**TOURNAMENT GUIDELINES 2018-2019**

**Tournament Organizing:**

* **First Tournament Meeting:** First tournament meeting should be 2 months in advance of the tournament.
* There should be 2 representatives from each team, when multiple teams hosting
* 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, and tournament set-up.
* 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.

**KMHA will provide** **your tournament** with electronic devices for scoring, schematics, medals, pucks, tournament organizing binder, rules, enlarged tie breaking formulas, enlarged tournament draw and a list of the teams who have been accepted into the tournament and coaches packages.

\* 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

**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. We suggest you do not spend a lot of money on these as this will come directly from your profit.

**MVP awards** will be the responsibility of the tournament committee to organize and purchase from tournament funds. Ideas vary based on ages participating in the tournament, however medals, pucks, water bottles, toques, sling bags. GC’s and candy have all been given in the past.

**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. You must approach one of our apparel sponsors for your tournament merchandise.

**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 print team rosters for the tournament. 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 cannot 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 Format

Coach: Jake Thank

Assistant Coach: Paul You

**Game Scoring:** All tournaments will be using the electronic tablet for scoring purposes for the tournaments. HCR’s need to be submitted to KMHA 2 weeks prior to the tournament, so that they can be uploaded to the tablet. Information needs to be sent to Sherry at OMAHA at [omahaed@hotmail.com](mailto:omahaed@hotmail.com), 250 260-0017.