Organizing a Successful Tournament
**Time Line**

At the start of the season the team needs to designate a tournament coordinator (TC) or coordinators. It can be a big job and having 2 parents share the job is a good idea. (Especially if it is your first time running a tournament.)

A month before the tournament the TC should meet with the parents and go over what will be happening at the tournament (ticket auction, raffles, lotto board, etc.), the different volunteer jobs that need to be covered, discuss donations and food and answer any questions the parents have.

If your team decides to have a raffle for a big ticket item(s) (ie. hockey stick or lotto board) as part of your tournament fund raising, you need to apply for a lottery licence. You should do this 2-3 weeks before the tournament. You can do this online. https://www.gov.ns.ca/lwd/agd/licensing/GamingTicketLotteryPermit.asp

2 weeks before the tournament, the TC should meet again with the parents and start finalizing plans.

1 week before the tournament, you should receive a game schedule so you can start assigning specific times for volunteers.

By the Thursday before the tournament the TC should have all prize donations.

The day before the tournament, you may want to get a few parents together to make up the tickets for the auction / draws and cut up and bag oranges (if you’re doing that) to be given to each team after their games, or you can also have juice boxes for each player if you can get them donated.

You want to set-up the hospitality room at least 1 hour before the first game. It may be possible to set up the night before, but you need to check with the rink staff first.

Once the tournament starts the TC needs to keep an eye on the schedule and make sure everyone and everything are where they need to be. (Another reason to have 2 TC’s.)

Before each game you want to make sure that the teams have the game sheet to fill out. Coordinate with the coaches on this.
During the games place a bag of oranges (or juice boxes) in each team’s dressing room as a little refresher for the players after the game.

**What jobs do you need volunteers for?**
Before the tournament starts, you need to have parents collect donations for the ticket auction table and raffles (if you have any). You also need volunteers to help with setting up the hospitality room before the start of the tournament and cleaning up when it’s over.

Once the tournament starts, you need parents to run the time clock for each game. You need volunteers for 50/50 draws, to sell tickets for the auction table and raffles, to look after the hospitality room and food table, to give game sheets to each team before the games and to put oranges/juice boxes in the dressing rooms after.

There is also a popcorn maker upstairs. If you would like to use it, please first get permission from the rink. It will require an extra volunteer.

**What is a hospitality room and why do you need one?**
We have a hospitality room for tournaments to make teams feel welcome and wanted. Middleton is known for its hospitality room and it is the main reason teams choose our tournaments over others.

The hospitality room is where you have your ticket auction table, raffles, and food. It is also makes it easy for the parents/coaches of the other team to find help if they have a problem. It’s a good idea to bring in a few DVD’s to amuse younger children, there is a TV and DVD player in the warm room.

**Why do you want to have an auction table and/or raffles?**
The auction table and/or raffles let you raise money for your team that can be used to pay for other tournaments! The money can also be put towards team jackets or hats, end of season coaches gifts or anything else the team may need. Money should not be raised to give refunds for registration or other expenses.

Since local businesses are pretty maxed out with donating, we ask that you limit your donation requests to only those that you absolutely need.
What kind of prizes do you want for the auction table & raffles?

**Auction Table Ideas**
- Hand crafted items
- Kids toys & books
- Hockey items
- Collectibles
- Spa baskets

Just about anything can go on the auction table including Christmas presents you didn’t like and never used that someone else might love.

**Raffle Ideas**
- Lottery Board – Bristol board with an assortment of lottery scratch tickets attached
- Toonie (or loonie) stick - a composite hockey stick with toonies (or loonies) taped to it.

*Don’t forget to get a lottery licence if you have a raffle. If you have more than 1 big ticket item to raffle you need a separate licence for each.

**What kind of food do you want for the hospitality room?**
- sandwiches (egg salad and tuna seem to be the most popular)
- buns and coldcuts
- cheese & crackers
- fruit & veggie trays
- apples & oranges
- juice (McDonalds will often donate)
- coffee (Tim Hortons will often donate)
- bread, peanut butter and jam
- bagels
- muffins & cookies

* Make sure toasters are placed on a table against the back wall to access plugs and reduce the chance of accidents.
* Please try and keep the food in the hospitality room as healthy as possible
* **Do not place any items in the hospitality room that will directly interfere with canteen sales.**

Food can be stored in the meeting room at the top of the back stairs. The heat is not turned on in there so it will keep well.