



# **FHA Provincial Championships**

## **Hosting Guide**

**February 2024 - Revised**

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**HNS Female Hockey Association Provincial Championship | Critical Path**

<b>Milestone</b>	<b>Date</b>
1. Complete responsibilities chart	13 weeks prior
2. Complete accommodations tasks <ul style="list-style-type: none"> <li>• refer to HNS Female Hockey Association responsibilities</li> </ul>	13 weeks prior
3. Complete tournament application form	By December 1st
4. Book arena(s)	12 weeks prior
5. Send out accommodation & event info to all coaches in the tournament	8 weeks prior
6. Order mandatory awards	7 weeks prior
7. Organize & obtain Player-of-the-Game awards	7 weeks prior
8. Acquire & schedule all tournament volunteers & staff	4 weeks prior
9. Distribute news release to local/provincial media	2 weeks prior
10. Produce tournament program	2 weeks prior

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11. Send out news release to local/provincial media	1-2 days after
12. Send out completed financial report to Hockey Nova Scotia	7-10 days after

### HNSFHA Responsibilities

- Fill in the following grid and tasks that apply to your provincial championship event.  
NOTE: Not all tasks may apply to your event.
- Under the Responsibility heading, fill in the individual’s name that is responsible for the corresponding task.
- Under the Deadline heading, fill in the date that the individual needs to complete the task by.
- Under the Done heading, keep track of what tasks have been completed to date.

Area	Task	Responsibility	Deadline	Done (Y/N)
<b>Pre-Provincial Championships</b>				
<b>Facilities</b>	Book arena(s)			
	Arrange canteen hours to match the tournament schedule			
<b>Accommodations</b>	Contact local hotels to check availability during tournament			
	Research that your community has adequate eating establishments to handle event			
<b>Club/Association</b>	Organize hospitality room and requirements			
	Produce tournament program			
	Produce souvenir			
	Order mandatory awards			
	Organize & obtain Player-of-the-Game awards			
<b>Community</b>	Distribute news release to local/provincial media contacts on upcoming event		2 weeks before event	
	Arrange parking/free parking for event			
	Organize arena security			
	Have local police/RCMP contacts at hand in case of emergency			
	Organize timekeepers/scorekeepers for event			

Area	Task	Responsibility	Deadline	Done (Y/N)
<b>Post-Provincial Championships</b>				
<b>Community</b>	Distribute news release to local/provincial media contacts on highlights and champs of event		1-2 days after event	
	Complete & send out financial report of provincial championship to HNS		Received by HNS 15 days after event	

### **Regulation Twenty-Three - Provincial Championship Tournaments - 13AAA and 15AAA only**

Teams competing in provincial championship tournaments shall be the four interregional winners plus the host team.

F23.16 Teams competing in the female provincial championship tournament shall be the four top teams at the representative level as determined by the league playoffs, plus the host team.

F23.17 The format and schedule for provincial championship tournaments is established annually by the Executive of FC and is the responsibility of Hockey Nova Scotia. Neither format nor schedule may be changed without the prior written permission of the FC Chair or their designate. All games must be played as scheduled, regardless of whether they have a bearing on the outcome of the tournament.

F23.18 The provincial tournament format is single round robin with a championship game.

The tournament schedule is as follows (5 teams), with the second-named team being designated as the home team:

#### **13AAA**

##### **Friday**

11:00 am | 1 vs 2  
12:45 pm | 3 vs 4  
2:30 pm | 2 vs 5  
4:15 pm | 4 vs 1  
6:00 pm | 5 vs 3

##### **Saturday**

8:30 am | 5 vs 1  
10:15 am | 2 vs 4  
12:00 pm | 1 vs 3  
1:45 pm | Skills competition  
3:45 pm | 4 vs 5  
5:30 pm | 3 vs 2

##### **Sunday**

11:00 am - 1:00 pm | Championship game (2nd vs 1st)

#### **Team Placement**

- a. Team 1 will be the host team.
- b. The distance teams are located from the host city will determine teams 2-5.
- c. The closest team geographically to the host location will be 2, the furthest will be 5.
- d. This is to allow teams from afar time to travel to the tournament.

**15AAA**

**Friday**

11:00 am | 1 vs 2  
1:00 pm | 3 vs 4  
3:00 pm | 2 vs 5  
5:00 pm | 4 vs 1  
7:00 pm | 5 vs 3

**Saturday**

8:30 am | 5 vs 1  
10:30 am | 2 vs 4  
12:30 pm | 1 vs 3  
2:30 pm | Skills competition  
4:30 pm | 4 vs 5  
6:30 pm | 3 vs 2

**Sunday**

11:00 am - 1:00 pm | Championship game (2nd vs 1st)

Team Placement

- a. Team 1 will be the host team.
- b. The distance teams are located from the host city will determine teams 2-5.
- c. The closest team geographically to the host location will be 2, the furthest will be 5.
- d. This is to allow teams from afar time to travel to the tournament.

F23.19 The tournament schedule can be found on nsfhl.ca website under NSFHL / Provincials.

F23.20 Games shall consist of three, 15-minute stop-time periods, with ice resurfacing between the second and third periods. The 15AAA periods will be 15-, 15-, and 20-minutes long.

F23.21 One 30-second timeout per team will be permitted in each game including overtime.

F23.22 For round-robin play, if a game is tied at the end of regulation time, teams shall have a two-minute (2) rest without leaving the ice, not change ends, and commence one (1) five-minute, stop time, four-on-four, sudden-victory period. If teams remain tied after the overtime period, each team will receive one point.

F23.23 In provincial championship games where a winner must be declared the Female Council Overtime Format Policy must be followed.

F23.24 HC Registry rosters and affiliate player certification must be available and presented upon request. Each team shall designate in writing a maximum of 17 skaters and 2 goaltenders, eligible players - regular, affiliated, or any combination thereof - who will participate in the championships. This shall be done at the officials' meeting and there will be no changes to the list for any reason after the championships begin.

NOTE: U18 shall designate in writing a maximum of 18 skaters and 2 goaltenders.

F23.25 The FHA hosting committee will supply officials and scorekeepers/timekeepers. The FHA will attempt to supply female officials where possible.

- F23.26 Failure to present player credentials, or to appear for any game as scheduled, or to complete any game, shall result in forfeiture and possible suspension from further play. Any game forfeited shall carry a score of 5-0 against the offending team. Individual records, if any, shall count in the overall statistics.
- F23.27 Any ties in the standings after round-robin play will be resolved using the Tie Breaking Format, available on the nsfhl.ca website under NSFHL / Regs | Policies | Forms / Documents and Forms / HNS Female Tie Breaking Format.
- F23.28 The Chair of Female Council shall appoint an officer of the council to hear and rule without delay on any protests or disputes arising during a provincial championship tournament. The requirement for a protest fee is waived. However, should a participant wish to appeal a ruling of the appointed officer, the provisions of Regulation F13.11 must be met.
- F23.29 A virtual meeting of tournament officials, coaches and managers, the referee assignor, and a representative of Female Council, shall be held on the Wednesday evening before the start of the tournament to familiarize all parties with the rules and regulations. All teams must have a representative at the meeting.
- F23.30 Hockey Nova Scotia shall provide appropriate individual and team recognition for the winning team. Female Council will provide the official Hockey Nova Scotia gold and silver medals, championship banner, championship plaque and fair play plaque to be presented at the conclusion of the tournament. The fair play plaque is to be presented to the most sportspersonlike team.
- F23.31. The host association shall provide, as a minimum, 11 trophies as follows: all-star team (six - 3 forwards, 2 defense, 1 goaltender), most valuable player (one), best goalkeeper (one), best defense (one), top forward (one), and sportship award (one). The awards shall be given out following round-robin play.