



Hosting a Tournament

Any team of the Association may request to host a tournament. It is the expectation every year that the Atom teams host a joint tournament and this typically happens during the November CAHL tiering break.

A Tournament Committee must be formed in order to execute the administration of the tournament. The Tournament Committee must meet with the HCMHA Board of Directors a minimum of 2 months prior to the start of the tournament and must satisfy to them that:

- There is sufficient ice time available to host the tournament
- That they can cover all costs of the tournament, including ice time and referee charges.

Failure to meet with the HCMHA Board of Directors will result in the cancellation of the tournament.

The Tournament Committee is required to submit a financial statement of income and disbursements to the HCMHA within thirty (30) days of the completion of the tournament. The financial statement must show the cost of the ice time and referee fees in the final cost. The Tournament Committee shall ensure that all costs, including ice time and referee fees for the tournament are provided for through registrations, donations, sponsors, etc.

Host teams may request that after expenses have been paid that the \$500 team fundraising goal may be satisfied from tournament proceeds. Remaining tournament funds after tournament costs have been paid are to be used at the discretion of the HCMHA Board of Directors to benefit the entire association at large. Funds raised from the tournament must be submitted to HCMHA no later than 30 days after tournament completion.

Should the Tournament Committee choose to have 50/50 draws and/or raffles during the tournament they must apply for appropriate AGLC licenses. The HCMHA treasurer must receive copies of any/all AGLC licenses. Funds raised by these methods must be kept separate from funds raised through donations and sponsorships.

Each team will appoint a Tournament Coordinator and a Tournament Committee who are responsible for the following:

COORDINATOR RESPONSIBILITIES

- Establish tournament dates for coming year
- Book blocks of ice for tournaments
- Ensure Tournament Committee is established
- Provide tournament rules to each team (include drop clock rules)
- Book referees
- Obtain necessary AGLC licenses for raffles and 50/50 draws with assistance from HCMHA Treasurer. Follow all AGLC rules and regulations regarding raffles and 50/50 draws.



- Ensure that funds raised by sponsorship, donations and entry fees are kept separate from funds raised by raffles and 50/50 draws

TOURNAMENT COMMITTEE RESPONSIBILITIES

- Confirm executive responsibilities have been completed
- Obtain sanction number from Zone 5 chairman
- Develop tournament schedule with the ice Scheduler
- Provide schedule for referee director if refs are needed
- Provide schedule for each team entering the tournament
- Prepare invitational letter for each team entering tournament
- Solicit advertising and prepare program
- Arrange for arena decoration
- Ensure entry fees are collected
- Prepare raffle table if required
- Arrange for trophies and awards
- Arrange for food service requirements
- Opening/Closing ceremonies
- Ensure availability of time keepers/announcers and music
- Prepare financial summary report for HCMHA Board of Directors within 30 days of tournament close

TEAM RESPONSIBILITIES

- Select the teams to enter the tournament
- Advise organizing committee of names of invited teams
- Along with Tournament Committee, invite teams and ensure entry fees are paid
- Arrange for time keepers/gate openers for all games in your division
- Solicit volunteers
- Assist in presentation of awards