

# TOURNAMENT GUIDELINES 2017-2018

## **KMHA Tournament Coordinators email:**

Rep Division: [kmhareptournaments@gmail.com](mailto:kmhareptournaments@gmail.com)

Rec Division: [kmharecreation@gmail.com](mailto:kmharecreation@gmail.com)

## **Tournament Organizing Committee**

- There should be 2 representatives from each team, when multiple teams hosting
- First tournament meeting should be 2 months in advance of the tournament.
- Each tournament will need one or two Directors to oversee the tournament. This does not mean they need to be present throughout the entire tournament, they simply need to make sure everyone is in place and all the organizing tasks have been completed.
- Tournament committee members will consist of treasurers, welcome kit organizers, duty schedulers, MVP awards, t-shirt sales, raffle table, 50/50's, managing schematics, tournament set-up and other duties your tournament decides to participate in.
- Tournament Directors will receive a binder at their first meeting. You will have organizing sheets to assist you with hosting the tournament. Organizing worksheets can also be found on the KMHA website under Tournaments – Tournament Organizing tab.

## **Tournament Information**

**KMHA will provide** your tournament with scoresheets, schematics, medals, pucks, 50/50 tickets, programs, tournament organizing binder, rules, enlarged tie breaking formulas, enlarged tournament draw and a list of the teams who have been accepted into the tournament. \* Recreation tournament teams are selected by the Division Director. Rep tournament teams are selected by the Coaches of the Rep teams. All ice is pre-booked by the Ice Ambassador for the tournament before the season begins.

- Tournament sanctioning (insurance from BC Hockey) is done for all KMHA tournaments and the tournament sanction number is posted on all the tournament draws. This sanction number is also posted on BC Hockey's website with the tournament level and dates. [www.bchockey.net](http://www.bchockey.net)

**Coach packages** will be sent to the Tournament Directors to then send out via email to the coaches and managers of teams participating in the tournament. This should be done 2 weeks prior to the tournament.

Team welcome kits are optional. Items that can be included are juice, fruit, granola bars, and other small food items. Coupons from sponsors, etc.

**MVP awards** will be the responsibility of the tournament committee to organize and purchase from tournament funds.

**Raffle Table and 50/50** both require a Class D gaming license from BCLC taken out in the name of the tournament and not KMHA name. All rules and guidelines must be complied with, please check gaming guidelines. IE) NO ALCOHOL on raffle tables) No alcohol or tobacco products be permitted anywhere on the raffle table. Silent auction, peel and play, pick a square etc do not require raffle licenses, however, the no alcohol rule still applies. Set up a plan to store raffle items overnight on Friday/Saturday nights at the arenas with the City staff.

**T-shirt sales and player gifts** are optional, with any financial loses that occur being the responsibility of the tournament. If t-shirts have the KMHA logo on them you must order through a KMHA supplier.

**No Photography or Clothing Sales** persons will be permitted to sell during any KMHA tournament at this time, as per the Boards decision.

**Team Rosters** from each team participating need to be submitted to the Tournament Director(s) in the Hockey Canada format, as well as in a word document so that we can put it in the program. Rosters in word need to be submitted to [kmhaicescheduling@gmail.com](mailto:kmhaicescheduling@gmail.com) 2 weeks prior to the tournament. Please send as one document in **WORD** format so he can just copy and paste (DO NOT SEND COPIES OF HCR ROSTERS). You can not cut an excel document and paste it into a word document. You will need to retype the rosters into word so that the printer can easily manipulate them.

- Please identify Kamloops MHA, the tournament name and date of tournament in the subject line. Example of how rosters need to be submitted to office.
  - 1 Joe Please
  - 2 Ian Submit
  - 3 Matt These
  - 4 John Inn
  - 5 Zack The
  - 6 Mason Proper
  - 7 Kelly FormatCoach: Jake Thank  
Assistant Coach: Paul You

**Programs** will be provided to you free of charge to each tournament. Please incorporate them into your raffle ticket package. They will be available for pick-up Friday morning of the tournament at the KMHA office.

**Game Sheets:** Please only fill in the top part of the game sheets. Let all teams fill in their team information.