

CCG EVENTS PRESENTS:



# **STAMPEDE CHALLENGE**

## ***MANAGER OPERATIONS MANUAL***

Experience Calgary's Largest and most  
Historic Spring Hockey Tournament!

***31ST ANNUAL TOURNAMENT!***

**CALGARY, AB**

**WEEKEND 1 || MAY 31 - JUNE 2**

**WEEKEND 2 || JUNE 7-9**

**[WWW.STAMPEDECHALLENGE.COM](http://WWW.STAMPEDECHALLENGE.COM)**



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## Welcome Message

Thank you for attending the Stampede Challenge. It is our pleasure to welcome all teams, players and families to our host city in Calgary, AB, to participate in what is sure to be a fun-filled weekend! The following manual will outline all the important items that each team manager is required to review and address prior to the start of the tournament, as well as some helpful items for you to refer to during the weekend of the tournament.

## Important Tournament Information

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- 1) Please read through this entire manual prior to the beginning of the Stampede Challenge
- 2) Prior to the tournament, you are required to input/upload your roster, waiver forms and proof of insurance through your team's personal EventConnect (EC) Dashboard. A link to your team's personal EC Dashboard will be sent to you after registration through our Pre-Event email but can also be found on your Team Dashboard should the original link expire/stop working. As a heads up, your general liability team insurance must be between \$2,000,000 and \$5,000,000. Again, all the above information **MUST** be completed through EventConnect; we will not accept your roster, waiver completions or insurance by email; these are to be completed by team managers, not the tournament committee/staff.
- 3) Team managers (not individual parents) are required to have copies of each rostered player's birth certificate, passport, or some form of government-issued ID with them and readily available upon request during the event weekend. Images saved on your phone or scans of them on paper are acceptable.
- 4) Teams who do not have their roster submitted through EventConnect by the event deadline/cut-off must provide roster labels or handwrite their entire team roster before each game so that our officials and Arena Coordinators are able to post accurate statistics. Prior to each game, you will be required to circle your starting goalie and identify team captains (if applicable). Please refer to the **Summary of Key Dates** section for the roster submission deadline for your event weekend.
- 5) The team roster submitted before your first game will be the only accepted roster throughout the tournament. Any additional players added to the roster after the first game must be permitted and approved by the Tournament Committee. Emergency players need to be listed on your roster before the first game and they will count towards one of the 20 spots on your roster.

## Summary of Key Dates (EC = EventConnect)

EVENT	KEY DATES URL
SC-WEEKEND 1	<a href="https://www.stampedechallenge.com/news/sc-weekend-1-key-dates-for-event-requirements-48872">https://www.stampedechallenge.com/news/sc-weekend-1-key-dates-for-event-requirements-48872</a>
SC-WEEKEND 2	<a href="https://www.stampedechallenge.com/news/sc-weekend-2-key-dates-for-event-requirements-48873">https://www.stampedechallenge.com/news/sc-weekend-2-key-dates-for-event-requirements-48873</a>





## Sign In, Official Rosters & Proof of Age

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Rosters and waiver forms must be completed through your personal Event Connect Team Dashboard.

The first roster used and signed off on before the tournament's first game will be your official roster for the duration of the tournament. No players can be added to the roster during the tournament, so even emergency backup players must be listed on your roster (taking up 1 of the 20 spots). Teams must have copies or scans of player birth certificates, passports or any form of ID with a birth date readily available in the event that age verification is required during the event weekend.

## Underage Players

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There is no limit to the number of underage players that a team is permitted to roster.

## Overage Players

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Overage players are not permitted unless authorized by the Tournament Committee, prior to the tournament. In the event that a team would like to request permission to roster overage players please complete an [Overage Player Request \(OAP\) Form](#) and submit to [scinfo@chanceconsulting.ca](mailto:scinfo@chanceconsulting.ca).

## Stats & Standings

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Throughout the duration of the tournament and afterwards, all stats can be found on the Stampede Challenge website or through the stat keeping platform that is still TBD, further information will come closer to the tournament date.

Our committee's goal is to post all statistics and standings within two hours of the game ending. In previous years, our statistic website has had unplanned issues which caused delays in the posting of stats; in the event this occurs, please refer to the Stampede Challenge Twitter page (@StampChallenge) or the Stampede Challenge website ([www.stampedechallenge.com](http://www.stampedechallenge.com)) for information.

**It will be the responsibility of the coaches/managers** to get the information from the stats board at the arena and/or tournament website as to where and when they play on Sunday for play-off games.

If there are ties and the outcome of the standing will not be determined until after the last game on Saturday (all divisions), coaches/managers must check the website regarding the tie breakers and game time for playoff games on Sunday.

**Please refrain from calling the Tournament Committee** on Saturday evening, as everyone is doing their best to ensure the round robin standings are finalized and the teams advancing to Sunday's games are up as soon as possible. The tournament committee will issue a mass notification once Sunday's games are finalized and posted online. Once the mass notification has been issued, you are welcome to contact the Tournament Committee should you have any questions regarding the posted results. We thank you in advance for your patience and understanding during this busy time.





## Games

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Coaches and/or Managers are required to sign the game sheet prior to the game taking place. The game sheets will be at the tournament registration table located in the main lobby of each arena. The game sheets will be taken to the official's room 15 minutes prior to game time. **Coaches must circle the number of their starting goaltender and designate injured players with INJ next to their name and SUS for suspended players (Ex. SUS- 1 of 2).** Coaches are also required to designate who their captain and assistants are on the game sheet.

All Major Division games are **15-20-20 stop time periods**, all Minor Division games are **12-12-12 stop time periods**. Major games will have floods every two periods and Minor games will have a flood after each game. Please note that the home team is determined by the schedule, not the benches.

We appreciate and welcome assistance from parents/volunteers in managing the timekeepers box, but permission to enter is at the discretion of our off-ice staff at the facility. Volunteers can assist with gate duties as well as in game music. **At no point can a volunteer operate the clock or game sheet and any music played over the arena audio system must be age appropriate and free of foul language.**

## Warm Up & Pucks

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Major age group teams will get a 5-minute warm-up and the Minor age groups will have a 3-minute. If your game is scheduled for 6:00 p.m. the warm up clock will start at exactly 6:00 p.m and at 6:05 p.m is puck drop. It is the coach's responsibility to ensure that the team is ready to go on at their scheduled time. No team is permitted to enter the ice prior to their scheduled ice time and a coach must be present on the bench; additionally all arena staff must be off the ice before players are allowed on, this includes the Zamboni and the staff shovelling snow/moving nets.

The Stampede Challenge will supply pucks for the warm-up. ***Each team is required to put all pucks back into the bucket after the warm-up and take them to the time keeper's box.***

## Run Time & Mercy Rule

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Please refer to the [Tournament Rules & Regulations](#) document for run time & mercy rule details.

## Overtime

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Please refer to the [Tournament Rules & Regulations](#) document for overtime details.





## Tiebreakers

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Please refer to the [Tournament Rules & Regulations](#) document for tie-breaking details.

## Forfeits

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If a team decides to forfeit a game; all opposing teams affected by the forfeit will receive a win for the game. The score for the game will be set to the maximum differential a team can receive for a single game (7-0). Because the Stampede Challenge has no control over a team forfeiting, the tournament will not be responsible for the lost game which this has caused on the opposing team. Goals for the winning team will be assigned to the seven players with the lowest jersey number (Ex. 2,3,4,5,6,7).

## Jerseys

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All Home teams must wear light coloured jerseys. If the team does not have a light-coloured jersey, the tournament committee must be notified prior to the beginning of the tournament so that arrangements with the opposing team can be made. It is the Home team's responsibility to make sure this is done. If a team has only one jersey colour, it is their responsibility to bring pinnies to offset the colour. If there is a delay in the starting of a game, the Home team will be assessed a two-minute penalty for delay of game.

## Officials

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The Stampede Challenge prides itself on hiring the most qualified and experienced officials for each age category. The officials will be instructed to hand out bench minors and or game misconducts for abuse. **Abuse of the officials and vice versa, will not be tolerated.**

Spectators who abuse the officials and or attempt to make contact with the officials while they enter and or leave the playing area will be removed from the arena and may not be permitted to return for the remainder of the game. Coaches and or managers are not permitted to enter the official's rooms to discuss the game and or calls made during the game.

Any concerns and or issues that arise from the respective game must be brought to the attention of the Arena Coordinator, **NOT** the officials. From there, arena coordinators will pass the details onto the tournament committee who will then review and if applicable contact you regarding the issue.

Games will have two on ice officials and one off-ice official(s) working the time clock in the penalty box. "Volunteers" in the penalty box are only permitted to operate the penalty box door for their team. At no point are volunteers permitted to operate the time clock or partake in game decisions with the referees.





## Playing Rules

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The Stampede Challenge adheres to Hockey Canada Rules & Regulations to the extent that it is reasonably permitted given the nature of the event. *Since spring hockey is not regulated by any governing bodies, the Tournament Committee reserves the right to enforce, apply and amend Hockey Canada Rules & Regulations to what is in the best interest of the tournament and for all those involved.*

## Birth Certificates / Passports

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Each team's manager is required to have birth certificates for each player on their roster at all times. A copy or scan of each player's birth certificate, passport or any form of ID with a birth date is permitted; they can be on your phone, they don't need to be printed.

## Suspensions

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It is the coach and/or managers responsibility to check with the Arena Coordinator to find out if a suspension is issued as a result of an on ice penalty. Suspensions are assessed by the tournament committee on a case by case situation. Please refer to the [Suspension Guidelines document](#) for further details. All rulings by the tournament committee are final and not subject to protest.

## Admission

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There is no admission fee to attend the Stampede Challenge.

## Coach, Manager, Parent Conduct + Roster & Waiver Submission

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Any team officials under the influence of alcohol will not be permitted on the bench. Any unbecoming actions by a team, coach, manager or parent will not be permitted entry back into any of the Stampede Challenge Arenas.

Rosters can be input/uploaded by team managers themselves or alternatively it can be done individually by their parent group via a link. Using the link is the recommended way as your parent group will need to complete the waiver form for their child/player either way and the roster submission link allows them to do both at once.

Waiver forms are to be completed by a parent/guardian of each player on your team's roster. Please instruct your team's parent group to submit one response per player. Players will not be permitted to enter the ice surface under any circumstances without a completed waiver form. Please refer to the **Summary of Key Dates** section for the waiver form deadline for your event weekend.

For detailed instructions on how to complete these please refer to the **Pre-Event email** sent post registration OR contact:

### **Event Connect Support:**

- Email: [support@eventconnect.io](mailto:support@eventconnect.io)
- Phone: 1-888-723-2064





## Emergency Action Plan (EAP) for Facility Emergencies

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During the duration of the tournament, each team's manager and/or coaching staff will be responsible for their team's individual emergency action plan. In case of a fire and or any other incident during the duration of the tournament, the team must meet outside in the parking lot. The manager and/or coaching staff for each team will be responsible for tracking their players. The manager and/or coaching staff will stay with their teams, ensure all parties are safe, and out of harm's way. Each team will stay together in the spot that they meet and wait for directives from emergency personnel. Any costs incurred as a result of said emergency will be at the team's expense.

## EAP for On/Off Ice Injuries for Players & Team Personnel

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### Equipment Locations:

All Managers and Coaching Staff should be familiar with where medical equipment is stored in the Arena. This includes the spine board, first-aid kit and defibrillator. The Stampede Challenge Arena Coordinators will not perform any physical assistance to injured players. We recommend all levels of assistance to be left to medical professionals and/or emergency services.

### Emergency Action Plans

Emergency Telephone Numbers:

Emergency: 911

#### 1. Charge Person:

Each team will be responsible for designating a coach as their charge person. It will be this person's responsibility to familiarize themselves with the arena and assess all players' medical situations. Each coach will be responsible for having a binder with each player's medical history and or medications that each player is on. In case of an on-ice injury, the coach will be the charge person and will assess the injury and decide whether EMS needs to be contacted or not. Because the "Charge Person" has each player's medical history, they will also be in charge of familiarizing their team with their arena and hotels (if applicable) Covid procedures. Further information on how each facility will be taking Covid-19 precautions will be shared closer to the tournament date as the situation evolves.

#### 2. Call Person:

The team Managers and or another designate of the team will be their team's call person. The call person must be familiar with the arena and its address etc. The call person will be responsible for calling EMS and relaying all information regarding the situation.

#### 3. Control Person:

The Arena Coordinator for each respective arena will be the control person for any on ice situations that require EMS and other emergency personnel. It will be the coordinator's responsibility to discuss the action plan with the officials, arena staff and both teams involved. He/she will also designate a person to ensure that a clear route for the ambulance crew is available. The teams Coaches and or Manager from each team will discuss the incident with the players.







## Non-Emergency Contact Information

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*All phone numbers for the following locations are **NOT FOR EMERGENCIES**. Please dial 911 for emergencies.*

### **Calgary:**

#### **Children's Hospital**

Address: 2888 Shaganappi Trail NW  
Main Switchboard: 403-955-4211

#### **Peter Lougheed Hospital**

Address: 3500 - 26 Avenue NE  
Main Switchboard- 403-943-4555

#### **Rocky View Hospital**

Address: 7007 14 Street SW  
Main Switchboard: 403-943-3000

#### **South Health Campus Hospital**

Address: 4448 Front Street SE  
Main Switchboard: 403-956-1111

## Tournament Committee Contact Information

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- Phone: 1-833-242-6231 ext. 2
- Email: [scinfo@chanceconsulting.ca](mailto:scinfo@chanceconsulting.ca)

