

Iron Range Hockey Association
Tournament Sales and Coordinator Procedure

SALES

- Solicit donations by mail to local businesses for ads in our tournament booklets
- Collect monies for ads; get monies to treasurer
- Submit ad copy to printing company
- Follow up with phone calls to businesses that were contacted by mail that didn't respond

COORDINATOR

Flyers: Make flyer w/tournament dates & fees once tournaments have been sanctioned
Distribute flyers to all associations in UP
Distribute flyers to coaches to bring with them to games
Email flyers to schedulers @ other associations

Teams: Contact teams to come play & fill our tournaments
Collect team rosters
Collect monies for tournament fees and get them to treasurer
Email teams tournament info, schedules, tournament rules.

T-shirts Find competitive pricing for T-shirts
 Work with team level to design T-shirts
 Order T-shirts
 Pick up T-shirts and bring them to team director on that level to distribute

Schedules: Set game schedule
 Email game schedule to IRHA Scheduler to confirm with City
 Get schedule to head of timekeepers/referees so these can be filled
 Email schedule to all teams
 Submit schedule to printing company to be printed in tournament books

Tournament Books: Collect and submit rosters and schedule to printing company
 Proof copy from printer
 Order and pick up printed tournament books; get to rink

Trophies: Order 1st and 2nd place team trophies
 Pick up trophies and get to rink before first game so they can be displayed

Misc: -Get a tournament director for each level ASAP
 -Let team director at each level know how much money they have to work with – meals, goodie bags, etc.
 -Distribute tournament jobs list to the tournament director, as there are certain jobs that must be done and included on the board.
 -Prepare sign in sheets for players at each level for tournament check-in.

-Make sure supplies for tournament are available for the tournament weekend: yellow jackets, extra pins in case of same color jersey, 50/50 stuff, baskets, concession well stocked (work w/head of concessions), make sure laptop @ the rink for the music, etc.

-Post tournament dates, forms, rules, contact info on the IRHA website.

-Be familiar with the rules for our tournament – if there is a question – you will need to know how to explain who, what, when and why.

Finalize: -At end of tournament you will receive instructions from MAHA to submit rosters of teams that played in the tournament. You will need their numbers from their rosters; this will be submitted to the President of IRHA who will do the finalization.

-Send follow-up emails to all teams thanking them for coming to our tournament

Bridget Uren
5/8/2010

Tournament Jobs

* Tournaments are what make money for our organization and help to keep our costs down. Please remember that the teams traveling are coming long distances, and paying a good deal of money to have a good time. Let's make them feel welcome with a great tournament atmosphere, so that they may return in years to come! This is YOUR tournament too, and we want your group to decide how to best outfit your tournament☺

1. Decorating: People that sign up for this job can decide the best time to do this. Thurs. night or Fri. morning. Duties are to hang the posters, decorations, and pack the team "loot bags" with folded t-shirts, programs, etc. Also, put up the signs around the concession area informing people of the special meal deals.

2. Posters/Pins: Posters should be hung up around the lobby. We need some type of decoration for each team with the team name, player names & numbers, and the coaches names. Reflect the team's colors if possible. They need to be ready to be hung up by Thursday for the decorators. (ex. Jerseys/ skates/ posters/mother's pins) as decided by your group.

3. Greeter: This job is to welcome our guests & check each team into the tourney. You can give each team their "loot bags", tshirts, programs etc. at this time. Inform them of the "meal" your tournament is providing. Also, have the coaches sign each of their scoresheets at this time. Need to have coaches numbers on sheets.

4. Concession: The concession stand needs to be opened at least 1 hr before our first game, and kept open for each game. Get the popcorn, pretzels, hotdogs, coffee etc. going. Turn the machines on, as there will be huge crowds of hungry people.

5. Announcer/Music: Your job is to announce the goals and assists for each game, and to keep the music going. Music is one of the most important parts of the "tournament atmosphere". Play the National Anthem before the first game on Friday. Announce the players and coaches of Sundays games only. If you are unsure of the pronunciation of a name, don't be afraid to ask the coach.

6. Yellow Jacket: You are in charge of crowd control and answering any questions people may have. If you don't know the answer, direct them to the tourney directors, who should be able to help. Any problems with the fans, get the arena employee to escort them out. (job may be combined with 50/50 when parent numbers are low)

7. 50/50: You are selling our 50/50 tickets. This is a progressive jackpot to be done during **1.** Friday games, **2.** Saturday AM games, and **3.** Saturday PM games. 3 drawings total. The bucket/tickets are in the concession stand. After you are done selling, count & split the money in half and place them in 2 envelopes. On the envelopes, sign it, date it and place the time and the amount on the outside. Place 1 in the red lock box in the concession area. Keep one for the winner. You can announce the winning ticket number during the 3rd period of the last game of each 50/50 time period. Place the winning ticket number on a sign posted near the concession area for unclaimed prizes. This job can be combined with yellow jacket, but tickets have to be sold if you combine these jobs.

8. Penalty Box: We only need to work the penalty box for the Negaunee Teams. Someone must work the penalty box, however if you are lucky enough to have extra coaches, they may be able to provide this extra person to eliminate a few jobs from your board.

9. Hospitality Room Workers: The hospitality room will be open from (Example: 6-8 Fri & 8-10 Sat) You decide the times for your meal or meals. The first set of workers will prepare your room ½ hour before, and then refill or pick up the room as necessary. The end set of workers will be responsible to make sure the room gets cleaned up. Make sure you sweep and mop the floor.

10. Sunday Clean-up: Arena should look cleaner than when we arrived! Concession stand needs to be cleaned thoroughly. If we pick up all weekend, this chore shouldn't be so bad on Sunday. Trash needs to be taken out, floors need to be swept and mopped and ready by 3:00. There are birthday parties in the hospitality room during open skate on Sunday and the room needs to be spotless and ready to go. Thank you!

11. Money: Your tournament has been allotted 50\$ per team entered to cover the costs of a mandatory hot meal of your choice (pizza, breakfast, etc) and whatever your group feels your tournament needs to be successful (decorations, pins, medals, loot). Keep all receipts for the Treasurer. Parents are not to be asked for any more money unless approved by the board.

12. Tournament Director: Your job is to keep things running smoothly. Run the board sign up (keep in mind that it is nice to let the coaches choose jobs first as they have sacrificed much of their time to our children), answer questions, keep tournament on time, keep the standings board up to date. Can be split with other people.