



STETTLER MINOR HOCKEY TOURNAMENT CHECKLIST

SMHA tournament administration fee is 10% of the tournament profit. (this pays for out of town reffing expenses)

It is recommended that all Donations come from within the Teams circle of immediate Friends, Family and Business acquaintances. DO NOT SOLICIT ANY REBELS MAJOR SPONSOR FOR YOUR DIVISION TOURNAMENT. SOBEYS IS A MAJOR SPONSOR TO THE REBELS FUNDRAISER AND NOT TO BE APPROACHED BY ANY TEAM. WE VALUE THEIR CONTRIBUTION AND THEY ONLY ASK THAT WE KEEP IT TO THAT ONE TIME A YEAR LIMIT. If in doubt of who our major sponsors are, look at the boards, look at the website, they are all listed.

Guns `n Games Source for Sports would like to be contacted by the Tournament Coordinator to include their flyer for each coach package. Contact Lenore Brown @ 403-742-0673 or guns@battleriversports.com

6 – 8 Weeks Before Decide on Budget

- Need to pay for supplies, referees
- Thank you for paper. (Approx. \$75.00- \$ 125.00).
- Awards/goodie bags/food etc.
- Apply for license's for 50/50 & Raffle table

o Create the job list and divide it up between teams

- Tournament Chair
- Treasurer
- Programs
- Game Sheets,
- Raffle Table,
- Grievance Committee,
- Team/Coach/Ref Packages
- Volunteer Scheduler

Decide on what you will give for player prizes and order

- i.e. – trophies, t-shirts, towels, etc. Give enough time to get items in if ordering.
- Possible goodie bags and or possible food and drink.
- Decide on Tournament rules, what kind of format, etc.
- Open or take over tournament bank account. (ask Director if one exists from previous years)
- Please note: All teams are to confirm ice times with Fran Sharpe prior to scheduling game times. If you do not use all of the ice time that has been allotted to your tournament, it is your responsibility to let Fran know. If Fran is not notified with the sufficient notice (1 week) your teams will be responsible for paying for that ice.

2 Weeks Before

- Committee can do up stickers (need 3 per game) or do by hand.
- Use the NCMHA game sheets for tournament games. If it is a league game, make sure it is approved by the Governor prior to game.
- Please forward your tournament game schedule to Fran as soon as possible so she can set up reffing.
- Pay your Refs cash after each game. It's suggested to have envelopes with payment ready at the raffle table and have ref's sign for them after game.
- Volunteer Schedule –Raffle, 50/50 & timekeepers
- Labels for your door buckets or boxes
- Buy 50/50 tickets
- Have Raffle/50/50 license's on hand at raffle table during tournament
- Do up raffle tickets for Door Prizes. Program is available for the computer for the # raffle tickets. 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 Friday or Saturday am 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 approx. 10 regular rolls or 6 ex-large ones.)
- List sponsors on portable bulletin board or tournament board located in Lobby.
- Tournament Rules and have Sanction Number posted on board and in Program

- Thank you, list for all Donations & Prizes for board/posters/program
- Door Prize winners (When will you be drawing?)
- Hand the schedule into Fran to pass on to Jacqui so town can assign dressing rooms.

Things to Have on Hand at the Arena

- o Posters
- o Programs
- o 2 -50/50 Buckets
- o Approximately 8 rolls of 50/50 tickets
- o Game Sheets
- o Receipt book
- o Cash Box
- o Pens & Markers
- o Buckets or Boxes for Raffle Prizes
- o Tacky stuff for Posters
- o Sock Tape
- o Scissors
- o Paper clips
- o Baggies for money/ goodies
- o Float (approximately \$300.00 + - \$ 10 -15, \$5-20, \$2- 2 rolls, and \$1-2 rolls)
- o Raffle Tickets

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

TOURNAMENT GAME SHEETS MUST BE FAXED KEVIN GALLAWAY UPON COMPLETION OF THE TOURNAMENT. If issues arise **during** the Tournament, please contact Kevin IMMEDIATELY so you are fully aware of any suspensions that may occur. We do not want Players or Coaches to have to sit longer than necessary.

Kevin Gallaway: CELL: 403-575-1244 (texting is fine)

EMAIL:kevgallaway@telus.net EMAIL GAME SHEETS IN PDF FORMAT ONLY

Any and all suspensions or disciplinary actions in **Tournament** Games must be reported to Kevin.

Any League suspensions or disciplinary actions will be dealt with by your NCMHA Governor. The League Governor and Kevin work closely together to ensure continuity. **No Player and/or Coach can be on a bench until they have received a notice from one of them on the action to be taken.**

Following your tournament please submit finance/sponsorship report to Chris Miller (Treasurer) for review. stettlerminorhockeytreasurer@gmail.com