



## Brooks Minor Hockey Association Tournament Checklist



### **6 – 8 Weeks Before**

- Create your tournament committee. Director should be involved however parent group should be responsible for the actual tournament. Should have ideally 6-10 people on the committee.
  - Positions Needed: Tournament Chair, Treasurer, Program/game sheets/Posters/License, Prize Committee, Tournament Governor for rules and disputes.
- Decide on Budget
  - Need to pay for supplies (programs, posters, thank you, etc) , referees, ice, prizes
- Decide how much to charge per team (Ice and Ref estimates can be obtained from Admin)
- Submit tournament budget to Vice President for approval
- Decide on what you will give for player prizes and order i.e. – trophies, t-shirts, towels, etc. Possible goodie bags
- Decide on the tournament rules and what kind of format for the tournament schedule
- Open Tournament Bank Account that requires 2 people to sign. The Credit Union is the best. Get approx. 32 cheques.
- Get the Tournament Sanction Number from Brooks Minor Hockey office.
- Set up Tournament Schedule. Forward schedule to Referee Director and Ice Director at least 4 weeks in advance.

### **4 Weeks Before**

- Create Programs and Posters
- Organize Door Prizes
- Get all team rosters for game sheets.
- Set up a prize, 50/50 & timekeeper schedule

### **2 Weeks Before**

- Create stickers with Rosters for the game sheets (need 3 copies per game)
- You will receive a Ref schedule for your tournament the week of tournament. You may pay your Refs from 50/50 money or pay out of your tournament account with a cheque.
- Labels for your prize buckets or boxes.
- Buy 50/50 tickets.
- Do up raffle tickets for Door Prizes. (BMHA has a sheet available for the # raffle tickets.)
- Make arrangements to collect door prizes
- List Door Prizes and sponsors on poster boards
- Tournament Rules and Sanction Number should be posted and in Program.
- Send out Volunteer Schedule –door, 50/50 & timekeepers
- Assign dressing rooms. Hand the schedule into the city so the Rink staff are aware of these time and rooms.



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### 1 Week Before

- Get Licensing and assign someone to be responsible for filling it out and sending it to AGLC
- Print Programs
- Plan work bee to get prizes &/or goodie bags organized

### 1 Day Before

- Get Float

### Things to Have on Hand at the Arena

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

FOLLOWING THE TOURNAMENT, YOU MUST SUBMIT A FINAL BALANCE SHEET TO THE VICE PRESIDENT SHOWING ALL REVENUE AND EXPENDITURES FOR THE TOURNAMENT.