



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

2008-2009

Tournament Organizer's Guide

This Guide is intended to assist parents and other volunteers in organizing a successful minor hockey tournament. If you have any ideas for improvements or additions, please pass them on to any member of the Executive Committee.

Being involved in organizing a tournament can be and should be a whole lot of fun - it can also be exhausting. We hope that this Guide will add to the fun part and relieve the exhausting part to make your tournament a success for the kids, for the other parents and for you, the critically important organizing team.

Revised: June 24, 2008

Introduction

This Guide has been put together by parents who have been through a number of tournaments with a number of their kids. There are a few rules that must be followed; the rest of it is left up to your imagination and energy level. The Guide defined the “rules” and offers a number of suggestions for making your tournament a great success.

The organization can be a lot of fun for the parents and is a great opportunity to build camaraderie amongst the parents. Be there to ensure that things are done in an orderly and timely fashion, but don't DO IT all yourselves.

Set up a schedule of what you want done and get volunteers for certain tasks - you may have to bold enough to just “volunteer” other parents into certain roles. Try to keep the coaches free of having to do too much - they already put in a lot of time with your team.

The other important part of hosting and organizing a tournament is that most likely it will be your team's largest fundraiser. Yes, you are expected to make money at a tournament so that, in turn, you can go to other tournaments and pay for them from the proceeds of your own.

Every team in the WDMHA is offered ice - a weekend or school holiday - for a Home tournament. The length of the ice time given to your team will depend upon which division your team is in and how much ice is available. Typically, there is more time given to the older aged teams. On occasion, when there are two teams in the same division, there may only be one ice session given to the two teams. This means that the two teams have to coordinate the tournament organization, funds, etc.

The tournament programme is set up by the Association each year. It is expected by the advertisers that these programs be distributed. Usually there is a charge for the program or it is part of a package at the raffle table. Your team will be charged for the printing of these programs and a minimum of 100 programs are to be purchased by the team. The advertisers in the programme and the team sponsors have already donated to the Association. **Please do not solicit further support from these organizations for donations to your tournament.**

Our concession is a primary fundraiser for the Association. We ask that you direct as much business as possible to the concession during your tournament. In the younger age groups lunch is often provided for the players at tournaments. The older groups may wish to have something available to teams at special pricing. Our concession manager, Sharon Brooks will be happy to help you. She can make some different things from the usual menu. Please talk to her about it.

Have fun putting your tournament together! If you have any questions, contact the tournament coordinator or your appropriate director.

Must DO's and RULES that MUST be followed

1. The Executive sets the WDMHA home tournament schedules at the beginning of each season. Contact your Division Director to find out when your dates are. The Junior Division Director is Lisa Olenczuk, phone 766-5356. The Senior Division Director is Lane Orr, phone 869-8472

Note: Typically the Atom Development and Bantam Rep tournaments are scheduled for October.

2. All WDMHA tournaments must be “sanctioned” by the BC Hockey. The WDMHA will apply to BC Hockey for a tournament sanction permit for your tournament. You must post this sanction permit in the arena during your tournament. It is now available on line. You can print a copy by going to bchockey.net and clicking on resources. Pick the TOURNAMENT link and find your tournament. The sanction # is on the right hand side. When you click on that #, your sanction will open up. W&DMHA must make application to BC Hockey at least 30 days in advance of your tournament – BC Hockey is very strict about this and will demand that you cancel your tournament if you are not sanctioned. If you are inviting teams from outside of B.C. or Canada, you must let us know application must be made or changed to the BC Hockey 90 days in advance of your tournament. There will be a higher sanction fee.

The reason for this sanction permit is to ensure that all the applicable Hockey Canada and BC Hockey insurances are available for all players, coaches, trainers and managers in your tournament. Without this permit you do not have this insurance coverage and will not be allowed to hold your planned tournament.

The WDMHA will pay the permit costs, but will expect your team to pay them back. The permit costs are as follows:

All teams from BC - \$50.00 + GST

One or more teams from outside BC but inside Canada - \$100.00 + GST

One or more teams from outside Canada - \$150.00 + GST

At the completion of your tournament, W&DMHA is sent an automated e-mail with a link which requires a tournament summary to be returned electronically. If you do not receive this directly, we will forward it to you, and you must complete it. Failure to complete may result in your final funds being held back after reconciliation.

3. It is your responsibility to organize how many teams you want in your tournament and who those teams will be. The association will decide on how much to charge those teams for entering your tournament, cancellation fees etc.

The next section of the Guide will assist you.

WDMHA tournament application forms and team roster forms are found in Appendix A to the Guide. You must use these forms.

4. Once you have decided on who will be in your tournament - particularly if you are planning out of province teams, you must notify the appropriate WDMHA Division Director as soon as possible so that in turn, the Director can ensure that the BC Hockey tournament sanction process is correctly followed with the BC Hockey
5. Set up the ice times for each game and the schedule of games. Once you have finalized this game schedule, please forward the schedule to UBR Services, phone 766-1098 fax 766-1091 or email at bob@ipods.ca at least 7 days before the start of the tournament. This will allow UBR Services to complete the tournament programmes for you in a timely manner.

This is a critical step in the organization of the tournament. The next section of the Guide will help you organize your schedule. Examples are provided that you may wish to choose from.

6. Once you have received the completed team roster forms from the teams entering your tournament, please forward them to UBR Services at least 7 days before the tournament so that UBR can complete the programmes with the team inserts for your tournament.
7. All WDMHA tournaments will follow all Hockey Canada, BC Hockey and OMAHA rules. You may supplement those rules with scoring regimes, results from game misconducts etc. But you cannot reduce or limit any Hockey Canada, BC Hockey or OMAHA rule.

The next section of the Guide will help with this and provide examples that you may wish to chose from.

Once you have structured your tournament rules, please forward them to UBR Services at least 7 days before the tournament for inclusion in the programme.

8. Your team is responsible for arranging and paying for referees for your tournament. Arranging for refs must be done through the ref scheduler for your division. Please forward your schedule to your appropriate director. You will be charged \$50.00 from the WDMHA for this scheduling.

The referee payment schedule is found in Appendix B to the Guide.

9. Your team is responsible for timekeepers and score keepers.

10. All WDMHA teams will conduct their banking at the Interior Savings Credit Union in Winfield. The association treasurer will be the signing authority on the account. Registration fee cheques from teams entering your tournament will be made out to the WDMHA and deposited into these accounts. The teams will have a \$200 float for team expenses. All other monies will be held in the team account. We are aware that this is a new procedure but it is designed to eliminate the inconsistencies between the teams and to keep all money transactions transparent.

The WDMHA treasurer is Shannon Libke and she can be reached at 548-0074 or 869-9911 or email at kslibke@paragonbc.com.

11. 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 teams. (BC Hockey uses the term 'recreational' for house programmes). In turn, no player who is not BC Hockey carded can play in tournaments that are for rep teams unless they have "affiliated player" status with that team.
12. You will want to have a raffle table at your tournament - they are great fundraisers. Appendix D contains a list of businesses, associations and individuals who have already contributed to the WDMHA this year. **YOU MUST NOT SOLICIT FURTHER CONTRIBUTIONS FROM THE BUSINESSES, ASSOCIATIONS AND INDIVIDUALS ON THIS LIST.** The WDMHA has promised that, by donating to a team sponsorship or to the tournament brochure, the WDMHA would not ask for further support from them that year. Please respect this commitment from the WDMHA!
13. Appoint a tournament manager for your tournament who will facilitate and coordinate all the helpers and who will be available throughout the tournament. Typically, this is the team manager, but need not be. It should not be the coaches; they will be too busy with your own team to have time available to ensure that the whole tournament is on track and on schedule.
14. Roll with the punches, they will happen, keep smiling and have fun!

Helpful Ideas and Hints for Success

Setting up the Tournament Schedule:

Step 1 How many hours of ice do I have? How many teams can I invite?

Find out from your Division Director how much ice time you have each day of your tournament. Be aware of things like public skating times etc that will have to take place in or around your tournament. The Municipality has made it clear that public skating time is sacrosanct. Any planned alteration to a scheduled public skating time will have to be cleared with the Municipality well in advance of your tournament dates.

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 (depends on ice available), three minute buzzer, no playoffs, no scoreboard.

Novice running time, three 15 to 20 minute periods (depends on ice available), no playoffs, scoreboard

Atom House full ice, running time or stop time or mix, three 15 to 20 minute periods (depends on ice available), playoffs optional, scoreboard

Atom Dev, full ice, running time or stop time or mix, three 15 to 20 minute periods (depends on ice available), playoffs, scoreboard

For all Senior Division tournaments, it will be expected that there will be playoffs. For all rep level 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. It is best to plan for about a 12 minute ice clean. An absolute minimum ice clean is 10 minutes. The rink attendants are great at accommodating us, but appreciate the extra few minutes.

For Initiation usually one ice clean after every 2nd game is sufficient. 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.

Changing Teams on the Ice

It always takes a bit of time to get one set of teams off the ice and another on the ice. On top of time you have allocated for ice cleans, leave 5 minutes to get teams and officials off and on the ice after each game if there is not an ice clean scheduled.

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 of 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 line up next and then the Captain of the winning team to get the trophy if there is one.

Leave a Little Slack in the Schedule

Things happen that are beyond your control such as on ice injury, equipment failures, OT requirements in playoffs etc. Leave a few minutes at the end of each day to allow you to catch up on the schedule if you have fallen behind. You shouldn't need a lot, but a 10 to 15 minute flex time is more often than not useful.

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. They should only do this in consultation with the tournament manager for your team although they may have to do it on the fly in scorekeeper's box. If they do this, they must ensure that the ref and the coaches on each team know in advance.

Step 2: The Schedule

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

For the Initiation one day tournament, you may want to invite less 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 spilt into two divisions in your tournament - blue and red or something more creative. An example schedule is:

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 simply add more games to this format as long as all teams play an equal number of games - i.e. 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
1	B1 vs B2	10	R1 vs R3
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	loser 14 vs loser 15
9	B1 vs B3	18	winner 14 vs winner 15

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

Having the Schedule posted on the tournament board at the rink or in a large poster size format in the hallway by the foyer of the Arena is a good idea for all tournaments.

For tournaments where there is a playoff structure planned, you should also display the team's tournament scores and game scores. Most everyone wants to know how they are doing and how the other teams are doing.

UBR Services has some of these formats electronically and can provide you, for a fee, with poster size reprints for putting up in the hallway for teams to review their standing during the tournament.

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

Complex 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, where 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 head to the bench - referee to enforce. The 3 on 3 then continues for another three minutes at which time the buzzer sounds and a skater from each team must immediately head to the bench - referee to enforce. The 2 on 2 is played until a goal is scored.

Step 4 - Registration forms and fees

Appendix A contains the standard WDMHA Tournament Registration Form and Team Roster Form. Please use them. You are welcome to modify the form as long as the content of the standard form is FULLY included in your revision.

These forms ensure payment is made to the WDMHA, provide a waiver to you and the WDMHA, a cancellation policy, a statement from the coach that he/she is not bringing a 'selected' team to your tournament, uniform colours and BC Hockey player ID numbers. You must not let anyone on the ice who does not have a BC hockey player ID number.

You will want to know team colours for scheduling so that you do have two teams with the same colours 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

You will be required to apply and pay for a license for all your draws and raffles. Please do so at www.pssg.gov.bc.ca/gaming

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, such as Mom's Dad's, hockey players, kids etc. The baskets can be made up from donations from each of the parents on the team.

PLEASE remember that you are not to solicit any further support for the WDMHA from any of the individuals, organizations or companies listed in Appendix D.

“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. Some teams have experienced over \$100 taped to the stick.

Guess the number draws have also been quite successful and can be timed to the date of your tournament. For example, if its close to Valentines Day, you can fill up a jar with those little red cinnamon hearts and have a separate draw to determine how many there are in the jar. The winner gets the jar full of candy.

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 complete and on time for your tournament.

Our experience is that you will sell more programmes if you have a “programme draw” as well 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! The players, if they are old enough or accompanied by an adult, sell way more than an adult alone. It gets the kids involved as well.

The typical sales format is 1 for a \$1, 3 for \$2 and 10 for \$5.

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 and the parents are more interested in a financial award if their team wins.

It has been our experience that the really young players all 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 on posted somewhere in the arena. A recent idea is to make up a poster that looks like a hockey sweater in the team's colours 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 add a poster telling the teams which dressing room that they have been assigned to as well. The older the division, the further the separation of the rooms the better. In our arena this is a one room separation so that the next game you do not have the teams beside each other.

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.

Other Thoughts and Things to Consider

Pepsi has donated a maximum of 80 cans of soft drink for each tournament.

The WDMHA has a TV and video player that can be rolled out and put in the concession area for entertainment of the players and siblings during the tournament. You must supply your own video tapes.

A skills competition is always fun if you have time. Consider things like sharp shooting, puck handling around cones, team skating relays etc. Prizes for these events is a good idea

In the past, the Atom Development tournament organized a dinner for the players and coaches on the first evening of the tournament. The dinner was a simple lasagna, salad and bun kind of format. The players were required to wear their team jersey and not sit beside some one with the same jersey. The tables were set up so that the positions that the kids played all sat together i.e. goalies, centers, wingers, defense. There was a guest speaker - an x-NHLer or something like that - that gave short talk. It was always fun and appreciated by all.

There is a set of accommodation ads found in Appendix F that should be added to your tournament registration form when you send it out.

GOOD LUCK AND HAVE FUN and don't be afraid to ask questions!

Appendix A

WDMHA Tournament Application Form and Tournament Team Roster Form



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

Tournament Registration Form – 2008/2009

DIVISION _____ **TOURNAMENT DATE** _____

Your Home Association _____

Your Team Name _____

Your Team Manager _____

Address _____ **Postal Code** _____

Telephone _____ **Fax** _____ **Email** _____

Your Team Coach _____

Address _____ **Postal Code** _____

Telephone _____ **Fax** _____ **Email** _____

Please list all participating players, coaches and managers on the following page. This registration form must be returned with a cheque or money order at least two weeks prior to the tournament date. Please make your cheque payable to WDMHA.

By signing this registration form, the team manager and coach releases the Winfield and District Minor Hockey Association and all officials associated with the tournament from any liability for any injury or accident which maybe incurred by a player or team official while traveling to, during or traveling from the tournament. Signing this registration form constitutes acceptance of the conditions and rules of the tournament.

By signing this registration form the team manager and coach also declare that the team being registered is a regularly structured team in their association and not one made up of select players.

This application does not constitute an acceptance into the tournament. Any team who has applied and is not accepted will be refunded their application fee or have their cheque returned immediately. Teams that cancel within two weeks of the tournament date may be subject to forfeiture of their entry fee or a penalty if another team cannot be found as a replacement.

Signature of Team Manager _____

Date _____

Signature of Team Coach _____

Date _____

WINFIELD AND DISTRICT MINOR HOCKEY ASSOCIATION
Tournament Registration Team Roster

Team Name _____ Home Association _____

Team Uniform Colour – Home _____ Away _____

Player's Full Name	Jersey #	Mutual Aid #	Birth date Yr/month/day
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____
4. _____	_____	_____	_____
5. _____	_____	_____	_____
6. _____	_____	_____	_____
7. _____	_____	_____	_____
8. _____	_____	_____	_____
9. _____	_____	_____	_____
10. _____	_____	_____	_____
11. _____	_____	_____	_____
12. _____	_____	_____	_____
13. _____	_____	_____	_____
14. _____	_____	_____	_____
15. _____	_____	_____	_____
16. _____	_____	_____	_____
17. _____	_____	_____	_____
18. _____	_____	_____	_____
19. _____	_____	_____	_____
20. _____	_____	_____	_____

Manager _____

Coach _____

Asst Coach _____

Trainer _____

Please send completed form along with registration and cheque to:

Winfield and District Minor Hockey Association
Box 41010 Winfield South
Winfield, BC
V4V 1Z7

Appendix B

**WDMHA
Referee Payment Schedule
for the
2008/2009
Hockey Season**



Winfield & District Minor Hockey Association
Box 41010 RPO South
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V4V 1Z7

2008/2009 Referee Payment Schedule

<u>Rep Teams</u>	<u>3 man system</u>		
	<u>Referee</u>	<u>Linesman</u>	
Midget	\$28.00	\$20.00	
Bantam	\$24.00	\$18.00	
Peewee	\$20.00	\$16.00	
<u>House Teams</u>	<u>3 man system</u>		<u>2 man system</u>
	<u>Referee</u>	<u>Linesman</u>	<u>Referees</u>
Midget	\$26.00	\$16.00	\$29.00
Bantam	\$22.00	\$14.00	\$25.00
Peewee	\$18.00	\$12.00	\$21.00
Atom Development	\$14.00	\$10.00	\$17.00
Atom House			\$12.00
Novice C			\$12.00
Novice B			\$12.00
Novice A	- no officials used		
Prenovice	- no officials used		

Appendix C

WDMHA Tournament Financial Reconciliation Statement



Winfield & District Minor Hockey Association
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V4V 1Z7

Tournament Finances Reconciliation Statement

The WDMHA will charge each tournament a \$52.50 for the BCAHA sanction fee and \$50 the referee allocation fee. If you have out of province teams the sanction fee will be either \$100 or \$150 more plus GST.

Remember that you are responsible to pay the referees directly.

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 2007/2008 are \$50.61 (includes GST)	
Referee costs	
Trophies and awards costs	
Decoration costs	
Advertising costs	
Total Expenses	

PROFIT

Appendix D

**Individuals, Organizations and
Businesses that have already
Supported WDMHA for the**

**2008/2009
Hockey Season**

yet to come - can be seen in the tournament brochure