



REPRESENTATIVE TOURNAMENT HANDBOOK

Tournament Date from PGMHA

- Your tournament date was assigned to you through the association. You need teams to travel to your tournament. Tournaments typically happen in the first half of the season, but hockey teams and programs plan their season early. Make calls and send invitations early and follow up. Preplanning for the following season is also helpful. Recruitment of teams should be ongoing as you make connections through other tournaments and events.
- The more teams you recruit for your tournament means more money for the team. Teams pay an entry fee to play.
- Each team is also required to send you their HCR roster. You will use this for your programs and team signs.
- Tournament fees should be made out to your team

Tournament Schedule

- Once teams are confirmed you and your team manager will create a tournament schedule. This should be sent out to teams as early as possible to plan for travel.
- You will get your ice times from Audrey in the PGMHA office prior to creating your schedule.
- Printed Tournament handouts, which include the schedule and team rosters is a nice option for teams, coaches and fans.

Medals

- Medals need to be pre-ordered. You and your team will decide how many placings you will hand out. Depending on the number of teams, you can decide if you want to hand out 1st, 2nd and/or 3rd.

Referees

- Once you have a tournament schedule you will need to arrange for referees. Contact both referee in chief and the officials - send them your schedule for the weekend.
 - Rob Connelly: officials@pgmha.com
 - [Referee Request](#) (fillable)

Parent participation

- You as a parent group are expected to run and organize this event. That means the parent groups handles: scorekeeping, timekeeping, penalty box, security, raffle table and 50/50 ticket sales. A spread sheet is great for assigning duties and needs to be prepared ahead of time.
- As a group of rep parents, all parents must take on their fair share. As the tournament chair you will organize the parents to ensure all volunteer duties are covered.
- See attached example:

Friday Dec 13, 2019							Flannery		Set Up			
Game	Time	Location	Timekeeper	Scorekeeper	Penalty Box	Security		Raffle Table			50/50	
Game 1	08:00 - 10:15	Kin 1					8:00-10:00			8:00-10:00		
NW vs PG							10:00-12:00			10:00-12:00		
Game 2	11:45 - 14:00	Kin 1					12:00-2:00			Draw 12:00pm		
PG vs NE							2:00-4:00			12:00-2:30		
Game 3	15:30 - 17:45	Kin 1					4:00-6:00			2:30-5:00		
NE vs NW							6:00-8:00			5:00-7:00		
										Draw 7:00pm		
Saturday Dec 14, 2019												
Game	Time	Location	Timekeeper	Scorekeeper	Penalty Box	Security		Raffle Table			50/50	
Game 4	08:00 - 10:15	Kin 2					8:00-10:00			8:00-10:00		
PG vx NE							10:00-12:00			10:00-12:00		
Game 5	11:45 - 14:00	Kin 2					12:00-2:00			Draw @ 12:00		
NW vs PG							2:00-4:00			12:30-2:30		
Game 6	15:30 - 17:45	Kin 2					4:00-6:00			2:30-4:30		
NE vs NW										4:30-6:00		
										Draw @ 6:00pm		
Sunday Dec 15, 2019							Silent Auction and Raffle Table will close at 6:00 on Saturday.					
Game	Time	Location	Timekeeper	Scorekeeper	Penalty Box	Security					50/50	
Game 7	12:15 - 14:45	Kin 2								9:00-11:30		
1st vs 2nd										11:30-14:00		
										Draw @ 14:00		

- It is also a good idea to hand out or email the required duties for the parent volunteers.

Raffle Table – Absolutely NO ALCOHOL to be included in Raffles, Baskets or Silent Auction Items

- The raffle table is a big money maker. It has the potential to raise \$3000-\$5000 - But it is also very time consuming.
 - **Raffle baskets:** A license is required. Audrey is the go to person for this. Decide how many baskets you will need and what the value of them will be. This information is part of the license. Audrey will give you a copy of the two licenses. One for the baskets and one for your 50/50 draws.
 - You want your baskets to draw attention to your table. Make them good! (a good base value is \$100 split between two families) Create baskets people are interested in. ie. Lottery tickets, spa baskets, men’s baskets, candy basket for the kids, etc. Audrey will pre-print tickets for you to cut and prepare prior to the tournament. Tickets are sold as numbers and recorded for draw purposes. This makes the process of buying raffle tickets more simple for the buyers. Normally tickets are sold 10 for \$5 or 3 for \$2.
 - Basket ticket boxes or bags will need to be set next to each raffle basket. It is also helpful to list the items in each basket for buyers.

Silent Auction Absolutely NO ALCOHOL to be included in Raffles, Baskets or Silent Auction Items

- This is where you will make the most money. No license is required and items are donated by families and friends. It all is cash in your pocket. Rule of thumb is each family is required to submit 2 items which will ensure all parents participate. You will also need to create bid sheets with clearly displayed bidding end times.

Toonie Drop:

- A fun game for people to play and win the displayed prize. (teams can purchase or possibly find a donor prize) The toonie drop jug is in the minor hockey office.

50/50

- These draws also require a license. 50/50 is popular during game time.
- You can decide to sell tickets traditionally (5 tickets for \$2) or use the square poster board (this is somewhat easier as you don’t have to find the winner, they find you). Buyers pick a square, write their name and

number in the square. At draw time you choose a number and find the corresponding square and call the winner. Simple and easy. It also allows for buyer to pre-buy for all draws throughout the weekend. Just keep them displayed on your raffle table. \$2 a square

- Your draw ticket colors will match your draw board for easy selling and separation from other draw boards.
- Each draw requires a 50/50 winner to sign for their winnings (forms are in the minor hockey office)

Home Base for tournament needs

- The raffle table will be the centre of the tournament.
- The tablets for scorekeeping/player of the game prizes/pucks/schedule will all be centrally located here.
- Be prepared with pens, tape, scissors, envelopes, bags and schedules for reference.
- Cash box and debit square for payment can be found in the minor hockey office for you to borrow.
- The minor hockey office also has table skirts.

Game and Results Board

- You will need a large board with the tournament schedule to display wins, losses, scores, and penalty minutes. See appendix for example but feel free to make a draw board that works for your team
- If a tournament wants to use TeamSnap Tournaments, that has to be purchased and set up by the Tournament. The PGMHA TeamSnap package does not allow us to schedule games for teams from out of town.

Tournament Rules

- You will need to have tournament rules that include expectations, tie breakers rules, etc. It is a good idea to keep tournament rules at your raffle table as well as in each coach's package.

Coaches Gift Bags

A coach's gift that includes tournament rules as well as another schedule is a good idea.

- You may also want to include a lock for their teams dressing room should they have forgotten theirs, possible a gift card for coffee and some waters. Feel free to include anything you feel the coaches may appreciate.

Player Gift Bags/Player of the Game Prizes

- Gift bags are optional.
- The team 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.

TOURNAMENT WRAP UP

- Once you wrapped up the tournament and accounted your funds, a report must be submitted to Audrey at the hockey office to attach and submit for the licensing. This is the responsibility of the tournament coordinator.
- All tickets, bid sheets, and 50/50 draws must be kept for 5 years following the tournament. This is often left to the tournament coordinator as well. This information is on your licenses.

APPENDIXES AND FORM LINKS (pgmha.com > Resources > Forms & Links)

[Special Event Sanction Form](#) (fillable)

[Referee Request](#) (fillable)

Volunteer Duties

Raffle Table Absolutely NO ALCOHOL to be included in Raffles, Baskets or Silent Auction Items

- This is "home base". Coaches packages, Team gifts, Player of the Game, Team awards, 50/50 tickets, security vests will all be kept/returned to the raffle table.
- Volunteers are in charge of raffle sales and money box.
- Watch over silent auction and raffle basket items.
- Watch over other items stored at the table (awards etc.)
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Security

- Arrive 10 minutes before game time.
- Security volunteers can pick up their jackets at the raffle table.
- Sweep the area from the change rooms to the ice before the game and between periods.
- Open the gates for the refs and teams to go on and off the ice at the beginning of the game and end of each game as well as at the ice clean. **(IMPORTANT)**
- **Let the refs know when the ice is ready after each ice clean.**
- Be visible in the stands to deter inappropriate behaviour.
- Be present in the changeroom hallway if teams have to cross to get from bench to changeroom.

Scorekeeper

- Arrive 10 minutes before game time.
- Pick up Ipad's and player of the game awards from raffle table
- Keep a scratch pad with you to write down times for penalties etc during the games

Timekeeper

- Arrive 10 minutes before game time.
- Games are 20 minute stop time.
- Refs will adjust time in the 3rd period if time runs out.
- No overtime in round robin.

Penalty Box

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

50/50

- Sell squares throughout rinks during designated time periods.
- Sell for predetermined price. **\$2 a square**
- Count money (with a witness present) and divide into 2 envelopes. **DON'T FORGET TO TAKE OUT THE FLOAT.**
- Have someone who didn't buy a ticket draw the winning ticket with witnesses present at the designated draw time.
- Phone the winner and store both envelopes in Cash box for pick up.
- Record winning ticket on 50/50 board.
- Fill out form and get winners signature.

Toonie Drop:

- A fun game for people to play and win the displayed prize. (teams can purchase or possibly find a donor prize) The toonie drop jug is in the minor hockey office.

EXAMPLE ONLY

PGMHA Representative Tournament Rules:

1. All games will be played under the NCD, BC Hockey and Hockey Canada Rules.
2. All games will be 2 hours with 3 stop time periods with an ice clean midway through the 2nd period.
3. If running short on time we will go to the running time to make sure the other games stay on time.
4. There will be a 5-minute warmup at the start of each game. **(Please bring your own pucks for warmup)**
5. There shall be no overtime during the round robin games. Ties will stand in round robin. 2 points for a win, 1 point for a tie and 0 points for a loss.
6. **In the event of a tie in the semi-finals or finals the winner shall be determined by a 5-minute sudden death 4 on 4 overtime period and then a shoot-out. The coach will select 3 players for a shoot-out. An additional player from each team will be selected if still tied, the first goal wins.**
7. Time outs will be allowed.
8. All BC Hockey minimum suspension guidelines will be followed.
9. If game times run over the Tournament Coordinator, at his/her discretion can and will adjust the remaining ice times.

PLAYOFF PLACING DETERMINATIONS:

In the event that teams are tied for a playoff position after the preliminary rounds is completed the following procedure will take place:

- a. The results of the preliminary game involving the tied teams will apply. If two teams are tied, the winner of the preliminary game between those 2 teams will receive the higher placing. If 3 or more teams are tied, then to (b).
- b. If teams are still tied after (a) then the team with the most points will receive the higher placing
- c. If teams are still tied after (a) and (b) are applied, then the team with the best goal average will receive the higher placing. **The goal average of a team is to be determined by dividing the total number of goals for into the sum of the goals for plus goals against,** with the team having the highest percentage winning the higher position. (Ex.... Goals for 10/Goals against 4. Percentage is $10/14 = .714$). **The goal ratio shall be for all games played in the preliminary round.**
- d. If teams are still tied after (a) (b) and (c), the team to qualify first would be the team that received the least minutes in penalties during the preliminary round games.
- e. If teams are still tied after all previous methods have been applied, then the winner of the playoff position will be decided by the toss of a coin.

Home Team to be determined after all preliminary rounds are complete. This will be determined by the highest winning percentage.

GAME SHEETS:

HiSports should be used for all representative tournaments. In the event HiSports is not used, all game sheets will be prepared ahead of time by the tournament coordinator and picked up by the coaches at the Sign in table located upstairs in the Kin 1 lounge. The coach will then fill in his or her roster accordingly. Only players listed on your HCR presented at the beginning of the tournament are eligible to play.

PRINCE GEORGE CAPITALS

Item: _____ Value: _____

Bidding Closes 12:00 pm Sunday, December 22, 2019

Name	Phone	Bid

Raffle table prices

10 White Tickets: \$5

3 Pink Tickets: \$2

Toonie Drop: \$2

Candy Guess: \$2

Basket Ticket Bundle:

*A BUNDLE HAS TO BE A DEAL EVEN IF ONLY by \$1
The prices are up to you*