

## Manager's Instruction Guide to running your home tournament.

The word TEAM applies to the parents as well. Delegate... Delegate... Delegate

Copy this and pass it out to your team parents.

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1. Advise your team's parents of the home tournament date you are all hosting. See RMMHA web site.
2. Check in once and a while with the tournament coordinator to see how many teams have confirmed.
3. When making your schedules remember it's a great time for the kids that need community service hours.
4. Be familiar with the rules for Overtime, suspension, tie games, time outs, stop time and running time. Leave a set of rules in the time box for the score keeper.
5. Visit: <http://www.odmha.on.ca>. See Links....Tournaments...see Information... see Resources on left side of the page.
6. Your team will be running and organizing the tournaments not the association...here is a check list.

<u>Duties</u>	<u>Description</u>	<u>Duty Parent</u>
Inviting Teams	Teams are responsible for inviting/promoting their own tournaments. See attached handout. & ODMHA web site.	
Fundraising	Teams can run their own fundraising activities during home tournaments. A Popular idea is a prize table you collect prizes from parents or whatever other ideas you may have to fundraise for your team. If in Doubt confirm with Fundraising Executive - Vanessa Smart.	
50/50 Tickets or Square Board	Teams are required to arrange 50/50 draws at all home tournaments with proceeds going to RMMHA. (to help off set the cost of the tournament). Make set a schedule of draw times (3/day, every 3h?) & post it on Bristol board. <u>Every draw:</u> count out the money & put the <b>float</b> back in the cash box, determine the winning amount (split 50/50), draw a ticket & <b>write winning #</b> on the back, post the winning ticket number and prize amount (if unclaimed do not redraw). Collect the ticket from the winner & <b>write claimed</b> on the back. Complete and sign the ledger sheet after each draw, add the winning tickets & RMMHA earnings to the envelope provided. Float and ledger sheet must be returned to the RMMHA tournament Coordinator at day's end.	
Game Sheets	The duty parents will fill out the game sheets, teams generally bring their own team stickers but games and times can be pre-filled. Ensure they are <b>signed</b> , completed and that each teams coach gets a copy after the game. Know one gets a copy until the ref's are done. The <b>white</b> go in the RMMHA Tournaments Coordinator box, <b>yellow</b> in the referee scheduler's. This is very important as suspensions must be reported and ref's must be paid. Sheets are to be faxed in as per regular game guidelines by one designated person from each team to the ODMHA.	
Game Day Schedule	Make a schedule for your parent volunteers for that day. (6:30am – 8pm??). Parents will have to be there first thing to set up and greet the arriving teams & hand out their team packages. Parents will have to be there to close up (clean put tables etc. away).	
Time Keepers	Time keepers are not provided for Novice & Atom. Duty parents are responsible for recruiting qualified (16 or older) people to work the Time Clock and keep score. It is recommend that a parent be in the box for all other divisions if a conflict arises – especially in finals. For Bantam and Midget, the RMMHA may provide paid workers, best to check with the RMMHA VP first.	
Scoreboard (must be displayed in the arena lobby)	A large score board and schedule must be made and hung in the lobby for all to track Progress. You can use, the large white board at the arena, ask arena staff, Bristol board or make an excel spreadsheet and have it printed <b>large</b> at "Copy Expert" in Stittsville for \$5.00.	
Dressing Room Schedule & Juice boxes	Make a schedule for your parent volunteers for that day. To assign rooms for the games, making sure they are not damaged and that they are "clean" for each team coming in, taking keys from the coach/manager often keeps that in check. Ensure "Juice boxes" are delivered to each teams dressing room after each game-one per player only.	
Referees	A volunteer should check the ref's room. Ref's should be at the rink at least 10-15 min before their scheduled time. If not, call the absent ref. and if you can't reach them, call the Referee Assigner – David Etherington 613- 836-3423. In the interim, see if one of the ref's who did the earlier game can stay.	
Tournament Programs	Duty parents prepare team package for each coach/manager with enough programs for the teams parents and enough hot dog coupons for each player. Info given from tournament coordinator.	

