



*Greater Vernon Minor Hockey  
Association*

*Tournament  
Planning & Procedure  
Manual*

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# Introduction

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Thank you for choosing to give your time to a Greater Vernon Minor Hockey Association tournament, an “added value” event we choose to put forward for our players. Our players and guests will appreciate the tournament experience if they have competitive games in a fun and exciting atmosphere. Whatever your role, please realize that each step and duty is important, and that the effort of every volunteer is valuable.

The *Tournament Planning and Procedures Manual* were created by GVMHA Tournament Committee, led by Michelle McCrea & Liisa Seltzer, to simplify tournament planning and management of all tournaments. The information presented here is intended to guide volunteers; however, the individual requirements of each tournament will determine what additional or different procedures are needed.

The objective of this manual is to facilitate a consistent and repeatable planning process for all GVMHA tournaments. All stages of tournament planning and management are outlined, from early planning, through implementation, tournament wrap-up and review.

The manual is a valuable guide for both new and returning volunteers. Without volunteers, there would be no tournaments. The goal is to provide our volunteers with the tools, support and guidance they need to create a fantastic event that we can all take pride in. Tournaments that are well-planned and executed are fun for everyone – the players, coaches, parents and volunteers.

This manual is a work in progress. Please continue to use and review it, and submit any suggestions for additions or enhancements to the active GVMHA Tournament Director.

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## ***Tournament Director***

The Tournament Director is an elected member of the GVMHA Executive and is responsible for the overall coordination of all GVMHA tournaments and related activities. The Tournament Director may appoint a Tournament Committee to support this work. The Tournament Director reports directly to the GVMHA Executive.

### **Responsibilities:**

- Assigns/appoints a tournament chair for each tournament.
- Consults with divisional director(s), when required.
- Ensures tournament committees submit a post-tournament financial statement.
- Prepares and maintains a tournament planning manual (this document).

## ***Tournament Chair***

The Tournament Chair is responsible for the overall planning and coordination of the designated tournament. The Tournament Chair reports directly to the GVMHA Tournament Director.

### **Responsibilities:**

- Monitor the Planning Timelines to ensure key milestones are being achieved.
- Recruit committee members for the Tournament Planning Committee.
- Establish a schedule for tournament meetings and chair all meetings of the Tournament Planning Committee.
- **Hold a tournament meeting AT LEAST 2 months prior to your tournament.**
- Assign/delegate specific tasks to committee members and monitor the work of all committee members.
- Receives applications from interested teams and confirms registration.
- Communicates with interested and registered teams as required.
- Maintains a record of registered teams.
- Prepares team rosters for the tournament program.
- Prepares a team contact list for the tournament including cellphone numbers. Keep that contact list with you at the tournament with all cell phone numbers in case of game or arena change.
- Sends out game schedules to registered teams.
- Develop tournament game schedule once given ice times by GVMHA Administrator.
- GVMHA will provide you with the game times and arenas for your tournament. You may use a template from a previous years' tournament to get you started.
- Schedule the teams as evenly as possible throughout the arenas that you have been allotted.
- Friday night: When scheduling the teams for Friday night be mindful of the teams with the longest distance to travel and schedule them later in the evening. The exception is if a team from out of town is here the evening before (ie: arrives Thursday night for tournament that begins Friday).
- Saturday Morning: Ideally, two travelling teams who would be staying in a hotel would have the first game Saturday morning since they are arguably the closest to the rink. Try to avoid scheduling a visiting team with a long commute for the first game such as Kelowna and West Kelowna. Also, do not schedule the teams who played the latest game on Friday night for the first game on Saturday morning.

- When teams have two games in one day, try to give them a minimum of two hours of rest between the end of their first game and the start of their second game.
- All visiting teams should play a host team at least once. Since Vernon typically has 4 home teams in a 10 team draw this should not be difficult.
- Since there is a small advantage (last ice change) in being the home team, vary this privilege between the Vernon teams and their guests. It is a small thing but attention to detail is important!
- Send game schedule and tournament rules to RIC; ensure tournament rules are posted in the referee's room during the tournament. Ensure you have the RIC phone number if you need to contact the RIC during the tournament.
- Ensure that medallions are available for 1<sup>st</sup> and 2<sup>nd</sup> place teams players from GVMHA Administrator; 18 for each team
- Assembles information to assist the committee and volunteers to do their jobs efficiently during the tournament
- Coordinate tournament set-up, tear-down and on-site supervision during the tournament.
- Manages all prize draws during the tournament.
- Chair a post-tournament meeting with the Tournament Director and tournament committee to tie up all loose ends. This meeting should be held within two weeks of tournament completion. Discuss what worked, what did not work well and how tournament can be improved for the following year.

## ***Treasurer***

The Treasurer is responsible for financial planning and decision-making for each individual tournament. Each tournament should have at least two Treasurers, 1 person from 2 different teams, who implement the money management procedures.

### **Responsibilities:**

- Monitors the budget during tournament planning and alerts the Tournament Chair if any issues arise.
- **If your tournament intends on engaging in 50/50 draws and/or having a raffle table at your tournament you must apply for a CLASS D gaming license and comply with all rules and guidelines. You will need the list of your raffle baskets in order to apply for your license.**
- You will need to pay for the license and keep your receipt to be reimbursed at the end of the tournament
- See if either Treasurer can front the money required for your tournament floats, otherwise ask the Committee members if anyone can front the float money
- Ensure the tournament has a money box and cash float before the start of your tournament; \$200 for a float is recommended for the raffle table; \$50 in \$1 coins; \$50 in \$2 coins and \$100 in \$5 bills.
- Prepare float for 50/50 draws; \$25 should be adequate: \$10 in \$1 coins; \$15 in \$5 bills
- Ensure all receipts (e.g. donations) are received and deposited.
- Ensure all invoices are paid.
- Ensures that all cash/cheques taken in during the tournament is managed professionally.
- During the tournament, ensure the float is available for the first shift each day and that cash is picked up on a regular basis and deposited at the end of each day. The float must be at the raffle table 15 minutes before the start of the first shift in the morning and must be picked up from the raffle table just prior to the end of the day. Ensure that cash box is never left unattended.

- Always double up when counting cash during the tournament.
- Ensure you have envelopes available to put money in after counted during tournament; both people count the money, put it in the envelope, fasten closed and then both people sign the envelope.
- Prepare tournament financial report following the tournament to be distributed to all the members of your tournament committee and the Tournament Director.
- Bring all cash to tournament wrap-up meeting and equally divide the profits among the teams that hosted the tournament.

## ***Team Tournament Representatives***

Each home team (house) in the tournament is responsible for assigning at least 2 parents to be on the tournament committee. Team Representatives are a valuable asset to have as active members of the core committee. They have the perspective of the parents from their team and can provide valuable information to the tournament committee.

### **Responsibilities:**

- Provide information for Team Tournament Committee, including team name, team number, coach name, team rep name, phone and email. This information is used to create a master contact list.
- Attend tournament committee meetings to represent your team and communicate information back to your team.
- Sign-up volunteers from your team for the timekeeper, scorekeeper, music, 50/50 sales and raffle table.
- Participate in collecting items for player goody bags.
- Collect items donated for raffle baskets or purchase required items for team raffle baskets.
- Collect any donations provided for your tournament.
- If you are requesting any prize/raffle donations from businesses, set a deadline for contributions ( approx. 2 weeks before the tournament)

### ***Miscellaneous Information***

- For Rep Tournaments a TEAM TOURNAMENT CHAIR will be assigned by the team to coordinate all the parents.
- A tournament draw (schedule) for ice times will be given to each Tournament Chair by the GVMHA Administrator.
- Tournament sanctioning (insurance from BC Hockey) is done for **ALL** GVMHA tournaments and the sanction number is posted for all tournament draws at the Civic Arena for each tournament by the GVMHA Administrator.
- **All tournament draws are as follows:**
  - Friday; each team plays one game
  - Saturday; each team plays two games
  - Sunday; consolation, semi-final and championship games are played
- For **REP** teams once the team selections are done the Tournament Director and/or the Tournament Chairperson will notify the successful teams and their cheques will be cashed and the draw will be posted on the GVMHA website.
- For **HOUSE** teams; the successful teams will be selected by the Tournament Director and/or the Division Manager and/or the Tournament Chair. Once the successful teams have been notified their cheques will be cashed and the draw will be posted on the GVMHA website.

- When setting up your raffle tables etc... you may want to bring with you tape & tape gun, pens, markers/sharpies, scissors, paper clips, stapler & staple remover, extra poster paper and any other item you think will help with your set up.

## ***Required Duties for Your Tournament***

All the required duties needed for a successful tournament are grouped together into “packages” and it is best if each “package” is then chosen by each team and those are their duties to complete prior to the tournament. Teams will usually work on one or more “packages” for their tournament.

### **1. Tournament Host: **Tournament Chair****

- Welcome packages/ Coaches Packages for teams should include:
  - Rules
  - Schedule
  - Copy of Coach/Player conduct (found on website under Forms)
  - Tournament team standing sheet
  - Tim Bits Shoot Out rules ( if your tournament is doing a TimBits Shoot Out)
  - Things to Do while in Vernon page
  - Map page
  - Collect any coupons being donated to be put in the Coaches Welcome Package so he/she can distribute them to their players
  - MVP list for each team and/or an Unsung Hero (or Heart & Hustle Award) list as well. Coaches will name their own Unsung Hero (most sportsmanlike) and either the opposing Coach or Team’s Head Coach will name the MVP
- Email teams welcoming them to your tournament
- Provide information re: accommodations, the information can be found on our GVMHA website
- Inform the teams of your Program Draw, superb raffle table, Player’s Draw, Coach’s Draw and Team Manager’s Draw. Also advise them if you are doing any Special Raffle Prizes
- Advise them if you are doing t-shirts or other items for your tournament that can be purchased by the players
- Make sure you have an extra set of jerseys for the tournament if you need to use them for conflict in jersey colour
- Interpret and enforce tournament rules
- Collect game sheets and update the score board after each game – hand in all game sheets to the GVMHA office Sunday afternoon/evening.
- Set up Tournament Ad Hoc Committee to deal with any tournament protests that arise
- Deliver coach packages to the proper arena for their first game of the tournament
- The tournament chair should be available by cell phone throughout the tournament to deal with issues as they arise. A list of cell phone numbers for all tournament committee members should be kept at the raffle table.

## 2. Treasurer **Teams:**

- Review duties listed above for Tournament Treasurer for more comprehensive list of duties required
- One person from 2 different teams, double up for counting \$\$\$\$
- Prepare envelopes for when you collect cash from the raffle table
- Prepare Tournament Financial Summary
- **Please make sure that the follow up reports are done for each gaming license and sent to BC Gaming upon completion of your tournament**

## 3. Posters **Team:**

- Team posters; decide if your tournament will make any team banners/pennants for each team participating in your tournament
- Make a poster showing the cost of all your tickets: this is only an example of prices
  - Program Package...\$20.00*
  - single ticket for Program Draw.....\$2.00*
  - Loonie Stick Ticket.....\$2.00*
  - Individual Raffle Ticket.....\$1.00*
  - Special Draw Tickets...1 for \$2 or 3 for \$5*
- Poster needed for Raffle table baskets to display the winning ticket number
- 50/50 poster is needed; include the amount of the win; game #, date & time and winner's name
- Thank you to Sponsors; the names of all the persons or businesses that have made donations to your tournament need to be identified on this poster
- A 32 X 40 tournament draw and the schematic score sheet needs to be arranged for your tournament. You can contact Lakeside Printing or any other printer that you know of and make sure you provide them with a sample template that you want used. Put the team names on your poster before putting it up on the wall.
- Dressing Room Door; put team names on a piece of paper with tournament logo and have it laminated so team can use them during tournament for their dressing room. It is nice if these Dressing Room signs can be put on the door of the team's change room for their first game and then they take them with them after for the rest of the tournament
- Poster for Jersey draw; this will be required if you are doing a jersey draw

## 4. Tournament T-shirts, toques or skate towels etc... **Team:**

- Decide if your tournament will be doing any fundraising by selling items that advertise your tournament
- You also need to decide if you will make up any give away gifts for the players ie. Bookmarks, CDs etc...
- Pick a theme name for your tournament ie. "Lord of the Rink Pee Wee Tournament 2010"; Bantam Winter Classic 2013 etc..

- Items can be ordered thru Five Star Awards, Brand Alliance, Hi-Pro Sports or anyone else you know (try to support GVMHA sponsors)
- Confirm the cost for the item and then decide what you will charge players, ie. If printed product costs you \$12 to make you may want to sell for \$20 to make a profit
- Ask how much the art work will cost you and that has to be calculated into your final costs, some may throw the art work in for free if you order so many of the item
- You will need your home teams orders in ASAP
- The Tournament Chair will send out the order forms for home & away teams as soon as you receive the logo, and then set a date that ALL orders must be in by
- Advise the Team Managers that they will not be able to pick up their items until they are paid for; items should be kept behind main raffle table for pick up.

#### 5. Loonie Stick **Team:**

- One will be required for our Loonie Stick draw
- See if any businesses (Sun Valley Source for Sports) in Vernon will donate a hockey stick for your draw

#### 6. Raffle Table **Team:**

- Decide on your colour theme for your tournament; you can use coloured curling ribbon for the baskets. The responsible team needs to purchase and pre-cut all the ribbons for the baskets.
- Will you use coloured table cloths or other coverings for your raffle tables?
- Every team is responsible for obtaining their own baskets and clear wrap to wrap up their team baskets.
- Decide on what your Program Draw will be and where it will be placed on raffle table
- Decide if you are doing a Special Draw and then where you will place it on the raffle table for best visibility
- You should be making up 3 baskets per team – collect \$20 per player on your team (16 players X \$20=\$320.00) and use that money to purchase items
- You are able to use any Corporate or personal donations for possible Program Draw, Special Draw etc... if we don't get a donation you will need to decide how you will purchase your program draw.
- Approximate value for each basket should be approx. \$100.00
- Decide on receptacles for the tickets for each of your raffle baskets, most often used are colour coordinated gift bags that can be purchased at a dollar store
- Decide on the format for the tags for your raffle baskets, if you have a team logo use that on your gift tag and then list all the items included in the specific raffle basket. Each team should print off their labels and paste them onto coloured construction paper and then we will trim them when setting up the raffle table so they all look alike
- **NO fruit is to be given to individual teams to take into their dressing room;** fruit can be donated and kept in a box by the raffle table for all to use.



## 7. Raffle Basket ideas (these are only ideas, feel free to make up other ones)

1. Sport
  2. Movie
  3. Mom/Spa
  4. Golf
  5. Girls
  6. Street Hockey
  7. Hockey Mom Survival Kit
  8. Tim Horton's
  9. Coffee & Cookies Basket
  10. Romance Basket
  11. Winter basket
  12. Magazine & Book Basket
  13. Games basket
  14. Dinner basket
  15. Boys Nerf basket
  16. Movie Night Basket
  17. Hockey Dad's Basket
- Players Draw: Nintendo DSI xl, IPOD, IDOD headphones, movie coupons, shopping gift cards etc....
  - Coaches Draw
  - Team Managers Draw
  - Program Draw
  - Special Draw
  - It is easier if you print off all the player names, coaches names and team manager names and put those in the draw already for them
  - **NO ALCOHOL** in any raffle baskets
  - **NO LOTTERY** trees as raffle baskets
  - **DO NOT** approach the Vipers for prizes; if any are available these will be provided by GVMHA Administrator
  - See if any businesses in town will donate a basket to raffle
  - Your raffle draw should be done Saturday night or during the first game Sunday morning
  - Put on your raffle poster when the draw will take place
  - When the prize winner arrives to pick up their prizes, tape their winning ticket beside the one picked out of the ticket container

## 8. Ticket Packages **Team** :

- **30 tickets + 1 program + 1 Loonie stick + (1 Special item if you have one)**
- Raffle Basket: **orange tickets**
- Loonie Stick: **green tickets**
- Program: **blue tickets**
- Special Item: pick a colour for these tickets

- Pre-count the tickets and staple together; insert/slide stapled tickets into Tournament Program. We receive 100 tournament programs and it is very rare to sell out of the 100 programs
- In past years we have purchased the following tickets for each tournament:
  - 1 roll tickets for program draw;
  - 1 roll of tickets for the loonie stick
  - 3-4 rolls of tickets for the raffle baskets

**9. 50/50 Tickets                      Team:**

- You will need to apply for the BC Gaming license for the tournament to cover raffle table and 50/50 draws. Decide with treasurer who will apply for gaming license.
- 50/50 tickets need to be a different colour than your raffle tickets
- In past years we have purchased 5-6 rolls of tickets for the 50/50 draws
- 50/50 pails needed; you will need 2 pails and you should label the pails with the price for the 50/50 tickets. Prices are; 1 for \$1; 3 for \$2 and 20 for \$5
- Need a pail for each arena, we are either at Civic & PV or the Civic & Wesbild
- Pre-Count tickets for the 20 tickets
- You will need to post the winning ticket and amount on the poster following each draw
- You need to make up envelopes as well for 50/50 draws, you will need 2 envelopes for each 50/50 draw, in one you put the winning \$\$ and it goes to the winner and the other has the \$\$ for the tournament; seal it and put in cash box;
- You should have this type of information on your envelope:
 

Game # 1  
 Friday, Oct 26th 4:00pm  
 Civic Arena  
 Vernon # 1 vs. Aldergrove  
 Total Winnings: \_\_\_\_\_  
 Treasurer's amount: \_\_\_\_\_  
 Winner's name & amount: \_\_\_\_\_

**10. Program Rosters (Night Owl)                      Tournament Chairperson**

- Contact Merrie at Night Owl Printing at 250-558-0084 or nightowlprints@shaw.ca
- Merrie will send the template to the Tournament Chair
- You will need to include the:
  - Team rosters
  - Rules
  - Schedule
  - 1<sup>st</sup> page – schedule
  - 2<sup>nd</sup> page – roster (word or excel)
  - 3<sup>rd</sup> page – rosters
  - 4<sup>th</sup> page – Rules
- Deadline to order programs is usually 2 weeks prior to your tournament
- 100 programs will be printed for your tournament and will be ready for pick up on the Thursday morning before your tournament starts at Night Owl Printing

- Programs are supplied at no cost to your tournament committee and any unused programs must be dropped off back at Night Owl Printing after your tournament

#### **11. Shoot Out – Tim Bits Team:**

- Decide if your tournament will do a Tim Bits shoot out
- Order and purchase the Tim Bits; order the 40 Timbits in a box and need 15 boxes in total
- Pre-order and pick up at the Tim Hortons by the Civic rink
- Make sure they get to the appropriate rinks
- Make labels for each Tim Bits box; Date; Rink; Game # and Time of game
- No Tim-Bits Shoot Out during any of the games on Sunday

#### **12. Time/Score, Music; Raffle; 50/50 Team:**

- Create schedule to include all volunteering duties (see appendix for a sample of volunteer list)
- Make sure you print a Master Copy of all the volunteers and keep it at the Civic Raffle table
- You will need to 2 volunteers for each time slot at the raffle table
- You will need 2 volunteers for the 50/50; if you are doing a Jersey Draw 1 person can do the 50/50 and 1 can do the Jersey Draw
- The 50/50 volunteer needs to post the winning ticket, winner's name and the amount of the win on the 50/50 poster
- You will need 1 volunteer to work the score clock and 1 volunteer to complete the game sheet for each game. We are responsible for ALL the tournament games, not just the games with Vernon teams playing
- Post the tournament rules and penalty abbreviations in the scorekeepers box at each arena
- Schedule music for games at Civic only, you only need 1 volunteer to play the music
- Pre-filled Game sheets will be kept at the raffle table
- **The game that your home team is doing time/score, the tournament committee member from that team is responsible for getting game sheets; MVP, Unsung Hero awards and Timbits to time keepers box. Then at the end of the game make sure the game sheet is brought back to the Raffle table.**

#### **13. Photographer: Team:**

- Decide if your tournament wants to have a photographer present to take photos that players/parents can purchase and contact the photographer **AS SOON AS POSSIBLE** to ensure they are available

#### **14. Trophies Team:**

- GVMHA supplies us with 1<sup>st</sup> & 2<sup>nd</sup> place medals

- GVMHA will be giving each tournament Medallions for the 1<sup>st</sup> & 2<sup>nd</sup> place team, each team player will get a medallion for 1<sup>st</sup> or 2<sup>nd</sup> place, no other teams will receive awards unless your tournament committee decides you would like to purchase medallions for the 3<sup>rd</sup> place team
- The GVMHA Administrator will have your 18 medallions for both 1<sup>st</sup> place and 2<sup>nd</sup> place teams in the Concession on the Friday of your tournament.

#### **15. First Game Treats/ Goody Bags      Team:**

- Goodie bags for all the players should be given out after the first game.
- See if you can get coupons donated to put in the goody bags, you can approach McDonalds; Wendy's; Dairy Queen, Subway etc...
- Put any coupons that you receive into the Coaches Welcome Packages so the coach can then give them out to his team players.
- You will need approx. 180 bags per tournament
- You can put any give away gift items for players into the goody bags such as bookmarks, CDs, toothbrush, gum, candy, skate sharpening coupons, pencils, wristbands etc...
- Organize the parents on your team to stuff all the goody bags
- Obtain boxes (one for each team) and create labels for each box that includes:
  - Team Name
  - Head Coach Name
  - First game (date/time/location)
  - Number of players on the team
- Clearly label each box and put goody bags in the box for that specific team
- Deliver the Goody Bag Box to the appropriate arena on the first day of the tournament

#### **16. MVP and Unsung Hero (Heart & Hustle )Awards      Team:**

- Decide how each player will be chosen ie. Coaches will name their own Unsung Hero & opposing Coach will name the MVP
- Players can only be picked once for an award in the tournament
- MVP forms should be in the Coach's Package
- Decide what you will use for your MVP award and for the Unsung Hero Award
- Decide if you will give out these awards during the games on Sunday
- Decide who will hand out the MVP awards at the end of each game ie. Timekeeper or Refs

#### **17. Game Sheets      Team:**

- OMAHA requires all game sheets be written out neatly by hand (press hard as they go through 4 copies) No stickers are allowed on game sheets.
- You will also need to fill in the top of the game sheet indicating teams playing, which rink and date etc.... for each game sheet

- Please contact GVMHA Administrator to obtain the empty game sheets for all games in your tournament
- Separate game sheets by location and arrange in chronological(date/time) order for each arena
- Game sheets will be kept at the raffle table for pick-up prior to each game, store in 1 large envelope and submit all sheets to the GVMHA office by the Monday evening after your tournament ends
- Please make sure that the official team roster and the tournament roster match; a team official will need to sign the game sheet prior to each game and cross out any names of absent players/bench staff. Only names of the people
- **DO NOT** put the Team Manager on the team roster unless the Team Manager sits on the bench during the game

**18. Thank You Letters    Team: All teams do the thank you letters**

- Send to sponsors who donated to your tournament
- Use Contact person and make sure you have their mailing address
- Thank them for item/\$\$ donated
- Spend some money and buy a nicer stock of paper for your thank you letters
- Teams will do up their own thank you letter to the business that donated thru them to the tournament