



Policies and Procedures of the Abbotsford Minor Hockey Association

P-10

Tournaments

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Version 1.0

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1. AMHA Hosting Tournament Guidelines

- 1.1. All AMHA Tournaments are the responsibility of the Association as they are key components of the current AMHA operating budget. The organization of AMHA tournaments will be structured as follows:
 - 1.1.1. **Tournament Director:** is appointed by the President of the Association who will be responsible for all AMHA tournaments, and is responsible to the Board of Directors.
 - 1.1.2. **Tournament Chair(s):** is appointed at the Team Level, and/or Association level where multiple AMHA teams are participating in an AMHA hosted tournament, and are responsible to the AMHA team(s) in tournament planning and operations.
 - 1.1.3. **Tournament Committee:** each tournament will be comprised of at least one or more parents from each team participating in the tournament. It is recommended that each team select 1 first year and 1 second year parent for the purposes of succession planning.
- 1.2. AMHA tournaments offer an enjoyable opportunity for players at all levels to demonstrate their hockey skills competitively in an environment that encourages fair play, and above all, fun. It is mandatory for all AMHA teams to participate in and support tournaments at home.
- 1.3. The Tournament Director in conjunction with Tournament Chairs and Committees will make every effort to only admit teams from other Associations who will provide a competitive atmosphere for all participating teams.
- 1.4. The Tournament Coordinator in conjunction with Tournament Chairs and Committees will make every effort to admit teams from other Associations who exemplify high levels of sportsmanship.
- 1.5. Tournament Committees will be required to participate in a “kick off” meeting with the Tournament Director, and follow all tournament checklist items as best as possible.
- 1.6. Tournament Fees will be established for each tournament by the Board of Directors. Fees collected from teams will cover all ice costs, on ice officials, sanctioning fees and trophies for the top two teams. Any additional expenses will be the responsibility of the Tournament Committee unless otherwise approved by the Tournament Director.
- 1.7. All teams (including AMHA teams) must pay registration fees no later 30 days prior to the tournament start date. Earlier payments may be accepted.

- 1.8. AMHA will set up a budget for Tournaments every year, as needed to facilitate Tournaments. This budget to be completed each year and to be included in the overall budget for AMHA to be presented at the AGM.

2. Away Tournament Guidelines

- 2.1. Guidelines are as follows and should be strictly adhered to, with any exceptions refer to the Tournament Director for approval.
 - 2.1.1. All tournament arrangements must be in accordance with all Hockey Canada, BC Hockey, PCAHA and AMHA rules and regulations.
 - 2.1.2. Tournament entry fees are paid through team budgeting and fundraising.
 - 2.1.3. Teams may enter only officially sanctioned tournaments.
 - 2.1.4. AMHA teams will not be given permission to attend any tournaments outside of their home tournament until such time as the Tournament Committee for their respective home tournament has been formed. Deadline for the Tournament Committees to be in place is October 10th.
- 2.2. Well in advance of departure, the following must be arranged:
 - 2.2.1. Through the Ice Allocator, Division Coordinator and your PCAHA League Manager, rescheduling of any games during the away period.
 - 2.2.2. Through the AMHA Executive Director and BC Hockey, travel permission must be obtained if going to the U.S.A.
 - 2.2.3. Through your PCAHA League Manager, obtain a tournament permission number. Failure to obtain such a tournament permission number means that your team is not sanctioned to participate and therefore not covered by insurance. Failure to obtain a tournament permission number in advance of the tournament will negate your team's ability to participate in the tournament and may result in discipline and/or fine.
 - 2.2.4. The PCAHA League Manager will only issue a tournament permission number with the approval of the Tournament Director or in his/her absence the President of the Association. The Tournament Director will provide the League Manager with confirmation that the team has met the requirements.
 - 2.2.5. If necessary, travel insurance and extended medical coverage to suit the situation should be obtained.
- 2.3. In the event a tournament requires air travel to attend, a team vote at a parents meeting is required. In the event more than two (2) player families vote "No" to attending tournament, team will not be granted tournament permission by the

AMHA. For the families that vote “No”, they are not required to attend the tournament that requires flight travel.

- 2.4. Non-Parent Coaches allowable expenses. The following guideline shall be used by teams for the purpose of budgeting expenses for non-parent coaches.

Hotel Allowance	Applicable room rate as negotiated by the team.
Meal Allowance	\$50 maximum per day with receipts and applicable only when hotel stay is required. No alcohol may be billed.
Mileage Allowance	Distance greater than 50 KMs one way. Mileage to be billed at the current CRA mileage rate.
Transportation Allowance	Lowest possible method of travel as per team approved mode of transportation.
Car Rental Allowance	Maximum per day \$45 (unless otherwise approved) when flight travel is required.
Ferry and Tolls	At the rate that is paid.
Hotel	Shared accommodation between the Head Coach and Assistant Coach(es)
Meal	Per person and official team meals will be covered by team.
Transportation	Coaching staff to travel by same means as the majority of the team unless authorized by the Team Manager.
Mileage	Carpool is recommended amongst the coaching staff.
Car Rental	Shared between the coaching staff.
Ferry	Reservation fee when required will be covered.