# New Sarepta Minor Hockey Association

 **Tournament Checklist Form**

**4 – 6 Weeks Before**

* Contact # / email on website for tournament which is the Director. Line up Teams and have contact list for Teams.
* Line up your Team Reps have minimum of 2 per team, then hold a meeting.
	+ - * + Decide on Budget

Need to pay for supplies, referees

Thank you for paper. (Approx. $75.00- $ 125.00).

Please note that teams will pay for the ice used for the tournament out of the money the tournament makes.

* + - * + How much to charge per team with factoring in ice costs which can be obtained from office, ref costs, and what to buy for players.
				+ Create the job list and divide it up between teams.
				+ Need:

Tournament Chair

Treasurer

Tournament Governor for rules and disputes.

Program-game sheets

Prizes table

Posters and paper

* + Decide on what you will give for player prizes and order
		- * + i.e. – trophies, t-shirts, towels, ect.)
				+ Possible goodie bags and or possible food and drink.
	+ Decide on the tournament rules and what kind of format for the tournament schedule
	+ Open Tournament Bank Account and have 2 representatives from different Teams.
	+ Have Team Reps go back to their teams inform them of details of tournament and line up door prizes or cash donations. Keep it to businesses that the person deals with.
	+ Programs and Posters - which is optional
	+ Get all team rosters for game sheets.
	+ Set up Tournament Schedule.
		- * + Send AG society office the Tournament Schedule for the ice.
				+ Forward to the Ref Assignor once # of teams decided on and # of team that have entered.
	+ Set up a door schedule, 50/50 schedule & timekeeper schedule.
		- * + Apply for 50/50 sanction

**2 Weeks Before**

* + Game Sheets
		- * + Committee can do up stickers (need 3 per game) or do by hand.
				+ Use the New Sarepta Minor Hockey game sheets for tournament games unless it is a league game which will need to be approved by the Governor prior to game.
	+ You will receive a Ref schedule for your tournament the week of tournament.
	+ Labels for your door buckets or boxes.
	+ Buy 50/50 tickets.
	+ Do up programs for raffle tickets for Door Prizes. Keep track of prizes and 50/50 winners for gaming Commission.
	+ Make arrangements to collect door prizes or have the Team Reps meet you at the Arena for set up the Thursday night or Friday with all the prizes.
	+ List of Raffle and Door Prizes on poster boards (white poster board from the dollar store and get 50/50 tickets
	+ List sponsors on portable bulletin board - can get big paper from the Bulletin to wrap
	+ Tournament Rules and have Sanction Number posted on board and in Program.
	+ Thank you, list for all Donations & Prizes for board/posters/program.
	+ Tournament Thank you in program.
	+ Volunteer Schedule –door, 50/50 & timekeepers
	+ Tournament Schedule and assign dressing rooms. Hand the schedule into the AG so the Rink staff are aware of these time and rooms.
	+ All draws happen on Saturday evening @ 8:00 PM
		- * + Door Prize winners Sunday Morning as all teams will still be there on Sunday.

**Assign:**

* + Tournament Treasurer – handle all money note: always have 2 people counting the money and recording it.
	+ Tournament coordinator(s)- to be around all weekend to keep games running on time.
	+ Tournament Governor –to settle any disputes assist with keeping things running smoothly.
	+ Person to coordinate the Prize table.
	+ Person for Program/game sheets.
	+ Person for Thank you /Sponsors for paper. Optional to do up Thank you picture with all teams in it for the sponsors.

**Things to Have on Hand at the Arena**

* + - Posters
		- Programs
		- 2 -50/50Buckets
		- Approximately 8 rolls of 50/50 tickets
		- Game Sheets
		- Receipt book
		- Cash Box NSMHA office
		- Pens & Markers
		- Buckets or Boxes for Raffle Prizes
		- Small and large ziplock bags
		- Tacky stuff for Posters
		- Sock Tape
		- Scissors
		- Paper clips
		- Float (approximately $300.00 + – $ 10 -15, $5-20, $2- 2 rolls, and $1-2 rolls)
		- Raffle Tickets

Do up sheet for the money obtained from 50/50, prize table, cash outs, if paying ref from cash.