

Kamloops Minor Hockey Association

Tournament Planning and Procedure Manual

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Table of Contents

1. KMHA Staff.....	3
2. Tournament Committee.....	3
3. Tournament Lead.....	4
4. Treasurer.....	4
5. Tournament Committee.....	5
6. Miscellaneous Information.....	5
7. Officials.....	6
8. Required Duties for Your Tournament.....	6
a. Poster/Signage Team:.....	6
b. Tournament T-shirts, Toques, etc. Team:.....	6
c. Loonie Stick Team:.....	7
d. Raffle Table / Silent Auction Team:.....	7
e. Raffle Basket Ideas:.....	7
f. Ticket Packages Team:.....	8
g. 50/50 Tickets Team:.....	9
h. Gaming Licenses:.....	9
i. Duty Schedule Team:.....	9
j. Trophies and Medals Team: (Handled by KMHA Staff).....	10
k. Welcome Kits / Swag Bags Team:.....	10
l. MVP and Heart and Hustle Awards Team:.....	10
m. Schematics / Tablets.....	11
9. Tournament Committee Contacts.....	11

1. KMHA Staff

The KMHA Staff will work closely with the Tournament Chairs.

Responsibilities

- For Recreation & Rep Tournaments receive applications, select teams and collect payment
- Ensure BC Hockey tournament sanctions are in place for each tournament
- Ensure that all participating teams have their travel approvals submitted
- Order GOLD / SILVER and BRONZE Medals
- Order Champions Banner
- Inform RIC about tournament and officiating system to be used in each tournament

2. Tournament Committee

The Tournament Chair is responsible for the overall streamlining of all Kamloops home tournaments.

Responsibilities

- Sending out Welcome Packages to participating teams
- Provide support for the Tournament Lead and their Committee
- Recruit Tournament Committee Members from each host team
- Maintain a record of all registered teams
- Collect HCR #'s and team contact lists
- Send game schedules, welcome letters and rules to accepted teams
- Application & set up of 1 online 50/50 raffle per tournament
- Monitor the planning timeline
- Build the game schedule for each tournament
- Input schedule into Spordle for HISports
- Provide a tournament items to each Tournament Lead which will include:
 - Tournament Planning Binder
 - Tablecloths
 - Stationary bin
 - Raffle tickets
- Communicates with Registered Teams
- Uploading schedules and teams to the Team Snap Tournament App
- Conducting tournament planning meetings

3. Tournament Lead

The Tournament Lead is responsible for the coordination of their designated tournament. The Tournament Lead reports directly to the KMHA Tournament Chairs.

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
 - T-Shirt Sales
 - Raffle Table
 - Swag Bag organizers
 - Tournament set-up and takedown
- Decide with the committee what the MVP and Heart and Hustle awards will be and purchase those awards
- Ensure medals for 1st, 2nd, 3rd, MVP and H&H awards are 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 in case an officiating issue arises during the tournament.

4. 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

- **Open a tournament bank account. Personal accounts must not be used.**
- Create and maintain a tournament budget and alerts the Tournament Chair if any issues arise.
- 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. Make sure envelopes are sealed and double signed.
- Prepare a 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.
- Develop a reconciliation system to ensure that the collected funds match the recorded amounts. Any discrepancies will be brought to the KMHA Chair & Lead attention immediately.
- Assigned volunteers will count all the funds on Sunday at the end of the tournament using the dual-control system and will be designated to deliver the money to their tournament treasurer for deposit.

5. Tournament Committee

Each home team 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

- 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 swag bags.
- Collect items donated for the raffle baskets or purchase required items for team raffle baskets
- Collect any donations provided for your tournament.

6. Miscellaneous Information

- 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

7. 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 have a two official system.

8. Required Duties for Your Tournament

All the required duties needed for a successful tournament are grouped together into “teams” and are assigned or chosen by committee members. Those are their duties to complete prior to the tournament. Teams will usually work on one or more teams for their tournament. In some cases, teams may help one another to complete packages.

a. *Poster/Signage Team:*

- Team Logo 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 tickets
 - Raffle Basket tickets
 - Special draw tickets
- Posters needed for Raffle Table baskets to display the winning ticket numbers
- Digital 50/50 & Teamsnap QR codes will be provided to you for printing
- 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

b. *Tournament T-shirts, Toques, etc. Team:*

- Decide if your tournament will be doing any fundraising by selling items that advertise your tournament (T-shirts, toques, etc)
- Send out order forms to teams with a firm due date
- Arrange to have shirts printed by one of our sponsors

c. *Loonie Stick Team:*

- Decide if your tournament will be doing a Loonie stick draw.
- Preferably a right and left stick for two separate draws.
- See if some of the local sports stores will donate sticks.

d. Raffle Table / Silent Auction Team:

- Table clothes will be found in your tournament bin.
- Decide on what your raffle basket themes will be and where it will be placed on the table.
- Decide on where any special draws (silent auction, Peel & Play items) 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 wrap up their team baskets
- Approximate Basket value should be between \$150-\$200
- Decide how you want to sell Raffle tickets. ie/ Package of 20 for \$20 (a template can be provided) or individual tickets. Ticket boxes will be provided for the raffle baskets by KMHA
- Silent Auction Items will also be included on the Raffle Table

e. Raffle Basket Ideas:

The KMHA Tournament Committee Chairs have already applied for your Raffle Basket Licenses with these baskets. If you would like to change any just let the Chairs know and the list will be updated. Please have each hosting team choose at least 2 baskets to provide.

1. Camping
2. Date Night
3. Lego
4. Hockey Mom
5. Hockey Dad
6. Taylor Swift
7. Sports
8. Golf Package
9. Hockey Grandma
10. Hockey Grandpa
11. Gamer
12. Candy
13. Lotto
14. Family Games Night
15. Nerf Basket

The **Kamloops Blazers** will be donating a raffle basket for each of our tournaments. **Popeye's Supplements** will be donating either a raffle basket or swag bag fillers. **Please let Teresa know ASAP which you would prefer.**

Other items being donated by sponsors are:

A gift certificate from **Bar Down Skate Sharpening** & water bottle

Coupons from **Moon Wok** for every player

4 medium pizza gift certificates from **Red Tomato Pies** to be used in a raffle basket, silent auction or 50/50 top seller prize.

Please do not contact these businesses for these items. We will provide it for you or arrange for you to pick up. Popeye's items can be picked up no earlier than the Thursday before your tournament after 12pm.

These draws are not required but can be fun to do.

- Peel & Play: IPOD, Headphones, Nintendo DSI, Gift Cards
- Coaches Draw
- Managers Draw
- Silent Auction Items
- Sucker Pull (KMHA has a Sucker pull board available to use)

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

f. Ticket Packages Team:

- Raffle Basket: Numbered tickets (Tournament Committee Chairs have a template)
- **Please ensure each draw has a different color ticket. For example:**
- Loonie Stick Left: Green Ticket
- Loonie Stick Right: Blue Ticket
- Program Draw: Red Ticket
- Special Draw: Purple Ticket

Check with the Tournament Committee Chairs for tickets and colors provided you may need to purchase more tickets, and colors are only suggestions

g. 50/50 Tickets Team:

- 50/50 Licenses and Online components will be applied for and provided by the Tournament Committee Chairs.
- The 50/50 will be online unless your group chooses otherwise. Please inform the Chairs if you plan to do a paper ticket draw instead.
- KMHA 50/50 Fee breakdown:
 - 50% goes to the winner
 - 34% goes to the host teams to be split
 - 16% goes to KMHA to cover miscellaneous fees & gaming license costs

h. Gaming Licenses:

- Each tournament will need to apply for their own Class D gaming licenses for their raffle baskets.
- You will use your tournament name. For example, U11 Recreation Battle of the Biscuit V1. **Do NOT use Kamloops Minor Hockey's name.**
- Needs to be applied for 10 business days before the start of the tournament.
- You will need 3 people to name on the gaming license.

i. Duty Schedule Team:

- Create a schedule to include all volunteering duties at various rinks
 - Timekeeper / Score Keeper
 - Raffle Table
 - Music
- 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 one volunteer for the 50/50 draw, if you choose to have someone walk around the arena with the QR code.
- You will need one volunteer to work the score clock and one volunteer to look after the scorekeeping tablet and stats entry for the game assigned. **All games must be covered, not just Kamloops games.**
- Ensure the Rules/HCR Binder is located in each scorekeeping box.
- The game that the scorekeeper and timekeeper are assigned to are also responsible to pick up the tablet, game ID's, and game awards such as MVP and Heart and Hustle
- Time Keepers and Scorekeepers must ensure the game is completed and closed out on the tablet at the conclusion of the game. **If this is not done it may result in the scorekeeper having to go back to the arena to complete the game.**

j. Trophies and Medals Team: (Handled by KMHA Staff)

- 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

k. Welcome Kits / Swag Bags Team:

- Swag bags or welcome kits for all players should be given out before or after their first game
- Donated Coupons are always a 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 Swag 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 Swag bags in the box for the specific team
- Deliver the Swag 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 Swag Bag Box if the latter isn't possible.

l. 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
- 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.

m. Schematics / Tablets

- KMHA Tournament Chairs will look after all online game schematics.

- If your tournament would like to use the dry erase standings board you will need to have a volunteer(s) to look after this for the weekend.

9. Tournament Committee Contacts

Teresa Thompson (Tournament items) 778-220-7034

Peppermint Burton (TeamSnap Tournaments) 250-574-3043

Megan Provencher (50/50 & raffle licencing) 250-682-4268

Tournaments@kamloopsminorhockey.com

Team Duties:

Duty	Team Contact Person	Email Contact Info (email/phone)
1. Tournament Chairs	Megan, Teresa, Peppermint	tournaments@kamloopsminorhockey.com
2. Tournament Lead		
3. Treasurer		
4. Treasurer		
5. Posters/ Signage		
6. Tournament T-Shirts, Etc		
7. Loonie Stick		
8. Peel & Play Items / Silent Auction		
9. Raffle Baskets		
10. Ticket Packages		
11. Duty Schedule		
12. Player Swag Bags		
13. MVP/ Heart and Hustle		
14. Gaming Licenses		
15. Game Scheduling	Tournament Chair - Peppermint	tournaments@kamloopsminorhockey.com
16. Tournament Items (tablecloths, colored raffle tickets, stationary bin)	Tournament Chair- Teresa	tournaments@kamloopsminorhockey.com
17. Trophies / Medals	Rob Fryer	scheduling @kamloopsminorhockey.com
18. 50/50 Draws	Tournament Chair - Megan	tournaments@kamloopsminorhockey.com
19. Schematics	Tournament Chairs	tournaments@kamloopsminorhockey.com
20. Misc		

Raffle Baskets / Silent Auction Items

Basket Description	Team
1. Camping	
2. Date Night	
3. Lego	
4. Hockey Mom	
5. Hockey Dad	
6. Taylor Swift	
7. Sports	
8. Golf	
9. Hockey Grandpa	
10. Hockey Grandma	
11. Candy	
12. Lott	
13. Family Games Night	
14. Nerf	
15. Gamer	