

Vegreville Hockey Tournament

Action Plan

No.	Description	By Whom	Due Date	Date Completed
1.	Develop Tournament planning committee			
2.	Receive funds \$1600 from Treasurer – Kyle Bodnarchuck treasurer@vdmha.com (If required to purchase tournament supplies and Prizes)			
3.	Confirm available ice time with Ice Assignor iceassignor@vdmha.com			
4.	Hotel rooms are already blocked out for each tournament weekend – for more info, contact Garrett Wiebe tournament@vdmha.com			
5.	Plan Tournament- How many teams to accept (Based on hotel rooms, ice availability); What Kind of raffles- 50/50- either individual tickets or 100 square, large raffle, small raffle, Loonie stick, etc; What kinds of goodie bags and prizes wanted for teams. May also do Photo booth or Programs (optional)			
6.	Prepare preliminary budget- Budget Worksheet is on VDMHA website under Forms/Permits- Tournament Hosting			
7.	Order trophies/medals/dog tags/Heart and Hustle/MVP prizes			
8.	Inform and communicate with parents: <ul style="list-style-type: none"> • raffle table contribution (depending on your plan) • Volunteer schedule for tournament 			
9.	Select Teams for Tournament- Preferred Method of Payment is E-Transfer to paymentsvdmha@gmail.com with the password “hockey”			
10	Collect or purchase all raffle table contributions. Ensure a mix of prizes between kids, adults, girls and boys.			

No.	Description	By Whom	Due Date	Date Completed
11	Submit lottery license request to: Tournament and Travel Permit Coordinator – Garrett Wiebe Tournament@VDMHA.com (Minimum 5 days prior to tournament)			
12	Create game schedule - send final copy to teams coming and to Ice Assigner - iceassignor@vdmha.com and Referee Assigner - Stephanie MacComish refassignor@vdmha.com			
13	Make a Raffle Table poster for the winner's info containing item, ticket number and name.			
14	Label game sheets prior to tournament, put in time keeper package to be kept in the box			
15	Pick up float from Tournament Coordinator tournament@vdmha.com			
16	Prepare Goodie/locker room bags			
17	Complete and post Volunteer Schedule			
18	Coaches packages - Tournament rules, fair play agreement, Concession vouchers			
19	Time keeper package - game sheets, heart and hustle slips, pens tournament rules			
20	Create a Game board to display the results of each game			
21	Set up Raffle table, 100 square, Loonie stick, etc			
22	POST COPY OF RAFFLE LICENSES #s			
23	Compile and complete revenue and expense form, submit all monies, receipts, left over tickets, etc. to tournament coordinator within one week of completion of the tournament tournament@vdmha.com			

