Hosting a Hockey Tournament:

Note: That SHA considers “Exhibition Series” that have more than two teams participating; a tournament.

Organizing:
As soon as the teams are formed and the first parent meeting is held- there should be 2 Tournament Committee Representatives chosen. If not the Division Head; between the teams, you need to choose a Tournament Chairperson and organizing committee from the team representatives. The chair person should preferably be someone other than the coach or manager. The committee should have about 6 to 8 members. If there is more than one home team; the committee should consist of members from all the teams. The first meeting should be at least 10 weeks before the tournament if it is in the first half of the season. If it is in the second half it may be longer because you will want to have the initial meeting within the first month of play. My experience has been that 3 or 4 meetings will be required. Make sure that someone is taking minutes for the meeting. Remember to assign tasks at the meetings with a deadline. Make sure the minutes of the meeting are shared with the other parents. This way they will know what is expected of them also.

Paperwork:
The tournament must be sanctioned by SHA for $25. SCMHA Director of Operations will submit this on your behalf and bill it back to your team. The Sanction needs to be posted at your tournament. If you have teams attending your tournament from out-of-province- they will probably contact your for the sanction permit number for their travel permit. Remember that once the tournament is complete- you must submit all the game sheets all at once (within 3 working days of the end of the tournament) to SHA or a $100.00 fine will be imposed by SHA. If there is a suspensible offense, it is the referee’s responsibility to send a report and game sheet into SHA. Obtain extra game sheets through SCMHA Director of Operations. Do not use the fax # on the back of game sheets. Correct SHA fax # is (306) 789-6112.

Entry Fee:
The entry fee for teams attending your tournament may vary depending on the size of the tournament. Make sure to provide a deadline on when the payment must be made and when the rosters are to be sent. Often times- it is first teams to pay are assured a spot. You may ask for a deposit as well. You can guarantee that each team will get at least 3 games and more if you have a “D” final. It is preferable to have this resolved at least 6 weeks before the tournament. This may sound harsh but your team is incurring expenses and they need a commitment. Also, all the teams would like to have schedule as soon as possible. Figure out your ice costs, referee costs and craft room rental for the weekend and divide that by the number of teams attending. This would be your entry fee. This means that your home team/s play for free and anything else you make off of 50/50 raffle, gift table, gate fees, etc. will be your profit. A second cheque for $200.00 should be requested as well. This cheque is to be made out to SCMHA and acts like a damage deposit. Insure the rooms are checked after every game to make sure there is no damage. At the conclusion of the tournament, the cheque should be returned to the team assuming there has been no damage.
When to have the tournament:
Your Division Head and the ice scheduler will have already determined your designated weekend for the current season. It will have been posted on the SCMHA website and since SCMHA sends in your tournament sanction; SHA posts it on their website as soon as they receive it. It is a good idea to make the other teams in your league aware of your tournament date at the scheduling meeting at the beginning of the year.

How many teams to have:
The tournament draw is set up in advance to host an 8-team tournament including your home team/s. If you wish to change this format; you will need to contact the ice scheduler at least a month in advance. With the shortage of ice the last few years- it has been next to impossible to have a larger tournament. If you request a larger tournament; it will need SCMHA Board approval.

Where to have the tournament:
All the tournaments will be held in the Fairview Arenas. You will be scheduled at both the east and west rinks. The CRAFTROOM will automatically be booked for your tournament at the beginning of the season. The cost is the current ice rate per hour. Ie: 2009-10 was $64.00 per day for 3 days. If you DO NOT want to use it- you will need to notify the SCMHA Director of Operations at least 7 days in advance of your tournament date.

Referees:
You need to submit your tournament draw to the Referee Assignor at least a month in advance and make sure to update them if there are any changes.

Who to invite to the tournament:
SCMHA will pass on any e-mails of interested teams to the Division Head. If you do not have enough applications; your committee may have to send out emails and make phone call to other Associations to fill your tournament. There is a link on the SHA site (www.sha.sk.ca) with contacts for most of the Associations. It is a good idea to screen the teams coming to make sure they are similar caliber to your home teams.

Scheduling:
The SCMHA ice scheduler will have your draw already set up for an 8-team tournament. You may request a copy at any time. Once you have your teams set up- notify the scheduler so that a copy can be sent to the rinks to be posted on the board. A large poster for the arena with the tournament draw is very helpful.

Fund Raising:
League teams are not allowed to fundraise through business advertising with the tournament programs. You can fundraise in other ways such as charging an admission gate, running 50/50’s, puck toss, loonie stick, or having a raffle table with gifts. If you run a progressive 50/50- you may have to apply for a lottery license from the City depending on how much you intend to make. If you plan to net over $1000.00- you will need to apply for a Provincial lottery license that will take at least one month to process as well you may have to pay back a portion of your proceeds.

Mementos:
When my son went to his first tournament in Initiation he received a mini-stick as a memento for the tournament. He was as happy as could be. By the end of the year we
went to four tournaments and he had four mini-sticks. The novelty eventually wore off. Mini-sticks are great mementoes for Initiation and the first part of Novice, but by the time you get to Atom the novelty has generally worn off. Other ideas that I have seen for mementoes are:

- T-shirts
- Tag with their name and team color to attach to their hockey bag
- Posters
- Gift certificates (face value less than $5.00)
- Skate towel
- Hockey puck
- Hockey cards
- Hockey figurines
- Medals
- Trophies
- Plaques

I am sure there are many other ideas, but this at least gives you an idea for the younger age groups (Initiation, Novice and Atom)

**DUTIES:**

**TOURNAMENT CHAIR:**

- Co-ordinate all committees
- Will have/arrange for signing authority on bank account with Treasurer
- Be available during the entire tournament
- Choose a “Tournament Rules Official” who is knowledgeable and able to answer any questions regarding rules, suspensions, etc. This could be your Division Head or a SCMHA Board member or SHA member that is not part of your tournament but will be on location (or easily contacted) to assist with any concerns that arise.
- Look after dressing room keys and make sure there is no mess or damage after each team vacates the rooms. If there is damage- notify the rink attendant immediately prior to the next team entering the room.
- Submit all games sheets/reports within 3 days of the end of the tournament to SHA.
- Provide a list of instructions for each tournament helper

**REGISTRATION & TEAM ENTRIES:**

- Obtain SHA Sanction from Director of Operations (make sure posted on wall during tournament)
- Receive copy of SHA team registration forms, team rosters and registration fees
- Contact teams and verify entry
- Send Coach/team packages to teams

**TOURNAMENT DRAW AND RULES:**
• Prepare rules in accordance with SHA with any exceptions clearly listed
• Give these rules to the person in charge of the programs and coach’s packages.
• Follow 8- team format- confirming with ice scheduler
• Submit draw to ice scheduler, referee co-coordinator at least one month in advance and to rink staff one week prior.
• Prepare posters for draw, 50/50, shoot-out (if applicable)

**TREASURER:**

• Arrange for signing authority with the Chairperson
• Apply for lottery license ASAP if needed.
• Maintain floats for 50/50, admission and prize tables
• Collect team entry fees
• Collect money during the tournament from each 50/50 draw and prize table. Mark the running tally on the 50/50 poster
• Record and submit payment for any tournament expenses
• Pay officials at the rink or at the end of the tournament depending on your age division (check with Referee Representative)
• Prepare financial statement following the tournament
• Submit a copy of the financial statement to SCMHA Division Head
• Return damage deposit ($200.00 cheque) to teams providing there has been no damage to dressing rooms.

**ADVERTISING:**

• Arrange for morning show spots on the radio
• Contact Booster for advertisement in newspaper
• Posters can be placed on the bulletin board at arena

**ARENA HELPERS:**

• Buy pucks or collect 20 from each home team. Freeze 20 prior to the tournament for game pucks and keep the remaining in buckets in each time-keepers box for warm up pucks.
• Return pucks to teams at end of tournament
• There is a refrigerator on the West wall in Fairview West arena to store frozen pucks and ice packs.
• Help monitor dressing rooms
• Help Chairperson arrange an emergency plan
• Help with setting up tables in craft room as well as lobby
• Check with City ahead of time for how many tables you will need
• Remember there may be other games scheduled in the middle of your tournament and they will need to use the admission table for awhile.

**PROGRAM:**

The program should contain the following:
• Schedule for the games
• Rules for the tournament
• Times for 50/50 and prize draws
• Roster of all the teams
• Acknowledgement of donations
• You should print about 100 programs for an 8-team tournament? Perhaps a professional service can create the programs for free as a donation to the tournament. I would have the program completed 3 to 7 days in advance of the tournament. Make sure to get the rosters from the teams when they enter. The sooner you receive them the better.
• You can also add in inspirational sayings or facts. You can have word games. Depending on the length you can be very creative or you can have just the bare necessities.
• Make roster labels/stickers for out-of-town teams (15 per team)
• Obtain 15 labels from each SC team
• Affix labels to game sheets prior to the tournament (consult draw)
• Set fee for program if applicable

WORKERS/VOLUNTEER SCHEDULE:

• Prepare schedule for workers
• Try to slot times that work for each team once the draw is complete
• If workers are unable to fill their shift, it is their responsibility to find a replacement.
• Do not slot the Chair Person into shifts. Try to make shifts as even as possible for families.
• You will need 1 shift each for: Time Keeper, Score Keeper, Penalty Box (2 workers per game), Admission (if applicable), Prize Table (usually 2 workers), 50/50 (if applicable).
• Post the worker’s schedule at the rink
• Mark any changes to the shifts

RAFFLE TABLE AND 50/50 DRAW:

• Buy 50/50 ticket rolls for the 50/50 draw as well as the prize table
• Print tickets if you have a Progressive 50/50 draw
• Progressive 50/50 tickets need to be handed out to each team representative at least a month prior to the tournament and returned one week prior to the tournament
• Provide a container to sell tickets 50/50 tickets from as well as each prize/grouping on your table
• Keep all prize monies separate and hand in to Treasurer after each game
• Decide as a group if you want to have a prize table and how much you want to spend. I.e: $10 per player
• Some businesses may donate a prize for your table
• Thank-You poster
• Treasurer should supply a float for each draw
• Have extra pens, tape, tickets and containers available
TROPHIES AND AWARDS:

- Decide if you want trophies, medals or banners, etc.
- Arrange a presenter for all 3 or 4 finals; A, B, C, D.
- Order your trophies well in advance
- MVP prizes if choose to; ie: Subway vouchers
- Usually whoever is Score Keeping or Time Keeping can present the MVP awards.
- Try to ask each coach in between the 2nd and 3rd period
- Have extra help and prizes if you decided to do a shoot-out or skills session

COACH’S PACKAGE:

- Copy of the program which should include a copy of the draw and the tournament rules.
- You may want to check with the Broncos as if there is a game on your weekend- they provide specially priced or complimentary tickets
- Contact sheet for Tournament Chair
- Information on sporting goods stores and skate sharpening availability
- Include information package from the city

ROUND ROBIN SHOOT-OUT RULES & REGULATIONS: (optional)

- There will be a shoot out after each team’s first two round robin games. Each shoot out will consist of ½ of each team’s roster (goalies excluded). (I.e. A team has 16 skaters, after 1st round robin game top 8 skaters will shoot, then after 2nd round robin game bottom 8 skaters will shoot)
- All other players (not participating in the shoot-out) and the coaches must remain on the bench for the duration of the shoot-out.
- The list of the players participating in each game will be given to the timekeeper prior to the game.
- The winner of the shoot out will be determined by the team with the highest percentage of total goals. For example - - Team A has 15 skaters, they had a total of 11 goals in the two shoot outs for a percentage of 73.33%, and Team B has 16 skaters and had a total of 10 goals for a percentage of 62.50%, therefore Team A is the winner. Should there be a tie for highest percentage the winner will be determined by the team with the highest percentage after the 1st round robin game. Should a tie still remain, then the team with the highest percentage after the 2nd round robin game will be declared the winner. Should a tie still exist then a draw will be made between the two teams to determine the winner.
- Often- a local restaurant may donate a $100 gift certificate as a prize for the winners.