



Casper Amateur Hockey Club Tournament planning

Tournaments are great a part of the hockey experience. It is an opportunity for players and teammates to use the skills they have developed while creating lasting memories and friendships. Games are typically scheduled late Friday afternoon through late Sunday morning. The Age Representative or Team Manager may be designated as the Tournament Director or a volunteer may take on this role. Regardless, there are many tasks and duties to delegate in order for the tournament to run smoothly, be enjoyable, and successful.

Annually, CAHC hosts the following:

- 8U division will host one House tournament (Jamboree) and one Developmental tournament. Revenue from these tournaments is used to offset 8U player fees who participate in these tournaments (registration, Developmental team practice costs, Developmental team travel costs, etc.).
- Each Travel Tournament Team will host one tournament (Squirt, Pee Wee and Bantam divisions). Revenue from these tournaments is used to offset Travel Tournament team player fees (registration, Travel Tournament team practice costs, Travel Tournament team travel costs, etc.).
- The High School/Midget division home tournament is called the Eddie McPherson Memorial tournament, which is hosted by the Eddie McPherson Memorial Foundation. However, division parents are expected to assist in organizing and running the tournament. The Foundation pays for all the expenses associated with the tournament and receives all the revenue. Following the tournament, the Foundation allocates a portion of the proceeds from the tournament back to the High School/Midget division (the amount of which and how it is allocated is decided by the Foundation).

Tournament Director

- The Tournament Director is responsible for the overall running of the tournament.
- The Board will finalize CAHC tournament dates annually prior to the August meeting and revise the tournament application for respective dates. Contact the Scheduling and Events chairperson if you need a copy or for more information.
- The Club Registrar sanctions all CAHC hosted tournaments for the season (this is a USA Hockey requirement). Each tournament is assigned a sanction number; visiting teams may need this number if they are travelling to Casper from out-of-state.
- Advertise your tournament at least four months in advance so that teams are aware of it and can make plans to attend. This can be accomplished by:
 - Emailing the tournament flyer to area teams.
 - Getting contacts from the previous year's Age Representative/Team Managers.
 - Contact a Communications Committee member for ideas or suggestions of where to advertise. The Communications Committee will distribute the CAHC Tournament applications once revised for the current season to the Wyoming Hockey and Northern Plains District websites, in addition to the Clubs that typically come to CAHC hosted tournaments.
- Plan team meeting with parents to organize committees (detailed below) and appoint chairpersons.
- Send acceptance emails and information (schedule, rules, hotel information, etc.) to visiting teams
- Host hotel information can be found on www.casperhockey.com.
- Contact Finance Committee for information regarding current product sponsorships (i.e. Pepsi often donates product annually, etc.).

During tournament:

- Be present the entire time tournament is running and players (including hour in advance of daily first game start)
- Manage check in table and credentials check.

- Post the score of games on the poster in the arena lobby.

Organizing Committees

- Parents may either volunteer for a committee of their choice or they may be assigned to a committee.

Tournament committees will consist of:

- Raffle Committee
- Hospitality Room
- Puck Toss
- Scoreboard/Penalty Box
- Program
- Awards
- Souvenir Table
- Tournament Rules/Check in Table-Team Manager responsibility
- Get a chairperson for each committee and ask for volunteers to help acquire what is needed. You will need volunteers to help run all aspects of your tournament. Provide sign-up sheets with time slots far in advance of the tournament you know what time slots for each area are full and where you need extra help. It is a good idea to get your volunteers signed up before the actual game schedule is released as you typically have people who want to volunteer when their child is playing, but not for the rest of the tournament. You will need people there from before the first game starts until after the last game ends all weekend long.

Committee Duties & Responsibilities

Raffle Committee

- This committee will work on getting items together for the raffle tables. Items can be donated for raffle baskets, or all parents can be required to donate money and the committee purchases items for the raffle baskets. Example of raffle basket ideas include: boy's toy basket, art supply basket, girl's toy basket, mom's basket, men's car cleaning basket, gift card tree, silver dollars on a hockey stick, etc.
- Volunteer shifts work well at the raffle tables with two (2) hour time slots scheduled.
- Typically two-three long tables are needed for the raffle items and tables/chairs should be requested a few days in advance from the CIA front desk staff. There are black, rectangular tablecloths in the Equipment room to use for these tables.
- Start up money will be needed for the raffle table. There are cash boxes and bags in the Equipment room that can be used at this table during the tournament. Revenue monies should be counted at the end of each day and handed in to the Tournament Director.
- Raffle tickets will be needed; there may be some left over tickets in the Equipment room that can be used.
- Loan of wheeled carts from CIA can be requested to store the raffle items over night or during the day between morning and afternoon sessions.
- In-kind Contribution Receipts can be provided to businesses providing items for the raffle table. These are duplicate (2-part) forms that can be found in the filing cabinet in the Equipment room. We are required to keep a copy (bottom, yellow part) of the form for income tax purposes. Please hand them into the Tournament Director to be submitted to the CAHC Treasurer.

Hospitality Room

- This committee is in charge of setting up/taking down the hospitality room (skybox) and organizing all the food items to be served.
- Although the skybox should be booked for the mornings of the tournament, it is a good idea to confirm the booking with the CIA. The Hospitality room is open 45-60 minutes before the start of the first morning game and is closed at 10:00am on tournament days (Saturday/Sunday).

- Two to four people are needed for set-up and take-down each day, with a couple of volunteers needed to manage the Hospitality room during the time it is open.
- Popular food items include: go-gurts, fruit, granola bars, donuts, cinnamon rolls, Gatorade, juice, etc.).
- CAHC provides utensils, plates, cups, napkins, coffee/tea, creamer, sugar, etc.
- CAHC also provides \$150/per tournament to assist with purchasing food items for the Hospitality room. Receipts for items purchased need to be submitted to the CAHC Treasurer the week following the tournament for reimbursement.
- There is an urn coffee pot that can be set up the night before and put on a timer (provided and set to start two hours prior to start of Hospitality room the following morning) to have coffee ready upon arrival in the morning. Or, there is a Bunn coffee maker that can be used to make coffee consistently throughout the morning.
- Leftover non-perishable food items from Saturday can be stored in the Equipment room. Perishable items can usually be stored in the CIA fridge in the kitchen if the staffs are asked nicely.
- Food donations can be requested from local bakeries, restaurants, etc. If you would like information on who to request donations from, please contact a member of the Fundraising and Equipment Committee.

Puck Toss

- This committee will organize families to work each game in order for the puck toss to take place. The puck toss involves selling pucks: One for \$1 or 6 pucks for \$5. Between the 2nd and 3rd period of the hockey game, an orange cone is placed at center ice (referees help out with this) and the Announcer asks everyone who purchased pucks to toss their pucks towards the cone. Whomever has the closest puck to the cone wins 50% of the money collected for that game, with the remaining 50% going to the hosting team as profit.
- Older kids love to help with this and sell pucks in the stands. This increases your profit as not everyone will come and buy one from the puck toss table that should be set up in the lobby by the raffle table. Typically a small table is used for the puck toss sales table and the table/chairs should be requested a few days in advance from the CIA front desk staff.
- Puck toss supplies (orange pucks and pails, puck toss sheets and clipboards) can be found in the Equipment room. Extra puck toss sheets can be found in the filing cabinet in the Equipment room. Revenue monies from each game should be kept separate, placed in an envelope, and handed in to the Tournament Director.
- Start up money will be needed for the puck toss table. There are cash boxes and bags in the Equipment room that can be used at this table during the tournament.

Score box/penalty box

- This committee is in charge of getting parents to keep score on the score sheet, run the scoreboard, announce, play music, and work the penalty box at each game of the tournament (usually one home team parent is needed to man the home team penalty box; visiting teams can be requested to provide their own penalty box attendant).
- Online Pointstreak online statistics recording is not used currently for tournaments.
- USA Hockey score sheets (4-part forms) can be found in the CAHC mailbox under the CIA lobby counter. Prepare score sheets in advance by using team roster labels or completing roster section in ink, completing date and time of game, etc. Extra score sheets can be found in the filing cabinet in the Equipment room. Following tournament games, a copy of the score sheet should be given to each head coach, the referee, and the Tournament Director to keep until after the conclusion of the tournament (score sheets then have to be submitted to the CAHC Pointstreak representative).

Program

- This committee will be in charge of putting together a program. An electronic version of the tournament program needs to be created and distributed for each tournament. CAHC receives grant money from

the Casper Convention and Visitors Bureau, which the Club then allocates a portion to each hosting tournament team. The Casper Convention and Visitors Bureau logo is required to be on each tournament program (the CAHC Treasurer has to submit a hard copy of each program to be compliant with the grant application follow up).

- There also must be a CAHC Sponsor page included in the program (details will be provided to the Team Managers by the Finance Committee).
- Other items that should be included in the program: team rosters listing team name, player's names and respective jersey number; team picture (optional as some teams don't get team pictures); tournament rules; game schedule and pool bracket; and ads (optional to sell ads).
- Ads can be sold to help raise funds to offset tournament expenses, but current CAHC sponsors should not be solicited. Program ad forms can be mailed to visiting teams for individual player ad sales as well.
- Ad costs: ¼ page \$25; ½ page \$50; full page \$100.
- Ad sales receipts: There is a 2-part receipt form to provide to those who purchase an ad. These are duplicate (2-part) forms that can be found in the filing cabinet in the Equipment room. We are required to keep a copy (bottom, yellow part) of the form for income tax purposes. Please hand them into the Tournament Director to be submitted to the CAHC Treasurer.
- Currently, CAHC is sponsored in part by Atlas Reproductions who provides copying, etc., at a significantly reduced cost. Tournament programs need to be completed in advance with a deadline of submission to Atlas Reproductions on or before the Monday prior to the tournament. If this deadline is met, Atlas Reproductions will ensure that the programs are copied and delivered to CIA on or before the Friday of the tournament (CAHC will be directly billed). It is suggested that if hard copies are to be provided, that approximately 50 copies should be sufficient.
- Although an electronic version of the program is required, hard copies are not although it is nice to have some hard copies available. However, to keep costs low it is recommended that the program also be shared electronically with visiting Team Managers so they can distribute the program in advance to their team members.

Tournament Rules/Check in Table –

- Tournament rules need to be shared electronically to the teams attending your tournament far in advance of the tournament and again when they arrive. These should be posted around the arena and included in the program.
- The Team Manager or Age Representative(s) will check in each team at the Check in Table to make sure the credentials are USA hockey compliant and present:
- Players-USA Hockey certified roster, USA Hockey Consent to Treat completed forms for each rostered player, USA Hockey Code of Conduct completed for each rostered player.
- Coaches- all coaches on the bench must be on the roster and be current with listed credentials.
- No admission is to be charged to any CAHC tournaments.

Awards/Welcome bags

- This committee is in charge of deciding and acquiring all awards for the tournament. The awards can range from trophies or medals for the 1st, 2nd, and 3rd place team to participation medals for everyone. The number of awards given and budget is at the discretion of this committee and the Tournament Director.
- Individual awards can also be given (hat trick, play maker, shut out, MVP (most valuable player from each team for each game decided by opposing coaching staffs)). Often pins are given out for these awards or trophies/medals are used from the excess supply box in the Equipment room (new engraving plates can be purchased and engraved from Peden's).
- Welcome bags can be handed out. The Convention and Visitors Bureau will provide bags to hand out with information about the City of Casper. Items often added to the player Welcome bags: Gatorade or water bottle, granola bar, etc. (these are often donated by families or sponsors). Other items teams

have purchased in the past to include in the player Welcome bag: tournament t-shirt, hat, skate towels, etc.

Souvenir Table

- This committee is in charge of designing a tournament logo for t-shirts/ sweatshirts, and organizing volunteers to work at the table, which sells souvenirs (pins, mini sticks, pucks, clothing, vinyl clings, etc.).
- The hosting team will receive 50% of all profits made at the table (souvenir items are marked up 50%, i.e. an item with a \$2 cost will be sold at \$3 with \$1 profit, with \$.50 going to the hosting team and \$.50 going to the Club).
- It is beneficial to have a training session before the tournament so volunteers feel comfortable with using the hot press machine.
- Sales sheets need to be completed for every sale so that all sales can be tracked. Extra sales sheets can be found in the filing cabinet in the Equipment room.
- Start up money will be needed for the souvenir table. There are cash boxes and bags in the Equipment room that can be used at this table during the tournament. Revenue monies should be counted at the end of each day and handed in to the Tournament Director. Cash, checks payable to CAHC, and Intuit (VISA, MasterCard, Discover) payments are accepted.

Tournament Schedule

- The schedule needs to show: the game times, teams playing per game, and designations for home and away teams.
- Contact CAHC Ice Scheduler to get the designated ice times ASAP (the game slots that will be filled with the teams – home and away). The number of teams participating will determine how much ice your tournament will need. If you have any questions about scheduling, the please contact the Scheduler.
- Typically, we use the same length of time slots as is used in WAHL games (i.e. Squirt 60 minutes, Pee Wee 75 minutes, Bantam 90 minutes, HS/Midget 120 minutes). 8U games are typically scheduled for 40 minutes. Make sure you have included all the teams in your tournament and that no team is playing another more than once.
- The Championship round will be shown as seeds until you know who is playing who and for what position.
- Allow at least 15 minutes of extra ice time following championship games for award distribution, picture taking, etc. For State Finals, 30 minutes should be allowed following the final Championship game to ensure adequate time for tie breakers, etc.
- Make sure you email a copy of the completed schedule to the Team manager of the teams attending your tournament, as well as your team's parents and coaches.
- Email a copy of the final schedule to CAHC Ice Scheduler and to the Referee Scheduler for your respective division (contact information at www.casperhockey.com under the Referee menu and Scheduler submenu).

Tournament Brackets

- The bracket shows the teams, the scores of the games, and how many points each team earned for that game.
- The bracket can be made out of poster board or on a spreadsheet and shall be posted in the lobby area of the ice arena (can also be printed by Atlas Reproductions).
- The brackets show the wins/losses of each team and the points they have earned for these. The following is an example:

	TEAM A	TEAM B	TEAM C
TEAM A		/	/
TEAM B	/		/
TEAM C	/	/	
TOTAL POINTS.			

Win: 2 Points
 Loss: 0 Points
 Tie: 1 Point each
 Shut Out: 3 Points

Total two teams with highest points play for 1st and 2nd, next highest is 3rd and 4th, etc.

WAHL State Finals Tournaments

WAHL State bids need to be submitted usually on or before November 1 of the current season. The bid maybe completed by the Club President or a divisional Team Manager.

In addition to all of the responsibilities listed above, here is a listing of the expectations towards hosting a State Finals Tournament:

- The Anthem should be played for the first game of the tournament and for each championship game hosted. Preferably, the anthem would be sung or played live rather than a recorded version.
- Announcing of player rosters and game details (goals, penalties, etc.) should be done for all games. If hosting a High School or Girls State Finals, High School Seniors should be recognized during first game played and again during championship games.
- Music should be played during game warm-up time and during stoppages of play.
- Scorekeeping: Pointstreak and hard copies of score sheets must be kept for all games as with regular season WAHL games.
- Apparel sales: clothing items bearing a designed State finals logo should be sold for the hosted State finals. The apparel can be pre-sold through an online store (Bush-Wells) with purchased items distributed at the event, and some additional items on hand to sell during the event.
- Hospitality room provided as with regular CAHC hosted tournaments.
- Awards-Medals to be provided for all team members for teams who place 1st, 2nd and 3rd place in each competitive level of the State finals.
- Event photographer should be invited to be in attendance to take and sell action photos of the tournament.
- Program Ad sales-Program Ads can be sold as per regular CAHC hosted tournaments. The Program ad form can be emailed to visiting Team Managers in advance and posted on the website to generate income from visiting teams through business ads, player ads, etc.
- For High School/Midget and Girls State, there should be acknowledgement of Seniors from each Club in the State tournament program. The CAHC Senior Letter request form that is used for CAHC Senior Night can be used for that purpose.
- Medical personnel (trainer) need to be in attendance during State Finals.
- Drinks (bottled water) should be provided for players in the locker rooms and for the referees.
- Any other items included in the State bid submission need to be followed through to ensure eligibility to host future State Finals.