**Tournament Checklist**

* **Get tournament listed on HA Website. Decide who the contact person will be for securing teams. Recommended to use Coach because they know the skill level and what he is looking for to match competitiveness of teams.**
* **When booking teams ask for: logo, team colors and roster.**
* **Designate an AGLC contact person for gaming purposes. Ask who it was the season before as there is probably an account already set up for your team. Most teams have an online account that they use for obtaining licenses. If the contact person changes from the previous year, the team needs to fill out a ‘List of Elected Executive’ form found on the AGLC website. There is also a sample attached. The information you need to provide is for your individual team, not the NSMHA Executive. Gaming will then send the new contact person the password for the teams Online Account. If there is not an existing Online Account the contact person can apply for one by filling out the ‘Internet Account Request Form’. There is a sample attached.**
* **Distribute a Tournament Donation Request Letter. When asking for donations: ask for two business cards, one for the prize on the table and one for the Sponsor Poster. Example attached.**
* **Decide on tournament entry fee. Ask other associations to see what they are asking to get an idea.**
* **Confirm ice times with ice-allocator. Figure out your schedule and any unused ice must be returned 2 weeks prior to your event.**
* **Canvass your parents/volunteers to see who is available and when they are able to fill their shifts. Volunteers are needed to work Raffle Table, Score Clock, Score Sheet and 50/50 Sales. Example of work schedule is attached.**
* **Decide on what type of draws you would like to have. Examples are: Raffle Table, Silent Auction, Loonie or Toonie Stick, Player Squares, Oilers Ticket Squares etc. You do not need a Gaming License for silent auction Items.**
* **Talk to Concession. Ask about a deal on hotdogs/hamburgers for each player in the tournament. Team is responsible for printing coupons. Example attached.**
* **Have a Coach Package (envelope) for each team. Examples of what it could contain: Welcome Letter, Rules for the tournament, a Program, Hotdog Coupons, Player Draw Coupons, a small gift, etc. Examples attached.**
* **Referees: Contact Ref Assignor to arrange referees for your tournament. As soon as the schedule is complete, notify your refs of times. Have a Referee Payment Schedule for recording payment and received payment signing. Example attached.**
* **Be sure to give Concession and Caretakers a copy of the tournament Schedule.**
* **Raffle Table Tickets: There are rolls of tickets and buckets for draws in the meeting room cabinet. Your manager has a key. Pre-Made books for 10 tickets work very well for the raffle table. Recommend at least 200 books of 10 and 50 single tickets. A signout booklet is required at the table to have purchasers sign to be valid. Parents should sign for children under 18 yrs old.**
* **Optional: Decorate the arena. Make themed team posters for each team.**
* **You will require poster board for: Team Posters, 50/50 Winners, Raffle Table List (4), Price List, Sponsor Poster, Squares, etc.**
* **Keep track of all your donations for Thank-you Letters.**