# New Sarepta Tournament Guidelines:

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| Date:  Format: | | |
| Tournament coordinator(s): |  | * Get tournament sanction permit & list team on HA website; line up 3 visiting teams * Coordinate ice floods with rink attendants, refs and teams as required (flood every 2 periods) * Be present and visible throughout whole tournament; be aware of and settle tournament related disputes * Ensure all game sheets and related paperwork are properly filled out and forwarded to appropriate personnel including HA * Prepare tournament programs * Provide local newspaper with a thank you note after tournament |
| Volunteer coordinator |  | * Put together a schedule of timekeepers, scorekeepers, penalty box, music, 50/50 and raffle table volunteers (**4-6** slots/family) |
| Raffle Table coordinator(s): |  | * Ensure tournament banner is displayed in main lobby. * Ensure tables are set up in the lobby, with buckets for all draws, enough blank tickets, large poster to display name of winners * Arrange for quad to be displayed & tickets to be available * Arrange for a float (for all sales incl. 50/50 and Oilers draw) |
| 50/50 Coordinator: |  | * Ensure enough tickets are purchased prior to the tournament. * Make up a poster to display name of winners. |
| Decorating coordinator(s): |  | * Hang Banners / setup tables * Purchase team banners/ poster boards * Coordinate dressing room setup and cleanup |
| Award coordinator(s): |  | * Purchase MVP awards for each game? * Purchase trophies/tournament awards (A, B finals) * Purchase participant awards? |
| Goodies coordinator(s): |  | * Look at providing something for players (case of water, Gatorade, etc.) for each team (1st game or all games) |
| All Families: | Everyone | * **Provide a raffle table prize to raffle table coordinator by Thursday, November 15**. * Give names of sponsors for program & thank you * Fill **4-6** slots on volunteer schedule * 1 liquor item or $30.00 cash * 1 gift card ($10.00 value) or $10.00 cash |

For tournament prizes, if you know of businesses/companies interested in assisting us, please let me know. If we can’t find corporate or business sponsors, the cost of all prizes comes out of our profit. The tournament is a major fundraising event for the team.