***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

Have pucks available for use for warmups in each rink (if requested), to be returned to WKMHA office at end of tournament – ORANGE BUCKETS

***TOURNAMENT COMMITTEE WILL:***

Obtain Tournament binder from Administrator - if required

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

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

Email teams concession menu & contact info

Organize Volunteers for all game slots

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

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

**NOTE:**

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

**2)Make sure ONLY players get awards. Thx.**