

MLAHA Home Tournament Coordinator Handbook

The Role

Each MLAHA home tournament will have a designated **Tournament Coordinator**. This position is worth **10 volunteer hours**.

The Tournament Coordinator is the point person for the details that turn a weekend of hockey games into a fun, organized home tournament.

You are **not expected to do everything yourself**. Your job is to plan, communicate, delegate, and make sure the pieces are in place before tournament weekend.

If the Tournament Coordinator position is not filled, these responsibilities will fall to the **Team Manager**.

Tournament Coordinator Responsibilities

Tournament Atmosphere

Plan the little touches that make the tournament feel like an event rather than just another weekend at the rink.

This may include:

- Welcome and directional signage
- Tournament or hockey-themed decorations
- Team welcome signs
- Championship or game-day touches
- Music or other atmosphere ideas
- Other simple additions that make the weekend fun and memorable

This does **not** need to be elaborate or expensive. Use what we have, recruit help when needed, and keep it manageable.

Special Concessions

Work with the **Concessions Manager** to determine whether the tournament will offer any special food or concession items.

Do not purchase or promise special concession items without coordinating with the Concessions Manager first.

Raffle Baskets

Coordinate with your team's parents to collect donations for tournament raffle baskets.

The Tournament Coordinator should:

- Communicate what donations are needed
- Organize donated items
- Make sure baskets are assembled and ready before the tournament
- Coordinate any additional raffle ideas as needed

Raffle Supplies

MLAHA has basic raffle supplies available for tournament use:

- A **white cash box** for raffle money is located in the cupboard in the concession stand.
- **Raffle tickets, raffle signage, and tablecloths** are located in the closet at the top of the stairs.

Please return reusable supplies to their proper locations at the end of the tournament.

Extra Activities & Team Fundraising

Work with your **Team Manager** to decide whether your team would like to offer any extra activities or fundraising opportunities during the tournament.

These are completely **optional**. You do not need additional activities or fundraisers to have a successful tournament.

If your team chooses to do something extra, it can be a fun way to add to the tournament atmosphere while raising money for your team.

Excess funds earned during your home tournament will go to your team's bonding fund.

When considering an additional fundraiser or activity:

- Discuss the idea with your Team Manager before making plans.
- Consider the space, cost, supplies, supervision, and volunteers required.
- Communicate any additional volunteer needs to the Volunteer Coordinator.
- Coordinate with the Concessions Manager if the fundraiser involves food or beverages.
- Keep it manageable. A simple, well-run idea is better than something complicated that creates extra stress.

The Tournament Coordinator does not need to personally run every activity or fundraiser. Work with your Team Manager and team parents to divide responsibilities.

Tournament Supplies & Signage

Basic tournament supplies are stored at the rink.

The **closet at the top of the stairs** contains:

- Raffle tickets
- Raffle signage
- Tablecloths
- Apparel pickup signs

Use the available signage and supplies where appropriate or feel free to create your own signage to match the theme or vibe you're going for.

Before the first games of the tournament, make sure necessary signs are displayed and families can easily find raffles, apparel pickup, concessions, and other tournament areas.

At the end of the tournament, return reusable signs and supplies to the closet.

Tournament Board, GameSheet & Game Schedule

The Tournament Coordinator is responsible for making sure the tournament is ready to go in **GameSheet** and for keeping the **tournament board updated throughout the weekend**.

GameSheet iPads

Before the first game of the tournament, make sure the scorekeeper iPads are logged into the correct tournament in GameSheet and that the tournament games are available.

GameSheet iPad Access Code: `ipad-mlahat-afkw`

The same access code is used for **all MLAHA tournaments and from year to year**, so old tournament games may still appear on the iPads.

Before the tournament begins:

- Log the iPads into GameSheet using the access code above.
- Confirm that the current tournament games appear.
- Make sure the iPads are ready for the first scheduled games.

Doing this before the tournament starts helps avoid GameSheet issues immediately before puck drop.

Tournament Board

Keep the tournament board updated throughout the weekend. This includes:

- Updating game scores as games are completed
- Keeping upcoming games and matchups current
- Updating the board as teams advance through the tournament
- Making sure championship game information is accurate

As tournament results determine the championship matchup, communicate with the **Tournament Director** so the championship game schedule and teams can be updated in **GameSheet**.

Don't wait until championship game time to sort this out. Keep the board updated as the tournament progresses and communicate the final matchup as soon as it is determined.

Volunteer Coordination

Normal game and tournament volunteer shifts will be handled through MLAHA's usual volunteer process.

If your tournament plans create **additional volunteer needs**, communicate those needs to the **Volunteer Coordinator as early as possible**.

This includes additional help needed for:

- Special concessions (eg: grilling pork chops, etc)
- Extra activities or fundraisers
- Any tournament-specific job beyond normal game operations

Do not independently create or promise volunteer-hour shifts. Work with the Volunteer Coordinator so hours and signups can be tracked correctly.

Monitor Tournament Signups

As tournament weekend approaches, regularly check the volunteer signup to make sure shifts are being filled.

If holes remain:

1. Communicate with your team parents and encourage them to sign up.
2. Reach out for help before tournament weekend whenever possible.
3. Be prepared to help fill an uncovered role if necessary to keep the tournament running smoothly.

Being Tournament Coordinator does **not** mean you are automatically expected to work every empty shift. The goal is to catch problems early, recruit help, and prevent unfilled positions from becoming tournament-day emergencies.

Who You'll Work With

Good communication is the biggest part of this position.

Team Manager

Work together on team communication, optional fundraising and activities, and delegation to team parents. Coordinate requests so parents aren't receiving duplicate or conflicting information.

Concessions Manager

Coordinate all special concession food, additional concession needs, and tournament-specific plans involving the concession stand.

Volunteer Coordinator

Communicate any volunteer needs beyond normal game staffing and make sure adequate coverage is available for concessions, raffle tables, activities, setup, cleanup, or other tournament needs.

Tournament Director

Communicate tournament results and championship matchups as needed so GameSheet and the championship game schedule can be updated.

Team Parents

Recruit help, request raffle basket donations, share tournament plans, and delegate manageable tasks.

You don't need to hold formal meetings or create complicated planning documents. A few timely messages and a clear plan go a long way.

Tournament Coordinator Timeline

3–4 Weeks Before

- Connect with the Team Manager.
- Connect with the Concessions Manager.
- Decide on the general tournament atmosphere and decor.
- Determine whether you'd like any special concessions.
- Discuss optional tournament fundraisers with the Team Manager.
- Decide whether you'd like any extra activities.
- Begin planning raffle baskets.
- Ask team parents for raffle basket donations.

- Identify anything that may require additional volunteers.

1-2 Weeks Before

- Follow up on raffle basket donations.
- Confirm special concession plans with the Concessions Manager.
- Finalize plans for any optional fundraisers or activities.
- Communicate additional volunteer needs to the Volunteer Coordinator.
- Gather or prepare signage and decorations.
- Delegate tournament tasks to team parents as needed.

Week of the Tournament

- Make sure raffle baskets are complete.
- Confirm decorations and signage are ready.
- Check volunteer signups for open shifts.
- Recruit team parents for remaining openings when necessary.
- Confirm final details with the Team Manager, Concessions Manager, and Volunteer Coordinator.
- Make sure supplies for any extra activities or fundraisers are ready.
- Check the tournament supplies in the upstairs closet.
- Locate the white raffle cash box in the concession stand.
- Make sure you understand the tournament bracket/schedule and how the tournament board will need to be updated.

Tournament Weekend

Before Games Begin

- Put necessary tournament signage in place.
- Set up decorations.
- Make sure the raffle area is ready with the cash box, tickets, signage, and tablecloth.
- Put out apparel pickup signage if needed.
- Make sure special activities or fundraisers are ready.
- Check that scheduled volunteer positions are covered.
- Make sure the tournament board is current and ready for the first games.
- Log the scorekeeper iPads into the tournament in GameSheet using access code `ipad-mlahat-afkw`.
- Confirm the current tournament games are showing on the iPads.
- Delete old tournament games from the iPads if necessary.
- Make sure GameSheet is ready to go before the first puck drop.

Throughout the Tournament

- Keep the tournament board updated with scores and upcoming games.
- Update matchups as teams advance.
- Monitor volunteer coverage and help find replacements for unexpected openings.
- Check that raffle and tournament areas remain organized.

- Troubleshoot small issues as they arise.
- Communicate problems to the appropriate person.

Championship Games

- Determine championship matchups based on tournament results.
- Update the tournament board.
- Communicate the championship matchup to the **Tournament Director** so GameSheet can be updated.
- Confirm the championship game information is correct in GameSheet before the game begins.

At the End of the Tournament

- Make sure reusable raffle supplies, signs, and tablecloths are returned to the upstairs closet.
- Return the white raffle cash box to the concession stand cupboard.
- Make sure tournament areas are cleaned up.
- Remove decorations and temporary signage.
- Make sure any remaining tournament-related items are put away.

You are the point person, not the entire workforce. Ask for help and delegate whenever possible.

The Goal

A great home tournament doesn't need to be elaborate.

Players should feel like they're playing in something special. Visiting families should be able to find their way around and enjoy the weekend. Concessions and raffles should be organized. Scores and schedules should be easy to follow. Volunteer needs should be covered. And the tournament should run without anyone scrambling to figure everything out at the last minute.

Some teams may choose to keep things simple. Others may want to add activities, special food, or fundraisers. Either is perfectly fine.

Plan the details. Communicate early. Delegate. Keep an eye on the weekend.

The goal isn't perfection. It's a fun, organized tournament that our players, families, and visitors enjoy.