

Tournament Planning Guidelines

Tournament Committee

1. A tournament committee should include representatives from all host teams. Committees should include but are not limited to the following positions:

- a. Tournament Chair;
- b. Tournament Treasurer;
- c. Volunteer coordinator (e.g. scorekeeper, timekeeper, 50/50, etc.)
- d. Sponsorship/Donation Coordinator/Fundraising coordinator;
- e. Awards Coordinator and Communications (e.g. Player(s) of the Game awards, medals, Tim-bits, pizza, etc.);
- f. Swag Coordinator (e.g. Participant grab bags, dri-fit shirts, etc.)

Other positions can be created or positions can be amalgamated if not enough volunteers available. Descriptions of tasks included in the document.

Tournament Committee Tasks

This role **DOES NOT** have to do all of the work. They will serve as the key contact for the tournament director and ensure key deadlines are being met.

2. **Tournament Chair** – Duties include but not limited to:

- a. Confirm dates with the tournament director for ice times – This is the ***single most important thing to start with***, the tournament director shall provide you with the ice contract to confirm dates and budget.
- b. Oversees the overall organization of the tournament and ensures coordinators stay on tasks.
- c. Request the list of teams who have been accepted in the tournament. . Tournament entrance fee is set by the executive and collected by the association.
- d. Responsible for reviewing the rules and send to team
- e. Request game numbers through the appropriate commissioner
- f. Get access to Spordle for game sheet (VIAHA David Beatty)
- g. Ensures score clock instructions are available for the appropriate arena
- h. Contact teams who have been accepted as POC and provide them tournament schedule, rules and general information.

- i. Promote the event by communicating with the association Communication Director communications@crfmha.ca
- j. Scoreboard and standing poste; and
- k. any other tasks required to ensure a welcoming and successful tournament.

3. Tournament Treasurer – duties include but not limited to:

- a. Consultation with the association treasurer treasurer@crfmha.ca for budget details, gain access to the tournament bank account (will need two committee members on account);
- b. Track all spending for operational & additional expenses to ensure the tournament stays on budget; and
- c. Prepare floats for tournament and in charge of the cash box
- d. If the team decides to use Square payments will set up the Square app and set up
- c. complete any tasks as assigned by the tournament chair.

4. Volunteer schedule coordinator – Duties include but not limited to:

- a. Set up Sign up Genius for volunteer coordination; and
- b. Set up dressing room name and info; and
- c. Book photographer if needed; and
- d. complete any tasks as assigned by the tournament chair.

5. Sponsorship/Donation/Fundraising Coordinator – duties include but not limited to:

- a. Access donation letter;
- b. Contact the previous year sponsor to confirm they still wish to continue with that relationship;
- c. Create a spreadsheet and track donations;
- d. Organize group to put together baskets for silent auction, raffle, etc.; and
- e. Contact the association treasurer treasurer@crfmha.ca to establish gaming license for the event; and
- f. Oversee raffle ticket printing and acquiring boxes
- g. Thank you letters to major donors

- e. Oversee Silent Auction items and set up auction bid sheets
- f. Purchase 50/50 tickets if necessary or set up online 50/50; and
- g. complete any tasks as assigned by the tournament chair.

6. **Swag/Awards Coordinator** – duties include but are not limited to:

- a. order player of the game awards (MVP/Digger);
- b. post game treats (e.g. Tim-Bits, pizza, etc.); and
- c. select and order/purchase items for tournament grab bags (dri-fit shirts, stick tape, etc.); and
- d. complete any tasks as assigned by the tournament chair.

Tournament Timeline

8. **60 Days +** prior to tournament start date the following must occur:

- a. Tournament Chair identified;
- b. Tournament committee stands up;
- c. Hold first planning meeting to discuss what the plans are and who will look after each item
- g. Contact the association Treasurer (treasurer@crfmha.ca) for budget details and to set up tournament bank account (will need two committee members on account). Once advised by treasurer, have two members attend the bank to sign for accounts and pick up cheque; and
- i. Inform your commissioner and Ice Allocator that your team(s) will be unavailable for games during the tournament (most tournaments are held on holiday where games aren't normally scheduled); and
- j. Confirm potential/established sponsor(s).

9. **45 days** prior to tournament start date the following must occur:

- a. Confirm ice times;
- b. Request game numbers from VIAHA through your commissionaire
- c. Book referee availability through the Ref In Chief; and
- d. Check on status on items ordered

10. **30 days** prior to tournament start date the following must occur:

- a. Confirm rules and how standings will be tracked (e.g. 2 points for a win, 1 for a tie, 0 for a loss, etc.);
- b. Decide how many revenue events (50/50, raffles, auction etc) will be done and apply for

gaming license;

11. **21 days** prior to tournament start date the following must occur:

- a. Email teams game schedule, game rules and other information;
- b. Order and pick up medals for player participation and any player gifts
- c. Contact arena to arrange tables and chairs for raffle/registration table – possibly a place to store things overnight
- d. Follow up with committee members every week to see where they are at with their tasks and if anyone needs help or has a problem
- e. Apply for gaming licence for raffles, 50/50, any game of chance requires a licence. Silent auction is not a game of chance – **4 weeks in advance minimum**;
- f. Things to prepare for tournament day:
 - i) Team signs for change room doors;
 - ii) Game schedule sign to be posted near registration/raffle table;
 - iii) Sponsorship sign to be posted near registration/raffle table;
 - iv) Standings board to post at rink or online;
 - v) Prepare player swag to be handed out;
 - vi) If applicable have Tournament programs - to be at registration/raffle table;
 - vii) Volunteer sign up complete;
 - viii) Get floats for 50/50 (if not using rafflebox.ca) and raffle table;
 - ix) Prepare raffle ticket log sheet; and
 - x) Have a winners board to post all 50/50 winners (or unclaimed).

12. **Game Day** duties:

- a. Sign teams in and verify the game sheets (tablet) with them;
- b. hand out team swag before or after the games;
- c. Put signs up for sponsors and put out raffle baskets;
- d. Put signs on change room doors prior to each game so teams know what room is theirs ; e.

confirm volunteers for each shift arrive 15 minutes before scheduled shift;

f. Post 50/50 winning ticket & amount and fill out winner sheet and deal with used tickets

g. Deliver the player awards for each game to the score box prior to the end of the game i. Update the scoreboard – onsite or online; and

h. Clean up at the end of each day

13. Post Tournament duties:

a. Pay any outstanding bills;

b. Send thank you letters to everyone who sponsored or donated;

d. Make sure winners from raffles and 50/50 have been claimed or made arrangements to get their prizes;

e. Send in gaming info for report to the association treasurer;

f. Send in final budget with details on expenses paid and those outstanding to Treasurer and Tournament Director for review; and

g. Treasurer will approve and advise on final budget amount and instruct Office on final tournament disbursements.