

**NORTH OKANAGAN MINOR**  
**HOCKEY**

**TOURNAMENT MANUAL**

**UPDATED AUGUST 2023**

## Introduction

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Thank you for choosing to give your time to the North Okanagan Minor Hockey Association tournament, an “added value” event we choose to put forward for our players. Our players and guests will appreciate the tournament experience if they have competitive games in a fun and exciting atmosphere. Whatever your role, please realize that each step and duty is important, and that the effort of every volunteer is valuable.

The Tournament Planning and Procedures Manual was created by NOMHA Tournament Committee, to simplify tournament planning and management of all tournaments. The information presented here is intended to guide volunteers; however, the individual requirements of each tournament will determine what additional or different procedures are needed.

The objective of this manual is to facilitate a consistent and repeatable planning process for all NOMHA tournaments. All stages of tournament planning and management are outlined, from early planning, through implementation, tournament wrap-up and review.

The manual is a valuable guide for both new and returning volunteers. Without volunteers, there would be no tournaments. The goal is to provide our volunteers with the tools, support and guidance they need to create a fantastic event that we can all take pride in. Tournaments that are well planned and executed are fun for everyone – the players, coaches, parents and volunteers.

This manual is a work in progress. Please continue to use and review it and submit any suggestions for additions or enhancements to the active NOMHA Tournament Director.

All NOMHA Teams must comply with the NOMHA policies and Provincial regulations regarding fundraising.

All Teams planning fundraising initiatives of any type must receive pre-approval from the NOMHA Board. This can be done by filling out a [NOMHA Team Fundraising Request Form](#) and submitting it to [tournaments@nomha.com](mailto:tournaments@nomha.com) for the necessary approvals. All Teams must also complete and submit a [Team Financial Report](#) by **December 15** and **April 15**. **The Team Financial Report must include copies of all receipts.** Both forms can be found on the NOMHA website under Forms/Permits.

Every team is allowed to fundraise a total of \$4,500.00 to pay for away tournaments, pizza parties, team snap, anything that the team incurred during the season as a cost. If a team makes more than \$4,500 the overages will be returned to the association where it will be used as a whole association. If a team has expenses that are over the \$4,500 the manager of the team must submit a request to do so and explaining to the executive why they need the

extra funds (Ex. Extra tournament or paying for coaches hotels and gas if a team has coaches that do not have kids on the team.)

### **Fundraisers requiring a Gaming License**

All individual teams wishing to engage in any type of ticket raffle fundraiser must apply for and obtain a Class D Gaming License and comply with the BC Gaming Policy and Enforcement Branch Rules. A Class D License will be issued to teams to earn revenue for eligible purposes. Teams **MUST** familiarize themselves with licensing requirements, maintaining proper records, reporting requirements, etc.

A Class D Gaming License is needed in order to be able to operate a gaming event in British Columbia. Under Canada's Criminal Code and BC's Gaming Control Act, a group or organization must be licensed to operate any type of event where there is a chance to win being sold.

Under a Class D License, eligible groups are limited to:

- Raising up to \$10,000 in gross gaming revenue in a 12 month period
- Up to \$5,000 gross revenue for each Class D License
- Individual prize values not exceeding \$500; and
- A \$2 charge for each chance to win a prize
- Minors (under the age of 19 years) are prohibited from engaging in gaming events.
- Under a Class D gaming event license, minors are not permitted to buy raffle tickets
- May not sell raffle tickets on behalf of your group or organization

More information on how to apply and rules/procedures can be found at:

[Gambling event licence fundraising - Province of British Columbia \(gov.bc.ca\)](http://www.gov.bc.ca/gaming/licences/docs/procedures-d-licence.pdf)

There is a \$10 non-refundable charge to apply for each license. You must apply online with a credit card at:

[Gambling event licence fundraising - Province of British Columbia \(gov.bc.ca\)](http://www.gov.bc.ca/gaming/licences/docs/procedures-d-licence.pdf)

Standard procedures on how to properly hold a ticket raffle can be found at:

<http://www.hsd.gov.bc.ca/gaming/licences/docs/procedures-d-licence.pdf>

A ticket raffle is defined as any type of event where a ticket is sold for an opportunity to win a prize. If an activity involves:

- 1) A game of chance
- 2) A mandatory payment to participate
- 3) A prize

It is then considered a gaming event, and a license is required. Ticket control sheets are attached to this guideline and are to be used during a licensed raffle event.

**Examples of Ticket Raffles that require a license include:**

- \* 50/50 draws at games
- \* Regular ticket raffles
- \* Sports pools
- \* Peel n Pay
- \* Loonie Stick (Important changes are required for this type of raffle to be licensed and allowed)

**Examples of Items licensed raffle profits can be used for:**

- \* Tournament registration fees
- \* Additional ice time
- \* Player Developmental Sessions
- \* Dry land Training
- \* Hockey jackets, socks, special equipment
- \* Awards Presentations
- \* Team Equipment Bags
- \* Team Bus Rentals (for provincial competitions)
- \* Team meals (for players only)

\*\*\*\*\*Please Note \*\*\*\*\* that team money fundraised **CANNOT** be used to buy Coaches and Ice Helpers or Managers or any Volunteer a gift. If a team would like to thank their volunteers for their time and efforts the team may do so with the parents/players own money not team money fundraised.

**Any profit generated from any type of ticket raffle, must be used only to assist in the general purpose of your group...delivering hockey and anything that is essential for sustaining the team.**

In no way is profit generated from any type of fundraising event to be used for any personal gain.

All license applications must be made in the **TEAM** Name followed by the current season: ie: [North Okanagan MHA U11 Development A 2017-18](#), or [North Okanagan Minor Hockey Association Recreation Team #1 2017-18](#). NOMHA is **NOT** included or named in your application, and **under no circumstances** should NOMHA's organization number be used on any Class License application.

A total of three people need to be named on your application as responsible for the license. It is suggested to use the team treasurer, manager and the coach. All teams must deposit all funds raised into their team bank account.

All teams must supply NOMHA with a copy of all Class D Raffle Licenses they hold, as soon as they are approved. This can be done by emailing a copy to the NOMHA office at: [tournaments@nomha.com](mailto:tournaments@nomha.com)

All teams must apply for a 50/50 license if they wish to hold 50/50 sales at home games (Rep teams, this license also needs to include your home tournament 50/50 sales, so make sure those dates are included when applying). If there is more than one team involved in a tournament (Recreation teams), the tournament committee will need to apply for a 50/50 license. Those teams involved can then split the license cost and revenue raised.

All teams must also apply for a separate Class D license for their home tournament raffle table draw. Again if there is more than one team involved in tournament (Recreation teams), the tournament committee will need to apply on behalf of all the teams involved.

If a Team decides to sell tickets for specific prizes (Prize draw) sometime during the season, a separate Class D license must be applied for again.

**Please note a win-your-purchase type fundraiser is not an allowable raffle gaming event and absolutely no teams are allowed to hold this type of fundraiser.**

For each license a Team holds, a Gaming Event Revenue Report needs to be submitted to the BC Gaming Branch within 60 days of the expiry of the License. Teams may not be issued any other gaming licenses if these procedures are not followed.

<http://www.hsd.gov.bc.ca/gaming/licences/docs/form-event-revenue-rpt.rtf>

### **50/50 Procedures**

When applying for your 50/50 license, you need to say when and where your sales and draws will take place. In order to streamline this process, as the Branch realizes times and places can change due to ice scheduling, state your draw times as follows:

- Draw Dates: All regular season home games, home exhibition games and possibly playoff games.

- Include Armstrong and Enderby in the location of raffle, as these will be our home ice venues.
- If you are a Rep Team, be sure to include the dates and draws during your home tournament on the application as well. Only numbered tickets in rolls are to be used for 50/50 sales (available at most dollar stores and stationery stores). If a team plans to sell discounted tickets i.e.: 1 for \$1, 3 for \$2, or 15 for \$5, you must have different colored rolls of tickets for each price category.

When you apply for the license, you must specify on the application how many tickets in each price category you will have for sale.

**Example:**

\$1 for 1 ticket – 100 tickets

\$2 for 3 tickets – 200 tickets

\$5 for 15 tickets - 500 tickets

You **must** also keep the winning ticket (both stubs), and document the winner's name, address, telephone number and prize amount. Find form at end of manual.

**Tournament Raffle Table Licensing Requirements**

A tournament raffle table event is considered a regular ticket raffle, and if it is taking place at your home tournament, it will most likely be over a two- or three-day period. **For an event where sales span longer than one day, the Class D license must be applied for as a Regular Annual Series type of license.** If your raffle is taking place over a **one-day period, (ie: Pre-U9 tournament)** the Class D license type required is a **Regular One Day Raffle.** Within the license you can then include all the prizes and different types of games you will be offering: ie: basket raffle, peel and pay raffle, and a loonie stick raffle.

You will need to know what your prizes are and values when you apply. Allow at least 15 days for your application to be approved, so plan ahead.

**\*\*\*\*You must display your licenses on the wall by your raffle tables for everyone to see\*\*\*\***

There are certain rules though, that need to be followed in order to comply with your gaming license requirements. **If the raffle is a single day raffle, the numbered tickets in rolls (purchased from a dollar or stationery store) can be used. If the raffle spans longer than one day, please see the attached ticket samples, as these ticket procedures must be followed.**

Teams can either have **Wayside in Vernon or Final Touch in Armstrong** print the tickets, for a very reasonable cost, or teams can print the tickets themselves, being sure to follow the criteria.

Both companies have all the information that is required for the tickets to meet the criteria, you will just have to let them know how many types of tickets in each category you will require (ie: Raffle basket tickets, peel & pay, loonie stick). Send them a copy of your gaming license. Under no circumstances will alcohol or lottery tickets be offered as prizes in any type of raffles.

### Basket Raffles

**\*\*\*It is a good idea to collect money from team fees to buy your basket fill ins and things you may need for the tournament that you did not get donated - YOU WANT EVERY PLAYER TO CONTRIBUTE A BASKET SO YOU ARE USING LITTLE TO NONE TEAM FEES THE MORE DONATIONS THE BETTER**

**Collect \$20 per player on your team (16 players X \$20=\$320.00) and use that money to purchase fill in items for baskets.**

**Whether donated by members, or purchased, these prize items need to be accounted for and costs kept track of for the license application and reporting purposes.**

Again, no single prize item can exceed \$500 in value. Remember if you are selling single basket tickets for \$2 and are also selling discounted tickets in a package deal i.e.: 1 program, 16 raffle basket tickets and a loonie stick ticket for a total price of \$20, the single \$2 basket tickets will need to be a different number sequence or colour from the discounted package tickets being sold.

Every team is responsible for obtaining their own baskets and clear wrap to wrap up their team baskets. The team needs to purchase all the ribbons for the baskets.

Decide on what your Program Draw will be and where it will be placed on raffle table.

Decide if you are doing a Special Draw and then where you will place it on the raffle table for best visibility.

There are tablecloths for your raffle tables in the office upstairs in Enderby.

You are able to use any Corporate or personal donations for possible Program Draw, Special Draw etc... if we don't get a donation you will need to decide how you will purchase your program draw.

Approximate value for each basket should be approx. \$100.00

Raffle Basket ideas (these are only ideas, feel free to make up other ones)

1. Sport
2. Movie
3. Mom/Spa
4. Golf
5. Girls
6. Street Hockey
7. Hockey Mom Survival Kit
8. Tim Horton's
9. Coffee & Cookies Basket
10. Romance Basket
11. Winter basket
12. Magazine & Book Basket
13. Games basket
14. Dinner basket
15. Boys Nerf basket
16. Movie Night Basket
17. Hockey Dad's Basket

- Players Draw
- Coaches Draw
- Team Managers Draw
- Program Draw
- Special Draw

It is easier if you print off all the player names, coaches names and team manager names and put those in the draw already for them.

NO ALCOHOL in any raffle baskets

NO LOTTERY trees as raffle baskets

NOMHA association will provide your tournament with programs that you can sell with your program draw. You will need to contact the tournament coordinator for NOMHA with the amount that you are needing, there is a procedure you will have to follow in order to get your tournament info in the programs. (Typically, the lower divisions have about 150 the higher divisions 75-100) It is a great keepsake it does have pictures of each team that attended the tournament. Please see under Forms/Procedures on the NOMHA website under [How to supply program Information to Wayside.](#)



## **Peel & Pay Raffle**

Only use peel & pay boards with a dollar value of \$200.00. There are 156 tickets available on each board. When applying for this particular type of raffle the ticket amounts to use are as follows for each board:

(Don't input the free tickets in the license application, it won't accept \$0, but for ticket ordering and printing, you will need to account for the free tickets)

11 tickets @ Free  
10 tickets @ .25  
10 tickets @ .50  
10 tickets @ .75  
25 tickets @ 1.00  
40 tickets @ 1.50  
50 tickets @ 2.00

Total 156 tickets per board for \$200.00 value in ticket sales.

If you are using more than one board, make sure to include the total ticket values for all the boards you plan to sell. Tickets used for this particular game need to have a space available for the seller to write in the amount the ticket was purchased for, after the price is uncovered on the board by the purchaser. The tickets also need to be numbered and have two parts to them, where the purchaser has a half to keep, and the other half is entered into the draw bucket. See attached samples. Again, no single prize can be worth more than \$500.00 in value, and whether it was donated or purchased, the cost must be kept track of for license purposes.

## **Loonie Stick Raffle**

**A loonie stick prize raffle is only allowed if the following procedures are followed.**

- \* The stick is purchased for a certain amount. You can do a left and right stick for two separate draws.
- \* Loonies are then taped onto the stick.
- \* There must be a pre-determined amount of loonies on the stick already.

When the license application is made, the cost of the stick, plus the predetermined amount of loonies included on the stick is the prize value. Under no circumstances should any extra loonies be added to the stick at all.

Only the amount applied for and approved in the application process can be used. If this procedure is not followed, the loonie stick prize is then considered not an acceptable item to raffle, and a license will not be issued.

**Example 1:**

Stick cost \$75.00

Loonies included on stick \$100.00

Total Prize Value \$175.00

**Example 2:**

Stick Cost \$50.00

Loonies included on stick \$50.00

Total Prize Value \$100.00

Tickets can then be sold for a maximum price of \$2 each for this prize. Again, depending on the length of your raffle, certain ticket criteria must be followed, so see attached ticket samples.

See if any businesses (Sun Valley Source for Sports) in Vernon will donate a hockey stick for your draw

**Important Information**

All individual teams wishing to hold any type of fundraising event, must apply and receive approval by the NOMHA Board. All non-gaming type of fundraising events must also be a sanctioned event approved by BC Hockey

You can contact risk manager for this at [riskmanager@nomha.com](mailto:riskmanager@nomha.com)

Examples of non-gaming type of fundraising events:

- \* Chocolate Bar Sales
- \* BBQ fundraiser
- \* Car Washes
- \* Sandbagging
- \* Firewood sales

Please note any type of off-ice team activity, whether its dry land training,

fundraising, team fun day or any other type of event that all team members are required to participate in, must be sanctioned by BC Hockey. Some events may not qualify for sanctioning, and if this is the case, they cannot take place.

Budgeting issues should be discussed with the parents at the beginning of the season to ensure that team expectations are reasonable. Determine what expenses cannot be avoided, what additional activities the team would like to participate in and their additional cost to the team and then, how the necessary funds will be raised and distributed. It is important to discuss up front what the expectation for expenses will be and how much the team fee will be.

Team parents will also pay team fees; it is the responsibility of the Manager to inform parents of these fees, as well as collect them. At the beginning of the season there should be a clear outline of:

- How much the fees are
- What will be covered and will not be covered by the fees
- Payment options
- Deadline for paying the fees and consequences for late payments
- Who to pay the fees to, and what team name to make cheques out to.

It is the responsibility of the team to collect all team fees owed by players. NOMHA will NOT assist in the collection of 'Team Fees'. Team fees are to pay for team clothing, tournaments the team attends, Items for fillers for baskets in tournaments, team functions/events, etc.

### **Responsibilities**

- During the tournament, you will need a float - you can use your team fees for this that you have collected from your team, ensure the float is available for the first shift each day and that cash is picked up on a regular basis and deposited at the end of each day. The float must be at the raffle table 15 minutes before the start of the first shift in the morning and must be picked up from the raffle table just prior to the end of the day. Ensure that cash box in never left unattended.
- Always double up when counting cash during the tournament.
- Ensure you have envelopes available to put money in after counted during tournament; both people count the money, put it in the envelope, fasten closed and then both people sign the envelope.
- Prepare tournament financial report following the tournament

- Create a master contact list with coaches and managers names and numbers with what team they belong to in case they are needed to be contacted at any time of the tournament.
- Attend tournament committee meetings to represent your team and communicate information back to your team.
- Sign-up volunteers from your team for the timekeeper, scorekeeper, music, 50/50 sales and raffle table. In the past teams have used a site called [Volunteersignup](#) designate one parent to set this up and create the schedule with the jobs needing to be filled divide the jobs up evenly between players each player then has the responsibility to have the jobs filled by whoever (mom, dad, uncle, aunt,)
- Participate in collecting items for player goody bags.
- Collect items donated for raffle baskets or purchase required items for team raffle baskets.
- Collect any donations provided for your tournament.
- If you are requesting any prize/raffle donations from businesses, set a deadline for contributions (approx. 2 weeks before the tournament)

\*\*\*\* There is a generic [Donation Letter](#) all made up you can find this form under FORMS AND PROCEDURES

**Do not ask businesses for donations unless you have a personal relationship with them. We are a tiny area we do not want to bombard a company a million times for donations. Also do not approach or ask for donations from sponsors of our new jerseys 2023/2024. See Attached list of those sponsors.**

- Make sure you have pinnies in case there is a discrepancy with jersey colors.
- Interpret and enforce tournament rules during the tournament.
- Collect game sheets and update the score board after each game – hand in all game sheets to the NOMHA tournament coordinator Sunday afternoon/evening
- Tournament coordinator will deal with any tournament protests that arise
- Deliver coach packages to the proper arena for their first game of the

- The tournament coordinator should be available by cell phone throughout the tournament to deal with issues as they arise. A list of cell phone numbers for all tournament committee members should be kept at the raffle table.

### Welcome packages/ Coaches Packages

- Rules
- Schedule
- Copy of Coach/Player conduct (found on website under Forms)
- **Tournament team standing sheet???**
- Collect any coupons being donated to be put in the Coaches Welcome Package so he/she can distribute them to their players.
- **MVP list for each team and/or an Unsung Hero (or Heart & Hustle Award) list as well. Coaches will name their own Unsung Hero (most sportsmanlike) and either the opposing Coach or Team's Head Coach will name the MVP**
- Email teams welcoming them to your tournament
- Provide information re: accommodations, the information can be found on our NOMHA website
- Inform the teams of your Program Draw, superb raffle table, Player's Draw, Coach's Draw and Team Manager's Draw. Also advise them if you are doing any Special Raffle Prizes
- Advise them if you are doing t-shirts or other items for your tournament that can be purchased by the players
- **U7 Initiation teams contact NOMHA tournament coordinator there is a generic welcome letter for our fun day you can use.**

### Posters

- Team posters: decide if your tournament will make any team banners/pennants for each team participating in your tournament or in the past we have asked visiting teams to make and bring their own posters and their team would be entered in a draw for a flat of Gatorade or pizza party.
- Make a poster showing the cost of all your tickets  
(This is only an example of prices)

Program Package.... \$20.00  
 Single ticket for Program Draw.....\$2.00  
 Loonie Stick Ticket.....\$2.00  
 Individual Raffle Ticket..... \$1.00  
 Special Draw Tickets....1 for \$2 or 3 for \$5

- Poster needed for Raffle table baskets to display the winning ticket number
- 50/50 poster is needed; include the amount of the win; game #, date & time and winner's name
- Thank you to Sponsors; the names of all the persons or businesses that have made donations to your tournament need to be identified on this poster
- A 32 X 40 tournament draw and the schematic score sheet needs to be put up there is one in the equipment room or office in Enderby that can be used
- You want tons of rules and schedules posted around your arena to make the guess work nonexistent for your visitors
- Dressing Room Door; put team names on a piece of paper with tournament logo and have it laminated so team can use them during tournament for their dressing room. It is nice if these Dressing Room signs can be put on the door of the team's change room for their first game and then they take them with them after for the rest of the tournament

### **T-Shirt/Toque Fundraiser**

- Decide if your tournament will be doing any fundraising by selling items that advertise your tournament it is advised to get one parent to get this all together and run.
- Confirm the cost for the item and then decide what you will charge players, ie. If printed product costs you \$12 to make you may want to sell for \$20 to make a profit.
- You will need your home teams orders in ASAP you can email the visiting teams and ask them for pre orders as well then you only have a small amount to sell at the tournament so your team is not buying things they may not sell PRE ORDERS ARE THE SIMPLEST!
- Advise the Team Managers that they will not be able to pick up their items until they are paid for; items should be kept behind main raffle table for pick up.

### **Medallions/Trophies**

NOMHA will be giving each tournament Medallions for the 1st & 2nd place team, each team player will get a medallion for 1st or 2nd place, no other teams will receive awards unless your tournament committee decides you would like to purchase medallions for the 3rd place team.

NOMHA tournament coordinator will get the medallions and bring them to your first day of your tournament.

At the end of each teams last game of the tournament for U7 & U9 there is a trophy that each team can get photos with on the ice.

For the U11- U18 age groups please take photo with the trophy. Also get copy of the winning teams roster so that they can be added to the trophy. Leave in office for the NOMHA Tournament coordinator.

### **Media/Photos**

**It is important for a manager and tournament coordinator to be aware when dealing with the media and team publicity. First and foremost, the Manager needs to respect the privacy of all team members and will need to obtain permission before publishing photos or information regarding any team member. A consent form is completed when registering players for hockey, there are parents who choose not to have their players photo taken.**

### **First Game Treats/ Goody Bags**

- Goodie bags for all the players should be given out after the first game.
- See if you can get coupons donated to put in the goody bags, you can approach McDonalds; Dairy Queen, Subway, Tim Hortons etc...
- Put any coupons that you receive into the Coaches Welcome Packages so the coach can then give them out to his team players.
- You will need approx. 180 bags per tournament.
- Drinks such as juice boxes, Gatorade or Powerade or some other type of drink.
- Granola bars, or other types of bars, fruit leather etc...
- You can put any give away gift items for players into the goody bags such as bookmarks, toothbrush, gum, candy, skate sharpening coupons, pencils, wristbands etc...
- Organize the parents on your team to stuff all the goody bags this is usually done the last practice before your tournament you get all your parents together to fill goody bags and wrap baskets and cut and finish up anything that needs to be completed.

- Obtain boxes (one for each team) there may be laundry baskets in the office that can also be used create labels for each box that includes:
  - o TeamName
  - o Head Coach Name
  - o First game (date/time/location)
  - o Number of players on the team
- Clearly label each box and put goody bags in the box for that specific team
- Deliver the Goody Bag Box to the locker room on the first day of the tournament before the first game.

### **MVP and Unsung Hero (Heart & Hustle )Awards**

- Decide how each player will be chosen ie. Coaches will name their own Unsung Hero & opposing Coach will name the MVP
- Players can only be picked once for an award in the tournament
- MVP forms should be in the Coach's Package
- Decide what you will use for your MVP award and for the Unsung Hero Award. Examples water bottles, toques, pucks, hats just to name a few.
- Decide who will hand out the MVP awards at the end of each game ie. Timekeeper or Refs

### **Game Sheets**

- Ensure coach/manager sign into the online e-scoresheet an hour prior to the game to verify game data and rosters. Get opposing team to sign off as well.

Hi Sport e-scoresheet Instructions –

Link to

Notes scratchpad

Instructions and demos located on the Hi Sport website

Game tablets are in safes at both the Armstrong and Enderby arenas. Ensure they are fully charged.



- Music etiquette includes: during warm-up, any pause in the game. Do not play music if a player is down or injured. Ensure that the music is appropriate to the age of children.

We Want everyone who comes to our home tournament to have fun, enjoy themselves and want to come back next year. If you have any questions, please contact your NOMHA tournament coordinator at anytime and they can assist you.

Have fun. Designate jobs to parents on your team do not be afraid to ask for help this is a big job but if you spread the workload, it can be very enjoyable and rewarding.

### **Feedback**

After your tournament, please provide a summary to the Tournament Coordinator [tournaments@nomha.com](mailto:tournaments@nomha.com), that they can include in their report to the Board of Directors. Include any areas where improvements can be made, and any positive or negative comments from volunteers and participating teams.

Please also let us know if there is anything that can be added or updated in our tournament manual.

Once again thank you for volunteering to be the tournament coordinator for your team.

### Tournament Coordinator Checklist

- Read tournament coordinator manual.
- Attending tournament coordinator meeting. At this meeting you will have to sign off that you have read this manual.
- Hold tournament meeting with parents. Introduce yourself, inform the parents when the tournament is and what is expected. Ask for others to volunteer to assist with portions of the tournament. Book the next tournament meeting. We suggest having meetings leading up to the tournament to ensure everyone is completing tasks they have been given.
- Throughout the season leading up to your tournament at practices have parents come down to the scoreboard to learn how to use the time clock and go over Hi Sport.
- Give out sponsor letter to parents to give out to only those they know for raffle items or other donations. Also **DO NOT** approach sponsors who have sponsored our new jerseys this 2023/2024 season. **There is an attached list of all jersey sponsors.**
- Choose a theme if you would like.
- Decide if you will presell shirts before the tournament.
- Once you receive the list of teams and contacts. Send an email requesting their HCR roster, team photo and logo for in the tournament book.
- Forward all rosters to the tournament coordinator of the association. Send team roster, team photo and logo to [vp@nomha.com](mailto:vp@nomha.com) to be put in the program.
- Allow 15 days before tournament for Applying for gaming licenses for 50/50, raffle baskets, etc
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**Tournament Planning Duties & Responsibilities**

Duty	Contact Person	Email/Phone#
1. Tournament Coordinator		
2. Raffle & 50/50 Licensing Application		
3. Posters/Decorations		
4. Tournament Tshirts		
5. Loonie Stick		
6. Raffle Items/Silent Auction		
7. Raffle Baskets		
8. Ticket Packages		
9. 50/50 Draws		
10. Volunteer Schedule		
11. Trophies/Medals	Sarah Blackwell	<a href="mailto:tournaments@nomha.com">tournaments@nomha.com</a>
12. Welcome Kits Players/coaches		
13. MVP/ Heart & Hustle		
14. Tablets-Ensure fully charged		
15. Coach/referee refreshment table		
16. Coaches packages		
17. Copy of tournament sanction information		

**Raffle Basket & Silent Auction List**

Raffle Description	Parent Name	Raffle or Silent Auction
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
11.		
12.		
13.		
14.		

Organization Name \_\_\_\_\_

Date: \_\_\_\_\_ Time of draw: \_\_\_\_\_

Event: \_\_\_\_\_ Licence # \_\_\_\_\_

**Ticket Reconciliation Control Sheet**

Seller's Name Or Place of Sale	Ticket Type by color or price	Finish Number	Start Number	Ticket Sold	Gross Sales	Unsold Tickets by series

Prize Winners Control Sheet

Winner's List Verification

Prize # (1st; 2nd 3 <sup>rd</sup> etc)	Serial # of winning ticket	Name of Winner	Address & Telephone number	Signature

Name and Signature of Volunteer # 1

Name and Signature of Volunteer # 2

\_\_\_\_\_

\_\_\_\_\_ Board Member

Organization Name \_\_\_\_\_

Date: \_\_\_\_\_ Time of draw: \_\_\_\_\_

Event: \_\_\_\_\_ Licence # \_\_\_\_\_

CASH COUNT for Seller or Place of Sale: \_\_\_\_\_

Cash		Total	
	X \$1.00		
	X \$2.00		
	X \$5.00		
	X \$ 10.00		
	X \$20.00		
	X \$50.00		
	coin		
Total Cash		\$ _____	
Cash over/short		\$ _____	
Less Float		\$ _____	
Cost of prizes		\$ _____	
Net Proceeds from Event		\$ _____	

Remitted by:

\_\_\_\_\_

Deposited by:

\_\_\_\_\_

Date Deposited:

\_\_\_\_\_

Note:

There should be one Cash Count Form for each seller listed in the Ticket Reconciliation Control Sheet