# 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
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| Volunteer coordinator |  | * Put together a schedule of timekeepers, scorekeepers, penalty box, music, 50/50 and raffle table volunteers (**4-6** slots/family)
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| 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)
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| 50/50 Coordinator: |  | * Ensure enough tickets are purchased prior to the tournament.
* Make up a poster to display name of winners.
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| Decorating coordinator(s): |  | * Hang Banners / setup tables
* Purchase team banners/ poster boards
* Coordinate dressing room setup and cleanup
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| Award coordinator(s): |  | * Purchase MVP awards for each game?
* Purchase trophies/tournament awards (A, B finals)
* Purchase participant awards?
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| Goodies coordinator(s): |  | * Look at providing something for players (case of water, Gatorade, etc.) for each team (1st game or all games)
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| 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
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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.