**Vegreville Hockey Tournament**

**Action Plan**

| **No.** | **Description** | **By Whom** | **Due Date** | **Date Completed** |
| --- | --- | --- | --- | --- |
|  | Receive funds $1600 from **Treasurer** – Kyle Bodnarchuckkyleb@wildeag.ca  |  |  |  |
|  | Confirm available ice time Jessica Klassen - Klassen.jess5@gmail.com  |  |  |  |
|  | Hotel rooms are already blocked out for each tournament weekend – for the codes to give visiting teams, contact Michelle Gladys – dmglad@telus.net or 780-632-1311 |  |  |  |
|  | Prepare preliminary budget |  |  |  |
|  | Order trophies/medals/dog tags (trophies.com or Vegteg Engraving or other) |  |  |  |
|  | Inform and communicate with parents:* raffle table contribution (depending on your plan)
* Volunteer schedule for tournament
* Hall of Fame information (if doing)
 |  |  |  |
|  | Confirm the 3 teams per host team and hand in completed registration forms and fees to VDMH treasurer  |  |  |  |
|  | Collect or purchase all raffle table contributions. **\*\*NO SOLICITING BUSINESSES ALLOWED\*\*** Use money from $1600 or ask parents on team. Ensure a mix of prizes between kids, adults, girls and boys. |  |  |  |
|  | Submit lottery license request to:**Tournament and Travel Permit Coordinator** – Michelle Gladysdmglad@telus.net 780-632-1311(Minimum 5 days prior to tournament) (see separate form for what is required) |  |  |  |
|  | Create game schedule - send final copy to teams coming and to **Ice Assigner** - Jessica KlassenKlassen.jess5@gmail.com 780-603-8282-and- **Referee Assignor -** Stephanie MacComishmaccomishs@gmail.com780-632-8932 |  |  |  |
|  | 50/50 purchase tickets - or print off control sheets. Sales during 1st and 2nd period, draw at the beginning of 3rd period. **\*\*Check with Michelle about what supplies there are from previous tournaments prior to buying any tickets.** |  |  |  |
|  | Create Welcome sign and info directing people to upstairs? |  |  |  |
|  | Make concession vouchers for every player, approx. $4/voucher, put in coaches package (if doing) |  |  |  |
|  | Submit all team lists for program creation (if doing) |  |  |  |
|  | Complete Hall of Fame photos (if doing) |  |  |  |
|  | Loonie stick - purchase or get donated, need both left and right sticks (if doing) |  |  |  |
|  | Make a Raffle Table poster to post winning ticket number or winner’s name. Then use the AGLC Winner’s Record sheet to record the winner, attach winning ticket’s, etc. This will need to be done for each raffle (large raffle, small raffle, loonie stick) |   |  |  |
|  | 100 square - Purchase or get donated 2-4 larger items i.e. hockey bag, street hockey set, hockey tickets **\*\*There is a pre-made board to use for this. Ask Michelle for more details\*\*** |  |  |  |
|  | Make program (if doing) - include schedule, tournament rules, fair play agreement, list of team and players. Thank you to sponsors |  |  |  |
|  | Pick up floats from Michelle. |  |  |  |
|  | Prepare Goodie/locker room bags |  |  |  |
|  | Complete and post Volunteer Schedule |  |  |  |
|  | Coaches packages - Tournament rules, fair play agreement, Concession vouchers |  |  |  |
|  | Time keeper package – Label/fill out game sheets for each game, heart and hustle slips, pens, tournament rules |  |  |  |
|  | Create hall of fame picture/mural of all Vegreville players (optional) post in front foyer |  |  |  |
|  | Create a Game board to display the results of each game **\*\*There is a blank one that can be filled out – ask Michelle** |  |  |  |
|  | Set up Raffle table, 100 square, Loonie stick and Memory Lane tables upstairs |  |  |  |
|  | Distribute Goodie Bags and Snacks to dressing rooms |  |  |  |
|  | **POST COPY OF RAFFLE LICENSES #s** |  |  |  |
|  | Compile and complete revenue and expense form, submit all monies, receipts, left over tickets, winning tickets (gamesheets, 24 hrs.) etc. to tournament coordinator within one week of completion of the tournament |  |  |  |