



**RIDGE MEADOWS MINOR HOCKEY
ASSOCIATION**

**TOURNAMENT COMMITTEE
RESOURCE MANUAL**

RESPECT DESIRE PRIDE

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Introduction

This manual will provide assistance to Ridge Meadows Minor Hockey teams in organizing their home tournaments. It is only a guideline to offer suggestions for making your tournament run smoothly. If you have more questions, please contact your appropriate Director or Vice President of 'C' or 'A' Hockey.

Tournament Directors

The Vice Presidents of 'C' and 'A' Hockey will oversee the tournament committees for their respective 'C' and 'A' tournaments. Their role is to organize the individual Tournament Chairperson and Committee for each tournament and ensure all applicable rules are followed. The Vice Presidents of 'C' and 'A' Hockey will work together to ensure proper PCAHA and BC Hockey sanctioning procedures have been met for each tournament. The Vice Presidents will assist the host tournament committee as required.

Registration fees will be determined by the Vice Presidents, taking into account the ice costs, referees, score/timekeeper fees, sanctioning fees, player registration gifts, awards and trophy costs, and any other hosted events that are planned.

Tournament Director Responsibilities:

- Confirm the Tournament date(s) for each tournament and the divisions to be hosted.
- Complete the sanction request for the appropriate level(s) online at the BC Hockey website at www.bchockey.com. When the tournament is approved, the Tournament Information will be posted on the BC Hockey Tournament page.
- Ensure tournaments are posted on our tournaments page on the RMMHA website.
- Approve the preliminary tournament committee budget and present to RMMHA Board of Directors for final approval.
- Organize tournament committee volunteer positions and work with tournament chair, provide guidance when needed.

Tournament Committee Responsibilities

The Tournament Committee for each tournament is ultimately responsible for all aspects of their tournament. The Vice Presidents of 'C' and 'A' Hockey will provide support as requested and assist with overseeing the details and the facilities. The Tournament Committee should have at least one person assigned to the following tasks:

Tournament Chair

Each tournament must have someone designated as the Tournament Chair. The Tournament Chair will work closely with the Vice Presidents of 'C' and 'A' Hockey and will also be responsible for delegating and overseeing the duties to fill the remaining positions in the tournament committee.

The Tournament Chair is also responsible for:

- Prepare a preliminary budget for approval to forward to the Tournament Director (VP of 'C/A').
- Complete the required PCAHA forms at least 30 days prior to the tournament.
- Request and assign game numbers to tournament games and forward completed paperwork to the PCAHA Tournament Director.



- Complete the required post-tournament forms for PCAHA and/or BC Hockey.
- Ensure the gamesheets are mailed to the appropriate League Managers or Managing Directors within 24 hours after the completion of the tournament.
- Notify the appropriate personnel if any serious penalties occur during games.

Tournament Registrar

The Tournament Registrar will be the initial point of contact for most teams. The Registrar should create an email where teams will send in their registration information and ask questions. Once a team emails or mails in their application, the Registrar should prepare a spreadsheet listing all teams with their contact information. Teams should be listed in competitive groupings so it is easy to view which divisions are full. The Registrar will be in constant contact with teams to ensure all of the required information is submitted prior to printing deadlines for the program.

The spreadsheet should note whether the mandatory information has been received by each team, including registration form, team roster in excel/word format, official team roster, tournament permission form, team photo and payment.

The Registrar and Tournament Chair should research all teams as thoroughly as possible to place teams in the correct groups to be competitive (for 'A' Level tournaments).

The Registrar will monitor the status of divisions and work with the Tournament Chair and Directors to see if any divisions should be cancelled or expanded to accept more teams than originally planned.

Scheduler

Assign someone familiar with scheduling and/or game formats to prepare the game schedule.

Contact the Ice Coordinator to request the available ice at the arenas for the tournament dates. Calculate how many game times are available each day, and work out the maximum numbers of teams that you are able to host.

Try to schedule teams that normally play each other during league play in pools so that they do not play each other in the round robin. Do not schedule games too close for teams that play two games in the same day. Try to vary times of day for each team, so the same team does not receive all early morning or late game times, or try not to give a team a late evening game and early morning game the next day. If possible, schedule travelling teams later on the first day so that they do not have to spend an extra night in a hotel to play a morning game on the first day of the tournament.

Awards and Gifts

One person should be assigned to source out the participant gift(s), MVP awards, finalist trophies/medals, participant medals and any other prizes or gifts the committee wishes to budget for.

No orders should be made without prior approval of the expenses on the submitted budget.

Orders for trophies and medals should be placed to take advantage of multiple tournaments, and just alter the engraving for each event.



Signage

Assign a volunteer to prepare the poster boards for printing. Posters should be made for the schedule, as well as for standings and playoff results for Atom and above tournaments. You should also prepare poster boards for raffle winners and 50/50 winners. Additional signage should include raffle and 50/50 ticket prices and draw times.

You may also wish to print a sign for each team and post them on the dressing rooms before each of their games.

Gamesheets and Rosters

When the schedule has been completed, gamesheets can be prefilled with game number, teams, date, time, location and division. Rosters can either be handwritten or labels used. The gamesheets should be arranged in chronological order to make it easier for the tournament staff to prepare for the teams to sign in.

Program Coordinator

Providing programs to all participants allows everyone to see what teams are in the tournament as well as providing an opportunity to deliver all of the rules in writing.

Tournament programs have several purposes:

- Recognition of the Tournament / Team Sponsor(s);
- Recognition of Players;
- Communication for Parents/Players;
- Souvenirs;
- Additional source of advertising/fundraising.

RMMHA works with TEG for our tournament programs. One of your tournament committee members should be assigned to work with TEG and supply the teams' photos and rosters, as well as any other information needing to be in the program. TEG will format the information and add in their own advertising, so the programs are provided at no cost to RMMHA.

Information that should be forwarded to TEG by the program coordinator includes:

- Tournament welcome letters
- Team photos and rosters
- Tournament rules
- Tournament schedules
- Advertising from sponsors
- Thank you page – for volunteers, sponsors, etc.
- Any other highlight articles if desired

Remember to add in a note indicating printed schedules may not be accurate if teams have withdrawn after the program has gone to print, or if the schedule has changed for any other reason.

Raffle and 50/50 Coordinator

The Raffle and 50/50 Coordinator must obtain a gaming licence under your specific team's name (not the Association's name) and determine the ticket prices, ensuring compliance with all gaming regulations.

- Determine whether you wish to collect cash for raffle items or baskets from the teams.
- Purchase raffle prize items ensuring a variety of themes at both arenas.
- Arrange for baskets to be wrapped and labelled.
- Label ticket boxes with corresponding prizes.
- Prepare tickets, print up ticket signs, buckets.
- Determine a draw time.
- Set up and put away raffle items each day.
- Prepare a winner's board to display at each arena after the draw.
- Ensure there is a float and cash box, as well as supplies needed for the table.
- Distribute funds if proceeds will be divided and given back to participating teams.
- Complete the post-gaming report.

Volunteer Coordinator

Assign a parent to work with the Association Volunteer Coordinator to fill any vacant spots required for office assistance, raffle and 50/50 volunteers at both arenas.

- Schedule scorekeepers and timekeepers in blocks of games, at a rate of \$10-15 per game.
- Ensure the timekeeper/scorekeeper schedule is completed and everyone assigned is aware of how to run the timeclocks and complete the gamesheets.
- Organize training session(s) if required.

Planning Your Tournament

Tournament planning begins months in advance. As soon as your tournament is sanctioned and posted on the internet, teams will be contacting you for information and registration packages. As you begin to secure volunteers for your committee positions, the Tournament Chair should begin considering the following:

Facilities: Pitt Meadows Arena and Planet Ice Maple Ridge

The Pitt Meadows Arena and Planet Ice Maple Ridge will be the venues for all RMMHA tournaments.

The Ice Coordinator must contact the arenas to request any special items during the tournaments. This includes, tables, chairs, microphones, and any wall space required to display posters, schedules or other displays.

Please note that we are prohibited from providing any outside food or drink to teams after the games, as we must use their concession for these items. You may negotiate with Planet Ice Arena to see if they are able to provide you with discounted specials for teams that use the Breakaway Bar & Grill during the tournament.

Storage Space

The lobby office at Pitt Meadows Arena, and the Planet Ice upstairs Hockey Office and main floor Equipment Room are available for storing tournament items *during the tournament dates*. Please do not store raffle baskets, programs and registration gifts in these areas weeks before the tournaments, as these spaces are used by other members of the Association throughout the season.

Tournament Budget

Prepare a preliminary budget for approval by the Board of Directors. Anticipated expenses will be ice, referees, score/timekeepers (if you are not assigning volunteers), sanctioning fees, registration gifts, awards/trophies, raffle basket items, tickets, poster boards and gaming license fees. Revenue is generated from team registration fees and any advertising sold for the program. Set the team registration fee to cover all costs, even if your tournament does not fill to maximum.

Tournament Registration Package

You should have a tournament registration package ready to send to teams making inquiries about your tournament. The package should include the registration form, tournament format, registration fee, team roster form, deadlines, and a checklist of items each team will need to send in to be accepted.

The checklist can include items such as:

- Signed Registration Form
- Roster Form (to be emailed in excel or word)
- Official Hockey Canada/USA Team Roster
- Team Photo
- Payment
- T-shirt sizes, if applicable
- Tournament Permission Number/Letter

Be sure to note any deadlines for particular information, such as rosters and team photos for the program.

It is encouraged to have teams email all of the above information to the Tournament Registrar so that it can be easily stored and tracked. The Program Coordinator can easily access team photos and rosters if they are all located in a common Dropbox or Google Drive folder. The rosters can also be copied and pasted for gamesheet labels without having to worry about transcription errors. Payment may be sent in the mail with a copy of the registration form.

Include a deadline to receive applications and payments. All teams must submit their payment with registration, and your registration package should include a refund policy if a team should cancel. If applicable, you should also have a dressing room deposit that will be refunded upon completion of the tournament if no damage is done to the dressing rooms. Include a signature line on the registration form so that team officials have read and understood the waivers and refund policies as detailed on the form.

You may also wish to ask teams for any scheduling requests if you are willing to accommodate the travelling teams. Some teams will plan on doing other team events (bowling, golf, paintball, etc) so try to avoid scheduling games during their team events to make their overall trip a memorable event.



Applications will be accepted in the order they are received, provided the registration fee payment has been received with the application.

Invitations to Teams

Depending on the date of your tournament, an early jump on the invitation process is recommended. The goal of the team invitations is to create a fair and competitive tournament. The best way to achieve this goal is to keep an eye out for prospects as your team plays other teams. Have your team managers email other teams they have played that are competitive.

Tiering of 'A' Level Teams

'A' Level teams are grouped in Tiers based on the size of their Association. This does not necessarily reflect their competition level. Hosting a Tier 3 'A' division does not always mean every team in that division will be a Tier 3 team. Try to research the competition level of non-PCAHA teams to place them in competitive groups with other teams. The "Tier 3" tournament division may consist of teams that could technically be anywhere from Tier 1-4 teams. You may need to explain this to other teams if they have concerns about who has been grouped in their division.

Awards and Gifts

Awards are not mandatory but are a great way to reward the players for giving their best effort, such as MVP or Sportsmanship awards. If prizes are donated, please remember to recognize the contributor(s) in the program.

Younger divisions are happy with items such as toques, skate towels or mini-sticks, while the older divisions would be happy with a gift card to a local store. A registration gift, such as a tournament t-shirt, is normally budgeted for each participant, but it is not necessary to have a gift given to each player for every game played.

Awards and gifts typically include:

- Most Valuable and/or Sportsmanship Player for round robin, semifinals and finals
- Finalist medals and trophy
- Champions medals and trophy
- Participant medals for younger age divisions.

Consider ordering the same medals for all season tournaments, and just alter the engraving specific to your tournament. This will save on your costs.

Pre-Tournament Checklist

- ✓ Ensure all PCAHA forms are accurate and sent to the PCAHA Tournament Director.
- ✓ Forward schedules to applicable League Managers to update Teamlink if there have been recent changes to the game schedule.
- ✓ Forward the schedule to the Referee in Chief for referee assignments.
- ✓ Prepare referee payments for each game.
- ✓ Prepare score/timekeeper payments for each game.
- ✓ Print out Referee Payment Records.

- ✓ Print out tournament sanction, gaming license(s), schedules for games, volunteer shifts.
- ✓ Prepare team envelopes with schedules, welcome letter, coupons, tickets for coach/manager/player draws.
- ✓ Prepare team registration/participant gifts.
- ✓ Print raffle and 50/50 ticket price signs. Include signs on raffle draw time.
- ✓ Cash float for raffle and 50/50.

During the Tournament

Tournament Office

The tournament office will be where teams will verify the gamesheet rosters, pick up their welcome packages and gamesheets after their games are played, and the go-to place whenever they have any questions.

Volunteers in the office should be familiar with the tournament rules and playoff formats so that they can field questions from team officials and parents.

Referees and paid scorekeepers/timekeepers will also sign in at the office to receive their payments.

The tournament office/table at each arena should have copies of the following:

- ✓ Tournament Sanction – must be visibly posted
- ✓ Gaming Licence(s) – must be visibly posted
- ✓ Game Schedules
- ✓ Tournament Rules
- ✓ Referee Schedule
- ✓ Score/Timekeeper Schedule
- ✓ Volunteer Schedule
- ✓ Emergency numbers for Tournament organizer, RIC
- ✓ First Aid Kit
- ✓ Contact information for all participating teams

Welcome Package

At each team's first game, have their welcome package ready for them. Each team should receive an envelope with the team's schedule, game rules, tournament playoff formats, coupons, etc. They will also receive the programs for the team and registration gift before their first game.

Signage

Signage space should be confirmed at both arenas and the locations you wish to display them before setting them up.

Tournament sanction forms and any applicable gaming licences must be posted and displayed in a public place.

Depending on the age group of the tournament, you may have poster boards for standings as well as the schedule of games.

Raffle and 50/50 winner's boards should be displayed for all participants to see the winners.

Tournament rules and team schedules should be readily available at the tournament desk if not posted in a public area.

Referees

The Tournament Chair should send a copy of the tournament schedules to the Referee Assignor. He/she will ensure the games are staffed as required. If you have any concerns with regards to scheduling, please contact him/her directly.

Rules of the Game

The Tournament Chair should send a copy of the tournament rules to the referee assignor. The document will allow the officials to familiarize themselves with the procedures before the tournament starts. Older referees may be unfamiliar with the rules applied to Hockey 2-3 games. It also makes the referees aware of your tournament format for mercy rules, overtime and shootouts, if applicable.

A copy of the tournament rules should also be posted in each of the referee dressing rooms and attached to the clipboards with the gamesheets.

Let the officials know at the start of the game if you intend to hand out MVP Awards at the end of the game. They will instruct the players to line up.

Penalties and Suspensions

Any suspensions or game misconducts should be noted so that the Tournament Chair can notify the relevant parties.

Scorekeepers

Scorekeepers should ensure they print legibly on the gamesheets. Ensure both the scorekeeper and timekeeper names are printed on the gamesheet. Penalties should be accurately recorded and the length of the third period should also be recorded.

Game Results and Standings

The tournament committee should design large, easy to read poster boards showing the results of all games and the team standings after the round robin games (for divisions where playoffs are played). These signs should be placed in a location that is easily accessible to everyone and updated promptly after each game. Providing this information will allow players, team officials, and family members to understand what is going on and reduce the number of questions at the office. Playoff schedules should be updated so teams know when their next games could be played in the event of a win or loss.



Office, Raffle and 50/50 Volunteers

OFFICE:

- Prepare gamesheets for upcoming games, ensure they are verified and signed by team officials (gamesheets will all be labelled in advance).
- Prepare MVP awards with gamesheets after both teams have verified their rosters.
- Handle score/timekeepers payments.
- Handle Ref payments and sign-in sheets.
- Prepare welcome team packages/registration gifts if applicable.
- Record and store the 50/50 amounts in envelope provided. Keep custody of large bills from raffle and apparel sales if necessary so it is not in the lobby area with the raffle cash box. Do not leave unattended.
- Update game results and team standings on poster boards after each game. The website should also be updated with results so that teams can go online and check their standings after the round robin.
- General questions – teams could ask you about standings, tiebreaker formulas and confirm their next playoff game after round robin.
- You will also be the go-to person if there are any problems with our volunteers, no-show referees, scorekeepers and timekeepers.
- Separate and file the completed gamesheets in order, by division. If the referee has taken the white (top) copy of the gamesheet, photocopy the yellow sheet, then file the yellow with the other original white copies, and file the photocopy with the other yellow gamesheets.
- Notify the Tournament Chair if any major penalties and suspensions. The affected team/player may need to be notified of any suspensions, as well as the League Manager.

RAFFLE:

- Morning shifts set up raffle basket table, evening shifts put away baskets.
- Sell raffle tickets, loonie stick tickets, any other special raffle item.
- After the raffle draw, only one person needed to hand out prizes.
- If any large bills accumulate, bring them to the tournament office for safekeeping.

50/50:

- Draws will be held as per schedule. Typically two draws per day to gain larger winning pots.
- When the winner is found, please have them write their name and phone number on the back of the ticket.
- Post the ticket drawn and the winning ticket on the poster board, along with the prize amount.
- Bring the tournament's half to the tournament office, as well as any unclaimed amounts to be picked up by the winners at a later time.

Post Tournament

After the tournament there are several items that must be attended to.

Game Sheets

Gamesheets must be mailed to the appropriate League Manager within 24 hours after the completion of the tournament.

Any suspensions or game misconducts should be noted so that the Tournament Chair can notify the relevant parties.

Invoices and Final Financial Summary

Within 21 days following the completion of the tournament, the Tournament Chair must submit a final accounting of the tournament with all expenses and revenue accounted for. All original receipts and invoices must be included with the report.

BC Hockey and PCAHA Post Game Reports

The BC Hockey post-game report can be completed online. PCAHA forms must be completed for each division participating in the tournament and forwarded to the PCAHA Tournament Director. The reports can be pre-filled with participating teams and permission numbers even before the tournament begins. Note any problems or winning teams, etc.

Feedback

After your tournament, please provide a summary to the Tournament Director that they can include in their report to the Board of Directors. Include any areas where improvements can be made, and any positive or negative comments from volunteers and participating teams.

**Ridge Meadows Minor Hockey thanks you for volunteering your time and efforts
to host a successful tournament!**

**Teams will continue to return each year with our reputation of hosting well-organized tournaments.
This cannot be done without your dedication and commitment!**

