



**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.

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.

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.

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.

TROPHIES, APPAREL, & SIGNAGE

The **Tournament Director** will handle ordering tournament trophies.

The **Webmaster** will handle organizing the tournament apparel order and programs.

Trophies, apparel, and programs will be placed in the back of the concession stand prior to the start of the tournament. The Tournament Coordinator should make sure these items are located and ready for use or pickup before games begin.

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

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
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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, 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 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 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

- Update the tournament board as championship matchups are determined.
- Confirm championship game information is correct in **GameSheet**.
- Contact the **Tournament Director** if any errors or discrepancies need to be corrected.

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.