



Thompson Minor Hockey Association Inc.

Bantam Don MacLean Tournament Peewee Prince/Bercheid Tournament Hosting Guidelines

Revised May 2008 (Changes noted in Red)
(Previous January 2007)

General Overview

- Tournaments are combined... “AA” and “A” Divisions.
- Each team selects a Chairperson and Coordinators that work together on each committee. (See **Sample #1**) *The years that there are enough players to form the Doug's Source for Sport Team, that team will be in charge of the Signage/Decorations and that Chair will attend all meetings. The team will receive \$300.00-\$500.00 from fundraised money as a result of their contribution and how much money was raised. The amount will be decided by both the A & AA team.*
- In order to have a successful tournament, the Committee needs to meet at least six (6) weeks prior to their scheduled tournament.
- TMHA receives the Tournament fees and all cheques are made out to Thompson Minor Hockey Association.
TMHA is given the funds collected at the door, which is a silver collection.
TMHA is responsible for the ice & ref costs and the Gold, Silver and Bronze (if needed) medals in both divisions.
- All Fundraising is Split 50/50 between the two teams.
- Tournament Chairpersons together with the Coaches are responsible in inviting visiting teams.
- Team Managers handle and are responsible for all the money, including floats.
- Co-Chairs and Co-Coordinators should divide all duties between the two for... prior to, during and after the tournament.

Tournament Committee

The following personnel are required to host the Tournament...

- Chairpersons
- Coaches
- Team Managers/Financial
- Awards Coordinators
- Door Coverage Coordinators
- Dressing Rooms/Equipment Coordinators
- Fundraiser Coordinators
- Opening Ceremonies Coordinators
- Program Coordinators
- Signage/Decorations Coordinators
- Timekeeper Coordinators

Job Descriptions

Chairpersons:

- Ensure that the overall organization/preparation of the tournament is conducted in a prudent, organized, and efficient manner.
- Select Committee and Schedule Meetings (TMHA must attend the first meeting).
- Work with the TMHA Tournament Director to...
 - * Assemble a Tournament Invitation Package. (See Sample #2)
 - * Tournament rosters must be sent in and approved before date to have Tournament sanctioned. **(3 weeks prior to Tournament date or you get fined \$100.00)**
 - * Decide on what rules should be enforced as per M.A.H.A. Rule Book. (These rules should be posted in the Arena Lobby along side the Draw) (See Sample #3)
 - * Promote Tournament through local media. (Ensure all Tournament information is listed on the TMHA, Norman and Manitoba Hockey websites.)
 - * Provide information to Hockey Manitoba for Tournament Sanction.
- Work with the Coaches...
 - * Have them hand out Tournament Invitation Packages to other teams at the Tournaments they are attending and email or mail the rest out.
 - * Photo copy rosters for the coaches to have and to help confirm eligibility of the players.
 - * Assist coaches with Draw and Schedule.
- Follow-up phone calls to teams invited to confirm participation.
- Copy team rosters to Timekeeping, Program and Decorating Coordinators as soon as they come in.
- Ensure Committee Members are on track with their responsibilities and assist where required.
- Inform TMHA On-Ice Officials Director of times for Referees.
- Ensure the Recreation Department is contacted with scheduled ice times.
- Submit a request letter to the TMHA Fundraising Director for the fundraising that will take place during the Tournament. You will then receive a letter from the TMHA and this is to be taken to the City of Thompson to purchase a Lottery License. This license is to be posted during the Tournament. (See Sample #4 & #5)
- Arrange for someone to play music for the whole weekend if possible and contact Shaw Cable to broadcast the Thompson games.
- Communicate Tournament Details to TMHA.

Just Prior to the Tournament...

- Request the TMHA Tournament Director to organize a discipline Committee for Tournament. (Which usually consists (3) members of the TMHA Executive.)
- Work with Decorating Coordinator to put together the Coaches/Team Packages.
- Print Name Tags for Committee Directors to wear during the Tournament. (See Sample #6)
- Have a receipt book available during the weekend as some teams come with cash in hand.
- Have the Registration Lists on hand during the Tournament.

During the Tournament...

- Make sure you have a Rule Book on hand at all times... **VERY IMPORTANT**
- Bring Pens, Calculator, Page Covers.
- Give the Referees a set of rules to post in the Referee room.

- Hand out Coaches/Team Packages upon arrival and/or at a Coaches' meeting.
- Communicate any additional information to coaches at the beginning or during the Tournament.
- Arrange for the Managers to handle all the cash collected, as well as floats during the Tournament. (All money must be collected, counted and signed off by two people (i.e. the person handing it in and the person collecting it.)
- Be accessible and communicative on all problems/concerns that occur.
- Presentation of medals and trophies.

After the Tournament...

- Ensure final game sheets are given to the TMHA Tournament Director.
- Submit a Thank you Ad to Sponsors in the Newspaper. (See Sample #7)
- Send out any Thank You Letters.
- Request Post-Tournament Report from all the Directors and submit them to the TMHA Tournament Director. (See Sample #8)
- Ultimately the success of the Tournament is on the shoulders of the Director(s)-manage and mitigate problems effectively will lead to success.

Coaches:

- Responsible for...
 - * Working with the Chairperson in distributing Tournament Invitation Packages.
 - * Working with TMHA Ice Operations Director in making up the Draw and Schedule. (*Time must be given to the Kinsmen Group to play. Usually they are scheduled to play in the G.B during Opening Ceremonies.*) (See Sample #10)
 - * **Note...** Allow more time in between the final games for medal presentations & pictures.
 - * Printing of the big draw schedules & results board for the Arena.

Team Managers:

- Responsible for...
 - * Overall financial control and reconciliation.
 - * Ensure floats for 50/50 ticket sale, raffle sale, door, etc.
 - * Collect proceeds from the above throughout the weekend
 - * Submit a Tournament Financial Report to TMHA. (See Sample #9)
 - * Submit Financial Statement to the City within (30) days. (City provides Statement Form)

Awards Coordinators:

- Work with the TMHA Tournament Coordinator to decide on what medals, etc. are to be obtained. (TMHA supplies the Gold, Silver and Bronze King Miner Medals in each division, when warranted and the fourth place medals in the Prince-Berscheid.) (See Sample #13 & Note Certificates were Plasticized)
- Canvass Sponsors for... (Obtain the previous year's list to see what is usually given out for your specific Tournament)
 - * Game Star Awards
 - * Hat Trick Awards
 - * Shut Out Awards
 - * MVP Glove Awards
 - Peewee "A" Supplied by ET Blades

Peewee “AA” Supplied by Doug’s Source for Sport
Bantam “A” Supplied by ET Blades

Do this early enough to give time for the Sponsors to order their prizes, especially if they are getting them printed or lettered.

- Have timekeepers, coaches or a committee pick the game stars. (Optional... only 1 game star per player for the weekend.)
- Select an MVP picking committee, if awarding. (Try to choose people who are not involved with the Tournament.)
- Make sure all awards are brought to the time boxes for presentations.
- Have Sponsors presenting awards, if possible.
- Pick up key from Rec. Office for trophy case, to be cleaned on Thursday night when teams are there to decorate.
- (3) Sticks for Medal Presentations are available. (Tournament Room)

Door Coverage Coordinators:

- Responsible for running a silver collection and selling the Programs.
- Obtain Tournament schedule.
- Schedule people as required.
- Obtain a cash box for silver collections (This money goes to TMHA).
- Obtain a float from the Team Manager.
- Signs for door.

Dressing Rooms/Equipment Coordinators:

- Canvass sponsors to supply juice boxes and or bottled water. (Previous donors are R.A. Distributing, Shoppers Drug Mart, Wal-Mart, Giant Tiger, Sobeys, Safeway)
- Find out how many games prior to soliciting, this helps to know what you are needing from the Vendors.
- Responsible for getting the juice/water to each team in-between 2nd & 3rd period.
- Organize for an Equipment room to store out-of-town teams’ hockey equipment. (Only if absolutely required, as we do not want to be held responsible for stolen property.)

Fundraiser Coordinators:

- Silent Auction...
 - * Canvass for donations.
 - * All sweater sponsors could be approached to donate something.
 - * Teams may purchase the items themselves and would suggest that families could pool their money to purchase larger items such as a DVD player, iPod, PS games, etc.
 - * Make signs for the merchandise.
 - * Need cans to collect draw numbers.
 - * Tickets available and sold for \$5.00 per card. (Tournament Room)
- Purchase a Hockey Stick for the Loonie Stick Draw. (Canadian Tire has sponsored this in the past)
- Make up a player board. (Any unsold players can be sold in the stands)... **Peewee Only**
- 50/50 draw...
 - * Purchase 50/50 tickets. (Doug’s Source for Sport have donated them in the past)
 - * Bucket, Aprons and Jerseys available. (Tournament room)

- * Schedule at least (3) people; (2) to go into the stands and (1) at the table.
- Organize any other fundraisers.
- Make schedules for silent auction table, 50/50 draws, etc.
- Obtain floats from the Team Manager.
- Use one Cash Box for Silent Auction, Loonie Stick, Player Board and any other items that have a set price and is easy to figure out as to how much was sold (eg... the amount of loonies taped to the stick, the amount of players crossed off on the player board and the amount of silent auction cards sold is your profit for each fundraiser and should balance with the amount in the cash box less your float) and a second Cash Box should be used for 50/50.
- Post the Lottery License at all times.

Opening Ceremonies Coordinators:

- Arrange a time to coordinate with draw.
- Arrange for MC.
- Arrange for someone to sing O Canada and give them **Flowers**.
- Contact VIP's (Mayor, T.M.H.A. President, etc.).
- Invite the families (Prince, Berscheid, Landers for Peewee and MacLean for Bantam) a minimum of two weeks prior to the tournament.
- Type out a program for the MC
- Arrange for carpet for ice surface for guests to stand on.
- Obtain pucks for ice surface, so the sign carriers know where they go to.
- Arrange for Novice players to be sign carriers. Sign carriers will walk across centre ice and remain on the ice until Opening Ceremonies are completed. (Signs are in the Tournament Room)
- Have the two Teams playing right after the Opening Ceremonies on the ice, ready to go.
- Have the Teams not playing in their Jerseys only, sitting in the stands and recognized during the Ceremonies.
- Make a plan for line up both on and off the ice. Also set up a place for all sign-carriers to meet prior to ceremonies. (See Sample #11)
- Obtain a prize for players' draw to be made at opening ceremonies. (All players in Tournament are put in the draw.) **Prince/Berscheid Tournament Only**.
- Purchase **Flowers** to give to the (3) Mothers and make sure the (3) Fathers' **Hats** are available to give out (ET Blades donates these) for Peewee and **Flowers** for the MacLean Family for Bantam. (Safeway has donated flowers in the past)
- Opening Ceremonies should run no longer than 20-30 minutes. (See Sample #12)

Program Coordinators:

- Design and print programs. (See Samples From Previous Years)
- Make sure the Prince/Berscheid "Friends Forever" Logo is used for the Peewee Tournament.
- Obtain team rosters to insert in program, also greetings, sponsors, draw, tournament guidelines, etc.
- Make sure TMHA Sponsors are acknowledged (Obtain a current list).
- Sell ads in program (Optional).
- Print approximately 200 Programs (Dependant on the number of teams registered).

Signage/Decorations Coordinators:

- Form a committee to work on decorations, canvassing of coupons for Team packages and printing of Signage for the lobby.
- Prince-Berscheid “Friends Forever” Banner is to be hung up. (Tournament room).
- Decorate lobby the night before Tournament. (Inform all teams to participate.)
- Make up Coaches/Team Packages that are given to each coach. This will include gathered information from other committees such a Welcome-letter, Tournament format, Tournament schedule, List of Coordinators and Program... along with city pins, coupons for players, etc. (Suggest you stuff them the same night you decorate as you should have plenty of Volunteers on hand.)

Timekeeper Coordinators:

- Obtain Tournament schedule.
- Schedule people as required and have a timekeeper orientation for all parents, prior to the Tournament, if needed.
- Obtain Game Sheets and Pucks from the TMHA Equipment Manager. **Very Important!!**
- Ensure there are pucks in a bucket of snow at all times and available for each game. (Pucks must stay cold!)
- Ensure there are Tournament rules posted in each time box.
- Obtain the list of awards for game prizes and have them in the boxes.
- Get timesheets from Minor Hockey and have them all numbered, team names and what Arena the games are in. All completed game sheets are to be kept in the Arena Lobby office. (Create sticker labels with team rosters on them to affix to the game sheet, faster than writing them down one by one. Coaches for each team reviews and signs.)
- Collects the timesheets after every game and updates the draw board.
- Responsible to keep the scoreboards updated at all times and workout the playoff percentage for final ranking of teams for playoffs.