TIER 1 ELITE HOCKEY LEAGUE, INC.
HOST AGREEMENT AND REQUEST FOR PAYMENT

The Tier 1 Elite Hockey League, Inc., a Michigan nonprofit organization ("T1EHL"), is committed to delivering high-quality, competitive events for our players, teams, and member organizations. As a host for a T1EHL event, your organization plays a critical role in ensuring the showcase's success. Below are the expectations and responsibilities required of all host programs. Please review, sign, and return this document, along with the enclosed Request for Payment, to the T1EHL Showcase Coordinator and T1EHL Treasurer.

HOST RESPONSIBILITIES AND REQUIREMENTS

1. Showcase Director
    a. The host must designate a Showcase Director responsible for overseeing the event.
    b. The Showcase Director will serve as the primary point of contact for T1EHL staff, teams, and officials before, during, and after the event.
        i. Showcase Director: _____
        ii. Phone Number: _____
        iii. Email Address: _____

2. On-Site Personnel
    a. The host must ensure that a designated representative is always on-site at every facility used for the event.
    b. This representative must be available to address any logistical, scheduling, or emergency issues.
    c. A list of on-site personnel (including names and contact information) for each facility must be submitted to T1EHL prior to the event.

3. Scout Recruitment
    a. The host must leverage their contacts to attract scouts to the event.
    b. Hosts are expected to actively reach out to scouting organizations, colleges, and junior programs to ensure strong attendance.
    c. A preliminary list of anticipated scouts should be shared with T1EHL at least two weeks prior to the event.

4. Scout Room Amenities
    a. The host must provide a dedicated scout room with refreshments and meals throughout each event day.
    b. The scout room should be a comfortable, accessible space for viewing games and conducting evaluations.
    c. Refreshments:
        i. Should include coffee, water, and assorted drinks
    d. Meals:
        i. Three (3) meals per day (breakfast, lunch, and dinner) must be provided for scouts and coaches in attendance.

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5. Medical Support
    a. The host must provide certified athletic trainers on-site for medical emergencies.
    b. AT, Paramedics, and Trainers must be present at all facilities during and through the completion of all game times.
    c. Emergency medical protocols and contact information for local medical services must be documented and available to all teams.

6. Referee Scheduling
    a. The host must secure qualified referees for all games.
    b. Referees must meet T1EHL standards and be scheduled in coordination with the T1EHL's officiating coordinator.
    c. A finalized referee schedule must be submitted to T1EHL one week before the event.

7. Request for Proposal (RFP) Submission
    a. The host must submit a completed RFP before the event.
    b. The RFP template (attached to this document) must be filled out and returned to the T1EHL within seven (7) days of the completion of the showcase.

8. Puck Provision
    a. The host must provide pucks for all teams participating in the event.
    b. A sufficient quantity of regulation pucks must be available for warm-ups and games.
    c. Pucks should be readily available in the scorebox for each game.

9. Scorekeepers
    a. The host must provide trained scorekeepers for all games.
    b. Scorekeepers must be present at each rink to record game statistics and ensure accurate reporting through iPads and GameSheets (iPads provided by T1EHL).
    c. A list of scorekeepers must be submitted to T1EHL before the event.

10. Additional Notes
    a. Communication:
        i. The host is expected to maintain regular communication with the T1EHL Showcase Coordinator regarding planning progress and any issues.
    b. Compliance:
        i. Failure to meet these expectations may result in financial penalties or loss of future hosting privileges.
    c. Support:
        i. T1EHL staff can assist with planning and execution of showcases, as needed. Please contact T1EHL with any questions.

[Acknowledgement and Signature Page Follows.]

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Acknowledgment

By signing below, the host organization agrees to fulfill the expectations outlined in this document for the assigned T1EHL event:

- Event: _____
- Host Organization: _____
- Signature: _____
- By: _____
- Title: _____
- Date: _____

[Request for Payment Page Follows.]

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REQUEST FOR PAYMENT

PAYEE'S INFORMATION	
Name:	Tax ID No.:
Street Number:	Phone Number:
City, State, Zip Code:	Email Address:
ACH Information: Name of Financial Institution: Address: Account Number: Routing Number:	Financial Information Verification: Name: Phone Number: 4 Digit Verification PIN:

SHOWCASE INFORMATION	
Location of Showcase:	Division: Dates of Showcase:
List all Teams that are to attend Showcase: **Note: All guest team fees must be collected prior to the date of the showcase.**	
Number of games: _____	Total Payment Requested: _____

Tier 1 Elite Hockey League, Inc. Pricing Standards are as follows:

- National Division – One Thousand Two Hundred & 00/100 ($1,200.00) Dollars per game.
- Youth Division – Eight Hundred & 00/100 ($880.00) Dollars per game.

*National Bound division showcases includes 18U, 16U, 15 Only, and 14U divisions.

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