



TOURNAMENT GUIDELINES

Please use the following information for tournament planning as a guideline of the items you should be planning for hosting your tournament. Other associations love coming to our tournaments, this guide will help keep you organized. Our tournaments are also one of our major fundraisers, the funds we make off tournaments help to keep our registration fees lower than other associations.

Tournament Sanction/Permit # _____

Please select a tournament coordinator. This person will organize the tournament, reach out and select teams, host a parent meeting to decide tournament roles and be the main contact. Let the fundraising coordinator know who your tournament coordinator is at fundraising@west39hockey.com. **There is a MANDATORY meeting between the WMHA fundraising coordinator and the tournament coordinator.**

Financial Budgets Based on Single Team Tournament:

NOTE: Combined Facility Tournament Coordinators must meet with the fundraising coordinator to have tournament plans approved prior to booking teams. Each team involved must provide their plan at this meeting.

(Budgets come out of the team entry fees unless otherwise stated)

- Expectation for each hosting team is to organize an 8 team tournament: Each team receives a prize table budget of \$50/team coming to the tournament including the host team from WMHA. For an 8 team tournament the budget is \$400. This budget above is to be used for your prize table, whether you need some additional prizes or a major prize.
- Each family is responsible for donating the rest of the prizes and additions. The minimum requirement is \$75/child. This can be **donations** brought in at that value or cash/prize the family provides in that amount. Some teams pool all the cash together and have a “shopper” organizing the prizes.
- Each prize table could have 2-4 major prizes. Such as; electronics, Oilers hockey tickets, autographed memorabilia, or other items at a higher value. The rest of the items are minor prizes. Depending on how eager your team is, this could be 20-40 prizes.

- There is a budget for buying trophies, medals, swag items, bowling, food and so on. We like an average of approximately \$15/player for Initiation and Novice and \$13/player for Atom and up.
- For example, if you have a total of 100 players in the tournament then you can budget to spend \$1500 or \$1300 respectively. This includes metals/trophies; treat bags, MVP/Heart and Hustle, bowling, lunch coupons... Try to have some of these items donated or covered by the family contribution.
- Budget for MVP and Heart and Hustle is \$10/game. So, if you have 14 games, your budget is \$140. The maximum amount for this budget is 14 games or \$140. This will not cover both awards, but it will help towards it.
- Budget for paper, envelopes and crafty items to make posters, 50/50 boards and other is \$100.
- **Excess purchases above the approved budgets will not be covered by the association or tournament funds. Please stay within the budgets.**

Tournament Coordinator Requirements:

- Obtain a raffle license. Contact WMHA Fundraising Coordinator to obtain this license. She will require the date of the tournament, ticket colors, price of tickets and what they are for, a list of all prizes with a value and you must keep all winning tickets with the winner name and phone number. ***If there is no license, a tournament raffle table cannot happen. It would be considered illegal.***
- The Fundraising Coordinator will print off the license and drop it off at the tournament table prior to ticket sales. This licence must be at the raffle table at all times.
- Total number of tickets sold must be recorded along with that \$ value and emailed back to the Fundraising Coordinator for records.
- Please keep all sold tickets.
- Any ticket packs made must be labelled with numbers using computer print out and not handwritten.
- Tournament Rules and Schedule must be posted. Consider the lobby as the main posting area. Please record the scores of the games on this schedule.
- A budget summary must be given to the treasurer along with all receipts and all money raised at the tournament.
- Please have an early meeting to **assign jobs**. Some ideas are: shopper, posters, player board, ticket packs, programs, labels, sponsor list, and more. You may

want to choose a practice day to have a work bee and ensure you decorate your raffle table.

- Please ensure you create a coaches envelope: this can be emailed as well as a package for day one of the tournament. It should include a welcome letter, housekeeping instructions, rules and regulations with sanction number, tournament schedule and anything else you may have. Please see examples.
- Look into any teams that may need to provide you with a travel permit number to be written on their game sheets.
- Have all game sheets filled out prior to the start of the tournament. The tournament sanction number should be written in the game number spot.
- Ensure you have emailed the Referee Coordinator, to book refs for your games. refcoordinator@west39hockey.com
- A schedule should be made for working the raffle table.
- Contact the treasurer treasurer@west39hockey.com for the cash box and square if using. Once your tournament is over, contact the treasurer to meet to collect the cash box. Any money from the tournament can be deposited to your team account. Once the financial sheets are approved, the treasurer will pull the appropriate amount of money out of the team account.
- Ensure you make thank you cards for all the sponsors.
- Contact companies like hockey cards, photographers or others to come out to the tournament.
- Ensure you have a score book to stay at the time box. White copy stays in the book, yellow copy home team and pink copy to visitors. Also ensure the time box has your MVP and Heart and Hustle awards to hand out.
- **Hockey Alberta requires game sheets for the tournament to be electronically submitted. Please use this link as a guideline.**
[https://www.hockeyalberta.ca/uploads/source/Info%20Bulletins/2018-2019/1803-Electronic Game Sheets, Travel Permits & Blanket Permits.pdf](https://www.hockeyalberta.ca/uploads/source/Info%20Bulletins/2018-2019/1803-Electronic%20Game%20Sheets,%20Travel%20Permits%20&%20Blanket%20Permits.pdf)

Prize Tickets

Can have:

Major Tickets \$2 Tickets provided (or other \$ amount)

Minor Tickets \$1 Tickets provided (or other \$ amount)

Choose 2 or more items (must use different color of tickets)

Player Board \$2-\$10 value

Loonie stick \$2-\$5 value

Lotto Board \$2-\$10 value

West 39 Minor Hockey Association

Updated 2025

Door prize \$2
50/50 tickets or board
Liquor Basket **no consumption**
Surprise Basket showing value only
Other Ideas

Ticket Packs are \$20 and consist of:

A variety of major and minor tickets but no “deal”. For example if you have \$1 minor and \$2 major tickets, your \$20 pack must equal dollar value of tickets. 5 majors and 10 minors.

Tournament Fees

- U7: \$700 for 1 Day \$900 for 2 Day
- U9: \$1,100
- U11: \$1,300
- U13: \$1,400
- U15: \$1,600
- U18: \$1,700

Reward for working hard!! Team Funds

We would like to provide some incentive to the team members for hosting a tournament. Your team will receive a minimum of \$500 (or other higher amount WMHA decides) when they host a tournament with an expectation of 8 teams total. For teams sharing facilities, you must book a meeting with the fundraising coordinator to have your tournament plan approved prior to booking teams. This can be used towards your away tournament expenses. U18 and any team that does not host a tournament is excluded from this team fund. Additionally, if your team makes a profit (before ice and ref fees), your team will receive an additional 10% (minimum) of the profit.

- 1-Day: U7 and U9 must reach a profit of \$4500
- 2-Day: U7 and U9 must reach a profit of \$5500
- U11 must reach a profit of \$6000 or more
- U13 must reach a profit of \$7000 or more
- U15 must reach a profit of \$8000 or more

Example: If the profit line of your approved tournament financial sheet is \$7200.00; your U13 team receives the \$500 plus 10% which is \$720. A total of \$1220 towards your team. The \$500 is issued at the start of the season. The 10% comes after the financial

sheet has been approved once the tournament is over. If you do not reach your threshold, please contact the association and let us know why, the association will still consider team support.

Thresholds:

	When the following thresholds are met, the teams will receive the corresponding %.		
% Back to team	10%	12.5%	15%
U7/U9 threshold 1-day	\$4,500	\$5,625	\$6,750
U7/U9 threshold 2-day	\$5,500	\$6,875	\$8,250
U11 threshold	\$6,000	\$7,500	\$9,000
U13 threshold	\$7,000	\$8,750	\$10,500
U15 threshold	\$8,000	\$10,000	\$12,000

Other Information

All families must help with a role assigned by the tournament coordinator and work an appropriate amount of shifts during the tournament weekend.

Prize Table Shifts: Financial reporting will occur at the end of a shift so that the float can be counted by each volunteer prior to the start of shift. This is simply initialling all sales on the spreadsheet provided and putting the matching funds in an envelope that is sealed by the volunteer and labelled. Much like the end of a retail shift. Balancing cash with sales. This saves hours for the coordinator at the end of the night.

Photo copying, poster board and any supplies needed to make mini jerseys; hockey sticks or other crafts for each child are NOT covered.

Referee Room

- Post the rules and regulations along with the tournament schedule and referee schedule
- Consider providing water and snacks for the referee room. Also talk about a food voucher.

Time Keepers

- This is divided up by the parents OR
- You can pay time box workers. This is to be paid by the **parents** and not come out of the tournament fees. Each worker should be paid \$20 game and you must have 2 workers/game. Workers must not be minors.

Forms

- Please fill out the Tournament Financial Sheet and Tournament Control Summary as excel spreadsheets (provided for you)
- Return prize table tickets, names and numbers of winners as well.
- Please attach all receipts, invoices and any other data required to back up tournament expenses and income.
- This is to be sent to the Fundraising Coordinator within 3 weeks of tournament completion. The Fundraising Coordinator will ensure the package is complete and approved prior to giving it to the Treasurer.