

Home Tournament To-Do List

Tournament committee:

- Complete tournament schedule based on schedule of ice slots/format provided by tournament coordinator.
- Email all teams schedule and tournament rules once schedule has been sent out (email list will be provided by tournament coordinator)
- Organize volunteers for all game slots (time/scorekeeping, and any fundraising)
- Organize and prepare raffle table and 50/50 draws, purchase any BC gaming licences needed in **TEAM NAME (no gaming licences are applied for under the associations name)**
- Prepare program for tournament (make sure to obtain tournament sponsor logo from administrator)
- Teams are responsible for all fundraising and organizing of fundraising
- Advise administrator of how many tables you will require for raffles and in which arena you are setting up in
- Make sure scorekeepers have scoresheets (or tablets)
- update standings poster after each game
- Email standings for semi finals and finals to teams Saturday night
- Hang BC hockey sanction number by standings/schedule
- Tournament committee must leave facility looking the exact same way as they found it (all posters removed, no tape left on walls, doors or windows, tables folded up and left where found)

WKMHA Tournament Coordinator:

- Post tournaments on BC hockey website
- Accept applications/payments from teams
- Confirm team's acceptance
- Confirm format of tournament and provide ice slots to tournament committee based on number of teams
- Ensure dressing room assignments are completed by facility once schedule is complete (email to Toni)
- Provide copies of the tournament rules
- Ensure schedule/standings posters are prepared and available before tournament
- Order trophies/ awards and pick up
- Post schedule on website
- Provide scoresheets (electronic)
- Order table/chairs from facility for raffle table (as directed by tournament committee)
- Ensure officials have copy of schedule (game suspensions will go through coordinator and head of reffing)
- Provide tournament committee copies of BC hockey sanction form and tournament rules for time boxes and posting by schedule/standings
- Post copy of schedule and tournament rules in officials room (send to Ryan)
- Provide tournament committee with keys to WKMHA room for duration of tournament

- Have pucks available for warm up (only if requested prior to tournament starting)
- Let Ryan know of any changes to schedule
- Meeting with tournament committee prior to planning (max of 2 months before tournament date)