



Okotoks Minor Hockey Association

"Practice and play like a champion today!"

Box 1152 Okotoks, AB T1S 1B2

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 30 days prior to tournament and supply final budget within 30 days after the completion of the tournament.
- g) Will keep a tournament bank account with the following board members having signing authority on the account.
 - o Tournament Chairs
 - o Treasurer
 - o VP of Player Development OR VP of Coach Development
 - o Secretary
- h) The Co-Chairs will be responsible for keeping 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.
- i) Tournaments accounts will have a balance of min. \$1,000 to max \$5000.00 dollars which will carry over year after year to help the tourney get off the ground the following year.
- j) At the end of each day, a minimum of 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.
 - 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.



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Fundraising for a specific team by way of hosting their own tournaments must also follow this Governance but is exempt from "Use of Profits" listed below. In such cases, \$100 from each visiting team's entry fee will be turned over to OMHA within 45 days of the tournament's conclusion instead.

Use of Tournament Funds

Entry Fees:

Entry Fees will be allocated with Tournament proceeds.

Use of Profits:

Profits from the tournaments are to be used to enhance player and coach development across all age divisions and shall be turned over from the tournament bank account to OMHA within 45 days of the conclusion of the tournament. Those funds will be allocated for development spending only and will be spread across all age divisions equally. Any development spends or reimbursements need to be approved by the Executive (VP of Programs & VP Coach and Player Development) first. Any development money generated from tournament proceeds whether in the form of credit, cheque or reimbursement can only be used with OMHA approved vendors, unless approved by the VP of Player Development or the VP of Coach Development.