



OMHA Sanctioned Tournament Procedures

Tournament Coordinators

Tournament Coordinators must consist of a minimum of two co-chairs that meet the following requirements:

1. May not be family members
2. May not be related
3. May not be from the same team

Protocol and Procedure

The Protocol and procedures for all tournament coordinators will be as follows for each of the Divisions holding Tournaments:

- a) Deal with issues concerning the tournament, and report to OMHA board if necessary through their Division Directors.
- b) Will be responsible to contact OMHA Administrator to apply for Tournament Sanction Number from Hockey Alberta
- c) Will need to notify Okotoks Referee Association (ORA) min. 30 days prior to the start of the tourney to secure officials for the tournament.
- d) Will work with OMHA Operations personnel to secure ice for their respective tournaments once dates have been set.
- e) Will assemble a committee of representatives consisting of a minimum of one member from each team in that tournament division. Representatives from those teams will help form the tournament organizing committee and must attend all necessary meetings to organize and plan the tournament. The organizing committee will make decisions in the best interests of the tournament, will oversee the development of the tournament, and will supply the volunteers to run the tournament
- f) Will supply preliminary budget to OMHA Treasurer 45 days prior to tournament and supply final budget within 45 days after the completion of the tournament.
- g) Will keep a tournament bank account with a minimum of 2 tournament co-Chairs having signing authority on the account. These Co-Chairs will be responsible to keep a record of all deposits, invoices, and checks issued which all must be submitted to the OMHA Treasurer with the final budget. OMHA will also have online viewing access to the tournament account for Auditing purposes. Tournament statements to be presented at OMHA's annual AGM.
- h) Tournaments accounts will have a balance of min. \$1,000 to max \$7000.00 dollars which will carry over year after year to help the tourney get off the ground the following year.
- i) At the end of each day, a minimum 2 tournament volunteers (not related and not from the same team) must count all cash on hand, and it must be signed off by one of the tournament Co-Chairs.
 - i) 50/50, raffle tickets, Loonie sticks, etc. winners and cash must be tracked
 - ii) A copy of silent auction bid sheets must be submitted to the OMHA treasurer with a final financial statement. All final sales must be documented by picture and submitted to OMHA Treasurer as well.



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- iii) All cash collected, which has not been paid out to winners, must be deposited into the tournament account no later than the day after the tournament. Periodic deposits are recommended, if possible.
- j) If your tournament chooses to post information on a social media stream, such as updates/scores/pictures, then you will have at least 1 executive added to the social media account.
- k) If your tournament chooses to post the tournaments schedule, standings, etc. on a web site, you will use the Okotoks Minor Hockey Association's website. For instructions on how to use this feature, please contact the web admin and/or secretary for the instructional document.

Fundraising for a specific team must also follow this Governance

Use of Tournament Funds

Entry Fees:

\$100/ visiting team will be directed to OMHA. These collected funds will be used to offset cost for Coach/Player development for all divisions.

Use of Profits:

Profits from the tournaments are to be used to enhance player and coach development and shall remain within the tournament account until it is used as outlined below. Development spends of \$1000 or greater need to be approved by the Executive (VP of Programs & VP Coach and Player Development) first. Expenditures less than \$1000 need to be approved by the division Director. In each case an RFP ((Request for payment) must be submitted to the Executive in an expense report.

These development funds shall be used prior to the start of the next tournament, or will be forfeited to OMHA to be used for overall development for the association as a whole.

Development is considered as such, but not limited to:

- a) Additional ice purchased, within or outside of Okotoks, for instructor led development
- b) Hockey development equipment and tools
- c) Skills and Development Instructor on or off ice,
- d) Motivational Speakers,
- e) Coach Subscriptions to programs like Drill book, etc.

Tournament proceeds may not be used for:

- a) Team apparel,
- b) Tournament Entry Fees,
- c) Team meals and year end parties,
- d) Coaching Staff gifts,
- e) Player/Team rooms,
- f) Stereo's etc.

Distribution of Tournament Funds

Prior to scheduling development events suggested above, tournament coordinators/division directors to present ideas to OMHA VP of Programs and VP of Development for approval.