

RMMHA
Manager's Manual
Running a Home Tournament



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Document created by Lori Sample Director of Tournaments

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The RMMHA Director of Tournaments will sanction the Richmond tournaments with the Hockey Eastern Ontario Minor (HEOMinor) <http://www.heominor.ca/> and update the RMMHA Web site with the dates for the Richmond team tournaments. The Director of Tournaments will monitor the application and emails coming into the Director of Tournaments email.

- Updates will be posted on the website.
- Tournaments may differ depending on the level and the budget for the tournament.

MANAGERS:

The word TEAM applies to the parents as well. Delegate.. Delegate

1. Advise your team's parents of their home tournament date at your first team meeting. Remind them that there is no cost but the whole team must volunteer at the home tournament.
2. See RMMHA Web Site.
3. In conjunction with the Director of Tournaments, invite teams and promote your home tournament.
4. Checking in once and a while with the tournament convener to see how many teams have confirmed. The Tournament convenor has to let the Ice scheduler know about 30 days before the tournament date if the tournament will run. Also see the website.
5. When making your volunteer schedule for the tournament remember it's a great time for the kids that need community service hours.
6. Be familiar with the rules for overtime, suspension, tie games, timeouts, stop time and running time. Leave a set of rules in the time box for the score keeper.
7. The Director of Tournament and Managers will meet and discuss what is needed and will happen the day of the tournament about a week or two before the tournament date.
8. Your team will be running and organizing the home tournaments not the association.
9. Be creative and make your home tournament as fun as possible for the kids.

Inviting Teams

- The Director of Tournaments is responsible for promoting RMMHA home tournaments and coordinating registrations. The Director of Tournaments will also communicate with the invited teams to give the info for the day's event.
- Manager's and teams in conjunction with the Director of Tournaments are responsible to invite Team and promote their own tournament.

Scheduling Games on Tournament Day(s)

- The Director of Tournaments is responsible for scheduling the games and sending the schedule to the registered teams.

Trophies and MVP Awards

- The Director of Tournaments provides the trophies and MVP awards for the event, clearly labeled in boxes. There are usually participant awards, A & B Finalists, and A & B Champions.
- The duty people ensure that MVP's are selected (consult with your coach about how this should be done) and ensure that no player is chosen for MVP twice (in other words, if the opposing team is picking the MVP, make sure they know who not to pick).
- Duty people arrange for someone to give out the MVP awards at the end of each game from the penalty box. As some teams are eliminated from competition at the end of their 2nd game, arrange for participation awards to be presented, again from the penalty box. There is a cordless microphone available –check with the Rink guys.

Tournament Programs

- The Director of Tournaments will provide the tournament programs and hot dog coupons.
- The duty people prepare a package for each coach / manager with enough programs from the team and coaches, managers, trainers etc. -and enough hot dog coupons for each player.

Referees

- The Director of Tournaments gives games schedules to the referee scheduler who ensures that referees are assigned to every game. The referee scheduler will provide the Director of the Tournaments with a copy of the referee schedule for distribution to team organizers. Referees should be at the rink at least 10-15 minutes before their scheduled game time.
- A Duty person/volunteer should check the ref's room when the Zamboni takes to the ice to ensure that refs are present for the upcoming game. If not, call the absent ref (phone numbers are posted in the canteen) and if you can't reach him, call the Referee in Chief. In the interim, beg one of the referees who did the earlier game to stay.

Time & Score Keepers

- Time keepers are not provided for the Duty people are responsible for recruiting qualified (16 or older) people (parents) to work the Time Clock and keep score.

Dressing Rooms

- The duty people assign dressing rooms and babysit the keys as necessary. There will be a big envelope to put the keys in for each room. Please sure the people get there keys back.

Juice Boxes

- The Director of Tournaments will provide juice boxes which are stored inside the arena in the area leading to the benches.
- The duty people should ensure that juice boxes are delivered to every team after every game and that the garbage is removed from the dressing rooms before the next team arrives.

Music

- Music can be played with an Ipad using a cable plugged in at the penalty box.
- Some simple rules to follow please -keep volume reasonable. No music during play so the operator must pay very close attention to what's happening on the ice. No music when any player is injured on the ice. No music with profane or vulgar lyrics. All pretty common -sense stuff.
- Music makes if fun for all kids.

Scoreboards

- The Director of Tournaments will provide the scoreboard for the tournament to be displayed in the arena.
- Managers will update this scoreboard throughout the tournament.

Game Sheets

- The Director of Tournaments will provide blank game sheets.
- The duty people will fill out the games sheets, ensure they are signed, completed, and that after the game each team gets a copy. The white goes in the RMMHA VP's box and the yellow in the Referee Scheduler's. This is very important as suspensions must be reported and refs must be paid.

The tournament day

- There should be a the following areas covered
 - duty manager at the arena,
 - A reception table(Front desk/50/50 table),
 - Score keeper and time keeper.
 - Fundraising table(Raffle tabel, square board),

Duty Managers at the Arena (On-Duty Manager) – 1 person required at each Arena

- Ensure that all volunteers are in place for all duties.
- Address any issues that arise.
- Fill out tournament sheets on wall for wins/losses/ties, goals for, goals against, penalty minutes after each game.
- Update the tournament sheets with teams that advance to playoffs.
- At the end of each game, contact the other arena manager's cell number and let them know the game scores and other game info (GF, GA and PM).
- Update other manager who the MVP and shutout goalies are and if there is a winning 50/50 number (post number at both arenas).

Reception Desk Duties – 2 people required at each Arena

White board at the rink

- Duty person will write the team and dressing room numbers on the white board.

First game

- Verify we have official roster on file, if not, get a copy from them
- Give them their registration envelope (brochures/hotdog package)

Before each game

- Have coach or manager sign the game sheet (do not let them take it from table)
- If they provided labels, it will be pre-labelled, if not, they need to fill it out

- Give them juice for their team
- If they want room key, take their car keys—that way you will get the room key back
- Tell them the coaches need to pick MVP's to be awarded on ice after the game

After each game

- Get the room key back
- Get game sheet from scorekeeper/referees
- Ensure the MVP is marked (to avoid duplication)
- Update master list for MVP's and goalie shutout
- Give a copy of the game sheet to each team

Scorekeeper/Timekeeper – 2 people required at each Arena

Before each game

- a. Pick up game sheet from registration desk
- b. Get the MVP trophies and shutout trophy (if goalies have not yet been awarded shutout)
- c. Verify that a copy of the tournament rules are in the booth.
- d. Make sure they are aware of rules, specifically - 5goal difference = run time, OT rules for playoffs etc.

After each game

- a. Scorekeeper must return the game sheet to the reception table
- b. Print MVP beside players name on the game sheet

Fundraising Table:

A minimum of 2 people should be on duty for fundraising. If students are available, they can provide extra help.

50/50 Tickets

- Teams are required to do 50/50 draws at all home tournaments with proceeds going to the RMMHA.

- The Manager and the Registration desk volunteers can help with the 50/50 if students are not available. They are also responsible for 50/50 draws at the GRC.
- The Director of Tournaments will provide 50/50 tickets, a 50/50 container, a 50/50 float, and 50/50 ledger sheets.
- The duty people arrange for 50/50 sales during the 1st and 2nd period of each game, count out the cash and set the float aside for the next game, determine the amount of winnings (split 50/50), draw a ticket, find the winner and give them their cash. If the winner can't be found, do not draw a new ticket. Instead, post a sign on the arena door with the winning ticket's number and the game time. Complete and sign the ledger sheet after each draw, recording the winner number and placing the RMMHA earnings in the envelope provided.
- Please make sure the **volunteers selling tickets keep part of the ticket** and gives the other part to the quest.
- The cash envelope, float and ledger sheet must be returned to the RMMHA Tournament Coordinator at day's end.
- Cost is \$2.00 each or 3 for \$5.00
- Draw Times:
 - Friday - Richmond only @ 7:30
 - Saturday - Richmond and GRC @ 9:30, 12:30, 6:30
 - Sunday - Richmond and GRC @ 10:30
- Draw Time for one day tournament: 1:00 or around this time
- At each of the Arenas @ every draw:
 - Sell tickets throughout the day at the registration desk AND in the stands for each game.
 - Count out the money and put the \$25 float back in the cash box.
 - Split the remaining money into 2 equal amounts (half = winning amount). Put half in "winner" envelope and half in the RMMHA envelope.
 - Draw a ticket and tape it to the "Winner" envelope provided.
 - Post the ticket number on the wall and write the amount won.
 - Call the other Arena to let them know the winning number.
 - Collect the ticket from the winner and write claimed on the back. Put the winning ticket in the RMMHA envelope.

- Float and RMMHA envelopes must be returned to the Director of Tournaments at day's end.

Other fundraising (Prize table, Raffle table, square board) :

- Teams can run their own fundraising activities during home tournaments. Some that have been done in the past.

Squares – Cost is 1 square for \$5.00:

1. Have them write their name and phone number on the squares.
2. When all squares are sold, or on Sunday at noon, cut up the squares.
3. Draw one square.
4. Call the winner. Please remind buyers that they have 30 days to claim their prize(s) after they have been notified.
5. Prize = 50% of money collected.

Raffle – Cost is \$1.00 each or 10 for \$5.00

1. Teams are responsible for providing the prizes.
2. Gifts will be numbered and will correspond to the numbered list on the wall.
3. As each prize is won, cross off the poster on the wall.
4. Tickets matching the number on the prize, wins that prize.

Chuck a Duck – Cost is \$2.00 each duck

- Make sure there are 50 duck in the bucket.
- Cardboard with 50 squares
- Choice a duck put their name and phone number on the square number on duck.
- They can take the duck until time to chuck it
- remind them the duck MUST come back.
- At chuck a duck time each person get to through their duck closes to the centre. Duck close with half the money. Rest of money is the home teams.
- One day tournament at Break to before the zamboni does the ice 2:00

Kiplunk big wooden game - Cost is \$1

- Have some little treats for the kids. They pick one treat after play.
- Use ball or flat puck to put down the game see where it lands.

Thank you to the volunteers who helped make the home tournament fun for the kids.

Where to find this document and other managers documents.

RMMHA web site under the RMMHA Manager tabs.