

CHAIRPERSON (Usually the coaches and managers, so decide who is doing what)

Before Tournament

- Send out invitations to teams as soon as date is established.
- Typically the coaches make up the game schedule and rules of the tournament.
- Set up parent committees and make sure they have all the necessary information.
- Contact Registrar so they can start the sanction process.
- Get teams to send entry fee, rosters, and if a Sask team you will need their SMH roster. Cheques should be made out to Roblin Minor Hockey. Tell them to write in the comment what tournament they are paying for and what town they are from. Cheques can be sent to you directly and then given to the Treasurer, or they can be mailed directly to Roblin Minor Hockey at Box 1076. Entry fees can also be e-transferred to roblinminorhockey@gmail.com. In the comments, tell them to state what tournament they are entering and their team name.
- Make sure tournament rules are established and printed in the program, as well as emailed to each coach prior to coming.
- Send game schedule to Rec Commission and coordinate when ice will be cleaned between games.
- E-mail team rosters, schedule and rules to parents who may need them (advertising, programs etc.).
- Contact Referee in Chief with schedule of tournament so he/she can set up the ref schedule.
- Make sure a master poster is put up that includes: Tournament Draw, tournament rules, sanction, list of all scheduled workers.
- Ensure there is a door float. You will need more than your regular door float, so contact the Treasurer to obtain a tournament float. The tournament float needs to be returned to the Treasurer after the tournament

During Tournament

- Be on hand throughout tournament to assist.
- Prepare a budget and financial report and submit to the treasurer of RMH.
- Collect and remit all bills to treasurer for payments.
- Keep track of the cash in the cash box and remove cash if there is an over-abundance and keep in a safe place.

DRAW MASTER

- Make up draw for games of tournament (typically the coach will do this, so check with coach).
- Make a large poster of it to post in lobby.
- Record draw results for each game or get clock workers to fill in.
- Make up dressing room assignment for all teams and post on white board in the lobby.

RAFFLES

- Penny Auction – each player provides a raffle item (usually worth \$20 value, but you can decide) or parents can go together to purchase a larger value item to raffle. If parents just want to give the money to the raffle organizers to purchase something more substantial, you may give this as an option as well. This donation covers the gate admission of the family into the home tournament.
- You must let the parents know as long ahead as possible to bring their prize and who to give it to and when. This can be decided with your other raffle co-coordinators.
- Check for **Penny Auction Tickets in the Minor Hockey tubs**. There should be lots, but if not, these may be purchased from the Roblin Review. Buy no less than 100 for a tournament, usually have 200 ready. They must be **pre-hole punched on a ring** in their numerical order. The money from these can be kept with all the other money in the cash box because they are numbered, so we can subtract the low ticket # with the high ticket # and then times this by \$5 to get our dollar value. So we need to keep them in numerical order. If you have a few odd numbered **left-over tickets**, please put tape or mark them very visually on the part that stays on the ring so that we make sure to account for these properly when we count out and do the totals. Be careful not to hole punch too close to the edge.
- LOONIE STICK - Tickets are \$2 a ticket - \$1 goes to Roblin Minor Hockey and the other gets taped to the stick. You must have **paper bits and a pen** to have them sign their name and phone #. Have a roll of **clear hockey tape ready with scissors**. **Provide a container** for the papers for the draw with an **ad on it** to promote the draw. The \$1 for minor hockey can stay in the main cash box, because when we give the stick out we will have the loonies counted so we will know how much was brought in from this.
- All tickets and sales and auctions should be **explained to the first door workers** of the day because they will be the ones selling them, and they can explain these details to the next door workers.
- Have the tables set up before the first game or the night before so that you can put prizes directly onto them. Please make this as presentable as possible. The Loonie stick needs to be set-up at the door area. The table covers, cups & cup covers, are in the Minor Hockey Tub.

DECORATIONS

- Decide on theme of decorations. Use as many pre-existing decorations as possible from Minor Hockey room.
- **Get rosters** of teams and player names that can be placed on walls.
- If you need help cutting, please utilize parents at practices. **Bring lots of scissors**.
- Have all decorations up by the start of the tournament. Clear hockey tape works well on cinder block walls.
- **Take down** remaining decorations at the end of the tournament, and store any 'keepables' neatly tucked away in the minor hockey room.

ADVERTISING

- Acquire **details of tournament** and write them out. Advertise tournament in the Roblin Review one to two weeks before tournament, in a small block ad square with a small hockey clip art on it.
- Give the details in print form to Trish at the Rec Commission and ask her to put it in the upcoming Rec news.
- Make up a ½ page simple but catchy poster to put up in... **(Take pins and tape with you)**
 - ❖ CO-OP
 - ❖ MOTOR INN
 - ❖ \$1.00 A WEEK WITH HOME HARDWARE ON THE TOWN BOARD
 - ❖ CHICKEN DELIGHT NOTICE BOARD

Make up a 'Thank You to The Sponsors' poster for the rink area (to be filled out by raffle workers) and **take it down at the end of the tournament** so you have a list of who they are so that you can do a Thank You in the paper, or a note in the mail if there are only a few. Another option is send a photo and small write up in to the Letter to the editor, or enter it as news.

TROPHIES/MEDALLIONS

- Get team names and # of players on each team from coaches.
- Confer with others as to what a good option for this years awards might be.
- Check out options from different companies for best choice and price. Order that number plus 4 extra (always asking for the best price for such a large quantity).
- Make sure the trophies are put in the sound booth when they are needed to be handed out to the kids.

TEAM GOODY BAGS

- Get a **decent box or bag** to put all of the items into.
- Include:
 - A copy of **the program**.
 - A case of **water** with appropriate number for that team.
 - Snacks, or anything else you want to include.
 - Anything else you want to include

GAME SHEET LABELS

- **Get the rosters** from coaches.
- Type up each team's roster and print out on sticky labels for all games. There should be labels in the minor hockey closet in the board room.
- Get tournament game sheets, which are located in the closet in the board room. Place the labels onto the game sheet. Leave those in an envelope at the clock.

PROGRAMS

- Make up programs that include: Team rosters, tournament rules, thank you to sponsors, clip art, etc.

WORKER SCHEDULE

- Make a schedule for parents to sign-up for door/auction workers, clock workers, 50/50 workers.
- Post schedule and email to parents.

Please remember that this document is simply a guide to help you in planning. Feel free to plan your tournament as you choose.

There is no specific budget for tournaments, as each tournament is different. Tournaments are great fundraisers, so just be sure that you will be making money (ie. Keep your expenses low). A typical tournament profits anywhere from \$1,000 to \$2,000.

Thank You!!!!