

## **Home Tournament Checklist**

### **A few weeks before tournament**

- 50/50 license (need to have in place at the beginning of the season or at least 3 weeks in advance)
- Raffle license (need to have in place minimum 3 weeks in advance) (need to know the approximate value of the baskets to apply for the license and number of baskets)
- Gathering/seeking out sponsor items for raffle baskets
- Gathering/ordering items for Goody Bags, Metals, MVP/Heart & Hustle Awards

### **A few days before tournament**

- assemble raffle baskets and goodie bags (if applicable)
- Get cash float for 50/50 and raffle baskets
- Teams must provide their own tickets for the 50/50 and raffle draws. The tickets must be the double rolls of tickets. (Donex has them or purchase them online, for example, Amazon) (DO NOT use the tickets from Dollartree).
- Schedule for the tournament should be posted in the arena. Post a list of each game with score/points section that way teams can come and review the standings and where their teams stand in the semi final and final games.

### **During tournament**

- Time Clock volunteer for each game. (Be sure to set up a training session prior to your home tournament so parents can get a little practice using the time clock to take the stress out of learning it on game day).
- Score keeper volunteer for each game (U11 and up)
- Two penalty box volunteers for each game (U11 and up)

- Two security volunteers for each game. (Jackets are located in the equipment room) (U11 and up)
- One or Two 50/50 volunteers for each game.
- Working the raffle basket table
- Winner draws - Must fill out a 50/50 sheet for each 50/50 draw. These sheets must be submitted to the treasurer at the end of the season.

### **After tournament**

- Raffle baskets
- Post a thank you to your team sponsors.