



MEMORANDUM

February 8, 2023

TO: Registered Minor Hockey Associations – Zone 8
FROM: Kelly McClintock, General Manager
RE: Hockey Day in Saskatchewan 2024: Call for Bids



On behalf of the Hockey Saskatchewan Board of Directors, I would like to advise Minor Hockey Associations within Zone Eight (8) that Hockey Saskatchewan will be accepting bids to host the 2024 Hockey Day in Saskatchewan from January 19-21, 2024.

Hockey Day in Saskatchewan was recently held in Martensville and the host committee has raised over \$50,000 to date. Altogether, Hockey Day in Saskatchewan has raised over \$1.25 million in 15 different communities since its inception in 2008.

The following criteria will be used to select a community to serve as the host for the 2024 event:

- The Minor Hockey Association is a member in good standing with Hockey Saskatchewan.
- A detailed Host Committee structure for the event is in place.
- A detailed agenda for a weekend of activities is included (see attached suggested agenda/activities for the event).
- If possible, all teams within Minor Hockey have an opportunity to be involved.
- The community has an action plan to build a new arena or renovate its existing arena.
- A proposed budget for the weekend.
- A local promotional plan.

Hockey Saskatchewan will provide the following assistance to the host community:

- \$5,000 Hosting Grant
- Local Poster Campaign promoting the host community
- Silent auction items
- Guest speaker or assist in obtaining a guest speaker
- Securing teams for hockey games
- Assistance with printed materials such as programs and tickets

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SHAPING CHARACTER FOR LIFE... MORE THAN A GAME.



Please submit your Bid to Host the 2023 Hockey Day in Saskatchewan event to the Hockey Saskatchewan Office, c/o myself by **April 1st, 2023**. A recommendation will be made to the Hockey Saskatchewan Board of Directors for approval at their meeting scheduled for the end of April.

If you have any questions, please feel free to contact me at 306-789-5101.

Thank you,

Kelly McClintock
General Manager
Hockey Saskatchewan

(appendices on following pages)



Appendix I

Tips from the Host Committee;

- Begin organizing at least six (6) months in advance.
- Composition of a Host Committee:
 - Minor Hockey Executive
 - One (1) parent from each Minor Team
 - Representative from Town/Village and/or Arena
 - Representative from Junior or Senior Hockey Team (If applicable)
 - Representative from Hockey Saskatchewan (assigned)
- Create Committees for the Following Activities:
 - Banquet (Caterers; hall; tickets; decorations; set-up and take-down; Master of Ceremonies)
 - Silent Auction (gather items for auction; prepare auction sheets; arrange for credit card machine; fax receipts; “pick-of-the-litter” draw)
 - Raffle Table (Have one or two big-ticket items donated for a raffle (Unity – 70 cc Quad and Gas BBQ); get donated early to get tickets sold early in hockey season with a final draw during the weekend.)
 - Advertising/Social Media person (Program; Placemats for Banquet; Newspapers; Radio – fax weekend schedule of events to local newspapers and radio – Hockey Saskatchewan will assist provincially and on its website.)
 - Secretary (To keep notes/minutes on Committee meetings; reports; agendas; keep everyone updated with emails)
 - Treasurer (Can be the Minor Hockey Treasurer; have floats available; receive and deposit all money; pay invoices; produce final financial statement)
 - Additional Fundraisers for the Weekend (Pancake Breakfast – have product donated; Online 50/50 – requires SLGA license #, Celebrity Hockey Game; Cabaret; Chili & Bun Dinner; Hamburger Soup Dinner; Prize/Raffle Table – donated prizes)
 - Additional Activities (Outdoor Rink; Horse Hay Rides; Hot Dog Roast; Road Hockey Tournament)
 - Arena Canteen/Booth (Ensure they have extra supplies on hand for the weekend)



Appendix II

Suggested Agenda of Activities for the week of celebration;

- Monday to Wednesday -

Minor Hockey Game Nights

Community Events

Prairie Junior Hockey League Game

Sledge Hockey Demonstration

- Thursday -

Senior Game Night (if applicable)

- Friday -

Banquet with Catering

Silent Auction / Online Raffle

Guest Speakers

Social / Cabaret

- Saturday -

Pancake Breakfast

Cross-Ice U7 Jamboree (Hockey Saskatchewan)

Saskatchewan Female Under-18 AAA Hockey
League Game

Saskatchewan Male Under-18 AAA Hockey
League Game

Saskatchewan Junior Hockey League Game

Prize Table/Raffles

- Sunday -

Non-Denominational Church Service

Minor Hockey Games

Online 50/50 Prize Draw

Prize Table/Raffles



Appendix III

Hockey Saskatchewan will assist with the following promotional items;

POSTER CAMPAIGN

The poster campaign is a schedule overview of the event. This item is typically completed in mid-to-late December, so posters can be placed around the rink and community in early January – although we can print sooner if schedule and ticket information is available.

We as Hockey Saskatchewan will print and pay for (qty 50) 11" x 17" posters for your community and (qty 1) 33" x 51" large-scale poster for display at the rink.

EVENT PROGRAM

The event program is paid for by the Host Committee, we recommend reaching out to a local printer to get this item sponsored (Hockey Saskatchewan can provide printing spec for obtaining sponsorship/quote). We may also provide a quote w/ printing in Regina, if necessary.

- Message from the host committee
- Logos for all Minor Hockey and teams
- Artwork for ads
- Rosters for all local games (Hockey Sask will input the AAA and SJHL game rosters)
- Any acknowledgement or additional info you are looking to add

Once materials are gathered, the program is built in December and goes to print in early January.

OTHER ITEMS

Hockey Saskatchewan may also assist with templates for BANQUET TICKETS, HOCKEY TICKETS, etc.