

# **Tournament Check List**

## **Duties – Time Line**

**ASAP** - Form a tournament planning committee and elect a chair.  
Email Administrator the Tournament Chair's contact information

**Review Tournament Information** - under the tournament tab - Tournament Chair Items on the website. Host Guide, Tournament Check List, welcome letter, donation letter etc.

**Planning Meeting** - Chair to call a planning meeting (may have several meetings)

- Determine Treasurer and Co-signer; open Tournament Bank Account
- Theme for posters, decorating, raffle table
- Raffle & Fundraising for example: 50/50, raffle table, prizes
- Determine pricing for 50/50 and what is included in the \$20 Program Package. How many raffle tickets, loonie stick, sucker draw, etc.
- Donations – who, how, what
- Team goodie bags, coaches welcome package, etc.
- Finances - \$ from each team, how much and how will it be divided
- Additions to tournament i.e. Pizza party, Radar Gun, Skills Competition, Longest Game, National Jersey Day, National Anthem at the start of the gold medal game, Coaches/Players/Managers draw if applicable

## **Duties & who does what**

- Rules, volunteer schedule, game managers, raffle baskets
- Collecting/Compiling/Wrapping, Applying for license- determine three contact names with address/phone numbers
- Game sheets, coaches welcome, info
- Roster/Sponsor Inserts for program
- Game Manager
- Parent training for clock/score, music, etc.

## **Contact teams requesting**

- Written consent to film players/coaches, if applicable. Pending recording schedule from Shaw TV
- BC Hockey Official Team Roster including player jersey-numbers
- Jersey colour
- Team contact information while in Penticton

## **Game Schedule**

- Administrator will supply schedule approx two weeks prior to tournament date
- Print schedule for each arena, include a PMHA contact (Game Manager)
- Email to teams
- Administrator will forward to RIC, Photographer and arena staff
- Gather team rosters and do up game sheets
  - Print ice schedule in color and black & white
  - Expand schedule for large raffle table and each arena

## **Rules**

- Will be emailed to the Tournament Chair from the Administrator
- One tournament rules are finalized forward to teams

### Photos

- James Dewar of Stinky Lockers is available to take action photos during the following tournaments:
  - Initiation
  - Novice
  - Atom Development
  - Atom Recreation
  - Peewee Tier 2
  - Peewee Tier 3
  - Bantam Tier 3
  - Bantam Recreation
- Please contact James at [sales@stinkylockers.com](mailto:sales@stinkylockers.com) prior to tournament with team rosters & logo
- Advise James of any changes, special requests etc.

### 50/50 Draws

- Determine pricing of 50/50 tickets
- Apply on line for a Class D percentage license
- Buckets and tickets are located in tournament office
- Schedule 50/50 sellers
- Pre label envelopes for money (prize and tournament money)
- Label 50/50 buckets with ticket pricing
- Sheets to record starting and ending ticket numbers for each draw- as per lottery rules
- Sheets to record winning number, prize amount, and amount for tournament
- Cash floats \$20 for each bucket X4
- Create Poster for posting winning ticket and amount for each draw

### Dressing Rooms & Nutrition/Goodie Bags/Boxes

- Suggestion - Set up a box for each team with welcome items such as apples, granola bars, treats, juice boxes, chap stick, cow bells, mini sticks, etc.
- **REFRAIN** from providing items that are sold in the PMHA concessions such as brewed COFFEE, bottled water or Gatorade to the teams, parents or coaches.
- Distribute boxes & purchased tournament clothing items to teams on Friday (Game Manager)
- Collect outstanding funds owed to the tournament prior to handing out tournament clothing items
- Nutrition/Goodie Bags are supplied by OHG in the tournament office. 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. Perhaps if they would like to donate any types of coupons to add to the bags for each player may be an option as well. Coupons from pizza places, subway, etc., are great ideas to add to your 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.

### Awards

- Okanagan Hockey Group has provided a Player of the Game award for Atom - Midget
- **No** POG award may be given to the Initiation or Novice Divisions. The OHG is donating items for each player attending the Initiation & Novice tournaments.
- One Player of the Game to be awarded after each game, per team, selected by own team coaches
- PMHA has provided a participation medal for each player of Initiation and Novice
- PMHA has provided 1st and 2nd place medals for Atom-Midget
- These medals are not date stamped or division specific
- PMHA has provided a take home banner for 1<sup>st</sup> place champs of the Atom-Midget

tournaments

- Awards are located in the tournament office
- **Contact OHG-Natalie Preston to collect items for tournaments.** [nataliepreston@okanaganhockey.com](mailto:nataliepreston@okanaganhockey.com)

### **Tournament Programs**

- **Advertisement Program** - have been preprinted for each tournament in the office. These are to be given to every player attending a PMHA tournament. Please add them to your "goodie bag or welcome bag". Please leave the extra Advertisement Program in the tournament office.
- **PMHA Printable Program** - Tournament committees are responsible for printing rosters, rules, schedule and the printable tournament program that may be sold at the raffle table. See website under "Tournament Chair Items". For the teams not using the PMHA Printable Program, please contact the Administrator to receive the OHS printable draw tickets for your tournament players instead.

### **Sales Table Suggestions**

- \$100 float for Cash Box –lots of loonies
- Lockable cash box if available
- Game Envelopes in boxes for each arena
- Duty roster schedule with contact information
- Pens, pencils, dry erase markers, stapler, paper clips, tape,
- Loonie Sticks \$1each - 1 right & 1 left stick
- Raffle tickets \$1 each
- \$20 Program package
  - Example: package may include program, loonie stick entry, 15 raffle basket tickets, staple/number before tournament date
- Poster for prize costs, winners, 50/50
- 50/50 buckets, float, envelopes
- OHG program draw
- Note pad/notebook
- Copy of Gaming License(s) at Raffle table

### **Loonie Sticks**

- Suggestion- 1 right & 1 left from stick possibly donated by Game Time, Sport Check or Canadian Tire
- Loonies for loonie sticks - suggested a max of 25 loonies on each stick pre-taped
- Raffle tickets – there are rolls of 50/50 tickets located in the tournament office
- Pails for raffle tickets - there are some well loved pails in the tournament office
- Raffle tickets – there are rolls of 50/50 tickets located in the tournament office

### **Raffle Table - Suggestions**

- Nominate a parent from each team to collect \$25 or a donation of equal value from every player on their team
- Nominate a rep from each team to form a sub committee to work together collecting donations from local companies and create baskets
- Gather prize donations from each family
- Collect money from each team
- Purchase additional prizes (if needed)
- Purchase supplies for preparing baskets (clear plastic, ribbon, tissue paper, baskets, etc)
- Assemble raffle baskets
- Prepare description of each basket (theme and what is in it)
- Apply for Class D License - print a copy and keep at sales table
- Gather ticket pails for each raffle basket and label accordingly
- Track all donations - so that a proper thank you can be done in the program and at the raffle table
- Set up raffle basket tables on Friday evening (number each basket and corresponding ticket pail)
- Create thank you poster of all sponsors
- Take down raffle basket table on Friday night
- Set up raffle basket tables on Saturday morning

- Poster for posting raffle basket winning tickets
- Take down raffle basket table on Saturday night

\*\*\*Please do NOT use tape on glass trophy display cases.

### **Silent Auction**

Silent Auction - Optional

Prepare silent auction bid sheets with description of items Set up table(s) for silent auction items on Friday evening

Draw Times: awards drawn between 6-7:00 pm Saturday night and posted at Memorial

### **Duty Schedule**

- Create Volunteer duty sign up based on the ice schedule - keeping in mind that overlapping shifts is a great way to ensure proper coverage, also having one 50/50 seller for 2 arenas Example: Memorial & OHS one person could do the rounds for both games, Game Manager could do 50/50 sales at McLaren
- Rink/Game Manager
- 50-50 Draw sales
- Time
- Score Keepers
- Raffle Table
- Clean up
- Will need Game Managers and help on Sunday after draw

### **Gaming License(s)**

- Must follow BC Gaming Policy & Enforcement Branch Guidelines/Conditions Gaming Event License
  - o Apply for online gaming license
  - o After event prepare report for Gaming Branch
  - o Post copy of gaming licenses behind raffle/cash table
  - o An electronic copy of the gaming license(s) must accompany the PMHA POST Tournament Report

### **Game Manager Packages**

- Prepare envelopes with everything the rink manager needs - organize by arena
  - Game Sheets
    - NO LABELS
    - Pre-Fill in game sheets – game number, division, etc
  - Pen(s)
  - Spare Game Pucks
  - Player of the game awards
  - Ice Schedule
  - 50/50 tickets
  - Volunteer Schedule and contact information
  - Team Rosters, contact names and numbers
  - Instructions/duties/important notes for Game Manager
  - Medals/Banners for the last games
  - Suggestion name tag for Game Manager
- At the end of each day Game Manager will bring Game Manager boxes back to Memorial Arena. Must have all Completed GAME SHEETS! in one location). The Memorial Game Manager/Tournament Chair will reset the boxes so that the next Game Manager will have everything they need for the start of the next shift
- There are crates in the tournament office that may be used for Gam Manager Boxes

### **Coaches Packages**

- Prepare envelopes with information for coaches
  - Tournament Rules
  - Game Schedule
  - Player of the Game process
  - Coach Draw tickets
  - Player Draw tickets
  - Local information/Maps/Things to Do from wine office and sponsors
  - Add information regarding arena locations and any special notes such as National Jersey day, Longest Game, National Anthem, Shaw Recording games etc.

### **Arena Notices & Posters**

- Dressing Room Assignments for entire tournament– important to post Friday night
  - McLaren
  - Memorial
  - OHS
  - SOEC
- Tournament Logo/Poster
- List of tournament sponsors (with logos)- for each arena
- Promo/Advertising Poster for the Raffle Table
- Sponsor Banners – their own if applicable
- Ice Schedules
- Other Poster Suggestions: Posters with directions to Memorial tournament head quarters posted at each arena, Team Roster Posters, Dressing Room signage
- Instructions on “how to” run clock and do time sheets, ice schedule, volunteer schedule, **RULES** at each arena’s Time Box

### **Advertising**

- email to newspapers – Western
- Shaw TV on site pending availability
- Facebook updates

### **Post Tournament**

- cleanup all arenas
- clean up tournament office
- thank you letters
- Finances – Example: finalize books, deposit income, split proceeds with teams, close out account
- PMHA Tournament Report
- BC Gaming Reports
- Leave tournament office key on table on last day of tournament
- OHG Program Draw - **ALL TICKETS** and the drawn winning ticket left on table of tournament office
- Mail all completed Game Sheets to OMAHA Central Office (See Manager Handbook)

### **Printing– Staples - 10% savings on PMHA Tournaments**

- Suggested Printing Costs
- Game Managers Information
- Coach Packages
- Raffle/50/50 steps
- Inserts for program and additional program printing
- Tournament rules
- Volunteer Schedule copies for raffle table arenas
- Schedule for each arena, raffle table and extras
- Instructions on How to run time clock/game sheets/volunteer schedule/**RULES** for each timebox

### **Announcer**

- Suggestion of Extras for between periods, games, promotion etc. (Memorial has a microphone)
- Play List for Music, iPod/hook ups, etc., for each arena
- **\*Be sure to announce that the POG awards and the items for Initiation & Novice are donated from the Okanagan Hockey Group.**

### **Arenas**

- Large copy schedule
- Directions to tournament headquarters
- Duty schedule
  - Tournament rules at bench
  - Score sheet / clock instructions, poster with sponsors

### **Additional Helpful Info**

#### **Volunteer Spot Info**

**Sample:** Tournament volunteer sign up, send to all home team families via email.

Email link to the Volunteer sign-up page for <insert tourney name here>  
[<insert link to tourney volunteer sign up page here>](#)

Follow the above link and bookmark the page to your Favorite Bar. If you notice a specific thing you'd like to volunteer for below, you can follow the link provided. All the different volunteer roles will be available on the main page by following the link above. Thank you in advance for helping out, the success of our tournament depends on help from all our families.

#### **Please sign up for Time/Music/Score**

#### **Keepers! Here's how it works in 3**

##### **easy steps:**

1. **Click this link** to go to our invitation page on VolunteerSpot: <insertlink>
2. **Enter your email address:** (You will NOT need to register an account on VolunteerSpot)
3. **Sign up!** Choose your spots - VolunteerSpot will send you an automated confirmation and reminders. Easy!

#### **Please sign up for 50/50!**

##### **Here's how it works in 3 easy steps:**

1. **Click this link** to go to our invitation page on VolunteerSpot: <insertlink>
2. **Enter your email address:** (You will NOT need to register an account on VolunteerSpot)
3. **Sign up!** Choose your spots - VolunteerSpot will send you an automated confirmation and reminders. Easy!

#### **Please sign up for Raffle**

#### **Table! Here's how it works**

##### **in 3 easy steps:**

**Click this link** to go to our invitation page on VolunteerSpot: <insert link>  
**Enter your email address:** (You will NOT need to register an account on VolunteerSpot) **Sign up!** Choose your spots - VolunteerSpot will send you an

automated confirmation and reminders. Easy!

**Stats Tracking**

Google Document Link to Stats may be a useful tool to use during your tournament. Have a hard copy at Memorial Arena and an electronic copy online that may be updated regularly throughout the tournament.

Refer to the sample template under Tournament Chair Items on the website. The template may be tweaked and saved as a Google doc and sent to all team contacts.