	8:30	AM	11:00	AM		VS	
4	Friday	11:15	AM	1:45	PM		VS	
	Friday	2:00	PM	2:30	PM	Opening Ceremonies		
5	Friday	2:45	PM	5:15	PM		VS	
6	Friday	5:30	PM	8:00	PM		VS	
7	Friday	8:15	PM	10:45	PM		VS	
8	Saturday	8:30	AM	11:00	AM		VS	
9	Saturday	11:15	AM	1:45	PM		VS	
10	Saturday	2:00	PM	4:30	PM		VS	
11	Saturday	4:45	PM	7:15	PM		VS	
12	Saturday	7:30	PM	10:00	PM		VS	

PLAYOFF ROUNDS

PENTON ROUNDS								
Game #	Day	Start		Finish		Home (League)	Vs	Away (League)
SEMI-FINALS								
13	Sunday	8:00	AM	10:30	AM	POOL A – 1 st	VS	POOL B – 2 nd
14	Sunday	10:45	AM	1:15	PM	POOL B – 1 st	VS	POOL A – 2 nd
CHAMPIONSHIP FINAL								
15	Sunday	4:00	PM	6:30	PM	WINNER 13	VS	WINNER 14

****Option to start earlier on Thursday should the host wish to have a banquet on the Friday night.**



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8 TEAM SCHEDULE – 2 ARENAS

ROUND ROBIN

Game #	Day	Arena	Start		Finish		Home (Zone)	Vs	Away (Zone)
	Tuesday		7:00	PM	Via Zoom		Coaches/Mangers Meeting		
1	Thursday	1	6:00	PM	8:15	PM		VS	
2	Thursday	2	6:30	PM	8:45	PM		VS	
3	Friday	1	8:30	AM	10:45	AM		VS	
4	Friday	2	8:45	AM	11:00	AM		VS	
	Friday	1	12:45	PM	1:30	PM	Opening Ceremonies		
5	Friday	1	2:00	PM	4:15	PM		VS	
6	Friday	2	4:00	PM	6:15	PM		VS	
7	Friday	1	4:30	PM	6:45	PM		VS	
	Friday		6:30	PM				Banquet	
8	Saturday	1	8:30	AM	10:45	AM		VS	
9	Saturday	1	11:00	AM	1:15	PM		VS	
10	Saturday	1	1:30	PM	3:45	PM		VS	
11	Saturday	2	3:45	PM	6:00	PM		VS	
12	Saturday	1	4:00	PM	6:15	PM		VS	

PLAYOFF ROUNDS

Game #	Day	Arena	Start		Finish		Home (Zone)	Vs	Away (Zone)
					SEMI-FINALS				
13	Sunday	1	9:00	AM	11:15	AM	POOL A - 1st	VS	POOL B - 2nd
14	Sunday	2	9:15	AM	11:30	AM	POOL B - 1st	VS	POOL A - 2nd
					CHAMPIONSHIP FINAL				
15	Sunday	1	3:00	PM	5:30	PM	WINNER 13	VS	WINNER 14

APPENDIX E – LEGACY PLAN

PURPOSE

To provide financial support for minor/youth/girls hockey in the community.

PROCESS

This appendix provides information on the process that will be undertaken by the Host Organizing Committee to award, disperse and manage the fund.

CRITERIA FOR APPLICATION

This appendix outlines the criteria that will be considered when evaluating submissions received.

DOCUMENTATION

Only applications submitted on the standard application form will be considered. Additional relevant support documentation may be attached.

FILING DEADLINES

Applications must be received no later than (insert date here). Late applications will not be received or considered.

APPLICATION INFORMATION/CONTACT

The legacy process is as follows:

- The Host Organizing Committee, with the approval of the Minor Hockey Association (MHA), establishes the legacy process including the criteria by which applications are to be considered.
- The Host Organizing Committee is appointed to administer the consideration of applications and allocation of funds according to the approved legacy process.
- The Host Organizing Committee publicizes the legacy application process throughout the MHA.
- The Host Organizing Committee reviews all applications and determines the allocation of legacy funds, distributed throughout the partner communities.
- The total legacy is comprised of net revenue and surplus equipment from the event.
- The total legacy fund will be disbursed to the approved applicant(s) on Host Organizing Committee cheques with a covering letter signed by the Host Organizing Committee procedures for award announcements, recognizing the local partnership.
- The Host Organizing Committee monitors the recipients' projects to ensure compliance with plans and, if not complied with, all the remaining funds are returned to the Host Organizing Committee. Recipients' projects are to be completed within one year of receipt of the legacy funds.

- In the event funds remain unallocated or are returned after the initial application process, the Host Organizing Committee will follow the same process for the disbursement of these funds.

CRITERIA FOR LEGACY FUND APPLICATIONS

Applications will be considered from local hockey associations and facilities in the event location. The priority of the legacy fund of the event will be to support projects benefiting hockey development in our community.

Benefit to event location

Projects must be realized within the partner communities and must be a benefit to minor hockey.

New equipment and facilities

Projects are encouraged that provide new facilities, facility upgrades and/or equipment to enhance participation in the sport or provide a lasting legacy with broader community benefit.

Multi-benefit projects

Projects are encouraged that provide a benefit to minor hockey and have a greater impact on the community. While a focus on hockey development is key, projects also benefiting Indigenous, New Canadian, and culturally diverse communities, and/or projects that further inclusivity, accessibility, and sustainability within hockey, will be strongly considered.

Athlete participation and coach development

Projects are encouraged that are relevant to improving access and support for young developing athletes, such as children and youth programs, recruitment projects or special training opportunities, and improving the capacity of coaches, on-ice, and off-ice officials, where it will result in improved participation and quality of experience.

New initiatives

Funding is intended for projects that are new initiatives providing a service or resource that would not otherwise be available. The legacy is meant to expand available resources, not replace, or reallocate past funding commitments.

Completion in one year

Generally, activities for which legacy funds were granted must be substantially completed within one year, to the satisfaction of the Host Organizing Committee. In cases where the legacy fund is placed with a community foundation, this would not apply.