MOOSE LAKE AREA REBELS

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 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.

FUNDRAISING & TEAM BONDING FUNDS

Each team is allocated a set amount of money for team bonding activities. Fundraising during the team's home tournament is intended to replenish those funds.

Once the team's allocated bonding funds have been replenished, any additional money raised will go toward the team's bonding fund.

Due to gambling regulations, **MLAHA can no longer hold our traditional basket raffles.** Teams are encouraged to explore other fundraising opportunities.

FUNDRAISING OPTIONS

Potential fundraising opportunities include:

- **50/50 Raffles:** The Gambling Manager may coordinate authorized 50/50 raffles for select tournaments, with teams assisting in ticket sales and the drawing held at the brewery. Availability will be determined by the Gambling Manager.
- **Chuck-a-Duck:** An interactive game of skill where participants purchase ducks and attempt to land them closest to a designated target.
- **Silent Auctions**: Collect donated items or experiences for attendees to bid on, with the highest bidder purchasing each item.
- **Special Concessions:** Additional food items sold during the tournament, with proceeds benefiting the hosting team. All special concessions must be coordinated with the Concessions Manager prior to the tournament.
- **Other Fundraisers:** Teams are welcome to suggest creative fundraising ideas involving games of skill or the sale of goods or services.

Team-organized fundraisers must involve a game of skill or the sale of goods or services, not games of chance. The only exception is gambling activities specifically coordinated and authorized through MLAHA's Gambling Manager, such as an approved 50/50 raffle.

EXTRA ACTIVITIES

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

These are completely optional. You do not need additional activities 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 and create a memorable experience for players and families.

When considering an additional 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 it 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. Work with your Team Manager and team parents to divide responsibilities.

TOURNAMENT SUPPLIES & SIGNAGE

Basic tournament and fundraising supplies are **located in the closet at the top of the stairs at FNB Arena**, including:

- Cash boxes
- Tablecloths
- Chuck-a-Duck ducks
- Apparel pickup signs
- Other reusable signage and supplies

Use available signage or create your own to match your tournament's theme. Coordinators may also organize welcome signs or locker room signs for participating teams, but team-specific signage is optional.

Before games begin, make sure families can easily locate apparel pickup, concessions, fundraising activities, and other tournament areas.

If starting cash or change is needed for fundraising, **notify the Tournament Director as early as possible** so it can be arranged.

Return all reusable supplies to their designated locations in the closet after the tournament.

TROPHIES, APPAREL, & PROGRAMS

The **Tournament Director** will order tournament trophies, and the **Webmaster** will coordinate tournament apparel and programs.

Trophies, apparel, and programs will be placed in the back of the concession stand before the tournament. The Tournament Coordinator should locate these items and ensure they are ready for distribution before games begin.

GAMES & SCORING

The **Tournament Director** will send the tournament bracket prior to the tournament and populate the games on the tournament page of the MLAHA website. The tournament page will also include a **GameSheet widget** for schedules, scores, and results.

GAMESHEET IPADS

Before the first game, make sure the scorekeeper iPads are logged into the tournament and the correct games are showing.

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

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

Before games begin:

- Log the iPads into GameSheet.
- Confirm the current tournament games are available.
- Delete old tournament games if necessary.

TOURNAMENT BOARD

Use the bracket provided by the Tournament Director to keep the tournament board updated throughout the weekend with:

- Completed game scores
- Upcoming games and matchups
- Teams advancing through the tournament
- Championship matchups

Keep the board updated as games are completed so players and families can easily follow the tournament throughout the weekend.

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 VOLUNTEER SIGN-UPS

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

Work with the Tournament Director for tournament information, questions, and support. They will handle the schedule, GameSheet setup, trophies, and other tournament logistics.

TEAM PARENTS

Recruit help, 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.
- Decide on the general tournament atmosphere and decor.
- Discuss fundraising options with the Team Manager and begin planning.
- Check whether a 50/50 raffle will be available through the Gambling Manager.
- Determine whether you'd like any special concessions and, if so, coordinate with the Concessions Manager.
- Decide whether you'd like any extra activities.
- Identify anything that may require additional volunteers.

1-2 WEEKS BEFORE

- Confirm special concession plans with the Concessions Manager, if applicable.
- Finalize plans for fundraisers and any optional activities.
- Gather necessary fundraising supplies or donations.
- Request starting cash or change from the Tournament Director, if needed.
- Communicate additional volunteer needs to the Volunteer Coordinator.
- Gather or prepare signage and decorations.
- Delegate tournament tasks to team parents as needed.

WEEK OF TOURNAMENT

- 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 (if applicable), and Volunteer Coordinator.
- Make sure supplies for fundraisers and any extra activities are ready.
- Check tournament supplies in the upstairs closet.
- 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.
- Set up fundraising areas and make sure necessary supplies are ready.
- Put out apparel pickup signage if needed.
- Make sure any extra activities 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 TOURNAMENT

- Keep the tournament board updated with scores and upcoming games.
- Monitor volunteer coverage and help fill unexpected openings.
- Make sure fundraising activities are running smoothly.
- Be available to help with questions or issues that arise throughout the tournament.

CHAMPIONSHIP GAMES

- Update the tournament board as championship matchups are determined.
- Confirm championship game information is correct in GameSheet. Contact the Tournament Director if corrections are needed.
- Ensure trophies are handed out following championship games. This can be handled by the book or clock volunteer.

AT THE END OF THE TOURNAMENT

- Return all reusable tournament supplies and equipment to their designated storage locations.
- Remove all decorations and temporary signage.
- Make sure all tournament areas are cleaned up and anything not normally in place is put away or disposed of appropriately.

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.