

FAQ Lamplighter

What is Lamplighter?

Glenlake Minor Hockey Club is pleased to offer the Lamplighter Series, a series of non-profit hockey tournaments. This is the second year of a five-year plan to provide complete tournament packages for teams from Timbits through Midget. Once fully operational, the Lamplighter Series will be able to provide tournament opportunities for over 4,500 players.

Why do other teams have tournaments and we did not even know about it? Is there a draw? How would we put our team name in?

Some of the tournaments listed are individually sourced ice that have approached Lamplighter to be part of the Lamplighter series. This ice will be allocated to the team who secured it first. A circular will be cascaded down to division coordinators. For any extra ice a notice will be sent for those interested to enter a draw.

What is the cost to enter a Lamplighter Tournament?

As the hosting team, there is no cost for your team to enter the tournament. The cost of entry for the guest teams is \$1,650. In addition, the host team will receive a \$1,000* credit. The credit can be divided equally among the participating teams to reduce the cost of entry or the host team can keep the credit for themselves.

For Example:

HOST: GL Novice 2 Blue is hosting a tournament in Golden.

Guests: Trails West, Knights, Southwest Cougars

Breakdown:

Host entry: FREE

Host collects from guest teams: \$1650 per team

GL will invoice Host team $\$1650 \times 3 = \$4950 - \$1000^* \text{ credit} = \3950

- Glenlake Lamplighter series will pay for ice, referees, insurance, banners, provide digital brochure and swag

*Credit and swag may vary based on sponsorships and budgets

Who is responsible for finding the other teams to enter the tournament?

The Glenlake hosting team is responsible for finding the other teams to enter the tournament. Once your sanction (see below for what is a sanction) has been approved, the tournament will be posted on the Hockey Calgary website, with the team name and contact information used when applying for the sanction. When the tournament is posted on the Hockey Calgary website, teams from other communities will be able to contact the host team directly. Host teams can also reach out to other hockey associations and or towns to find teams interested in participating. <https://www.hockeycalgary.ca/operations/tournaments/hosting-a-tournament>

Where do I find the form to fill out with Host team and Guest team information?

Eventually we will have an online form posted here <https://www.glenlakehockey.com/players/lamplighter/> in the meantime please email tournaments@glenlakehockey.com for templated forms.

This is part of the tournament organizers responsibilities as outlined on our website and as per the tournament sanction approval

If we secure our own ice and want our tournament to be a Lamplighter tournament who provides the insurance certificate?

Please email tournaments@glenlakehockey.com with all your arena application information for specific information.

All Hockey Calgary sanctioned games/tournaments are insured through Hockey Alberta. **Out of town arenas may request proof of this insurance which can be obtained through Hockey Alberta.** Hockey Alberta requires 10 days for processing.

Every year, Hockey Calgary posts a schedule of important dates and deadlines. If you have an opportunity to host a tournament, you must adhere to their deadlines. It's important that even the HOST teams apply for the scheduling window. Your tournament sanction doesn't grant you the scheduling window, you must apply through your team manager's hockey Calgary login to attend the tournament the same way the participating teams do.

SUMMARY FOR 2019-20 [2019-20 Important Dates - Community Leagues \(PDF\)](#)

September 12: Deadline to Request to Host a tournament Oct 1 - 25 (this is pre-seeding and doesn't require a scheduling window) (Atom and Up)

October 1: Deadline to Request to HOST an Out of Town Tournament - Oct 26 to Dec 8 (Atom and up). This is during the seeding round. (No tournaments are permitted in Calgary during seeding round or regular season, as all Calgary ice is used for Hockey Calgary mandated games)

October 7: Deadline to request a schedule window to ATTEND a tournament during the seeding round; if hosting, **your hosting team as well as all participating teams MUST apply by this date** or you will not get the scheduling window to attend.

October 26: Seeding round begins

November 12: Deadline to Request to HOST a tournament December 9 to 31, this should be done as early as possible as there are only a limited # of referees and a high demand of tournament hosts for the Christmas season - NO Scheduling window is required to attend a tournament in this timeframe, as there will be NO hockey calgary sanctioned games during this time period

November 29: Deadline to Request to HOST an out of town tournament Jan 2 to Feb 23 (please note there will be NO tournaments during ESSO Minor Hockey Week January 11 - 18, 2020.

December 2: Deadline to request a schedule window to ATTEND a tournament during the regular season; if hosting, **your hosting team as well as all participating teams MUST apply by this date** or you will not get the scheduling window to attend.

January 12: Deadline to Request to HOST a tournament February 24 to March 1 (Novice only)

January 12: Request to HOST a tournament in February (Timbits only)

February 23: Regular Season Ends

February 25 - March 19: Playoffs

What is a sanction? Who applies for the sanction? What is the Deadline?

In order to host a tournament you will have to make the appropriate application with Hockey Calgary. Your manager or team tournament coordinator will have to apply. Please refer to <https://www.hockeycalgary.ca/> for all deadlines and information. Once your sanction is approved, you will receive an email confirmation which will include important details such as the SANCTION# as well as Account Login Details (at the bottom of the approval email). This account login gives you access to your tournament, here you will have to input your schedule, the teams that are participating, as well as, the game sheets. It is your responsibility to enter the game times and teams playing into the HC website. Glenlake and/or Hockey Calgary (depending on the age group) uses this information to assign referees (FOR CALGARY TOURNAMENTS ONLY). It's important that all your scheduling information is entered accurately. Participating teams will need the Sanction# so that they can register to play in your tournament through their own Hockey Calgary login. For out of town tournaments, this will automatically provide each team with the Travel Permit required by Hockey Calgary. When entering your schedule into the Tournament Login on Hockey Calgary, Teams can typically be added right up to the day of the event but no later than the HC specified date. Schedules will then be locked within HC and changes and games entered in error may be subject to \$15 per game charge by CARC, (because they will have to change their referee schedules due to the error). *This is your team costs not the responsibility of Lamplighter*

What can I name my tournament?

We would like if the tournament was named The Lamplighter XX Tournament. For example: if you name your tournament "The Santa shootout" the name would be The Lamplighter Santa Shootout.

Does the Lamplighter Series provide the swag bags? Where and when do we get them?

Yes, swag bags are provided for the tournaments, along with Player of the Game prizes. The host team is welcome to add to these if they want. Swag specifics will eventually be posted on the Lamplighter website but will consist of a gift card, apparel and snacks. You are welcome to add to the swag bags with your own team budget. Someone from the Tournament committee will contact you re: pickup time/location, we are working on a standardized pick up deadline

Who is responsible for collecting the entry fees from the teams participating in the tournament?

The host team is responsible for collecting the entry fees from the other participating teams. Lamplighter will invoice the host team directly.

What other support is offered by the Lamplighter Committee besides the arena bookings and the swag bags?

The Lamplighter Committee will take care of securing the ice times, booking and paying for the referees, providing the swag for the tournament and setting the game schedules.. The host team will take care of all of the on site operations during the tournament. There are plenty of experienced members on the committee that are available to help should you have any questions.

Can teams do other things to raise funds at the tournament?

Host teams can raise as much funds as they want to at a tournament. It should be noted that 50/50 draws are not permitted at tournaments held in BC. On-line auctions are a possible option for fundraising in BC, as are puck tosses and silent auctions.

Who secures the Gambling licenses for the tournament 50/50 or additional liquor licenses etc?

Your manager or team tournament coordinator will have to apply for your appropriate licenses. The Lamplighter series takes no liability for this. <https://aglc.ca/>

Who keeps the funds that the team raises for the tournament?

The Host Team will keep all the excess funds raised for their team.

Who is responsible for block booking hotel rooms for the teams?

The host team is responsible for securing hotel booking options for their own team as well as the others that are participating in the tournament.

Does the Lamplighter series provide tournament programs and how are these developed?

We are in the process of developing a streamlined way of entering this information and standard timelines. In the meantime, we will email you the forms and information required to build you a digital program. We will build you the digital program from this info. If you chose to print it you will need to find a printer and absorb the costs within your team budget.

Can the host team secure additional sponsors for the tournament and if so can they be added to the programs for sponsorship recognition?

Yes, send all info in with your team information and logos

Who do I contact if I have any questions regarding the tournament?

Glenlake's Tournament Coordinator Erryl Copeland at tournaments@glenlakehockey.com

Where do I pick up the tournament banners and who do I return them to?

A member of the Lamplighter committee will reach out to arrange pick up and drop off. Because the banners are shared amongst all the Lamplighter tournaments, it will typically be before and after your tournament. Prompt return is appreciated.

Will we receive the swag bags ready to go or will they require assembly?

The swag will be boxed for you to put together. We find it takes up less space during your travel and items do not get missed or ruined. Please ensure that you provide the appropriate number of participants so you are not missing anything.

Will the Lamplighter Series provide the host team with a formal invitation to be emailed out to the attending teams or does the host team devise one on their own?

Lamplighter will eventually have a templated invite posted on the webpage for you to use
Glenlake's Tournament Coordinator Erryl Copeland at tournaments@glenlakehockey.com

If I am approached by a company to be a Lamplighter sponsor who do I refer them to?

Glenlake's Tournament Coordinator Erryl Copeland at tournaments@glenlakehockey.com

What does a reciprocal mean?

That is between you and the other team. This does NOT mean the other association is guaranteed any of the Lamplighter Series tournaments listed for other teams and/or divisions

For more information about the Lamplighter Series, contact Glenlake's Tournament Coordinator Erryl Copeland at tournaments@glenlakehockey.com.