

NOMHA Tournament Manual



Last Edited

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Introduction

Thank you for choosing to give your time to the North Okanagan 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 was created by NOMHA Tournament Committee, 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 specific procedures are needed.

The objective of this manual is to facilitate a consistent and repeatable planning process for all NOMHA 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 NOMHA Tournament Director.

No NOMHA Member is permitted to raise funds on behalf of NOMHA without written permission from the Executive. Donations less than \$100 can be solicited from local businesses for special events, including Tournaments, provided that (a) executive is notified and (b) a written letter of thanks is returned to the business within 30 days of the donation.

All NOMHA Teams must comply with both the NOMHA policies and all Provincial Regulations regarding fundraising. Teams planning fundraising initiatives of any type must receive pre-approval from the NOMHA Board. This can be done by filling out a [NOMHA Team Fundraising Request Form](#) and submitting to tournaments@nomha.com for the necessary approvals.

All Teams must also complete and submit a [Team Financial Report](#) by **December 15** and **April 15**. **The April 15 Team Financial Report must include copies of all receipts.** Both forms can be found on the NOMHA website under Forms/Permits.

Responsibilities

- During the tournament, you will need a float - you can use your team fees for this that you have collected from your team, 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
- Create a master contact list with coaches and managers names and numbers with what team they belong to in case they are needed to be contacted at any time of the tournament.
- 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. In the past teams have used a site called Volunteersignup. Designate one parent to set this up and create the schedule with the jobs needing to be filled. Tasks should be divided up evenly between players each player then has the responsibility to have the jobs filled by whomever (mom, dad, uncle, aunt).
- 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).
 - Cash donations must be recorded on the financial report and if they exceed \$100, you need to report the donor and amount to NOMHA.

There is a generic Donation Letter already created. You can find this form under FORMS AND PROCEDURES

NOMHA asks that members only ask businesses that they have a personal relationship with for tournament donations. Pleaasse recognize that we are a small community and we do not want to bombard a company many times over for separate donations.

Important Information

All individual teams wishing to hold any type of fundraising event, must apply and receive approval by the NOMHA Board. All non-gaming type of fundraising events must also be a sanctioned event approved by BC Hockey

You can contact risk manager for this at riskmanager@nomha.com

Examples of non-gaming type of fundraising events:

- Chocolate Bar Sales
- BBQ fundraiser
- Car Washes
- Sandbagging
- Firewood sales

Please note any type of off-ice team activity, whether its dry land training, fundraising, team fun day or any other type of event that all team members are required to participate in, must be sanctioned by BC Hockey. Some events may not qualify for sanctioning, and if this is the case, they cannot take place.

Budgeting issues should be discussed with the parents at the beginning of the season to ensure that team expectations are reasonable. Determine what expenses cannot be avoided, what additional activities the team would like to participate in and their additional cost to the team and then, how the necessary funds will be raised and distributed. It is important to discuss up front what the expectation for expenses will be and how much the team fee will be.

Team parents will also pay team fees; it is the responsibility of the Manager to inform parents of these fees, as well as collect them. At the beginning of the season there should be a clear outline of:

- How much the fees are
- What will be covered and will not be covered by the fees
- Payment options
- Deadline for paying the fees and consequences for late payments
- Who to pay the fees to, and what team name to make cheques out to.

It is the responsibility of the team to collect all team fees owed by players. NOMHA will NOT assist in the collection of 'Team Fees'. Team fees are to pay for team clothing,

tournaments the team attends, Items for fillers for baskets in tournaments, team functions/events, etc.

- Make sure you have an extra set of jerseys for the tournament if you need to use them for conflict in jersey color.
- Interpret and enforce tournament rules during the tournament
- Collect game sheets and update the score board after each game – hand in all game sheets to the NOMHA tournament coordinator Sunday afternoon/evening.
- Tournament coordinator will deal with any tournament issues or conflicts that may arise.
- Deliver coach packages to the proper arena for their first game of the tournament.
- The tournament coordinator 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.

Fundraisers Requiring a Gaming License

All individual teams wishing to engage in any type of ticket raffle fundraiser, must apply for and obtain a Class D Gaming License and comply with the BC Gaming Policy and Enforcement Branch Rules. A Class D License will be issued to teams to earn revenue for eligible purposes. Teams **MUST** familiarize themselves with licensing requirements, maintaining proper records, reporting requirements, etc.

Gaming Licences are the sole responsibility of those who apply for the licence. NOMHA is in no way responsible and NOMHAs Licence and Gaming number is not to be used for tournaments.

More information on how to apply and rules/procedures can be found at:

<http://www.hsd.gov.bc.ca/gaming/licences/docs/guide-d-licence.pdf>

There is a \$10 non-refundable charge to apply for each license. You must apply online with a credit card at:

<http://www.hsd.gov.bc.ca/gaming/licences/classD.htm>

Standard procedures on how to properly hold a ticket raffle can be found at:

<http://www.hsd.gov.bc.ca/gaming/licences/docs/procedures-d-licence.pdf>

A ticket raffle is defined as any type of event where a ticket is sold for an opportunity to win a prize. If an activity involves:

- 1) A game of chance
- 2) A mandatory payment to participate
- 3) A prize

It is then considered a gaming event, and a license is required. Ticket control sheets are attached to this guideline and are to be used during a licensed raffle event.

Examples of Ticket Raffles that require a license include:

- 50/50 draws at games
- Regular ticket raffles
- Sports pools
- Peel n Pay
- Loonie Stick (Important changes are required for this type of raffle to be licensed and allowed)

Examples of Items licensed raffle profits can be used for:

- Tournament registration fees
- Additional ice time
- Player Developmental Sessions
- Dry land Training
- Hockey jackets, socks, special equipment
- Awards Presentations
- Team Equipment Bags
- Team Bus Rentals (for provincial competitions)
- Team meals (for players only)

*******Please Note ***** that team money fundraised CANNOT be used to buy Coaches and Ice Helpers or Managers or any Volunteer a gift. If a team would like to thank their volunteers for their time and efforts the team may do so with the parents/players own money not team money fundraised.**

Any profit generated from any type of ticket raffle, must be used only to assist in the general purpose of your group...delivering hockey and anything that is essential for sustaining the team.

In no way is profit generated from any type of fundraising event to be used for any personal gain.

If you have any questions about the above, please contact NOMHA Tournament Coordinator.

All license applications must be made in the **TEAM** Name followed by the current season: ie: **North Okanagan MHA U11 Development A 2017-18**, or **North Okanagan Minor Hockey Association Recreation Team #1 2017-18**. NOMHA is **NOT** included or named in your application, and under no circumstances should NOMHA's license and gaming number be used on any Class License application.

A total of three people need to be named on your application as responsible for the license. It is suggested to use the team treasurer, manager and the coach. All teams must deposit all funds raised into their team bank account.

All teams must supply NOMHA with a copy of all Class D Raffle Licenses they hold, as soon as they are approved. This can be done by emailing a copy to the NOMHA office at: tournaments@nomha.com

All teams must apply for a 50/50 license if they wish to hold 50/50 sales at home games (this license also needs to include your home tournament 50/50 sales, so make sure those dates are included when applying). If there is more than one team involved in a tournament (Recreation teams), the tournament committee will need to apply for a 50/50 license. Those teams involved can then split the license cost and revenue raised.

All teams must also apply for a separate Class D license for their home tournament raffle table draw. Again if there is more than one team involved in tournament (Recreation teams), the tournament committee will need to apply on behalf of all the teams involved.

If a Team decides to sell tickets for specific prizes (Prize draw) sometime during the season, a separate Class D license must be applied for again.

Please note a win-your-purchase type fundraiser is not an allowable raffle gaming event and absolutely no teams are allowed to hold this type of fundraiser.

For each license a Team holds, a Gaming Event Revenue Report needs to be submitted to the BC Gaming Branch within 60 days of the expiry of the License. Teams may not be issued any other gaming licenses if these procedures are not followed.

<http://www.hsd.gov.bc.ca/gaming/licences/docs/form-event-revenue-rpt.rtf>

50/50 Procedures

When applying for your 50/50 license, you need to say when and where your sales and draws will take place. In order to streamline this process, as the Branch realizes times and places can change due to ice scheduling, state your draw times as follows:

- Draw Dates: All regular season home games, home exhibition games and possibly playoff games.
- Include Armstrong and Enderby in the location of raffle, as these will be our home ice venues.

- Be sure to include the dates and draws during your home tournament on the application as well. Only numbered tickets in rolls are to be used for 50/50 sales (available at most dollar stores and stationery stores). Dollar store tickets can only be used if the 50/50 is a one-day draw. Multiple day draws require specific tickets. If a team plans to sell discounted tickets i.e.: 1 for \$1, 3 for \$2, or 15 for \$5, you must have different colored rolls of tickets for each price category. It is much simpler to set one price and use one color. When you apply for the license, you must specify on the application how many tickets in each price category you will have for sale.

Example:

\$1 for 1 ticket – 100 tickets

\$2 for 3 tickets – 200 tickets

\$5 for 15 tickets - 500 tickets

You **must** also keep the winning ticket (both stubs), and document the winner's name, address, telephone number and prize amount.

Tournament Raffle Table Licensing Requirements

A tournament raffle table event is considered a regular ticket raffle, and if it is taking place at your home tournament, it will most likely be over a two- or three-day period. **For an event where sales span longer than one day, the Class D license must be applied for as a Regular Annual Series type of license.** If your raffle is taking place over a **one-day period, (ie: U7 Initiation tournament) the Class D license type required is a Regular One Day Raffle. Within the license you can then include all the prizes and different types of games you will be offering: ie: basket raffle, peel and pay raffle, and a loonie stick raffle.**

You will need to know what your prizes are and the values when you apply. Allow for at least one week for you application to be approved, so plan ahead.

******You must display your licenses on the wall by your raffle tables for everyone to see******

There are certain rules that need to be followed in order to comply with your gaming license requirements. **If the raffle is a single day raffle, the numbered tickets in rolls (purchased from a dollar or stationery store) can be used. If the raffle spans longer than one day, please see the attached ticket samples, as different ticket procedures must be followed.**

Teams can use a printing company to print the tickets, for a very reasonable cost, or teams can print the tickets themselves, being sure to follow the criteria. Both companies have all the information that is required for the tickets to meet the criteria, you will just have to let them know how many types of tickets in each category you will require (ie: Raffle basket tickets, peel & pay, loonie stick). Send them a copy of your gaming license. **Under no circumstances will alcohol or lottery tickets be offered as prizes in any type of raffles.**

Basket Raffle

It is a good idea to collect money from team fees to buy your basket fill-ins and things you may need for the tournament that you did not get donated - you want every player to contribute a basket so you are using little to no team fees. the more donations the better. Collect \$20 per player on your team fees (16 players X \$20=\$320.00) and use that money to purchase fill in items for baskets.

Whether donated by members, or purchased, these prize items need to be accounted for and costs kept track of for the license application and reporting purposes.

No single prize item can exceed \$500 in value. Remember if you are selling single basket tickets for \$2, and are also selling discounted tickets in a package deal i.e.: 1 program, 16 raffle basket tickets and a loonie stick ticket for a total price of \$20,

the single \$2 basket tickets will need to be a different number sequence or color from the discounted package tickets being sold.

Every team is responsible for obtaining their own baskets and clear wrap to wrap up their team baskets. The team needs to purchase all the ribbons for the 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.

There are table cloths for your raffle tables in the office upstairs in Enderby. Please ensure they are replaced in good and clean condition for the next team.

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.

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

Sport
Movie
Mom/Spa
Golf
Girls
Street Hockey
Hockey Mom Survival Kit
Tim Horton's
Coffee & Cookies Basket
Romance Basket
Winter basket
Magazine & Book Basket
Games basket
Dinner basket
Boys Nerf basket
Movie Night Basket
Hockey Dad's Basket

The below draws do not need to be included in you Licensing because there are no actual ticket sales.

- Players Draw
- 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 their draws already for them. Otherwise you must ensure delivery of a ticket to each person with clear instructions on where to enter the draw.

NO ALCOHOL in any raffle baskets

NOMHA Association will provide your tournament with programs that you can sell with your program draw. You will need to contact the tournament coordinator for NOMHA with the amount that you are needing, there is a procedure you will have to follow in order to get your tournament info in the programs. (Typically, the lower divisions have about 150 the higher divisions 75-100) It is a great keepsake it does have pictures of each team that attended the tournament. Please see under Forms/Procedures on the NOMHA website under [How to Supply Program Information to Wayside.](#)

Loonie Stick Raffle

A loonie stick prize raffle is only allowed if the following procedures are followed:

- The stick is purchased for a certain amount.
- Loonies are then taped onto the stick.
- There must be a pre-determined amount of loonies on the stick already.

When the license application is made, the cost of the stick, plus the predetermined amount of loonies included on the stick is the prize value. Under no circumstances should any extra loonies be added to the stick at all.

Only the amount applied for and approved in the application process can be used. If this procedure is not followed, the loonie stick prize is then considered not an acceptable item to raffle, and a license will not be issued.

Example 1:

Stick cost \$75.00

Loonies included on stick \$100.00

Total Prize Value \$175.00

Example 2:

Stick Cost \$50.00

Loonies included on stick \$50.00

Total Prize Value \$100.00

Tickets can then be sold for a maximum price of \$2 each for this prize. Again, depending on the length of your raffle, certain ticket criteria must be followed.

See if any businesses (Sun Valley Source for Sports) in Vernon will donate a hockey stick for your draw.

Welcome packages/ Coaches Packages

- Rules
- Schedule
- Copy of Coach/Player conduct (found on website under Forms)
- Tournament team standing sheet ???
- 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 NOMHA 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
- U7 Initiation teams contact NOMHA tournament coordinator there is a generic welcome letter for our fun day you can use.

Posters

- Team posters for U11 and under; decide if your tournament will make any team banners/pennants for each team participating in your tournament or in the past we have asked visiting teams to make and bring their own posters and their team would be entered in a draw for a flat of Gatorade or pizza party.
- 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 (U11+) needs to be put up. There is one in the equipment room or office in Enderby that can be used
- You want all rules and schedules posted around your arena to make the guess work nonexistent for your visitors
- 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

T-Shirt/Toque Fundraiser-Always take pre-orders for delivery at Tournament. It's not advised to order unsold stock.

- Decide if your tournament will be doing any fundraising by selling items that advertise your tournament it is advised to get one parent to get this all together and run.
- 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.
- You will need your home teams orders in ASAP you can email the visiting teams and ask them for pre orders as well then you only have a small amount to sell at the tournament so your team is not buying things they may not sell pre orders are the simplest and have the best profit!
- 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.

Medallions/Trophies

Except for U7 and U9 who receive medals for wach player; NOMHA will be giving each tournament Medallions for the 1st & 2nd place team, each team player will get a medallion for 1st or 2nd place, no other teams will receive awards unless your tournament committee decides you would like to purchase medallions for the 3rd place team.

NOMHA tournament coordinator will get the medallions and bring to your first day of your tournament.

First Game Treats/ Goody Bags

- Age appropriate goodie bags for all the players are a nice touch and 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; Dairy Queen, Subway Tim Hortons 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, toothbrush, gum, candy, skate sharpening coupons, pencils, wristbands etc...
- Organize the parents on your team to stuff all the goody bags this is usually done the last practice before your tournament you get all your parents together to fill goody bags and wrap baskets and cut and finish up anything that needs to be completed.
- Obtain boxes (one for each team) there may be laundry baskets in the office that can also be used create labels for each box that includes:
 - o TeamName
 - o Head Coach Name
 - o First game (date/time/location) o 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

MVP and Unsung Hero (Heart & Hustle) Awards

- 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 who will hand out the MVP awards at the end of each game ie. Timekeeper or Refs

Game Sheets

- Ensure coach/manager sign into the online e-scoresheet an hour prior to the game to verify game data and rosters. Get opposing team to sign off as well.
- Music etiquette includes: during warm-up, any pause in the game. Do not play music if a player is down or injured.

We Want everyone who comes to our home tournament to have fun, enjoy themselves and want to come back next year. If you have any questions, please contact your NOMHA tournament coordinator at any time for assistance.

Have fun. Designate jobs to parents on your team do not be afraid to ask for help this is a big job but if you spread the work load it can be very enjoyable and rewarding.

NOMHA Team Fundraiser Request Form

Date: _____

Team Name & Division: _____

Manager Name: _____

Coach Name: _____

Reason(s) your team requires additional fundraising in addition to your home tournament?

What Fundraiser would your team like to do? How it will work, how long will it run for and what is expected earning?

Please provide a budget listing including prospective total fundraising amounts and costs of planned purchases. Please note: budget must be balanced (meaning that there should not be any funds remaining at season end).

Income Description	Income Amount	Expense Amount
<i>(ex: Home Tournament)</i>	<i>(ex: \$2,000.00)</i>	
Total Income	\$	
Expense Description		
<i>(ex: Additional Approved Tournament Fee)</i>		<i>(ex: \$1,200.00)</i>
Total Expenses		\$

Total Income _____
Less Total Expense - _____
Difference _____

NOMHA 50/50 REPORT



Draw Date: _____

Draw Location: _____

Gaming License Name: _____

Gaming License # _____

Ticket Type	Ticket Color	Ticket Color	Ticket Color
Cost	1 for \$1.00	3 for \$2.00	15 for \$5.00
Ticket Start #			
Ticket End #			
Total Tickets Sold			
Total \$ Sold			
Total of all Tickets Sales			
Prize Amount (50% of Ticket Sales)			

Prize Winner Contact Information & Signature of Receipt

Full Legal Name:	
Home Address:	
Phone Number:	
Email:	

X _____ **Date:** _____

By signing this document, I hereby acknowledge receipt of the prize amount as stated above.

NOMHA Cash Count Report



Team Name	
License #	
Date	
Time of Count	

Item Count (Bill or Coin)	Denomination	Total
	X \$1.00	
	X \$2.00	
	X \$5.00	
	X \$10.00	
	X \$20.00	
	X \$50.00	
5, 10, 25 cents	Other Coin Total	
Total Cash		\$
Less Float Amt		-\$
Less Total Costs		-\$
Net Proceeds		= \$

Counted By (Name): _____ **Signature:** _____

Deposited By: _____ **Signature:** _____

Deposit Date: _____

NOMHA Prize Winner Report is in Landscape format and you can locate it on the Tournament Page of nomha.com.

Sample Tickets is in PDF form and you can locate them on the Tournament Page of nomha.com