

v. 12.1.15



THE PAS MINOR HOCKEY ASSOCIATION TOURNAMENT MANUAL

This manual was developed to be used as a tool in helping organize local tournaments. The tournament chair(s) are overall responsible for organizing each tournament in their league.

“PLAY HARD, HAVE FUN!”

If you notice anything that requires changes in this guide, please contact Exec.

For Tourney Timeline, Tourney Financial Form and examples of Tournament Rules and Coach Guides, please go to thepasminorhockey.ca/resources

Current Home Tournament Team Entry Fees

(2015-16 Season)

- Squirts - \$250
- Novice - \$500
- Atom - \$575
- Peewee - \$675
- Bantam - \$675
- Midget - TBA
- Female - \$500

Tournament Sponsorship Costs (eg, naming rights)

* Atom, Peewee, Bantam, Midget - \$3000 - *payable to Tournament*

For Trophies / Medals - naming rights are given to sponsoring company that is paying directly for costs of trophy / medals (and/or paying Tournament a set amount to offset said costs). These are to be determined by each Tournament Committee.

* Squirts - \$1000 - payable to TPMHA Squirts (Sponsorship may be split between 2 companies)

* Novice - \$3000 - payable to TPMHA Novice (Sponsorship may be split between 2 companies)

(please note that this tourney manual is geared more towards Atom & Up, for more clarification in Squirts and Novice, please contact previous Convenors - please feel free to forward suggestions to Exec to make additions to manual)

Please direct teams to register online at:

thepasminorhockey.ca/tournaments

Tournament Chair

Responsibilities;

Send out invites to Norman Region Teams OCN, Flin Flon, Thompson, Cross Lake, Norway House, Gillam, Split Lake. Other areas such as Swan River, Tisdale, Hudson Bay, Dauphin, Steinback, Portage La Prairie, and Nipawin have attended in the past. Phone numbers and emails can be found by contacting past Tournament Chairs, and Associations Websites.

Invites to include;

- Tournament Chair and Co-Chair Names, Name of Tournament, Dates, Age Level, Entry Fee, Deadline for Entering
- Check Payable to (Tournament Account Name) mailed to The Pas Minor Hockey Box 794, The Pas MB, R9A 1K8
- *NOTE: Alternatively you may choose to save time by having invitees send cheques to your personal mail box*
- A follow up email after confirmation of attendance to set a time line for Rosters, AP Players, Jersey #'s, Colors of Home and Away Jerseys

Contact Hockey Manitoba

- Follow link and instructions to contacting Manitoba Minor Hockey to obtain sanction.

<http://www.hockeymanitoba.ca/docs/forms/Tournament%20Sanction%20Request.pdf>

- Approved Sanction form must be posted in the tournament office.

Contact Tournament Sponsor;

- Make arrangements to meet and pick up Sponsorship money
- Invite Sponsor to Opening Ceremonies if applicable
- Invite Sponsor to local games
- Note: It's important to have commitment from sponsoring companies at the beginning of season. The season's sponsors for all tourneys need to be confirmed before any first home tourney of the season, as they will be in print for season's tournament booklet.

Enlist a Tournament Team

- A successful tournament is a good fundraiser for your rep team and the league, and should involve as many parents and grandparents as possible volunteering.
- Ensure you are contact person for all Tournament Issues
- Develop a tournament budget and determine the entry fee as directed by Executive.
- Ask another parent to Co-Chair or assist and delegate tasks leading up to, during and after the tournament.
- Your tournament committee should consist of the following positions to help you organize the tournament: Treasurer (2), 50/50 Chair; Raffle Table Chair, Loonie Stick, Pick a Player, Time Keeper Supervisors, Rules, Committee, Pizza Shoot Out, Decorations, Coaches Packages, Trophies/Medals, Referee Chair, Publicity/Media, Opening Ceremonies and Music.
- Post Committee Position Sign Up in Arena Lobby - approach and ask other parents to help spear head committee positions, offer support and guidance throughout.
- Hold a committee meeting soon after in a spare dressing room while kids are on ice to discuss positions, answer questions, give direction and update. Ensure everyone understands their tasks.
- Collect all contact information ie phone numbers, cell numbers and emails.
- Be approachable and offer solutions or guidance to your committee. Parents from age groups above are a valuable resource for information.
- Keep a timeline on assigned tasks to be completed and follow up with a quick email or phone call to make sure things are flowing smoothly.
- Have someone take team picture(s) to be posted in the arena and for the tournament inserts. Send team picture(s) to Ron LaRocque to print on big size paper for arena posting. Send team picture(s) to person in charge of Tournament Inserts.
- (NOTE: Not to solicit local businesses with letters for donations for kids packages if they are already sponsoring event or TPMHA Tournament Booklet - for clarification and list of companies, please contact Tournament Coordinator)

Tournament Rules

- Set up and decided tournament rules early with Rules Committee (see template)
- To be included in coaches packages, tournament booklet, and emailed before tournament to team managers attending.

Book Ice

- Ice bookings are done at start of season by Ice Convenor for both the RHJ and GLMC. To contact Ron, email rlaroq@mailme.ca
- The Ice Convenor will make up the tournament schedule and will provide a master schedule to post at the rink
- Ice Convenor requires: number of teams, length of game and game format, shootout info, and thorough list of sponsors and awards breakdown

Tournament Office

- Get TPMHA Office Key ahead of tournament from executive member.
- Set Up Office ahead of time, ensure clean, and tidy
- Have space for Treasurer to count money, organize payments etc.
- Lock office when it is left empty
- Dressing Room Keys to be signed out and returned to Tournament Office. 20\$ deposit required by coaches or managers. Keep track of what dressing room keys are out so they can be returned and refund the 20\$.
- Trophies, Prizes, Mascot Costume to stay in Tournament Office until required.
- Keep all Tournament Rules, Rosters, Team Standings, Game Sheets in office.
- Post cell numbers of Tournament Team, Time Keepers, Coaches/Managers from out of town.
- Clean up Tournament Office after your tournament.

Treasurer(s)

Responsibilities

- Confirm that a chequing account in Tournament Name at Westoba Credit Union has already been set up. Contact TPMHA Tournament Liasons for confirmation of account and advise who will be the signing authorities. TPMHA Tournament Liasons will advise Westoba of the appropriate signing authorities.
- Have 2 Signing Authorities from Tournament Team
- Deposit Team Entry Fees and Sponsor cheques as soon as received to ensure all cheques have cleared before tournament is over.
- Only 12 cheques are issued for the account, so use cash from 50/50 or Raffle Table income to pay as much as possible. Keep paper trail of bills paid and monies received with cash.
- Have appropriate floats for Raffle Table, and 50/50's.
- Track and Pay Referees at end of tournament.
- Keep in close contact with Tournament Chair before during and after tourney.
- Collect and Track monies raised throughout the tournament from Raffle Table and 50/50's. Don't let cash box get too full at Raffle Table.
- Keep track of money taken from Raffle Table. At the end of the tournament speak to Raffle Table organizer to see income totals from Raffle Table, Loonie Stick, and Pick a Player.
- Pay bills, ie newspaper ads, trophies, ice time RHJA and OCN, other expenses.
- Enlist a second person to help count cash and double check.
- **Complete Tournament Financial Statement and submit to TPMHA Tournament Liaisons at the end of the tournament, there may be penalties or forms of discipline should this not be followed.**

50/50 Chairperson

- Post sign up work sheet after tournament schedule has been released leave space for 2 workers during local games when crowd is larger.
- Ensure each game has a worker selling tickets before tournament, this fundraising is very important to help pay for referees and ice time. Approach people directly with sign up list to fill in blanks.
- Purchase enough 50/50 tickets of a few different colors for the weekend - ask past organizers advice of how many rolls to buy.
- Purchase enough envelopes (2 for each game) - label each pair of envelopes with Game #, Prize Amount, Ticket # and Color.
- Contact Scotia Bank regarding help during local team - they will sometimes provide workers and match funds raised during that game.
- Contact Tournament Treasurer about float and coordinate money collection after draws have been made throughout weekend.
- Contact OCN regarding Lottery License if selling at GLMC
- Make posters to hang in GLMC and RHJA if needed listing each draw and space to post winning ticket and name of winner when collected. Update posters after every game if possible.
- All winners to be directed to Tournament Office to collect winnings unless at GLMC where worker or a timekeeper can distribute winnings.
- Workers at GLMC to bring uncollected winnings and monies in envelopes well labelled to Tournament Office.
- Keep receipts and submit to Treasurer in a labelled envelope before tournament is over.
- Advise ticket sellers on how 50/50 draw works, pre-count ticket strips ahead of time for ease of selling, use bucket with price of tickets listed on side, sell tickets until end of 2nd period of game, during 3rd period count money in Tournament Office, take out float, divide into the proper Game #

envelopes provided, fill out envelope information, post winning ticket on poster in lobby next to Game # and prize amount, set bucket up with float, pre counted ticket strips of a different color from previous game, leave in Tournament Office for next worker.

- When in doubt ask Tournament Chair

Raffle Table Chairperson

- Ask another parent to assist in this job
- Collect 20\$ from each local player in tournament (roughly 500-600\$)
- Use money to purchase a number (approx 7-10 or more) items for the Raffle Table that will encourage attendees of the tournament to buy tickets. A good mix of things for all ages, women and men. Ask other senior parents in the league for advice.
- NOTE: Do not solicit local businesses with letters for donations for raffle table items if they are already sponsoring event or TPMHA Tournament Booklet - for clarification and list of companies, please contact Tournament Coordinator. If companies offer to, that is fine.
- Also note that it's greatly encouraged to, wherever possible, support the local businesses that sponsor our tournaments, teams, or Tournament booklet. Please consider purchasing raffle items from these businesses.
- When game schedule is listed hang up sign up poster for 2 people together in shifts work in shifts for each game or a number of games in a row. If tournament is close and shifts have not been filled up approach people directly with the shift schedule to see if they or a grandparent or older sibling can help out.
- Cellophane or wrap each item individually securing gift certificates and loose items so they don't get lost or stolen.
- Make posters listing items and space for Winners name, community and ticket stub
- Set up table night before tournament while decorating to ensure you have every item you need (this is a good time to wrap each item when there is a lot of help around)
- Place a corresponding bucket labelled to match prize next to each item.

- Have a master list with each ticket number purchased with buyers name and cell phone number and community. (template attached)
- Sell tickets for 10 for 5\$
- Cut and staple tickets together ahead of time (attached is template) with a few hands this job goes fast
- Raffle table hours are usually beginning of tournament with draws being held on Saturday at 6 or 7...this is discretionary.
- Tournament Treasure will pick up money from time to time throughout tournament to keep cashbox from getting to full
- Raffle Table also sells tickets on the Pick a Player and the Loonie Stick. This money is all collected together; Totals can be calculated by counting Raffle Tickets sold on Master List, Pick a Players, then marked on poster and loonies taped to Loonie Stick. These draws are to be made at same time as the Raffle Table. Refer to job descriptions for these tasks.
- Pick a player is a 50/50 for **players**. Players names should be on the papers in the buckets. Each time a player's name is entered in draw, they pay \$2. Half goes into pot, other half to tourney. (It may be a good idea to have the sheets for draw box say "Player name". Remember to announce / post winners. Players can be entered as many times as they have the \$2 paid. Usually a checkmark is placed by the names of the players who have been "purchased" multiple times.
- Put Raffle table away in a spare locker room or Tournament office over night. Please ensure that the room is locked.
- When holding draws enlist a few people to help. 6 is nice. It only takes minutes to hold the draw but there is usually a lot of people around to see if they have won
- Hand out a few of the Master List Sheets to each helper, have someone pull one number out of each bucket, have one person writing down the winners on the poster for each prize drawn.

- Post poster and mark of prizes that have been picked up.
- Have helpers hand prizes out, keep track of each prize handed out and who has taken it. Sometimes parents from the same community take prizes back to the hotel for the winner, give the winner a call on cell phone if no one has taken prize by Sunday morning.
- Prizes can be collected from Tournament Office after the draw. Leave a copy of the winners for Tournament Chair and ask them to mark off who has picked up prizes.

Loonie Stick

- Loonie Stick is a 50/50 draw. Tickets sell for 2\$'s, with 1 loonie being taped with hockey tape to stick.
- Purchase, or find a donation of a Right Handed Player Stick. In the past the stick has been signed by the local Blizzard Team. Sometimes a second inexpensive or a donated stick is purchased to hold the loonies and protect more expensive stick and signatures....use discretion and speak to Tournament Chair in regards to this.
- Ensure enough tape (clear sock tape works good) at the Raffle Table for the Stick
- Make Poster up with price and have a corresponding Draw Bucket with paper slips for entries name, community and phone number (can be just blank pieces of paper)
- Contact and work with Raffle Table ahead of time when doing posters and making plans.
- Draw to be held on Saturday in conjunction with the Raffle Table. Offer assistance to Raffle Table during this time. (count loonies on stick for the Winning Total) Winner and total to be posted on the wall with other prize winners.

Pick a Player

- Need names of all players attending the tournament. This can be found on the team rosters from the tournament chair.
- Make a poster of all the players names
- Tickets sell for \$2.00 each, have a corresponding Draw Bucket with paper slips for entries name, community and phone number (can be just blank pieces of paper)
- Cross off the players name on the poster once their name has been picked
- Contact and work with Raffle Table ahead of time when doing posters and making plans.
- Draw to be held on Saturday in conjunction with the Raffle Table. Offer assistance to Raffle Table during this time. Winner and total to be posted on the wall with other prize winners.

Rules Committee

- Work with Tournament Chair to establish tournament rules (see template)
- Rules Committee should consist of at least 3 people, 1 person has to be available at arena at all times
- Note: Previous tournaments utilize Head Coach and/or supplemental coaches to form this group
- During the tournament the Rules Committee responsibility is to ensure Tournament Rules/Hockey Manitoba Rules/Hockey Canada Rules are adhered to.

Pizza Shoot Out Chair

- Set up Pizza Shoot Out Rules (see template)
- Contact Vendor for pizza's and make arrangements
- Advise the referees at the beginning of the game that there will be a pizza shoot out at the end and if they could assist
- Ensure adequate supply of pucks are available
- Make coupons for the pizza shoot and hand them to the winning team

Decorations Chair

- Establish a decorating committee and pick up supplies. Get money for the decorations from the treasurer, or if paying with own funds keep your receipt and give it to the treasurer for reimbursement.
- Decorate the arena the night before the start of the tournament. Be careful not to damage paint! Do not use tape that cannot be taken down without damaging walls - eg. Packing tape and duct tape will peel paint.
- Do not save personalized player/tournament dated decorations, they cannot be re-used and clutter up office
- ENSURE YOU TAKE DOWN DECORATIONS AFTER TOURNEY

Coaches Packages

- Make up coaches packages for all the teams. (An example file at thepasminorhockey.ca/resources)
- Packages should include Tournament Rules, Pizza Shoot Out, Game Schedule, Procedures for Opening Ceremonies
- Packages are to be handed out to each team coach or manager once they arrive at the arena

Trophies/Medals

- Consult with tournament chair to see how many trophies/medals to order
- Consult with tournament chair on game star, digger and shut out (goalie) awards and order
- Locate Minor Hockey trophy and clean if need be
- Make-up game star and digger award slips for timekeepers. Ensure prizes are at the timekeepers' box to hand out at the end of the game.

Referee Chair

- Contact TPMHA Referee-In-Chair and advise of refs needed for the tournament and the final games will require senior level referees and linesmen
- IF TPMHA does not have a Referee-In-Chair work with TPMHA 2nd Vice President to ensure referees/linesmen are scheduled for each game with the appropriate levels

Publicity/Media

- One person should be in charge of entering data into website on the Tournament Page: Rosters, Games, and Game Results. There is a tablet in TPMHA Office specifically that can be used for this, or work can be done from home. Because this position assists in promoting TPMHA overall, you can be credited for Volunteer Hours for this work. (Pending Approval)

- Admin Access / tech assistance for this is available from webmaster

- Advertise of tournament in local newspaper, radio station, Good Deals, on our website/social media

Opasquia Times - optimes@mts.net (attach team pictures)

CJ1240 Mark Andrews - mandrews@arcticradio.ca

Jaret Schneider - sports - jaretschneider14@hotmail.com

Good Deals gooddeals@mts.net

Should you require assistance with press releases, please contact Director of Communications, who can also help with graphic design for posters / advertisements, as well as announcing online on our website / social media

Please provide photographs, tournament summaries and highlights to Director of Communications for website use, as well as for press releases. Jerome Conaty - mail@funkythreadz.com

- Invite local newspaper and radio to attend the opening ceremonies and to come and check some of the games
- Once game schedule receive it can be put in local newspaper and printed copies can be posted throughout the community. **Remember - promote, promote, promote the more people in the stands the better!**

- After the tournament with the tournament chair's assistance send a thank you in the newspaper for all those who volunteered, donated, sponsored, etc.

Opening Ceremonies Chair

- Establish an opening ceremonies committee (usually 3-6 people)
- Develop a plan for opening ceremonies(see what the tournament did the previous year) and review with tournament chair
- Need Master of Ceremonies (MC)
- Red carpet for dignitaries to walk on
- Invite dignitaries (Mayor, Reeve, Chief), Tournament Sponsor, President of TPMHA
- Markers put on ice prior to ceremonies - pucks/balloons or pylons?
- Need Huskie Mascot (Hat Trick) at the ceremonies - who?
- Arrange for flag bearers to escort teams
- Invite local media (newspaper, radio) to attend
- Information on the opening ceremonies need to go into the coaches packages
- Start with AA, then A, then B teams. The Pas teams are the last ones to be announced from each pool

Tournament Inserts

- Contact TPMHA person in charge of fundraising and advise that you will require a tournament insert into the booklet.
- Tournament *Booklets* are printed off, as needed, by Opasquia Times, so check first in the office if there are left over from previous tournament. Then determine amount that needs to be printed for your tournament. Contact Opasquia Times to print.
- The tournament *insert* will need to include the following, rosters of the all the teams, game schedule, picture of local team(s) and tournament rules.
- The inserts will go into the tournament booklets to be given away FREE OF CHARGE.
- Please note that since the Huskies Booklet is made up of advertising, it is imperative that these booklets be given out to as many attendees as possible in order for the sponsors to get their dollar value from the advertising.

Music

- Responsible for music during the games and schedule workers
- Test system ahead of time and make sure workers know how to use.