

Tournament Requests

1. Tournament Request form(s) must be completed and submitted through the online PORTAL prior to the Hockey Northwestern Annual General Meeting.
2. Associations will only be allowed to run tournaments in division in which they operate and declare a team in the current season. The declared team(s) must have an approved roster in the HCR twenty-one (21) days prior to the start of the tournament.
3. Associations will only be permitted to request sanctioning for one tournament in each division and category in which they operate and declare a team in the current season.
4. International requests shall be submitted to the Executive Director prior to the Hockey Canada Annual General Meeting.
5. If it is necessary to change a tournament date(s), a new request must be submitted in the Portal and the previous request needs to be cancelled. Nothing is finalized until confirmation is issued by the Executive Director or the appropriate Convenor.

Tournament Sanctions

6. Tournament Sanction Permits received by the Annual General Meeting will be issued within ninety (90) days of the HNO Annual General Meeting.
7. A Tournament Sanction Permit will not be issued to any Association who has an outstanding account with Hockey Northwestern Ontario (HNO).
8. A Tournament Sanction may be revoked if the association does not have an approved team roster(s) in the HCR twenty-one (21) days prior to the start of the tournament.
9. A list of delinquent Associations will be published so Associations will be aware that a Sanction Permit is not being issued, therefore not an approved tournament.
10. As per Hockey Canada Regulation J.9 all sanctioned tournaments will be played only under official Hockey Canada Playing Rules. Failure to comply with J.9 will result in two hundred and fifty dollars (\$250) fine and possible loss of future Tournament Sanctions. U7 Jamborees and U9 tournaments will be played under the game play rules within Hockey Northwestern Ontario's policy for those divisions of hockey.
11. The official permit, sanctioning a tournament, shall be on a form approved by Hockey Canada. It will be available for download from the portal for the Host Association and duly posted at tournament site.
12. Any permit sanctioning of a tournament by HNO may be withdrawn if it is found that the Hockey Canada and HNO regulations are not followed.
13. Subsequent Sanction Permits may not be issued to any Host Association who has been found to have conducted a sanctioned tournament which has not conformed to Hockey Canada and HNO regulations which apply.
14. All International tournaments (teams from outside Hockey Canada or USA Hockey) must be sanctioned by Hockey Canada. An application form must first be submitted by the Association requesting the tournament to HNO. Once approved by the Branch, HNO shall submit the request to Hockey Canada to gain the Hockey Canada sanction.

15. International tournaments which include only teams from Hockey Canada and USA Hockey do not require sanction by Hockey Canada but do require HNO approval. However, all International tournament sanction fees will apply.
16. No sanctioned tournament shall accept entries from any team which is not a member of Hockey Canada, IIHF or USA Hockey.
17. No entries shall be accepted from any territory outside the jurisdiction of Hockey Canada without the written permission of the governing body of that territory, who must agree, in writing, to enforce any disciplinary action taken by the Hockey Canada or the member branch (Hockey Northwestern Ontario) against the team or any member of the team.

Tournament Operations

18. Tournament invitations/advertising must include the following information:
 - a. type of tournament (B, A, AA, AAA, etc.).
 - b. If body checking is permitted in the U15 & U18 Divisions
 - c. tournament sanctioned by HNO and Hockey Canada
19. Every player competing in any sanctioned tournament must be registered with that team in the Hockey Canada Registry (HCR) or on an approved roster from the appropriate IIHF Federation and approved by the branch/federation registrar. *All participating teams must submit an approved roster from the Hockey Canada Registry or IIHF Federation at all tournaments.*
20. Every coach, trainer and manager must be registered with that team in the HCR and must meet the requirements of HNO regulations E. They all must be approved on the team roster presented at the tournament. Any coach, trainer and/or manager that are ineligible in the HCR are not allowed behind the bench during the tournament.
21. HNO Directors shall have the right to inspect Sanction Permits, HCR approved rosters, travel permits and other pertinent information regarding the operation of tournaments
22. Associations hosting a tournament, which permits a team to participate without handing in a valid travel permit, shall also be assessed a two hundred and fifty dollar (\$250.00) fine.
23. Associations hosting a tournament, which permits a non sanctioned team or players to participate, will lose the ability to host a tournament for a minimum of one year.

Tournament Discipline

24. All games in a sanctioned tournament shall be refereed by Officials holding current registration and level as recognized by HNO.
25. The Association hosting the tournament is responsible for disciplinary action during the tournament in accordance with HNO's Suspension Policy.
 - a. **The following documentation is required to be into the HNO office twenty-four (24) hours following the final tournament game:**
 - i. **Completed Suspension Report**
 - ii. **All game sheets and incident reports**
 - iii. **Failure to turn in the required documentation will result in a two hundred and fifty dollar (\$250.00) + HST fine and possible loss of future Tournament Sanctions.**
26. Suspension Reports will be forwarded by the HNO office to the respective HNO Zone Director and Minor Hockey Association of the team(s) which the suspension(s) was issued.

27. Where an indefinite suspension has been imposed, a copy of the official Game Report with all necessary supporting evidence and any recommendations regarding the suspension, shall be forwarded to the Home Association of the team(s), involved and to the HNO Office within twenty-four (24) hours of the final game of the tournament.
 - a. It will be the Home Associations responsibility to have a hearing and make a ruling on the suspension. The HNO Office and host association of the tournament shall be notified of the outcome of the hearing within twenty-four (24) hours of the decision.
28. It is the responsibility of the Association hosting the tournament to ensure the game sheets are properly filled out and signed by team officials and on ice officials.

Tournament Payment and Documentation

29. HNO shall have the authority to impose a tournament sanction fee of \$5.00 per team.
30. For each Inter-Branch tournament there shall be a minimum sanction fee of \$10.00 plus \$50.00 per team from outside Canada and \$10.00 per team from Hockey Canada Branches.
31. For each International tournament there shall be a minimum sanction fee of \$100.00 plus \$50.00 per team from outside Canada and \$10.00 per team from outside the HNO Branch.
32. **Upon completion of tournament, the following must be completed within ten (10) days after the tournament:**
 - i. **Tournament Payment must be reconciled in the Portal.**
 - ii. **Copies of approved rosters and travel permits from teams outside of the HNO Branch must be submitted to the HNO office.**
 - iii. **Associations that do not comply with the timelines above will be subject to a \$100.00 fine and possible loss of future tournament sanctions.**
33. If a tournament is cancelled, for any reason, the Executive Director is to be notified immediately. Failure to do so within ten (10) days after the scheduled tournament will result in a \$25.00 fine.

Participating Teams Responsibilities

34. No team registered with HNO shall be permitted to play in any sanctioned tournament unless it has the written permission of HNO on a certified Travel Permit Form. Travel Permits are required for all tournaments and exhibition games. Associations caught playing exhibition games or tournaments without a travel permit will be assessed a two hundred dollar (\$200.00) fine.
35. No team registered with HNO shall be permitted to play in any non-sanctioned tournaments. All tournaments must be sanctioned by the appropriate Hockey Canada branch, USA Hockey, or the appropriate IIHF federation.
36. It is the responsibility of each team to turn in an approved HCR roster at the tournament along with a travel permit. Only approved rosters can be printed from the HCR. We recommend excluding the contact information from the approved roster to be turned in.
37. It is the responsibility of each team to turn in any game sheets from exhibition games and tournaments outside of HNO that have a major penalty, match penalty, or gross misconduct within twenty-four hours of the exhibition game or last game of the tournament.
38. Teams are responsible to ensure their home association and/or league where applicable are aware of any suspension to players or coaches/bench staff in tournament play and are responsible to ensure the suspension is served in its entirety.
39. Every coach, trainer and manager must be registered with that team in the HCR and must meet the requirements of HNO regulations E. They all must be approved on the team roster

presented at the tournament. Any coach, trainer and/or manager that are ineligible in the HCR are not allowed behind the bench during the tournament.

40. Teams travelling outside of the country or province should purchase out of country/province insurance.

Approved by the Board of Directors: October 19th, 2019

Replaces: April 27th, 2019

Reviewed: Annually