

Recreational Tournament Checklist

Tournament Schedule:

- Audrey has your ice times and will give them to you. Once your teams are confirmed (Our division teams as well as the out of town teams) you will sit with Audrey and create a tournament schedule.
- Teams need to be confirmed 2-3 weeks prior to the tournament.
- Send tournament schedule to each team manager and most importantly your out of town teams so they can make travel arrangements. The sooner the better.

Shane Davis Memorial Tournament:

- This is the tournament for U11
- The Davis family usually makes a donation towards swag for the players. Audrey will have the contact information for the family.
- Has a special Kelly Bellamy Most Sportsmanlike Team Award
 - The Bellamy family provides the player trophy's for this and there is a large trophy to engrave in the minor hockey office each year (You will need to determine a winner for this award before the end of the tournament to present.)

Tournament Base:

- A tournament base is a good idea. You will keep swag bags, scoresheets, tournament rules, results information etc. The city will provide tables and chairs for this but a request needs to be submitted to Audrey at the minor hockey office.
- **It is a good idea to have all scoresheets ready ahead of time for hand out at the tournament**

Game and Results Board:

- You will need a large board with the tournament schedule to display wins, losses, scores, and penalty minutes.
- These can be hand made or printed up if you have access to a large printer.

Referees:

- Once you have a tournament schedule you will need to arrange for referees. Contact both your referee in chief and the officials - send them your schedule for the weekend.
 - ric@pgmha.com
 - officials@pgmha.com

Parent participation:

- Parents will be required to assist in the running of this tournament.
- Volunteer coverage can be assigned through TeamSnap under your assignment tab under each scheduled game. Create volunteer positions for scorekeeper, timekeeper, penalty box, vaccinate passport checker and tournament table position

Volunteer Duties:

Scorekeeper

- Arrive 10 minutes before game time.
- Pick up scoresheets from tournament table
- Refs will adjust time in the 3rd period if time runs out.
- No overtime in round robin. Extra ice time will be given for the final game only.

Penalty Box

- Arrive 10 minutes before game time.
- Open and close the gates for both penalty boxes during the game. Ensure gates are latched.

Vaccine Passport Checker

- Arrive ½ hour before game time to be at the appropriate rink doors.
- Check and confirm vaccinations of all people entering the arena

Tournament Rules

- You will need to have tournament rules that include expectations, tie breaker rules, etc. It is a good idea to keep tournament rules at your tournament table.
- Tournament rules should be given to each time and posted near the results board throughout the tournament.

Player Gift Bags/Player of the Game Prizes:

- As the tournament is recreational, the team can not make any money. Swag bags are popular and fun for the kids. You will have tournament entry fees from your out of town teams to spend on swag, etc. You also receive \$15 per Prince George player.
- Check with the minor hockey office for that information.
- All swag should be ordered 4-6 weeks prior to the tournament during the covid pandemic.
- All invoices come to the office to be paid. The office will keep you informed of your budget.
- Budget \$75 for tournament sanction fees
- The tournament chair will decide if they will hand out player of the game winners and choose appropriate prizes. Some ideas may include towels, toques, gift cards, etc.

Scorekeeping Clinic:

- Before your tournament begins, an evening teaching parents how to run the score clocks and filling out scoresheets may be beneficial.

Tournament Rules:

- Tournament rules are standard for all divisions.
- A copy of tournament rules will be in each division mail box. You will also receive an electronic copy.



2021-2022
Recreational Tournam

Fair Play Code of Conduct:

- As a reminder for all members and out of town teams:

<https://pgmha.com/wp-content/uploads/sites/1696/2020/03/CODE-OF-CONDUCT-POLICY-FORM-09-27-2017.pdf>

