



Winfield & District Minor Hockey Association
Box 41010 RPO South
Lake Country, BC
V4V 1Z7

Tournament Organizer's Guide 2011-12

This guide is intended to assist parents and other volunteers in organizing a successful minor hockey tournament. For more information, please refer to the website and if available, the WDMHA Tournament Coordinator.

Introduction

- The guide defines the rules and offers a number of suggestions for making your tournament a great success. Do not involve the coaches in the planning of the tournament.
- Set up a schedule of what you want done and the dates of when they must be completed.
- This will be your largest fundraiser so you want to put the time and effort into the tournament especially if you want to use the proceeds to attend other tournaments.
- The length of ice time given to your team will depend upon which division your team is in and how much ice is available. More time is given to the older divisions. When there are two teams in the same division, there may only be one ice session given so the two teams will have to coordinate the tournament organization together.
- The tournament programme is set up by WDMHA every year. The advertisers expect that these programmes be distributed. Your team will be charged for the printing of the programmes which is a minimum of 100. Please do not solicit further support from these organizations for donations to your tournament. There is a list of sponsors on the website.
- As the concession is WDMHA's primary fundraiser, please direct as much business as possible to the concession during your tournament. If you would like to make special arrangements for teams, please speak with the concession manager.
- If you have more questions, please contact your appropriate Director, the Association Tournament Coordinator and the Gaming Coordinator.

Tournament Requirements

1. Check the website and refer to the “Tournaments” then “Tournament Schedule” to find out the date of your tournament. To find your **Director** contact information, look under “About and Admin” and then “Executive”.
2. All WDMHA tournaments must be sanctioned by BC Hockey. WDMHA applies to BC Hockey for the permit for your tournament. This permit gives insurance coverage to the players, coaches, trainers and managers and must be in place. The sanction must be posted in the arena during your tournament. To print a copy:
 - go to www.bchockey.net
 - Select Tournament, Division, Category, District & Association
 - The sanction number will be on the bottom right hand side.
 - Select the sanction number and your sanction will open
 - Print

If you are inviting teams from outside of BC or Canada, you must let the **Administrator** know so application can be made to BC Hockey 90 days in advance of your tournament. There will be higher sanction fees.

The permit cost will be paid by WDMHA but your team will be charged. Costs are as follows: (includes all taxes)

- BC/Yukon Teams: \$ 84.00
- Interbranch (Other Provinces): \$140.00 + \$11.20 for each team
- US/International: \$196.00 + \$56.00 for teach team

Upon completion of your tournament, WDMHA is sent an automated email with a link which requires a tournament summary to be returned electronically. If you do not receive this link, we will forward it to you and it must be completed. Failure to do so may result in the final funds being held back.

3. A desirable number of teams for your tournament is 7 for a total of 8 teams.
4. **Notify the Administrator/Ice Ambassador** once you have decided on participants for your tournament so that the BC Hockey tournament sanction process is followed correctly. The Administrator will tell you how much ice is allotted per day for the tournament.
5. Prepare a draft of your schedule and send to the **Administrator/Ice Ambassador** at least **3 weeks** in advance of the tournament to be approved before you forward it to the teams. The Administrator will forward the schedule to RIC and Arena Staff. Your team will be charged \$50.00 for scheduling the

Referees plus all ice costs. Refer to Appendix B for Referee payment schedule. **Make sure you allot time for 10 minute ice cleans and 30 minutes at the end of the day in case of delays.**

6. Forward the schedule and the completed Team Rosters (which must be HCR, Hockey Canada Registry Rosters) to UBR Services 1-2 weeks before the tournament. The contact is Bob
 - a. Phone: 250 766 1098
 - b. Fax: 250 766 1091
 - c. Email: ubrservices.ca

7. WDMHA tournaments follow Hockey Canada, BC Hockey and OMAHA rules. You may supplement those rules with scoring regimes, results from game misconducts etc. You cannot reduce or limit any Hockey Canada, BC Hockey and OMAHA rule. There are examples on the following pages.

8. If you wish to hire the **timekeeper/scorekeeper**, please ask the concession and they will tell you how to contact Brian Brooks.

9. Go to the WDMHA to find executive contact information. **Contact the treasurer** to find out the procedure for tournament cheques and float. All tournament cheques should be made out to WDMHA. All money will be held in the team bank account.

10. No player who is BC Hockey carded as a Rep player in Peewee, Bantam or Midget can play in a tournament that is sanctioned for House/Recreational Teams. Also a player who is not BC Hockey carded cannot play in tournaments that are sanctioned for Rep Teams unless they have AP (affiliated player) status with that team.

11. Make sure you have a raffle table for they are great fundraisers. The website has a list of businesses who have already contributed so please do not solicit any further contributions from this list. Contact the Gaming person for all information regarding raffles, 50/50s, Looney sticks etc. The contact information can be found on the website.

12. Each team may have a Tournament Coordinator (volunteer). This person will organize, and coordinate the helpers and complete all of the paperwork. The Tournament Coordinator should be available throughout the entire tournament.

Setting up the Tournament Schedule:

Step 1: Ice Time

Find out from your Administrator how much ice time you have each day of your tournament. Be aware of things like public skating times that will have to take place in or around your tournament. The Municipality has made it clear that public skating time will not be cancelled

For all Junior Division teams, running time games are the norm with the exception of Atom and Atom Development. Most visiting teams will expect all or most of their games to be running time in the Novice Divisions.

Recommendations for game times:

Initiation: running time, three 15 to 20 minute periods, three minute buzzer, no playoffs, no scoreboard.

Novice: running time, three 15 to 20 minute periods, no playoffs, scoreboard

Atom House: full ice, running time or stop time or mix, three 15 to 20 minute periods, playoffs optional, scoreboard

Atom Dev: full ice, running time or stop time or mix, three 15 to 20 minute periods, playoffs, scoreboard

For all Senior Division tournaments, it is expected that there will be playoffs. For all Rep teams some portion of each game should be stop time, at least the last ten minutes of the third period.

Ice Cleans

In setting up the schedule, remember that you must include ice cleans. You must plan for 10 minute ice cleans.

For Initiation, usually one ice clean after every 2nd game is sufficient and Novice, after every game. For Atom House and up you should consider an ice clean after every two periods of play. If time permits in Peewee, Bantam and Midget allow for an ice clean at the end of each period, though the standard is to have one ice clean after every two periods at least in the round robin portion of the tournament.

Warm up Time

Allow for at least a 3-minute warm up for all teams. For all Senior Division teams, allow for a 5-minute warm up.

Playoffs and On Ice Presentations

It is best if all teams participate in the playoff format. The next section of the Guide will help with structuring playoff formats. On ice presentations with some tournament memento are fun for the players and spectators. These sessions take about 7 minutes with an efficient announcer. Use the PA, announce the player's names, have them skate over and pick up their memento and while that is happening announce the next player.

Players **MUST** leave their helmets on at all times on the ice and until they are in the dressing room. The runner up team is always announced first. The winning team lines up next and then the Captain of the winning team gets the trophy if there is one.

Things happen that are beyond your control such as on ice injury, equipment failures, OT requirements in playoffs etc. Your timekeepers have a tremendous responsibility to keep the tournament on schedule and may have to adjust playing time, either running or stop, to allow the rest of the schedule to be maintained. If you are running behind, the MVP awards can always be given in the dressing rooms.

Step 2: The Schedule

The schedule will depend on how many teams and if there will be playoffs. Typical formats are 6 or 8 teams in your tournament.

For the Initiation one day tournament, you may want to invite fewer teams to fit your ice available. For this age group, a three game day is about the kids and parents limits. Novice will have 2 days. For Novice and older, most tournaments offer a minimum four game schedule if they are over two days or more.

For Novice and Atom House with no playoffs, a 6 team schedule usually works for all teams to play each other once. An example schedule is:

Game	Teams	Game	Teams
1	1 vs 2	9	2 vs 6
2	3 vs 4	10	1 vs 5
3	5 vs 6	11	3 vs 6
4	1 vs 3	12	2 vs 4
5	2 vs 5	13	1 vs 6
6	4 vs 6	14	4 vs 5
7	3 vs 5	15	2 vs 3
8	1 vs 4		

You may decide on an 8 team tournament where not all teams will play each other, but each team gets at least four games.

Typically the teams get split into two divisions in your tournament - blue and red. Example:

Game	Teams	Game	Teams
1	B1 vs B2	9	B1 vs B3
2	R1 vs R2	10	R1 vs R3
3	B3 vs B4	11	B2 vs B4
4	R3 vs R4	12	R2 vs R4
5	B1 vs B4	13	B1 vs R1
6	R1 vs R4	14	B2 vs R2
7	B2 vs B3	15	B3 vs R3
8	R2 vs R3	16	B4 vs R4

If you have more ice time, you can add more games to this format as long as all teams play an equal number of games (one more game for each team in this format will require the schedule to have 20 games).

For a tournament with a play off and eight teams you could use the following schedule:

Game	Teams	Game	Teams
1	B1 vs B2	9	B1 vs B3
2	R1 vs R2	10	R1 vs R3
3	B3 vs B4	11	B2 vs B4
4	R3 vs R4	12	R2 vs R4
5	B1 vs B4	13	4 th B vs 4 th R
6	R1 vs R4	14	3 rd B vs 3 rd R
7	B2 vs B3	15	2 nd B vs 2 nd R
8	R2 vs R3	16	1 st B vs 1 st R

Please note that games 13 and 14 may have to be switched to avoid teams playing back to back games.

If you have ice time for an 18 game schedule with a playoff you could use the following schedule:

Game	Teams	Game	Teams
2	R1 vs R2	11	B2 vs B4
3	B3 vs B4	12	R2 vs R4
4	R3 vs R4	13	4 th B vs 4 th R
5	B1 vs B4	14	2 nd B vs 1 st R
6	R1 vs R4	15	1 st B vs 2 nd R
7	B2 vs B3	16	3 rd B vs 3 rd R
8	R2 vs R3	17	L14 vs L 15
9	B1 vs B3	18	W14vsW 15

Please note that games 13, 14 and 15 may have to be switched to avoid teams playing back to back games.

Have the Schedule posted on the tournament board. For tournaments where there is a playoff structure planned, you should also display the team's tournament scores and game scores.

Step 3: Tournament Rules

All WDMHA tournaments will follow all Hockey Canada, BC Hockey and OMAHA rules. It is your discretion to add to these rules. Sometimes there are additional rules such as:

- any game misconduct that is coincidental to a major penalty will eliminate the player(s) involved from any further participation in the tournament.
- the tournament manager will have authority to remove any player, manager, trainer, coach or parent from further participation in the tournament and access to the Winfield Arena for abuse of any other player, manager, trainer, coach, parent or game official on or off the ice.

Scoring

This should only be tracked where there is a playoff intended. Often, the tournament organizers will have a scoring scheme where there are points earned for winning or tying a period as well as winning tying a game in the round robin. For example:

- a team will be awarded 1 point for winning each period played and ½ point for tying each period played in the round robin.
- a team will be awarded 2 points for winning a game and 1 point for tying a game in the round robin.
- in the event of a tie in points after the round robin, the team with the highest differential in goals for/goals against for all games in the round robin will be placed in the higher position.

Tie Breaking in Playoffs:

There are a number of formats to choose from:

- a simple shoot-out, each coach names five players to the score keeper and they alternatively take shots on their opposing goalie, if still tied, five more names different that the first five are given to the referee for each team and the process repeated until there is a winner.
- each team starts off the OT with 4 skaters and a goalie, they play for three minutes, at three minutes the buzzer goes and without stopping play, one skater from each team must immediately go to the bench - referee to enforce. The 3 on 3 then continues for another three minutes and when the buzzer sounds the skater from each team must immediately go to the bench - referee to enforce. The 2 on 2 is played until a goal is scored.

Step 4: Registration Forms

Standard WDMHA Tournament Registration Forms can be found on the website. You must not let anyone on the ice who does not have a BC hockey player ID number.

You will want to know team colors for scheduling so that you do not have two teams with the same colors scheduled to play. If there is no option, there are numbered red and green bibs in the Minor Hockey room for you to use. Please ensure that all bibs are returned to the Minor Hockey Room.

Step 5: Raffle Table, 50/50 and Programme Sales

Raffle Tables

These are your moneymakers and deserve significant time to set up to get the revenue you want from the tournament. It has been our experience that multiple prize raffle tables are the most successful. Many teams are putting together baskets and having separate raffle draw boxes positioned with each basket. The baskets can have themes, but please refer to the list of themes provided in the binder. The baskets can be made up from donations from each of the parents on the team.

“Looney sticks” are also very popular. Tickets are sold for \$2.00. One dollar goes on the stick as a Looney and the other goes to the team. There is a separate draw box for the Looney stick. The winner gets the stick with all the loonies attached to it. Having someone walk the stick through the stands during the games will increase your revenues on this draw.

Programme Sales

The advertisers in the programme have paid for the production costs - that is why we cannot ask them for further support for your tournament. Make sure UBR gets the required information noted in other sections of this Guide so that you get your programmes completed and on time for your tournament. You must buy a minimum of 100.

Our experience is that you will sell more programmes if you have a “programme draw” as well not just the programme itself. This is typically done by stapling a 50/50 type ticket to the front page of the programme so that one half of the ticket stays stapled and the other half can be detached easily. When the programme is purchased, the 50/50 ticket is separated, the purchaser keeps the half stapled to their programme and the other half goes into a draw bucket.

50/50

Make sure you have enough tickets for the whole tournament. Please follow BC Gaming regulations regarding keeping records. This is a great fundraiser and no game can be missed, even the 6:30 AM games!

Please refer to the website for further gaming information and/or contact the gaming person which is also listed on the website.

Step 6: Awards

In all Junior Divisions, the WDMHA recommends that every player gets some award. If you have a playoff format you may wish to get the winners something to recognize the win. For the senior divisions of Peewee, Bantam and Midget, the WDMHA recommends that every player gets an award with a winner’s trophy or something to recognize the winners. You may wish to consider at the Midget level, the players are beyond an individual award.

Young players like to get a small trophy in their first years in hockey. This will move to T-shirts, ball caps, pennants, medallions, skate towels, even hockey bag fresheners as they go through the hockey program. Please respect copyright laws by not distributing copied materials such as registered logos, music, etc.

Step 7: Decorations

It is always nice to recognize the teams in your tournament with banners with their names posted somewhere in the arena. A recent idea is to make up a poster that looks like a hockey sweater in the team's colors with their city or Association name on the look-a-like sweater.

The poster for schedule and scoring has been discussed in that section. Remember to fill in the board telling the teams which dressing room that they have been assigned. Separate the dressing rooms as far as possible, especially with the older players.

Don't be afraid to advertise your raffle table! It allows parents to be creative and have fun. The visiting parents will also enjoy and recognize your work.

Try to be innovative - this is your chance.

Winfield & District Minor Hockey Association
 Box 41010 RPO
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 Lake Country,
 BC V4V
 1Z7



2011-12 Referee Payment Schedule

Rep Teams: 4 Man System

Division	Referee	Linesman
Midget	\$47.00	\$40.00
Juvenile	\$47.00	\$40.00

3 Man System

Division	Referee	Linesman
Midget House	\$47.00	\$40.00
Bantam Rep	\$47.00	\$40.00
Pee wee Rep	\$37.00	\$30.00
Atom Development	\$32.00	\$25.00

House Teams: 2 Man System

Division	Referee	Referee
Bantam	\$45.00	\$45.00
Pee wee	\$27.00	\$27.00
Atom	\$20.00	\$20.00
Novice	\$20.00	\$20.00



WDMHA Tournament Finances Reconciliation Statement

The WDMHA will charge each tournament \$84.00 for the BCAHA sanction fee and \$50.00 for the referee allocation. If you have out of province teams the sanction fee will be either \$140.00 or \$196.00. (Includes HST)

Within a reasonable time frame following your tournament, you must file a reconciliation statement with the WDMHA treasurer and, it is a good idea to share this with the parents on your team. This reconciliation statement must contain the following elements:

REVENUES:

Advance from the WDMHA	_____
Revenue from visiting teams	_____
Reciprocal tournament arrangements	_____
50/50 income	_____
Raffle table income	_____
Other income	_____
 Total Revenue	 _____

EXPENSES:

Repayment of advance money from the WDMHA	
Sanction and referee allocation fee from WDMHA	
Ice time costs for 2011-12 are \$66.08 (includes HST)	
Referee costs	_____
Trophies and awards	_____
costs Decoration	_____
costs Advertising	_____
costs	
 Total Expenses	 _____