



Recreational Tournament Checklist

Team Application & Acceptance

- All PGMHA teams are required to attend and will automatically be entered into their respective tournament (no application necessary).
- PGMHA will post a visiting team application link on our website which will populate a spreadsheet. Division Coordinators will automatically be given access to this spreadsheet
- Coordinate with your Division Coordinator to ensure applications were responded to and which teams were accepted.
- Accepted teams will be given a registration link with payment options. Payment is made to the PGMHA office.
- Visiting teams are not considered registered until full payment is received.

Budget

- Your tournament will be given a budget. All Divisions will multiple recreational (house) tiers will run as a single tournament, single budget but with the 2 tiers as separate schedules.
- See sample budget for details
- PGMHA will provide \$25/ PGMHA registered player in your division and the tournament entry fee of all visiting teams.
- Swag bags are popular and fun for kids. Reference your budget to see how much you have to spend on swag, player of the game awards, coaches gift (if doing that), etc.
- Keep in mind medals for 1st and 2nd place, depending on the division.
- All swag should be ordered 4-6 weeks prior to the tournament.
- All invoices come to the office to be paid or reimbursed.
- Some ideas may include towels, toques, gift cards, etc.

Communication with Visiting Teams

- The office will provide you with the visiting team and PGMHA contact information
- Request each visiting teams Hockey Canada Registry (HCR) official roster.

Tournament Schedule

- Visiting teams need to be confirmed 3 weeks prior to the tournament.
- schedule@pgmha.com has your ice times and will give them to you once your teams are confirmed (PGMHA teams as well as the out of town teams). The office will assist and help you create a tournament schedule.
- 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.
- Communicate with officials@pgmha.com once your schedule is set to ensure the assignment of officials is underway.

Electronic Game Sheets & Results

- Your tournament will be set up in Spordle Play with the exception of U7. Tie breaking rules will be set to match PGMHA's posed rules.
- U7 does not use paper or electronic game sheets
- U9 will use electronic game sheets but only:
 - Sign in lineups and coaches and officials will sign themselves in using the same device.
 - Start the game
 - Do not enter goals or penalties
 - End the game; have score and time keeper sign; have officials sign
- Tournaments can choose to have a results board or use the Spordle Play Tournament Standings and Results webpage. The PGMHA has a TV on wheels is you'd like to use that as a display board.
- Create a master sheet with all team's HCR ID numbers and Electronic Game numbers to ensure signing into Spordle Play is efficient.

Tournament Rules

- PGMHA provides the tournament rules. They are not to be altered in any way. They are posted to the website.

U9 Kelly Bellamy Memorial Tournament

- 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.)

U11 Shane Davis Memorial Tournament

- The Davis family usually makes a donation towards swag for the players. The office will have the contact information for the family. This can change year to year; please check with office first.

U13 Ethan Blacker Memorial Tournament

- There is a Michael Harder Memorial Trophy that will be awarded to the most sportsmanlike team in the tournament; this can be either a house 1 or house 2 team. You can add a voting system amongst the teams or use least penalty minutes or whatever you'd like to come up with to award this most sportsmanlike trophy

Your Tournament "Hub" Location

- A tournament hub is a good idea and usually located in the upstairs concession area where a rep team will likely be hosting a raffle table. You will keep swag bags, tournament rules, results information etc. The city will provide tables and chairs for this but a request needs to be submitted to the office 3 weeks in advance.

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, and tournament table position.

Volunteer Duties

- Scorekeeper & Time Keepers
 - Ensure a master sheet with Tournament Rules, Schedule and team HCR IDs and Game Numbers are available in each scorekeeping booth
 - When two PGMHA teams play each other, one volunteer from each PG team
 - When a PG team plays an out of town team, PG will provide both volunteers
 - When two out of town teams play each other, it is courtesy that PGMHA provides both volunteers but ensure you arrange for this in advance
 - Arrive 10 minutes before game time.
 - northcentral.hisports.site will have your game numbers or
- Penalty Box
 - Arrive 10 minutes before game time.
 - Open and close the gates for both penalty boxes during the game.
 - Ensure gates are latched.
 - Do not converse with player(s) in the penalty box.
 - Never hold the door latch open during the end of the penalty as this poses a safety hazard.
 - Never let a player out early to avoid being responsible for another penalty.