

100 Mile House Minor Hockey Tournament Guide

Tournament Coordinator

The Tournament Coordinator is responsible for the overall coordination of all OMHMHA tournaments and related activities. The Tournament Coordinator will work closely with each Division Tournament Coordinator and their tournament planning committee.

Responsibilities

- Select teams and collect payment for each tournament
- Provide support for the Division Tournament Coordinator and their tournament planning committee
- Ensure BC Hockey tournament sanctions are in place for each tournament
- Maintain a record of all registered teams
- Ensure that all participating teams have their travel approvals submitted
- Order awards for all tournaments

Scheduler

The Scheduler is in charge of scheduling all OMHMHA-hosted tournaments. The Scheduler will work closely with each Division Tournament Coordinator and their tournament planning committee.

Responsibilities

- Build a schedule for each tournament
- Send schedule to Division Tournament Coordinator, Referee-in-Chief, and associated Team Managers and Coaches
- Send schedule to NCDMHA/OMAHA for input into Spordle Play

Division Tournament Coordinator

The Division Tournament Coordinator is responsible for the overall planning and coordination of the designated tournament. When a tournament is hosted by more than one OMHMHA team, a Division Tournament Coordinator will be assigned (this can be one of the Team Managers or any parent from one of the teams), and when there is just one host team, the Team Manager can fill this role or assign a parent from the team to fill this role. The Division Tournament Coordinator reports directly to the Tournament Coordinator.

Responsibilities

- Monitor the planning timeline
- Put together a tournament planning committee of parents from the team/division and chair all meetings of the tournament planning committee in preparation for the designated tournament
- Assign and delegate specific tasks to committee members:
 - Raffle baskets – collect items donated or purchase required items for raffle baskets
 - Welcome package – collect and coordinate items for player goody bags
 - 50/50 draws

- Tournament set-up and takedown
- Managing logistics
 - Assign timekeepers, scorekeepers, two penalty box monitors, and security for each game
 - Scheduling of raffle table and 50/50 shifts – you will need two volunteers for each per shift
 - Have a master schedule of all volunteers available for reference
 - Create signage
- Post the tournament rules in the scorekeeper's box
- Communicate with registered teams and provide them with tournament/facility rules and Division Tournament Coordinator's contact information
- Ensure awards are handed out to winning teams and excess awards are returned to OMHMHA
- Coordinate tournament set-up, tear down and on-site supervision during the tournament
- Front the money required for your tournament floats, otherwise ask the Tournament Planning Committee members if anyone can front the float money
- Ensure that all cash taken in during the tournament is managed professionally and that cash is never left unattended. When counting cash, always ensure two people are present
- Manage all prize draws during the tournament and ensure all cash, receipts, and tournament revenue form are turned in to the Treasurer within 7 days of the end of the tournament
- Ensure you have contact information for the Referee-In-Chief in case an officiating issue arises during the tournament
- Contact Registrar/Scheduler for entry of teams in Spordle Play for any tournament finals games

Treasurer

The Treasurer is responsible for finance-related assistance for all tournaments hosted by OMHMHA. The Treasurer will work closely with each Division Tournament Coordinator and their tournament planning committee on the money management procedures and financial planning for their tournament.

Responsibilities

- Establish and monitor the budget during the tournament planning and tournament, and alert the Tournament Coordinator and Division Tournament Coordinator if any issues arise
- Apply for a Class D gaming license minimum 7-10 days prior to the designated tournament and inform Division Tournament Coordinator of all rules and guidelines
- Ensure all receipts are received and all invoices paid
- Prepare tournament financial report following the designated tournament to be distributed to the Division Tournament Coordinator, associated Team Managers, and the OMHMHA Officers of the Association

Other helpful tournament information

Signage

- Decide if your tournament will make any team banners for each team participating in your tournament
- Make a poster showing the cost of all your tickets
 - 50/50 tickets
 - Loonie stick tickets
 - Raffle basket tickets
- Posters needed for raffle baskets to display when the draw will occur and the winning ticket numbers
- 50/50 poster is needed – include the amount of the win, game #, date and time of the win, and winner's name
- Thank you to the sponsors – the names of all the persons and or businesses that have made donations to your tournament need to be identified on this poster

Loonie Sticks

- A stick will be required for each loonie stick draw
- Preferably a right and left stick for two separate draws

Raffle Baskets and 50/50 Draws

- You will need to work with the Treasurer to apply for a BC Gaming License Class D to cover 50/50 and Raffle basket draws
- 50/50 tickets need to be a different colour than raffle tickets
- Check with the Tournament Coordinator for cash box, raffle basket and 50/50 tickets, raffle basket ticket containers, and 50/50 buckets before purchasing

Raffle Baskets

- **NO ALCOHOL in any raffle baskets**
- **NO TOBACCO or CANNABIS products in any raffle baskets**
- When multiple teams are hosting an event best to make a list so there is variety and no duplicates
- Organize parents from the team/division to build and wrap the baskets
- When the prize winners arrive to pick up their prizes, tape the winning ticket beside the one picked out for that ticket container

Raffle Basket theme ideas

- Camping
- Parent's Night
- Movie Night
- Lego
- Hockey Mom
- Candy

- Street Hockey
- Golf Package
- Spa Package
- Staycation
- Romance
- Coffee
- Hockey Dad
- Lotto
- Games Night
- Nerf
- Reading
- Cooking
- Winter

Special Draws

- It is easier if you print off all the player names, coach names, manager names and put them in the draw for them

Special Draw ideas

- Players Draw: headphones, game console, gift cards, hockey items
- Coaches Draw: whistle, mug, clipboard, hockey items
- Managers Draw: manager binder, gift cards, mug

50/50 Draws

- Pre-count tickets:
 - Three tickets for \$5
 - Fifteen tickets for \$10
 - Note: these are recommended amounts. You must select your amounts before applying for your gaming license
- Post the winning ticket and amount on the poster following each draw
- Use two envelopes for each 50/50 draw: half the money in an envelope for the winner, and the other half in an envelope and put in the cash box with the following information on the envelope:
 - Tournament name
 - License number
 - Date/time of draw
 - Amount
- Ensure you complete a Tournament Revenue Statement Form for each 50/50 draw

Welcome Package

- Goody bags for all players should be given out as soon as possible after each team arrives
- Juice boxes or Gatorade or Powerade or some sort of drink
- Some type of granola bar or dip bar or fruit like apples/oranges

- Any other type of goodies you think of are welcome as well
- Organize parents from the team/division to stuff all the goody bags
- Put goody bags in boxes (one for each team) and label box with:
 - Team name
 - Coach name
 - Number of players on team
- Deliver the goody bags to each team, or have all teams check in at the main raffle table

Most Valuable Player and Heart and Hustle Awards

- Decide how winners will be chosen: Coaches choose their players, or the opposing Coach chooses
- Players can only be picked once during the tournament
- Determine with the Tournament Coordinator a few weeks in advance of the tournament as to what you will use for your Most Valuable Player Award and the Heart and Hustle Award. Some suggestions are:
 - Pucks
 - Toques
 - T-shirt
 - Skate rag
 - Medallions
 - Water bottles