



## Athabasca & District Minor Hockey Association

<b>APPROVED:</b>	February 2012
<b>POLICY:</b>	TOURNAMENTS
<b>PURPOSE:</b>	Provide understanding for hosting a tournament and the applicable processes to be followed
<b>RESPONSIBLE:</b>	ADMHA EXECUTIVE & TEAM OFFICIALS

### 1. **General Tournaments**

- 1.1. The Ice Scheduler shall provide a list of dates available for tournaments to the Association. The Division Directors shall notify each of their teams of these dates. Any team wanting to host a tournament must request approval from the Association at least six weeks prior to the proposed tournament.
- 1.2. The Host team(s) shall form a Tournament Committee, which will be responsible for organizing the event, including obtaining appropriate Hockey Alberta approvals. An estimated budget for the event, including the names of proposed sponsors, shall be submitted to the Association at least one month prior to the tournament for approval.
- 1.3. With three weeks of the completion of the tournament, the Tournament Committee shall submit a detailed Income/Expense Statement to the Association.

### 2. **Exhibition Tournaments**

- 2.1. The host team(s) of an exhibition tournament shall retain any profits from the tournament. Should the tournament result in a financial loss, the host team(s) is (are) responsible for any costs arising from the tournament.
- 2.2. Tournament profits may be used to offset any team expenses (e.g. Tournament entry fees, exceptional travel expenses, etc.) that were incurred, or are anticipated to occur, during the current season. These profits are considered a part of a team's operating funds and are subject to the conditions of Fundraising-Donations-Sponsorship Policy "Team Funds"

### 3. **Provincial Finals Tournaments**

- 3.1. Hockey Alberta requires that the Athabasca & District Minor Hockey Association become the sponsor of Provincial Finals Tournaments which are hosted in Athabasca. The Association, therefore, is responsible for the financial viability of the tournament. A team wishing to host a Provincial Finals Tournament shall request the Association to form a Tournament Committee that will be responsible for wholly organizing the event.
- 3.2. A member of the Tournament Committee shall attend monthly meetings of the Association and will provide regular progress reports during the preparation stage, and

a final report upon completion of the event. The Tournament Committee shall ensure that all fundraising proposals receive prior approval of the Executive, that all financial commitments are met, and that the Final Report includes a detailed income/expense statement noting all profits generated or losses suffered.

- 3.3. In recognition of the fact that the Host Team will not host an exhibition tournament, the organizing committee may use 20% of net profits to a maximum of \$1,000 from the Provincial Finals Tournament to offset any team expenses incurred or anticipated during that hour season. These funds are to be considered a part of a team's operating funds and are subject to the conditions of Fundraising-Donations-Sponsorship Policy. Eighty percent of all profits shall remain with Athabasca Minor Hockey for the continued development of hockey and hockey programs in Athabasca.

#### **4. Tournament Budget**

- 4.1. Tournaments are expected to be self-sufficient. Adequate income must be generated through registration fees and raffles for an Exhibition Tournament or through sponsorships, advertising, donation and raffles for a Provincial Finals Tournament.
- 4.2. Solicit Parents Association President &/or Treasurer for all applicable licencing and regulations for fundraising to ensure no contradictions to the ALGC.