



# *Penticton Minor Hockey*

## **TOURNAMENT PLANNER**

### General

PMHA Directors determine tournament dates, fees, number of teams, guidelines and responsibilities and review these annually.

All Tournament Registration fees are payable to Penticton Minor Hockey Association. From the tournament fees collected, Penticton Minor Hockey Association covers the cost of allocated *Ice*, *Referees* and *Association* tournament costs.

When using the PMHA Tournament Office be sure to leave items and the office the way it was when you arrive. Remove all garbage and boxes your committee brought into the office.

You may contact the division director to make arrangements for use of the PMHA board office for tournament committee meetings. Or the rink attendant will allow you to use the Memorial concession area downstairs.

The Tournament Chair or designate of the Tournament Committee is responsible to be the contact for all the teams in regards to any information regarding tournament. Attending teams get confused if too many people are asking for tournament items.

Tournament Chair will receive team contact info, tournament information and tournament schedule when available. Medals, pucks, banners, etc., will be labeled for each tournament in the Tournament Office. Tournament Committee may store items at own risk.

Please contact the Administrator or Assistant Admin for the Tournament Office key a few days prior to tournament date. Please be sure to leave the tournament key on table in the office on the final date of tournament. The next tournament may need it right away for their group.

### **BC HOCKEY OFFICIAL TEAM ROSTERS**

All teams must submit a BC Hockey Official Team Roster to the Tournament Chair. The BCHOTR may be received from the teams home association administrator or registrar. Only those rostered to a team on the BCHOTR will be permitted on the bench. If a player, coach, manager or safety person is on the bench/ice but not on the BCHOTR, the team will lose the game by default. This excludes USA team roster.

It is the responsibility of the PMHA host committee to confirm the BCHOTR to the score sheets. The team of the missing player/coach/safety must contact their home association to rectify the situation prior to start of the game. The team in question must present the Tournament Chair with a new BCHOTR before the start of a game.

Additional information may be required for Shaw Cable filmed games. A "Written consent to recording form" must be signed with team contact info while staying in Penticton. You will be notified if your team game is selected to have Shaw Cable filming.

### **AWARDS**

PMHA will provide all 1st place and 2nd place medals for Atom-Midget.  
PMHA will provide 1st place banners for Atom-Midget.

PMHA will provide participation medals for Initiation and Novice tournaments.

\*Player of the Game awards donated by the Okanagan Hockey Group for Atom-Midget.

\*Donated items by the Okanagan Hockey Group for each Initiation & Novice player, attending tournament.

**\*Be sure to announce that the POG awards and the items for Initiation & Novice are donated from the Okanagan Hockey Group.**

Contact OHG-Natalie Preston to collect items for tournament [nataliepreston@okanaganhockey.com](mailto:nataliepreston@okanaganhockey.com)

If a tournament committee chooses to supply other awards at their own expense, PMHA does not oppose this. You are welcome to find sponsors to help with costs.

## SOUVENIR PROGRAMS

**Advertisement Program** - There are glossy programs in the tournament office to be given to every player that attends a PMHA tournament. These should be included in the welcome/nutrition/goodie bags and are NOT to be sold at the raffle table, etc. There is a limited supply of bags for you to use in the tournament office that OHG has donated. It is also a great idea to check with local businesses such as London Drugs, IGA, Save on Foods, etc., to see if they would be interested in donating bags to your tournament. Some times the businesses like to donate different types of coupons to add to the bags for each player. Coupons from pizza businesses, subway, etc., are great ideas to add to your welcome/nutrition/goodie bags.

**Booster Juice & IGA** has donated one coupon per player attending a tournament. These are in the basket on the shelf as you walk into the tournament office. Please be sure leave extras in the basket.

**PMHA Printable Program** - Committees are responsible for creating and printing this program, which may consist of rosters, rules, ice schedule and tournament sponsors, to be used for sale at the raffle table with draw tickets. See the "Tournament Chair Items" on the website.

Tournament printing may be done at Staples or at any other printing services. Staples offers 10% discount on printing if you mention that this is for a PMHA tournament at time of ordering.

Sales of programs become the responsibility of the Host Committee who will determine the individual program price and retain such revenue. Program package deal pricing should not exceed \$20 per package.

**All Okanagan Hockey School Printable Program Draw Tickets** are to be **returned** to the Administrator in the Tournament office immediately following the Tournament. Please draw one ticket per draw and write winner on it. These names go into one main draw at the PMHA AGM in May.

For the teams not using the PMHA Printable Program, please contact the Administrator to receive the OHS printable draw tickets for your tournament players.

## CONCESSION

Ted & Darlene Van Troyen run the tournament Concessions.

Tournament Committee is only permitted to give treat/drink items to visiting teams for one game per tournament only. This is to promote the use of the PMHA concessions. In the past, concession revenue has decreased due to Tournament Committees giving food/drink items for more than one game.

**Do not supply brewed coffee, bottled water or Gatorade as these items are in direct conflict of concession sales.**

Feel free to contact Ted and Darlene to discuss additional fundraising options or purchases for your tournament. Phone: 250-493-4934 or [darlene.vt@hotmail.com](mailto:darlene.vt@hotmail.com).

## FUND RAISING

For 50/50 draws, tournament raffle table draws, etc., a Provincial Class D lottery license for each fundraising event is to be secured prior to the start of each tournament. 50/50 draw is one event; raffle ticket sales is one event; square draw is one event; in this case 3 Provincial Class D Lottery Licenses must be obtained. Note: May take up to 5 Business Days to be approved.

The application must be in the tournament name such as “PMHA Novice Tournament”.

Refer to the BC Government website for info/application:

<http://www.hsd.gov.bc.ca/gaming/licences/index.htm>

Each tournament chair and treasurer are required to follow licensing and reporting guidelines mandated by the BC gaming branch. BC Gaming require three committee contacts.

### Notes of Interest:

Section 3: The Gaming Event License

Section 7: Social Media

Section 10: Selling Your Tickets

Section 13: Awarding of Ticket Raffle Prizes

**PMHA does NOT apply for team lotto licenses and therefore will not be held responsible.** PMHA won't authorize fundraising if a license is not obtained. Failure to comply with these regulations may result in the loss of fundraising revenue and future sanctions. A copy of each lotto license is required to be included in the PMHA reporting at the end of each tournament.

All tournament finances are to be administered by a **Host Committee Treasurer**. The Host Committee Treasurer and the Tournament Chair is to supply submit the Tournament Report within 5 days of the completion of the tournament.

All tournament funds raised by the team(s) are to be divided equally between the participating host teams. The Tournament Chair or Treasurer must keep all tournament receipts until June 1st.

PMHA will provide a donation letter for families to distribute under the “Tournament Chair” tab. Please do not contact sponsors listed on the website under the “Sponsor” tab for donations as they already support our association. In addition, the Tournament Committees are encouraged to insert additional information such as tournament contact and list of specific donation requests to the PMHA sanctioned donation letter.

Raffle table suggestions - Girls/Boys Basket, Date Night Basket, Movie Night Basket, Sports Basket, etc. The number of baskets is up to the Tournament Committee. You will need either buckets or gift bags to use for draw bags. There is an assortment of buckets in the tournament office that may be used for tournaments. Please ensure that all items are returned back to the tournament office and are in good working condition.

Large ticket items such as gaming stations, tv, trips, concert tickets have been very successful in past tournaments. Raffle sales have declined over the years so being creative and thinking outside the box will help increase sales.

Ticket Packages suggestions - sell packages for \$20, each package would include program, loonie stick draw ticket with 10 to 25 raffle tickets. Numbering each program package and tickets (for example 1 - 100) and then have a master list that corresponds to package number for purchasers to sign and record their contact number will avoid having each purchaser write their name on every raffle ticket. This has worked very well at many tournaments.

Using 50/50 tickets or printing numbered tickets for each package works great for raffle tickets. Tickets can be printed for just cents per sheet. Novice - Peewee may use approx. 100 packages but it

really depends on how many families attend the tournament and purchase packages. Suggestion to have “package deal of tickets” and single raffle tickets available for purchase. Package deal of tickets with no program for \$18 and single tickets for \$1 each.

50/50 prices suggestions - 1 for \$1.00, 3 or 5 for \$2-\$5, 10-15 for \$5.00. 50/50 draws: As per class D licensing all winners must be present at the time of the draw. If a ticket is drawn and it's not claimed another number must be drawn. Suggestion to draw 50/50 at the start of the 3rd period of each game.

Be sure to have one large poster with the winning items/tickets for viewing. In an effort to keep Memorial Arena in top shape please refrain from putting tape on anything to a painted surface.

[www.westcoastauthentic.com](http://www.westcoastauthentic.com) is another great way to earn \$'s for your tournament. If you are interested in contacting them, they will make arrangements to drop off an assortment of memorabilia for a silent auction at the tournament. All you need to do is set it up on a table and put out the auction sheets that they supply. Once the silent auction is over you collect the funds and submit to West Coast Authentic. Your tournament will earn a 25% of the total funds collected.

## **ACTION PHOTOGRAPHS**

Action photos of players will be provided by Stinky Lockers. Photographer access to the home team's player's bench is required during games. Please email James a working document containing all tournament team logos [sales@stinkylockers.com](mailto:sales@stinkylockers.com)

## **RESPONSIBILITIES**

### **PMHA ADMINISTRATOR**

Establishes with PMHA Executive, tournament requirements, feasibility and dates. Registers and reports PMHA Tournaments with BCAHA for approval. Provides ice-cleaning schedule to City & SOEC. Develops Tournament Application and supplies to PMHA teams for distribution. Updates tournament pages for PMHA web site.

Receives Applications and fees, having the Treasurer deposit funds as received.

Selects teams to attend tournaments. The list of team name & contact info will be distributed to Tournament Chair when in place.

Act as liaison between Tournament Committee and guest applicants.  
Assists the Host Committee with schedules, rules, etc.

### **PMHA DIVISION DIRECTOR**

Establish a Tournament Committee as soon as possible. Notify the Administrator who the Tournament Chair is and contact info.

- \* Host Committee selects a Tournament Chair and Treasurer.

### **HOST COMMITTEE**

The host committee will be comprised of parents, Team Managers, Coaches, and others from *each* of the participating Penticton teams, interested in the hosting of a successful tournament. The inaugural meeting of the Host Committee may be at the call of the Division Director who will act as interim Chair. This meeting will present the *Host Committee* with their terms of reference and Association guidelines.

The meeting participants will select a *Tournament Chair* and *Tournament Treasurer* who will act in that capacity for the duration of the tournament. The host committee will organize and appoint Game Manager(s) and Minor officials. A suggested Organization Chart is attached.

The structure of the Host Committee and the individual duties will be allocated as determined at a general meeting of the Host Committee.

### **BC Hockey Regulation 3.39**

Tournaments shall be permitted in Novice and Initiation divisions, but such tournaments shall be conducted on a **non-competitive basis**. The use of a knockout format, championship rounds or identification of winners is **strictly prohibited**; all teams in the tournament shall play equal number of games; and **no standings of any kind are to be kept**.

Rational: The Novice/Initiation Divisions are intended to be non competitive in which emphasis is placed upon learning basic skill and having fun. Competitive tournaments are not consistent or in line with this philosophy.

### **Team Selection**

#### Requirements

- No CHA carded players may play in a “Recreational” or “House” tournament;
- Similarly, only appropriately carded players, team officials, and properly authorized affiliated players may participate in Tier 1-3 tournaments.

#### Selection Considerations

- Teams are to be of same division and similar level, ex. Bantam Tier 3
- Date team applied for tournament - priority to early applicants which have sent payment
- Reciprocal agreements
- Number of teams from one Association
- Diversity of location - teams from other Regions, other Provinces or International
- If known, teams of similar caliber

For Recreational (House) tournaments, no “select” teams shall be permitted. PMHA requires participating teams to provide BCAHA roster. Teams required adding players to their team due to player shortage are required to supply new BC Hockey Official Team Roster with the added player.

Contact each team and have them submit a “BC Hockey Official Team Roster”. This may be obtained from their association Registrar or Administrator. If the Tournament Chair is not in place, the Administrator will do so.

The Tournament Chair should be the main/only contact for the tournament.

### **Schedules and Tournament Rules**

The Administrator will provide the host committee an ice schedule and tournament rules that may need “tweaking” to go with the tournament schedule. Teams are guaranteed four games unless otherwise stated on the ice schedule, which will be available on website [www.pentictonminorhockey.com](http://www.pentictonminorhockey.com). The rules will be emailed to each Tournament Chair. The rules shall be consistent with all applicable CHA and BCAHA rules and OMAHA and PMHA policies. The Administrator must approve the final ice schedule and rules. The Administrator will forward copies to the Referee-in-Chief and photographer.

*Host Committees must provide each team a copy of the rules and game schedule at least 14 days prior to the tournament. At times this may be difficult if PMHA is trying to fill tournament spaces.*

### **Coach Packages**

As each team checks into a Tournament, the Team’s coach should be given a package containing a game schedule with dressing room assignments, complete copy of the rules and any supplements, rosters for all teams, team handouts such as coupons, etc. This is the time for the Coach to ask any questions and get their answers. Ensure that the game manger confirms team contact information while in Penticton.

Suggestion: Include Player of the game process, baskets/prizes for Coaches, Manager, and if funds permit Team and Player. Include all coach, manager, player &/or team ballots in the welcome package.

Player of the Game Process (Atom - Midget Only): One Player of the Game from each team will be chosen by the teams' Head Coach for every game played during the tournament. Coaches are reminded to award the POG to a single player only once during the tournament. Please ensure that throughout the tournament Okanagan Hockey Group is mentioned as the sponsor of the PMHA Player of the Game Award.

### POST Tournament Report

The Host Committee is to complete a Post Tournament Report and submit to the **PMHA Administrator** within 5 days after completion of the tournament. Included in this report a copy of all lotto licenses and financial statement.

All BC Gaming Licensing reports should be completed and mailed to the gaming branch at this time.

### Other

In addition to the Financial and Tournament Reports, the Host Committee shall ensure that other excess materials supplied by PMHA are returned to the Administrator/Tournament Director. **ALL ballots for the Okanagan Hockey School draw must be given to the Administrator, with one entry each selected for these draws.** Please leave in the PMHA tournament office.

**Bantam Rep Tournament Trophy** - a representative from Scotia Bank may be available to attend the tournament and award the trophy (which stays in the PMHA Trophy Display Case) to the winning team.

### DUTIES

It is important that Tournament Committees have an adequate number of people assigned to perform administrative duties throughout the tournament. It is strongly recommended that a member of the Tournament Committee be present throughout the tournament to deal with issues as they arise.

In order to have a successful tournament, it's important for all teams and parents to select four duties each, sharing the work and the profits to be gained. This could be an excellent fundraiser for the PMHA team(s) hosting the tournament.

The following are core positions and related duties that are required as a minimum for all tournaments.

Tips/tools for tournament volunteer schedule:

- Visit [www.volunteerspot.com](http://www.volunteerspot.com) (important to have one person sign up and create volunteer duties)
- Create a Google Document. Send link to all home team families, choosing volunteer duties that best fits their schedules.
- Create schedule and divide volunteer duties evenly among teams. Each team manager to choose volunteer teams duties with reliable volunteers.

### GAME MANAGER

Primary duties are to oversee game activities, minor officials, and liaison with teams.

- Welcome teams prior to scheduled game time and direct to respective dressing rooms.
- Deliver score sheet to each team for completion starting with the *visiting* team.
- Pick up and deliver score sheets to *on ice officials* (referees room) for their perusal and signatures.

Referee to bring completed sheets to scorekeeper prior to warm-up.

- Do regular security sweeps of dressing rooms;

- Work with medical personnel and at their direction contact emergency services. Assist team personnel and parents should a player be injured and require hospital care;
- Retrieve score sheet from the scorekeeper and distribute copies to home and visiting teams. Top two copies distributed to tournament office unless held by referee;
- Upgrade scoreboard scores and standings;
- Other duties as assigned by Tournament Chair.

It is strongly recommended for Tournaments involving higher divisions, the Game Manager or other individuals from or appointed by the Tournament Committee, be present at the gate(s) when teams go on or come off the ice and monitor teams as they proceed between the ice and dressing rooms.

### SCOREKEEPER

Score sheet will be delivered to the scorer prior to the game by the referee.

- Sign score sheet in the "SCOREKEEPER" area.
- Record scores, penalties, and goalie saves on score sheet as required.
  - Times should be recorded by time played. If the clock shows 16:45 when a goal is scored record the goal as scored at 3:15. (\*Sample of score sheet and score clock instructions are in the Tournament Office. You may print and leave at each arena for your volunteers.)
- Communicate scorers, penalties, times and goalie saves to **PUBLIC ADDRESS ANNOUNCER**.
- Remind **ANNOUNCER** of one minute remaining in the period or game.

At end of game, deliver score sheet to **GAME MANAGER** for distribution

**\*Note: A copy of each game sheet must be forwarded to OMAHA at completion of tournament. Failure to mail games sheets within two days may result in a \$50 fine to the tournament.**

### TIMEKEEPER

- Sign score sheet in "TIMEKEEPER" area.
- Operate score clock.
  - Time Warm up -Time the warm up of 5:00 minutes from game start time.
  - Time periods as per Tournament Rules - period lengths, straight/stop time
    - It is ***strongly recommended*** that all penalties be of the standard duration, stop time, ie. 2 minutes/stop time, not 3 minutes/running time.
  - Remind the Announcer when the period is approaching the last minute.
  - Time penalties -Give time to Scorekeeper for inclusion on the score sheet.
  - Record goalie saves (optional)
  - Record goals

**\*Note: The Referee in Chief offers score clock instruction. Please see the website under "executive contacts" for his/her contact info to set up a possible instruction date for your volunteers.**

### MUSIC

- Play high temple hockey related music **during stoppage of plays**, between periods, games and during the warm up.
- Work with the ANNOUNCER to avoid interference.

### ANNOUNCER

- Work with *Scorekeeper* and *Music* to communicate pre game and game announcements to the spectators. Confirm annunciation of names from teams and officials as required.
- Announce **PMHA SPONSORS** during the game.
- Announce goals, assists and penalties **after the start of play**.
- Use "time played" when reference to time is announced.
- Announce last minute of period or game.
- At end of each period announce the goalkeeper saves for each team.
- If game is tied after the third period, announce that there will be no overtime or the applicable overtime format

- Announce 50/50 number and winner if available.

### Other Considerations:

- Ensure adequate cash float for raffle table
- Treasurer should be on site throughout the weekend. Do not leave large sums of money in the tournament office, especially overnight.
- Ensure 2 sets of different colour uniforms are available in cases of similar uniforms
- Have adequate number of game pucks available
- Make up game sheets for games prior to tournament - NO LABELS!
- Make up posters or logos for each team and hang around arena
- Make dressing room door signs with team logos
- Keep supplies of dry erase markers, regular markers, tape, scissors, stapler, etc.

### Suggested Duties of Committee Members:

**Tournament Chair** - Ensures effective communication with PMHA Administrator, visiting teams, committee, and community supporters (media, photography, sponsors), committee liaison, chairs meetings, reporting and confirms ice schedule & rules with Administrator.

**Treasurer** - Opens Bank account, tracks funds in/out, reports, floats, pick up cash and deposits money throughout tournament, pay invoices and apply for Gaming License(s)

**Operations** - Scheduling of volunteers, communication/Game Manager Handbook/duties, music play lists, game sheets

**Administration** - printing of programs, printing of posters, ballot printing, welcome packages printing, signage and supplies

**Fundraising** - collect donation, purchase items for wrapping, list of items for baskets, prizes, sponsorships, 50/50 prep & set up, raffle table set up

**Clothing Sales/Awards/Gifts/Other** - order & distribute tournament-clothing orders that Tournament Committee chooses to offer from local PMHA sponsor, medals/awards, goodie bags/nutrition boxes

### Emergency Contacts:

**Emergency only!** Example: arena closed or no rink attendant at 6am if game time is 6:30am, etc.

McLaren Arena Office	250-490-0622
McLaren Arena Dispatch	250-490-2305
Memorial Arena shift phone	250-487-9665
Memorial Arena Supervisor	250-809-4298 - Joe Dias
SOEC shift phone	250-809-5937
SOEC & OHS Supervisor	250-809-5983 - Dale Wood





## Penticton Minor Hockey Association Post Tournament Report

Tournament: \_\_\_\_\_

Awards: Allocated \$ _____	Expend. \$ _____	Diff. \$ _____
Suppliers: _____		
- Tournament Committees are responsible for all awards cost exceeding PMHA allocated amount/items - Tournament Committees are not permitted to use these allocated funds for other purposes		

INCOME	50/50	\$ _____
	Raffle Table	\$ _____
	Programs _____ @ \$ _____	\$ _____
	Tournament Clothing Sales	\$ _____

Other (Please specify)	_____	
	\$	
	_____	
	\$	
	_____	
	\$	
TOTAL INCOME		\$

EXPENDITURES	(Please specify)		
		\$	
		_____	
		\$	
		_____	
		\$	
		_____	
		\$	
		_____	
		\$	
	TOTAL EXPENDITURES		\$

Tournament NET TOTAL \$ \_\_\_\_\_

Distribution of funds (share to each team) \$ \_\_\_\_\_

Prepared by: \_\_\_\_\_ Verified by: \_\_\_\_\_ Date: \_\_\_\_\_





