

Kamloops Minor Hockey Association

Tournament Planning and Procedure Manual

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**Tournament Coordinator**

The Tournament Coordinator is a KMHA staff person who is responsible for the overall coordination of all KMHA tournaments and related activities. The Tournament Coordinator will work closely with each Tournament Committee Chair Person and their Tournament Committee.

Responsibilities

* For Recreation Tournaments select teams and collect payment
* For Rep tournaments consult with Rep coaches on Team selection and collect payment
* Build Schedule for each tournament
* Provide support for the Tournament Chair and their committee
* Ensure BC Hockey tournament sanctions are in place for each tournament
* Recruit Tournament Committee Members from each host team
* Maintain a record of all registered teams
* Build HCR # list and contact list for the Tournament Chair
* Ensure that all participating teams have their travel approvals submitted
* Send schedule to Tournament Chair to send to teams
* Send schedule to OMAHA for input into HISports
* Order GOLD / SILVER and BRONZE Medals
* Order Champions Banner
* Inform Officiating Assignor about tournament and officiating system to be used in each tournament

**Tournament Chair / Director**

The Tournament Chair / Director is responsible for the overall planning and coordination of the designated tournament. The Tournament Chair reports directly to the KMHA Tournament Coordinator.

Responsibilities

* Monitor the planning timeline
* Establish a schedule for tournament committee meetings and chair all meetings of the tournament planning committee.
* Assign and delegate specific task to committee members
  + 2 Treasurers
  + Duty Schedulers
  + MVP Awards
  + T-Shirt Sales
  + Raffle Table
  + Welcome Kit organizers
  + 50/50 Draws
  + Tournament set-up and takedown
  + Managing Schematics
* Communicates with Registered Teams
* Ensure medals for 1st, 2nd, 3rd is handed out to winning teams and excess medals are returned to KMHA
* Coordinate tournament set-up, tear down and on-site supervision during the tournament
* Manage all prize draws during the tournament.
* Ensure you have Contact information for the RIC and Assignor in case an officiating issue arises during the tournament.

**Treasurer**

The Treasurer is responsible for financial planning and decision making for each individual tournament. Each tournament should have at least two Treasurers, 1 person from two different teams who implement the money management procedures.

Responsibilities

* Establishes and monitors the budget during the tournament planning and tournament and alerts the Tournament Chair if any issues arise.
* If your tournament intends on engaging in 50/50 draws and/or having raffle baskets at a table, you must apply for a CLASS D gaming license and comply with all rules and guidelines. You will need the list of your Raffle Baskets in order to apply for your license.
* You will need to pay for your license and keep your receipt to be reimbursed at the end of the tournament.
* See if the tournament Treasurer can front the money required for your tournament floats, otherwise ask the committee members if anyone can front the float money.
* Ensure all receipts are received and deposited.
* Ensure all invoices are paid.
* Ensure that all cash /cheques taken in during the tournament are managed professionally.
* Ensure that Cash is never left unattended
* When counting cash always ensure two people are present.
* Prepare tournament financial report following the tournament to be distributed to all members of the tournament committee and the tournament Director and the tournament coordinator.
* Equally divide the profits amongst the participating host teams.

**Team Tournament Representatives**

Each home team (recreation) in the tournament is responsible for assigning at least two parents to be on the tournament committee. Team representatives are a valuable asset to have as active members of the core committee. They should have the perspective of the parents from their team and can provide valuable information to the tournament committee.

Responsibilities

* Provide information for Team Tournament Committee, including team name, team number, coach name, team rep name, phone and email.
* Attend tournament committee meetings to represent your team and communicate information back to your team
* Sign up volunteers from your team for time-keeper, score keeper, music, 50/50 sales and raffle table.
* Participate in collecting items for the goody bags.
* Collect items donated for the raffle baskets or purchase required items for team raffle baskets
* Collect any donations provided for your tournament.

**Miscellaneous Information**

* For REP Tournaments a TEAM TOURNAMENT CHAIR will be assigned by the team to coordinate all the parents
* A tournament draw (schedule) will be built by the Tournament Coordinator and given to a special advisor for review including the Tournament Chair.
* Tournament Sanctioning is done for all KMHA tournaments and will be posted on the schedule and KMHA website.
* All tournament draws will typically follow the following format
  + Friday each team plays one game
  + Saturday each team plays two games
  + Sunday consolation games, Semi Finals and Bronze and Gold
* For REP teams have been selected the Tournament Coordinator will notify teams and collect payment
* For RECREATION the successful teams will be selected and notified by the Tournament Coordinator and collect payment.

**Officials**

* All tournaments will use the 3 official system as assigned by the Officiating Assignor in conjunction with the Referee-In-Chief
* Depending on officials and availability some games may be 2 official system.

**Required Duties for Your Tournament**

All the required duties needed for a successful tournament are grouped together into ‘Packages” and it is best if each “package” is assigned or chosen by a team and those are their duties to complete prior to the tournament. Teams will usually work on one or more packages for their tournament. In some cases, teams may help one another to complete packages.

1. **Tournament Host**: Tournament Director/Chair

* Welcome Packages / Coaches Packages for Teams should include:
  + Tournament Rules / Tie breaker
  + Copy of the most current Schedule
  + Things to do while in Kamloops
  + Map of Kamloops highlighting the Sports stores for Skate Sharpening
  + Collect any coupons being donated
  + MVP List for each team and Heart and Hustle Award List
* Email teams welcoming them to your tournament
* Provide any information regarding accommodations and restaurants
* Inform teams of the Coaches Draw, Managers Draw, Players Draw, Raffle Table, and Program Draw
* If T-shirts are being done send an order form.
* Ensure all games are closed in HISPORTS.
* Set up a Tournament Ad-Hoc Committee to deal with any tournament protests that may come up.
* The tournament Director/Chair should provide their contact information to all teams

1. **Treasurer Teams:**

* Review duties listed above for Tournament Treasurer for more comprehensive list of duties required
* One person from two different teams, double up when counting money.
* Prepare envelopes for when you collect cash from the raffle tables
* Prepare tournament financial summary.
* Please make sure that the follow up reports are for each gaming license and sent to BC Gaming upon completion of your tournament.

1. **Posters Teams:**

* Team Posters; decide if your tournament will make any team banners/ pennants for each team participating in your tournament
* Make a poster showing the cost of all your tickets
  + Program package
  + Single ticket for program draw
  + Loonie stick ticket
  + Individual raffle ticket
  + Special draw tickets
* Posters needed for Raffle Table baskets to display the winning ticket numbers
* 50/50 poster is needed; include the amount of the win, game #, date and time and winner’s name
* Thank you to the Sponsors – the names of all the persons and or businesses that have made donation to your tournament need to be identified on this poster

1. **Tournament T-Shirts, towels, toques etc… Teams:**

* Decide if your tournament will be doing any fundraising by selling items that advertise your tournament
* Themes for KMHA RECREATION tournaments are as follows:
  + U11 Recreation “ATOM BLAST”
  + U13 Recreation “BATTLE OF THE BISCUIT”
  + U15 Recreation “WINTER CLASSIC”
  + U18 Recreation “BLADES OF GLORY”
* Send out order forms to teams with a firm due date

1. **Loonie Stick Teams:**

* A stick will be required for our loonie stick draw.
* Preferably a right and left stick for two separate draws.
* See if some of the local sports stores will donate sticks.

1. **Raffle Table / Silent Auction Teams:**

* Blue table clothes are available for use.
* Decide on what your program draw will be and where it will be placed on the table
* Decide on where any special draws will be and where it will be placed on the table
* Every team will be responsible for obtaining their own baskets and clear wrap to wraps up their team baskets
* Approximate Basket value should be between $150-$200
* Boxes will be provided for the raffle baskets by KMHA
* Silent Auction Items will also be included on the Raffle Table

1. **Raffle Basket Ideas** (these are suggestions) but when multiple teams are hosting an event best to make a list so there is variety and no duplicates.
2. Camping
3. Parents Night
4. Lego
5. Hockey Mom
6. Girls
7. Street Hockey
8. Golf Package
9. Spa Package
10. Staycation
11. Romance
12. Coffee and Chocolate
13. Hockey Dad
14. Lotto
15. Games Night
16. Nerf Basket
17. Romance Basket
18. Magazine and Book Basket
19. Dinner
20. Winter Basket

* Players Draw: IPOD, Headphones, Nintendo DSI, Gift Cards
* Coaches Draw
* Managers Draw
* Program Draw
* Special Draw
* Silent Auction Items

Note it is easier if you print off all the player names’, coaches’ names, managers’ names and put them in the draw for them.

* **NO ALCOHOL in any raffle baskets**
* **NO TOBACCO or CANNABIS Products in any raffle baskets**
* You can always check with local businesses to see if any are wanting to donate a basket to raffle
* On your raffle poster indicate when the raffle draws will take place
* When the prize winners arrive to pick up their prizes, tape the winning ticket beside the one picked out for that ticket container

1. **Ticket Packages Team:**

* Raffle Basket: Numbered tickets
* Loonie Stick Left: Green Ticket
* Loonie Stick Right: Blue Ticket
* Program Draw: Red Ticket
* Special Draw: Purple Ticket

Check with Minor hockey for Tickets and colors provided you may need to purchase more tickets, and colors are only suggestions

1. **50/50 Tickets Team:**

* You will need to apply for a BC Gaming License Class D to cover 50/50 and Raffle Baskets
* 50/50 tickets need to be a different color than raffle tickets
* 50/50 buckets are provided by KMHA- you will need two buckets, if in multiple arenas you will need more than two buckets.
  + Three tickets for $5
  + Seven Tickets for $10
  + Fifteen tickets for $20
* Pre-count tickets for ten tickets
* You will need to post the winning ticket and amount on the poster following each draw
* You will need to make up envelopes as for 50/50 draws, you will need 2 envelopes for each 50/50 draw, in one you put the winning money and it goes to the winner and the other envelope has the money for the tournament, seal it and put it in the cash box.
  + The following information should be on the envelope
    - Game # or Draw # if only doing a few draws
    - Time and date of draw
    - What facility (Arena)
    - Total Winnings
    - Treasurer’s Amount
    - Winner’s Name and Amount

1. **Duty Schedule Team:**

* Create a schedule to include all volunteering duties at various rinks
  + Time Keeper / Score Keeper
  + Raffle Table
  + 50/50
* Make sure you print a master copy of all volunteers and keep it at the raffle table
* You will need two volunteers for the Raffle Table for each time slot
* You will need two volunteers for the 50/50 draw, if you are doing a Jersey Draw one person can do the 50/50 and one person can do the Jersey Draw
* The 50/50 volunteer needs to post the winning ticket, winners name and the amount of the win for each draw on the 50/50 Poster.
* You will need one volunteer to work the score clock and one volunteer to look after the tablet and stats entry for the game assigned. All games must be covered not just Kamloops games.
* Post the tournament rules and penalty abbreviations in the scorekeeper’s box at each arena
* The game that the score keeper and time keeper are assigned to are also responsible to pick up the tablet, pick up any game awards such as MVP and Heart and Hustle
* Time Keepers and Score Keepers must ensure the game is completed and closed out on the tablet at the conclusion of the game.

1. **Trophies and Medals Team: KMHA Tournament Coordinator**

* For Rep tournaments please check with KMHA to get the trophy out of the trophy case for your tournament
* For Recreation and REP tournaments KMHA will supply GOLD, SILVER and BRONZE Medals for each tournament hosted by KMHA
* There will be 18 medals of each Color provided for the winners
* There will be a Championship Banner for the Championship Team

1. **Welcome Kits / Goody Bags Team:**

* Goodie bags or welcome kits for all players should be given out after their first game
* Donated Coupons are always nice touch, talk to McDonalds, Wendy’s, DQ, Subway, Booster Juice, just to name a few.
* Juice boxes or Gatorade or Powerade or some sort of Drink
* Some type of granola bar or dip bar
* Any other type of goodies you think of are welcome as well.
* Organize the parents of the team to stuff all the goody bags
* Obtain boxes (one for each team) and create labels for each box that includes:
  + Team Name
  + Head Coach Name
  + First Game (date / location / time)
  + Number of players on Roster
* Clearly label each box and put goody bags in the box for the specific team
* Deliver the good bag box to the appropriate arena on the first day of the tournament or have all teams check in at the main Raffle Table for their Goody Bag Box if the latter isn’t possible.

1. **MVP and Heart and Hustle Awards Team:**

* Decide how each player will be chosen ie. Coaches will name their H&H and MVP. Other options could be Coach chooses H&H and Opposing Coach chooses MVP.
* Players can only be picked once during the tournament
* Coaches package should include an MVP form and Heart and Hustle form.
* Determine what you will use for your MVP Award and the Heart and Hustle Award
  + Suggestions make it something memorable
    - Pucks
    - Toques
    - T-shirt
    - Skate Rag
    - Medallions
    - Water bottles
* Decide if you will be giving these awards in consolation games or just round robin games
* Decide who will be handing out the awards after each game, coach, time keeper, ref.

1. **Schematics / Tablets**

* KMHA will provide Schematic Tables for the tournaments
* Ensure tablets are charged and accessible for the tournament
* Post the Schematic Tables and rules in an open location so participants can easily access them without getting too congestive.

LIST of Responsibilities:

|  |  |  |  |
| --- | --- | --- | --- |
| Duty | Team Number | Team Contact Person | Email |
| 1.Tournament Chair/Host |  |  |  |
| 2.Tresurer |  |  |  |
| 2.Tresurer |  |  |  |
| 3.Posters |  |  |  |
| 4.Tournament T-Shirts, Etc |  |  |  |
| 5.Loonie Stick |  |  |  |
| 6.Raffle Items/ Silent Auction |  |  |  |
| 7.Raffle Baskets |  |  |  |
| 8.Ticket Packages |  |  |  |
| 9.50/50 Draws |  |  |  |
| 10. Duty Schedule |  |  |  |
| 11. Trophies / Medals | KMHA | Rob Fryer | kmhaicescheduling@gmail.com |
| 12. Welcome Kits |  |  |  |
| 13. MVP/ Heart and Hustle |  |  |  |
| 14.Schematics / Tablets | KMHA | Rob Fryer | kmhaicescheduling@gmail.com |
| 15.Misc |  |  |  |
|  |  |  |  |
|  |  |  |  |

Raffle Baskets / Silent Auction Items

|  |  |  |
| --- | --- | --- |
| Basket Description | Team Number | Silent Auction or Raffle |
| 1. |  |  |
| 2. |  |  |
| 3. |  |  |
| 4. |  |  |
| 5. |  |  |
| 6. |  |  |
| 7. |  |  |
| 8. |  |  |
| 9. |  |  |
| 10. |  |  |
| 11. |  |  |
| 12. |  |  |
| 13. |  |  |
| 14. |  |  |

