

APPENDIX B



The Pas Minor Hockey Association

thepasminorhockey.ca

Box 794, The Pas, MB R9A 1K8

TOURNAMENT GUIDE

(Revised October 2023)

This guide was developed to be used as a tool in helping organize local tournaments.

Some parts of this guide may be marked as optional. A successful tournament can be the most effective fundraiser for your team (s) and should involve as many parents and guardian as possible. The more work you put in, the more fun the tournament will be (and the more funds that will be generated for your Rep Teams or Travel Teams/League/Association).

***For ease of use within this document, The Pas Minor Hockey Association will be referred to as
TPMHA***

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Section 1: Introduction and Guidelines

- 1.01 This guide is a general overview for all tournaments.
- 1.02 To assist in your success, it is recommended to contact previous Tournament Chairperson (s).
- 1.03 Providing you adhere to TPMHA Policies, Procedures, By-Laws, and the Constitution, you are free to run the tournament as you see fit.
- 1.04 Please refer to **www.thepasminorhockey.ca/forms** for tournament financial forms.
- 1.05 Please refer to Section 10 of TPMHA Policies and Procedures Manual for financial policies surrounding tournaments and tournament proceeds.

Section 2: Entry Fees and Tournament Sponsorship

- 2.01 Tournament entry fees are set annually by the Executive. Refer to the website at **www.thepasminorhockey.ca/tournaments** for current fees (Please direct teams here to register online).
- 2.02 Tournament Sponsorship Costs are as follows:
 - **U7:**
One thousand dollars (\$1,000.00) – payable to **The Pas Huskies U7** (This may be split between two sponsors)
 - **U9:**
Three thousand dollars (\$3,000.00) – payable to **The Pas Huskies U9** (This may be split between two sponsors)
 - **U11, U13, U15, U18:**
Three thousand dollars (\$3,000.00) – payable to “First” Team of age level. *In the event there is only one Representative team in an age level, the Sponsorship cost will reflect this (E.g.: \$1,500.00).*

Trophies/Medals: Naming rights are given to Sponsor that is paying directly for costs of trophies and/or medals (and/or paying tournament a set amount to offset said costs). These are to be determined by each Tournament Committee.

Section 3: Tournament Chairperson (s)

- 3.01 Send out invites to NorMan Region Teams (if applicable): Cranberry Portage, Cross Lake, Easterville, Flin Flon, Gillam, Grand Rapids, Moose Lake, Nelson House, Norway House, Opaskwayak, Snow Lake, Split Lake, Thompson, and Wabowden.
- 3.02 Other areas such as Dauphin, Hudson Bay, Nipawin, Portage La Prairie, Roblin, Steinbach, Swan River, and Tisdale have attended in the past.
- 3.03 Phone numbers and emails can be found by contacting past Tournament Chairpersons as well as searching the Association’s websites. A great resource for this is Hockey Manitoba and Hockey Saskatchewan websites.
- 3.04 Invitation should include:
 - Tournament Chairperson (s) and their contact information (email, all applicable phone numbers)

- Name and date of tournament
- Age level, entry fee, and deadline for entering (You can also contact the Association Communications person to create an online invitation for social media)
- Payment Information:
 - “Cheque payable to (Your main bank account. For House Leagues, this is your main U7 and U9 account. For Rep Teams, this is your First Team)” with mailing address:

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- Alternatively, you may choose to save time by having invitees use Electronic Funds Transfers (EFT) or send cheques to your personal mailbox (cheques must still be payable to the Team or League as listed above). A follow up email after confirmation of attendance to set a time line for Rosters, AP Players, Jersey #'s, Colours of Home and Away Jerseys

3.05 Ensure a follow-up email is sent after confirmation of attendance to set a timeline for rosters, AP players, jersey numbers, colours for home and away jerseys.

3.06 Hockey Manitoba application for Rural Tournament Sanction Form must be done online (Please reach out to Tournament Coordinator). tinyurl.com/MBSanction (This is the current link)

3.07 Tournaments must be sanctioned before they can be advertised on the Hockey Manitoba website and approved Sanction form must be posted in the tournament office.

3.08 Tournament Sponsor Information:

- Arrange to meet and pick up sponsorship funding (recommended to bring some players for a great photo opportunity!)
- Invite Sponsor to opening ceremonies and have them do puck drop, if possible
- Teams may decide to give a thank you gift to their Sponsor

Note: It is important to have commitment from Sponsors at the beginning of season. The season’s sponsors for all tournaments should be confirmed as early as possible.

The current list of tournament sponsors is available at thepasminorhockey.ca/tournaments

3.09 Enlist a Tournament Team

- Ensure you are the main contact for all tournament issues and ensure all parties involved (volunteers, parents/guardians, coaches, officials, teams, etc.) have all your contact information
- Ask another volunteer (parent/guardian) to co-chair the tournament (because of the nature of this position, these qualify for the \$150.00 volunteer refund)
- Hold a parent meeting once you start planning (preferably in a spare dressing room while kids are on the ice to ensure the most attendance) to discuss positions, answer questions, give direction, and update
- Advise of Tournament Chair/Committee positions for volunteering (may consist of the following positions to help keep tournament organized):
 - **50/50 Chairperson** (50/50 seller volunteer time slots to be posted on bulletin board once chair and tournament scheduled confirmed)
 - **Coach Packages**
 - **Decorations Chairperson**
 - **Loonie Stick**

- **Music**
- **Raffle Table Chairperson** (Table seller volunteer time slots to be posted on bulletin board once chair and tournament scheduled confirmed)
- **Referee Chairperson**
- **Rules Committee**
- **Time Keeper Supervisor**
- **Treasurer (s)**
- **Trophies/Medals**
- *Cleanup Committee
- *Opening Ceremonies
- *Pick a Player
- *Pizza Shoot Out
- *Player Packages
- *Publicity/Media/Tournament Program
- Chuck a Puck, Toonie Drop, etc. (optional fundraisers not in this booklet. Other tournaments as well as previous parent/guardian volunteers are great resources for ideas)

(*Optional and can be combined with other positions)

- Encourage all to take part as volunteer involvement for home tournaments is mandatory and imperative to a successful season for their player
- Collect all contact information from all parents/guardians (Name, phone numbers, emails) as well as any fees (E.g.: \$20.00 raffle table fee, \$20.00 sign-up deposit)
- Collectively with your group, develop a tournament budget
- Keep a timeline on assigned tasks to be completed (an email or phone call follow-up to ensure things are on schedule and be available to provide guidance/solutions if needed)
- **IF TEAM PHOTOS HAVE NOT YET BEEN TAKEN (from beginning of the season), MAKE ARRANGEMENTS AS SOON AS POSSIBLE** and then have the Executive's Director of Communications post online to the website and various social media. For arena posting, contact Ron Larocque at Ron.Larocque@ckpi.com to print on larger sized paper.
- Hold additional meetings as necessary

It has been standard procedure to **not** solicit donations from businesses that are already sponsoring our Association, tournaments, or teams (since they've already made large investments). Some of these businesses may still wish to donate to the raffle table or assisting with reducing costs for items.

Section 4: Tournament Rules and Ice Bookings

Tournament Rules

- 4.01 Set up and decide tournament rules early on with Rules Committee
- 4.02 Rules to be included in Coach package, tournament program, and emailed to attending team managers before tournament
- 4.03 Ensure all rules are very clear especially in regards to round robin or modified round robin play

- 4.04 Ensure all rules posted at the event are the same rules distributed to coaches and team managers

Ice Bookings

- 4.05 Ice bookings are done at start of season by Ice Convenor for both the Roy H. Johnston Arena (RHJA) and Gordon Lathlin Memorial Centre (GLMC) and can be contacted at:
tpmha.iceconvenor@gmail.com
- 4.06 The Ice Convenor will make up the tournament schedule and will provide a master schedule to post online and at the rink
- 4.07 Ice Convenor requires: number of teams, length of game and game format, shootout info, thorough list of sponsors, and awards breakdown
- 4.08 It is important to set a final deadline for registrations to assist the Convenor for planning. (This can be challenging as some associations in the North roster teams later in season due to volunteer situation in their communities)

Be aware of how to run things if you are doing games at GLMC. (Different staffing levels, puck accessibility, potential requirement for a runner to bring game sheets and game prizing, etc.)

Section Five: Tournament Office

- 5.01 Obtain TPMHA office key from Executive member ahead of tournament
- 5.02 Set up office ahead of time (tidy up and organize if needed)
- 5.03 Post your approved Sanction Permit from Hockey Manitoba
- 5.04 Have space for Treasurer to count money, organize payments, etc.
- 5.05 Lock office when it is left empty
- 5.06 Trophies, prizes, and mascot costume to stay in office until required
- 5.07 Keep all tournament rules, rosters, team standings, game sheets in office (When calculating points, it is best to do on the poster inside the office to avoid mistakes and copy same information onto main poster in lobby)
- 5.08 Have a contact's master list (phone numbers and email) of your tournament team, time keepers, and coaches/managers from out of town posted in the office where it is easily accessible
- 5.09 Dressing room keys to be signed out and returned to office. Twenty dollar (\$20.00) deposit required by coaches or managers. Keep track of what dressing rooms keys are out so they can be returned and deposit can be refunded. (Please advise the coaches of expectations to keep the room clean so as not to forfeit their deposit and have rooms verified before refunding deposit)
- 5.10 Clean up office after your tournament and return key to Executive member

Section Six: 50/50 Chairperson

- 6.01 Post sign-up sheet after tournament schedule has been released
- 6.02 Prior to tournament start, ensure each game has a volunteer to sell tickets as this fundraising is very important to help pay for on ice officials as well as ice time (If need be, approach people directly to fill in blank slots on the sign-up sheet)

- 6.03 Leave space for two (2) volunteers during home team games (when crowd is larger)
- 6.04 Run a progressive 50/50 at the raffle table and have your volunteers also sell throughout the stands at least once per game
- 6.05 Purchase enough 50/50 tickets of a few different colours for the weekend (Ask past organizer's advice of how many rolls to buy)
- 6.06 Can also ask Executive what is available as overstock from previous tournaments
- 6.07 Purchase enough envelopes (2 for each game) and label each pair of envelopes with game number, prize amount, ticket number, and colour
- 6.08 Contact Tournament Treasurer about float and coordinate money collection after draws have been made throughout weekend
- 6.09 Contact OCN regarding lottery license if selling 50/50 tickets at GLMC
- 6.10 Make posters to hang in RHJA and GLMC (if needed), listing each draw and allowing space to post winning ticket and name of winner when collected
- 6.11 Update posters after every game
- 6.12 All winners to be directed to tournament office to collect winnings unless at GLMC where a volunteer or a timekeeper can distribute winnings
- 6.13 Volunteers at GLMC to bring uncollected winnings and monies in well-labelled envelopes to tournament office
- 6.14 Keep receipts and submit to Treasurer in a labelled envelope before tournament is over
- 6.15 Advise volunteers on how 50/50 draw works
 - Pre-count ticket strips ahead of time for ease of selling
 - Use bucket with price of tickets listed on side
 - Sell tickets until early 3rd period with enough time to count money in office
 - Remove float
 - Divide remaining funds into the proper game number envelopes provided and fill out envelope information
 - Post winning ticket on poster in lobby next to game number and prize amount
 - Set bucket up with float and pre-counted ticket strips of a different colour
 - Leave in office for next volunteer
- 6.16 When in doubt, ask Tournament Chairperson (s)

Section 7 Coach Packages

- 7.01 Make up packages for all the teams
- 7.02 All packages should include tournament rules, Tournament Chairperson (s) contact information, pizza shootout (if applicable), game schedule, and procedures for opening ceremony (if applicable)
- 7.03 Packages are to be handed out to each team coach or manager once they arrive at the arena (Reminder: Some teams may have their first game at the GLMC and you'll need the Tournament Chair to advise them to come to the RHJA to pick up their package before their first game)
- 7.04 Feel free to include local events happening that weekend, attractions, restaurants, etc. (It's a nice touch and promotes our tri-community)

Section 8: Decorations Chairperson

- 8.01 Establish a decorating committee
- 8.02 Get money for decorations and pick up supplies or if paying with own funds, keep all receipts and present to Treasurer for reimbursement
- 8.03 Work according to the budget set by your committee
- 8.04 Decorate the arena the night before the start of the tournament (Please be careful not to damage paint by using supplies such as packing and duct tape that cannot be removed without damage)
- 8.05 Ensure all decorations are removed after tournaments and office is left tidy and organized
- 8.06 Do not save personalized player/tournament dated decorations
- 8.07 Creative freedom in this area is heavily encouraged so make it fun and show off that Huskies Pride!

Section 9: Loonie Stick

- 9.01 Loonie stick is a 50/50 draw that is typically sold alongside the raffle table, pick a player, etc.
- 9.02 Tickets sell for two dollars (\$2.00) with one loonie (\$1.00 coin) being taped with hockey tape to the stick and the other loonie to be placed in the cash box
- 9.03 Purchase or find a donation of player sticks, usually one left and one right-handed. (In the past the stick has been signed by the local Blizzard Team. Use discretion and speak to Tournament Chairperson in regard to this)
- 9.04 Ensure enough tape supplies (clear sock tape works well) are at the raffle table for the sticks
- 9.05 Make poster up with price and have a corresponding draw bucket with paper slips (can just be blank pieces of paper) for entry's name, community, and phone number
- 9.06 Contact Raffle Table Chairperson ahead of time to avoid overlap of duties and congestion at the raffle table
- 9.07 Draw to be held on Saturday in conjunction with the raffle table (Assistance with all draws is appreciate)
- 9.08 Count loonies on stick for the winning total
- 9.09 Winner and total to be posted on the wall with other prize winners

Section 10: Music

- 10.01 Responsible for music during the games and schedule workers
- 10.02 Remember music at GLMC (if using)
- 10.03 Ensure the music is radio-edit friendly (no profanity)
- 10.04 Test system ahead of time and make sure workers know how to use
- 10.05 For U9 and up, this is a great way to boost the mood in the rink and hype up the crowd
- 10.06 If unable to fill this position with volunteers, your group may consider setting a budget to pay someone to play music

Section 11: Raffle Table Chairperson

- 11.01 Can ask another parent to assist in this job

- 11.02 Collect twenty dollars (\$20.00) from each TPMHA player in tournament
- 11.03 Use money to purchase items (8-10, or more) for the raffle table that will encourage attendees of the tournament to buy tickets. A good mix of things for all ages of kids, women, and men. Ask other senior parents in the association for advice
- 11.04 Do NOT solicit local businesses with letters for donations for raffle table items if they are already sponsoring association or tournaments – for clarification and list of companies, please contact Tournament Coordinator. If companies offer to, that is fine
- 11.05 Also note that it is greatly encouraged, wherever possible, to support the local businesses that sponsor our tournaments, teams, or association. Please consider purchasing raffle items from these businesses
- 11.06 When tournament schedule is listed, hang up sign-up sheets for two (2) volunteers to work together in shifts (similar to 50/50).
- 11.07 If tournament is close and shifts have not been filled up, approach people directly with the sign-up sheets to see if they or a grandparent or older sibling can volunteer.
- 11.08 Cellophane or wrap each item individually, securing gift certificates and loose items so they do not get lost or stolen.
- 11.09 Make posters, listing items and have space for winners name, community, and ticket stub
- 11.10 Set up raffle table the night before tournament while decorating to ensure you have every item you need and the correct amount of space
- 11.11 Place a corresponding bucket labelled to match prize next to each item.
- 11.12 Have a master list with each ticket number purchased with buyer's name, community, and cell phone number
 - Set dollar amount for tickets (E.g.: 10 raffle table tickets for \$5.00 or have a ticket bundle such as raffle table tickets, pick a player, loonie stick, etc. for a set amount)
 - Cut and staple tickets together ahead of time
 - Raffle table hours are usually beginning of tournament with draws being held on Saturday at 7:00 p.m. (exact time is discretionary)
 - Tournament Treasurer will pick up money from time to time throughout tournament to keep cashbox from getting too full
 - Raffle table also sells tickets on the Pick a Player (optional) and the Loonie Stick. This money is collected together.
 - All draws are to be made at same time as the Raffle Table (refer to job descriptions for these tasks).
 - Pick a Player (optional) is a 50/50 with player's names. Player's names should be on the papers in the buckets. Each time a player's name is entered in draw, they pay \$2.00. Half goes into pot and other half to tournament. It may be a good idea to have the sheets for draw box say Pick-A-Player. Remember to announce/post winners. Players can be entered as many times as they have the \$2.00 paid. A checkmark is usually placed by the player's name whom has been "purchased" multiple times.
 - Put Raffle table away in office overnight. Please ensure that the room is locked.
 - When holding draws, enlist 5 – 6 people to assist. It only takes minutes to hold the draw but there are usually a lot of people around to see if they have won

- Hand out a few of the master list sheets to each helper. Have someone pull one number out of each bucket and have another person writing down the winners on the poster for each prize drawn.

Section 12: Referee Chairperson

- 12.01 Contact TPMHA Referee-In-Chief and advise of Officials needed for the tournament as well as the final games for U9 and (may require senior level referees and linesmen)
- 12.02 If TPMHA does not have a Referee-In-Chief, work with TPMHA Vice President to ensure referees/linesmen are scheduled for each game with the appropriate levels
- 12.03 The higher the level of hockey or depending on other events (U15 referees on the road, Junior A, Junior B, AAA) may result in a shortages of referees
- 12.04 Be aware of the potential need to budget for referee travel expenses

Section 13: Rules Committee

- 13.01 Work with Tournament Chair to establish tournament rules
- 13.02 Rules Committee should consist of at least 3 people and 1 person has to be available at arena at all times (previous tournaments have utilized Head Coach, Referee-in-Chief and/or supplemental coaches to form this group)
- 13.03 During the tournament the Rules Committee responsibility is to ensure Tournament Rules/Hockey Manitoba Rules/Hockey Canada Rules are adhered to
- 13.04 Ensure finalized rules are given to each Coach, hung up with scoreboard posters, and can be incorporated into a Tournament Program
- 13.05 Ensure the same set of rules is used throughout all
- 13.06 Pay extra attention to whether the tournament is Round Robin or Modified Round Robin and make sure it is advertised well in all rules

Section 14: Timekeeper Supervisor

- 14.01 Oversee that there will be suitable staffing for scorekeeping and clock.
- 14.02 Post sign-up sheets for parents to sign up for (at both rinks if necessary).
- 14.03 In the event you do not have enough timekeepers, you may ask for assistance from those outside your age level looking to volunteer
- 14.04 In the event you still do not have enough volunteers, you may, with your parent group, decide on a budget and pay a person to do these duties

Section 15: Treasurer (s)

- 15.01 Contact TPMHA Tournament Liaisons for confirmation of account and advise who will be the signing authorities
- 15.02 For House League U7 and U9 tournaments, signing authority is usually each league's Head Coach and Convenor
- 15.03 For Rep Tournaments, it is generally the First team's Manager and Head Coach

- 15.04 Deposit team entry fees and Sponsor monies as soon as received to ensure all cheques have cleared before tournament is over
- 15.05 Purchases for the tournament can be made in collaboration with the First team's Manager and Head Coach (if you are using cheques to pay)
- 15.06 You can also use cash collected from parents/guardians or from 50/50 or raffle table income
- 15.07 Keep clear paper trail of bills paid and monies received with cash
- 15.08 Have appropriate floats for raffle table and 50/50
- 15.09 Track and pay Referees at end of tournament (Speak with each official as some expect payment after each game)
- 15.10 Keep in close contact with Tournament Chair before, during, and after tournament
- 15.11 Collect and track monies raised throughout the tournament from raffle table and 50/50
- 15.12 Do not leave excess cash at the raffle table and keep track of money taken from raffle table
- 15.13 At the end of the tournament, speak to Raffle Table Chairperson to see income totals from each fundraising event
- 15.14 Pay all bills (E.g.: trophies, ice time at RHJA and GLMC, loans from the Association, etc.)
- 15.15 Enlist a second person to help count cash and double check
- 15.16 Complete Tournament Financial Statement and submit to TPMHA Tournament Liaison at the end of the tournament. **There may be penalties or forms of discipline should this not be followed.**
- 15.17 Because of the nature of this position, this qualifies for the \$150.00 volunteer refund.

Section 16: Trophies/Medals

- 16.01 Consult with Tournament Chairperson to see how many trophies/medals to purchase from Association (Executive's Equipment Manager would be the contact)
- 16.02 Consult with Tournament Chairperson on Game Star, Digger, Sportsmanlike, and Shut out (goalie) Awards and order
- 16.03 In U7 and U9, the aim is for each player attending to win an award, if possible
- 16.04 In U11, Sportsmanlike Award is at discretion of organizing group's budget
- 16.05 Locate TPMHA trophy for corresponding tournament and clean if need be
- 16.06 Print Game Star and Digger award slips, can put in Coach Package
- 16.07 Ensure prizes are at the timekeeper's box to hand out at the end of the game
- 16.08 Following the tournament, contact Karen Hall for trophies to have updated engraving of winning teams:
 - hcdengraving@gmail.com
 - (204) 627-0319

Section 17: Optional Positions, listed under Section 3.09 (some can be combined with others)

***Cleanup Committee**

- 17.01 To confer with Tournament Chairperson and Decorating Committee for duties needing assistance in this regard

***Opening Ceremonies**

- 17.02 Establish an opening ceremonies committee (usually 3-6 people)

- 17.03 Determine if you would like to have an opening ceremonies (Most often done in U11 and U13)
- 17.04 Develop a plan for opening ceremonies (see what the tournament did the previous year)
- 17.05 Review with Tournament Chairperson
- 17.06 Acquire someone for Master of Ceremonies
- 17.07 Acquire someone for Huskies mascot, Hat Trick
- 17.08 Invite dignitaries from tri-community (Chief, Mayor, Reeve), Tournament Sponsor, TPMHA President
- 17.09 Locate red carpet for dignitaries to walk on
- 17.10 Have markers ready to be put on ice prior to ceremonies (E.g.: pucks, balloons, pylons—something easily removable after ceremonies)
- 17.11 Arrange for flag bearers to escort teams (Blizzard, Storm, AAA Male/Female, or older Huskies)
- 17.12 Submit photos of opening ceremonies (E.g.: puck drop) to Association's Director of Communications to upload to the website and/or social media
- 17.13 Invite local media to attend (newspaper, radio) to attend
- 17.14 Information on the opening ceremonies need to go into the Coach packages
- 17.15 When announcing teams U11 and up, start with highest levels first (E.g.: the First teams, then Second, then Third). The Pas teams are the last ones to be announced from each pool)

*Pick a Player

- 17.16 Need names of all players attending the tournament (can be found on the team rosters from the Tournament Chairperson)
- 17.17 Make a poster of all the player's names
- 17.18 Tickets sell for \$2.00 each
- 17.19 Have a corresponding draw bucket with paper slips for purchaser's name, community, and phone number (can be just blank pieces of paper)
- 17.20 Cross off the player's name on the poster once their name has been picked (make checkmark for each additional entry on player's name)
- 17.21 Contact and work with Raffle Table Chairperson ahead of time when doing posters and making plans
- 17.22 Draw to be held in conjunction with the Raffle table
- 17.23 Aid Raffle Table Chairperson (if needed) during this time
- 17.24 Winner and total to be posted on the wall with other prize winners

*Pizza Shootout

- 17.25 Advise Ice Convenor of pizza shootout so they budget the ice time accordingly
- 17.26 Set up shootout rules
- 17.27 Contact Vendor to make arrangement for pizza prizing (Various vendors have sponsored this event in the past. Ask previous Tournament Chairperson for a list)
- 17.28 PLEASE ENSURE THAT IF THEY CHOOSE TO SPONSOR EVENT, THEIR NAMES ARE MENTIONED AT EACH SHOOTOUT
- 17.29 Make coupons for the pizza shootout (vendors may supply them, especially if sponsored), hand to the winning team, and notify them of the hours of operation (or alternatively, have pizzas ordered to be ready and delivered for end of shootout)

17.30 Advise the referees at the beginning of the game that there will be a pizza shoot out at the end and if they could assist

17.31 Ensure adequate puck supply is available

NOTE: This is not mandatory but generally a very fun thing for all the kids to do at the end of their first game and is at the discretion of organizing group

Player Packages

17.32 Optional but encouraged for U7, U9, and U11

17.33 Work with your group to determine a budget

17.34 This is an allowable expense for your tournament as we want all teams to have the most enjoyable weekend and return to our tournaments annually

17.35 Make up player packages for each player (little paper bags work well and ideas for inside are: bagged or individually wrapped candy, bottled water/juice box, stickers, small promotional items, coupons for concession or local restaurants, a small piece of fruit, small toys for those in U7 and U9, etc.

NOTE: If you have a company sponsoring the tournament or an event, do not offer goods/coupons for a competing company (E.g.: If Pepsi was sponsoring, you would not give out coupons for Coke)

*Publicity/Media/Tournament Program

17.36 If possible, you should have one person responsible for entering rosters, game data, rosters, and games into TPMHA website (Speak with the Executive's Director of Communications for access/training)

17.37 If you are unable to have someone enter game stats/results on our website, at the very minimum have someone send photos (E.g.: Volunteers, players, raffle table, highlights, end of day results, winning teams (U9 and up)) to the Director of Communications to upload to TPMHA website and/or social media pages

17.38 You should have a volunteer able to print a Tournament Program which should include the rules, team photos, schedule (be creative - you can highlight players, sponsors, coaches, referees, etc.)

17.39 Notify the media of game schedules and ask if they will cover it

17.40 Invite local newspaper and radio to attend the opening ceremonies (if any) and to come and check some of the games (Opasquia Times is (204) 623-3435 and CJAR1240/102.9 is (204) 623-5307)

17.41 With the Tournament Chairperson's assistance, send a thank you in the newspaper for all those who volunteered, donated, sponsored, etc.