



## Brooks Minor Hockey Association Tournament Checklist Form

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### **4 – 6 Weeks Before**

- ◆ Contact # / email on website for tournament which is the Director. Line up Teams and have contact list for Teams.
  - ◆ Line up your Team Reps have minimum of 2 per team, then hold a meeting.
    - Decide on Budget
      - Need to pay for supplies, referees
      - Thank you for paper. (Approx. \$75.00- \$ 125.00).
      - Please note that BMHA will pay for the ice used for the tournament out of the money the tournament makes.
      - Allow for the budget to incorporate the ice costs.
    - How much to charge per team with factoring in ice costs which can be obtained from BMHA office, ref costs, and what buy for players.
    - Create the job list and divide it up between teams.
    - Need: Tournament Chair, Treasurer, Program-game sheets, Prizes table, Thank you /Sponsors for paper, Tournament Governor for rules and disputes.
  - ◆ Submit tournament budget to Vice President for approval
  - ◆ Decide on what you will give for player prizes and order
    - i.e. – trophies, t-shirts, towels, ect.)
    - Possible goodie bags and or possible food and drink.
  - ◆ Decide on the tournament rules and what kind of format for the tournament schedule
  - ◆ Open Tournament Bank Account and have 2 representatives from different Teams.
    - The Credit Union is the best and get approx. 32 cheques.
  - ◆ Have Team Reps go back to their teams inform them of details of tournament and line up door prizes or cash donations. Keep it to businesses that the person deals with.
  - ◆ Get the Tournament Sanction Number from Brooks Minor Hockey office.
  - ◆ Programs and Posters - which is optional
  - ◆ Get all team rosters for game sheets.
  - ◆ Set up Tournament Schedule.
    - Please note ice needs to be booked with BMHA 4 weeks in advance with the final draft of Tournament Schedule. Ice per hour is slightly higher than regular hourly fees.
    - Send Brooks Minor Hockey office the Tournament Schedule for the ice.
    - The office will forward this on to the Ref Assignor once # of teams decided on and # of team that have entered.
  - ◆ Set up a door schedule, 50/50 schedule & timekeeper schedule.
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### **2 Weeks Before**

- ◆ Game Sheets
  - Committee can do up stickers (need 3 per game) or do by hand.
  - Use the Brooks Minor Hockey game sheets for tournament games unless it is a league game which will need to be approved by the Governor prior to game.
- ◆ You will receive a Ref schedule for your tournament the week of tournament. You may pay your Refs from 50/50 money or pay out of your tournament account with a cheque.
- ◆ Labels for your door buckets or boxes.
- ◆ Buy 50/50 tickets.
- ◆ Do up raffle tickets for Door Prizes. Program is available for the computer for the # raffle tickets. Keep track of prizes and 50/50 winners for gaming Commission.
- ◆
- ◆ Make arrangements to collect door prizes or have the Team Reps meet you at the Arena for set up the Thursday night or Friday with all the prizes.
- ◆ List of Raffle and Door Prizes on poster boards (white poster board from the dollar store and get 50/50 tickets approx. 10 regular rolls or 6 ex-large ones.)
- ◆ List sponsors on portable bulletin board - can get big paper from the Bulletin to wrap
- ◆ Tournament Rules and have Sanction Number posted on board and in Program.
- ◆ Thank you, list for all Donations & Prizes for board/posters/program.
- ◆ Tournament Thank you in Bulletin.
- ◆ Volunteer Schedule -door, 50/50 & timekeepers
- ◆ Tournament Schedule and assign dressing rooms. Hand the schedule into the city so the Rink staff are aware of these time and rooms.
- ◆ Door Prize winners Sunday Morning if all teams will still be there on Sunday.



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### **Assign:**

- ◆ Tournament Treasurer – handle all money note: always have 2 people counting the money and recording it.
- ◆ Tournament Director– to be around all weekend to keep games running on time.
- ◆ Tournament Governor –to settle any disputes assist with keeping things running smoothly.
- ◆ Person to coordinate the Prizes table.
- ◆ Person for Program/game sheets.
- ◆ Person for Thank you /Sponsors for paper. Optional to do up Thank you picture with all teams in it for the sponsors.

### **Things to Have on Hand at the Arena**

- Posters
- Programs
- 2 -50/50 Buckets
- Approximately 8 rolls of 50/50 tickets
- Game Sheets
- Receipt book
- Cash Box BMHA office
- Pens & Markers
- Buckets or Boxes for Raffle Prizes
- Tacky stuff for Posters
- Sock Tape
- Scissors
- Paper clips
- Baggies for money/ goodies
- Float (approximately \$300.00 + – \$ 10 -15, \$5-20, \$2- 2 rolls, and \$1-2 rolls)
- Raffle Tickets

Do up sheet for the money obtained from 50/50, prize table, cash outs, if paying ref from cash.

Note: that the Canteen will take most of small change and bills to exchange for larger bills at the end of tourney.

**FOLLOWING THE TOURNAMENT, YOU MUST SUBMIT A FINAL BALANCE SHEET TO THE VICE PRESIDENT SHOWING ALL REVENUE AND EXPENDITURES FOR THE TOURNAMENT.**