***WKMHA ADMINISTRATOR WILL :***

Post Tournaments on BC Hockey website

Accept applications/payments from teams

Confirm team’s acceptance with Tournament Committee/Coaches (will take reciprocals in to account but not guaranteed)

Confirm format of Tournament and provide ice slots to Tournament Committee based on # of teams

Ensure Dressing Rooms assignments are completed by facility owner once schedule is complete

Provide Rules

Email Tournament Committee Logo of Tournament Sponsor - if applicable, for program

Check with Tournament Sponsor to see if they have banner to hang during Tournament

Ensure schedule /standings posters are prepared and available before tournament

Order tournament trophies/awards and pick up

Post Schedule on website

Provide score sheets and clipboards

Order tables/chairs from facility owner for raffle table (as directed by tournament committee)

Ensure RiC is aware of tournament game schedules in order to book Officials

WKMHA will reimburse $20 per team for drinks for each team, recommend drinks for 3 games

INITIATION ONLY - WKMHA will reimburse $15 per team for hot dog & chips for each player/coach for 1 lunch during the tournament OR for use as they see fit

Provide copies of BC Hockey Sanction form & Tournament Rules for time boxes and for posting by poster of schedule/standings

Post copy of Tournament Rules in Officials Room

Provide Tournament Committee with keys to WKMHA for duration of tournament

***TOURNAMENT COMMITTEE WILL:***

Complete Tournament schedule based on schedule of ice slots/format provided by Administrator (template from previous year available)

Review and edit rules to reflect game times, floods, penalties, overtime, time outs, awards and anything that may be specific to your tournament. Ensure WKMHA and RiC are copied.

Email all teams schedule & Tournament Rules once schedule has been finalized

Email participating teams information regarding tournament table location, game sheet procedures, female dressing room location and any other important information regarding your tournament,

Email teams concession menu & contact info

Organize & prepare raffle table & 50/50 draws, to their liking **AND PURCHASE NECESSARY LICENCES (in team name not Associations)**

You will need to apply for class D licences on-line at [www.gaming.gov.bc.ca](http://www.gaming.gov.bc.ca) . You will need a separate licence for raffle table and 50/50 draws. Typical processing time for class D licences is 3 business days but can be longer if they are experiencing volumes of applications. You should check the gaming website.

Review the “Standard Procedures for Ticket Raffles” document on the gaming website.

Prepare program for tournament, to their liking (be sure to obtain tournament sponsor logo from Administrator)

Purchase drinks for all teams for "3" games. 1 drink will be water, 1 drink will be gatorade, 1 drink will be juice/ice tea – WKMHA will reimburse $20 per team

Advise Administrator how many tables you require for raffles and in which arena you will be setting up in

Organize Volunteers for all game slots

Ensure instructions for each volunteer position (raffle table / 50/50 )are in written form to be passed on from volunteer to volunteer.

Appoint a group of “Tournament Coordinators”, one of whom will be present at the rink at all times during the tournament.

The Tournament Coordinator will be responsible for game sheets, game awards, delivering beverages to dressing rooms, ensuring the smooth flow of game times, recording results and standing, determining Home and Away teams for elimination games, communicating standing to teams at the end of round robin play.

A Tournament Coordinator should be at the rink when teams arrive for their morning games and should be there when teams leave after their evening games.

A tournament representative should be present for the presentation of the final game awards. This person should thank all teams for participating and congratulate the wining team. Typically if a WKMHA team is participating in this game a coach can assume this role.

**NOTE:**

**1)use ONLY masking tape for putting anything up on walls/glass, *NO PACKING TAPE***

**2) If you leave signs up in the rink overnight it is advisable to take a photo of them (in the event they are “damaged” overnight)Include standings and raffle signs with prize numbers etc.**

**3)Make sure ONLY players get awards.**