

Raiders Tournament Hosting Manual



Basic Tournament Planning Steps:

1. Secure a Tournament Coordinator

Establish who the Team Tournament Coordinator will be. This will be an approved team level volunteer position. Any further positions regarding tournaments, are not.

2. Secure Tournament Ice

This can be done by being selected for the Raiders Tournament Draw, or checking with other arenas in / outside of the Calgary area.

3. Create a Tournament Budget

This may be done in conjunction with your treasurer. The budget would include items such as; ice costs, officials, awards, swag, medals, printing, etc. The entry fee would be determined based on the completed budget.

4. Post & Sanction your Tournament

Through the sanctioning process, your tournament should appear on the Hockey Calgary website.

5. Review Hockey Calgary Tournament Rules

The Hockey Calgary Tournament FAQ can be found [HERE](#)



Planning a Tournament - Step by Step

Step 1: Secure Ice

Securing ice is the responsibility of the hosting team. You will need to search for ice on their own by contacting arenas directly. When securing ice; ensure the ice times fall within the appropriate 'curfew times' for your specific age group, and that they are not too late. For a typical 4-team 'round robin' tournament format, you need to secure a total of eight (8) ice times. Please refer to the chart below → as an example:

GAME	HOME		VISITOR	ARENA	DATE	START	END
1	B1	vs.	B2	CRS4	NOV 25	5:45 PM	7:00 PM
2	B3	vs.	B4	CRS4	NOV 25	7:15 PM	8:30 PM
3	B3	vs.	B1	CRS1	NOV 26	10:00 AM	11:15 AM
4	B4	vs.	B2	CRS1	NOV 26	11:30 AM	12:45 PM
5	B2	vs.	B3	CRS4	NOV 26	2:30 PM	3:45 PM
6	B4	vs.	B1	CRS4	NOV 26	4:00 PM	5:15 PM
7	3 rd in Round Robin	vs.	4 th in Round Robin	CRS1	NOV 27	11:00 AM	12:15 PM
8	1 st in Round Robin	vs.	2 nd in Round Robin	CRS1	NOV 27	12:30 PM	1:45 PM

Step 2: Create your Budget

The tournament entry fee covers the expenses of the tournament, in order to minimize any cost to the host team. Make sure that the invited teams are aware of what is included in the tournament fees to avoid any potential disappointments. Expenses when hosting can include, but not limited to: Ice, Officials, Snacks & Drinks, Heart/Hustle, Medals, and any other 'swag' items. Be sure to create/establish the tournament budget BEFORE setting the entry fee.



Step 3: Sample Budget

Revenue		
Team Entry Fee (3 x \$1800)	\$	5,400.00
Program Advertising	\$	500.00
Donation(s)	\$	300.00
Silent Auction Table	\$	500.00
Raffle 50/50 (host team's share)	\$	500.00
Cash Call to create Silent Auction Baskets (16 families x \$20 per)	\$	320.00
Total Revenue	\$	7,520.00
Expenses		
Ice Cost (varies by arena)	\$	2,200.00
Referees (varies by age group)	\$	600.00
SWAG (72 players @ \$15 per)	\$	1,080.00
Snack & Drink (\$1.50 per player x 4 games)	\$	432.00
Programs (10 pages @ \$0.50 per page, 75 programs)	\$	375.00
Medals, MVP	\$	720.00
Misc.	\$	100.00
Total Expenses	\$	5,507.00
Potential Profit	\$	2,013.00

Step 4: Tournament Sanction

ALL tournaments MUST be properly sanctioned through Hockey Calgary. Follow the prompts by Hockey Calgary after clicking on the link:
[Tournament Sanction Request](#)

Step 5: Team Selection

When it comes to Calgary teams, Coaches will typically have a good idea how the compatibility may be, and teams can invite teams accordingly. A 'top' team from the Division below, or the 'bottom' team from the division above, could also potentially compete with the teams in your tournament. When hosting, having competitive teams; makes for a more enjoyable experience overall, for everyone involved.



Step 6: Medals & Swag

Determine what you will order for the swag and medals. The Raiders Hockey logo is NOT to be used without PRIOR approval. As such, the tournament should have its own branding and logo. Donation procurement would be part of this process too. Please note: Raiders Hockey Club is a Not-for-Profit, not a Charitable Organization and therefore can NOT issue tax receipts. Teams can however issue an acknowledgment to the company in the program.

Step 7: Establish Tournament Rules

EXAMPLE:

Regulations: All games will be played in accordance with the Rules and Regulations; set forth by Hockey Calgary.

Tournament Format & Points: All teams are guaranteed 3 Round Robin games. During Round Robin play, teams will receive 2 points for a win, 1 point for a tie and 0 for a loss. There will be a final for first and second placed teams and third and fourth placed teams; after Round Robin play

Step 7 Cont: Additional Rules

Additional Items to consider when writing your Tournament Rules

Include:

Tie Breakers (in games and in Standings)

Game Format and Timing

Final Games

Overtime and Shootouts (keep in mind your ice permit)

Step 8: Organize Team Volunteers

Establish team roles for the tournament to ensure things run smoothly.

Some Roles that may be needed include:

Host/Hostess

Swag/snack Refiller

Raffle Table supervisor

Scorekeeper/Time keeper/ DJ



Planning the Tournament as a Team

Tournaments double as team fundraisers. As such, the **ENTIRE TEAM** should be involved when planning and executing a tournament. Each family should help in some capacity to tackle the following responsibilities:

Tournament Rules:

Confirm the tournament rules with the Head Coach. Ensure that the rules are in the program and sent to the invited teams in the tournament package. Ensure game lengths and rules are in the box for quick reference.

Program Design & Printing:

Welcome Letter, address / map(s), schedules, team rosters, team logos, rules and point system, ads etc. can all be included in program designing.

Invite & Confirm Teams:

When inviting teams, be sure to include deadline for submitting their registration form AND payment. Provide a welcome Letter, schedules, team rosters, team logos, and rules and point systems.

Fundraising During Tournament:

This is optional. If a team is going to organize these options, teams **MUST** ensure ALL proper AGLC licensing is completed. Click For more information on [AGLC requirements](#)



Updating the Tournament Page:

Log into your Hockey Calgary Tournament Organizer page. From here, you will update your teams and build the schedule. This will then be your guide for when you enter game sheets after each game.

Game Sheet Preparation:

Prepare game sheets in advance of the tournament. Collect printed labels for the game sheets in advance. Ensure teams know to provide their game sheets labels upon check-in, for the entire tournament.

Paying Referees:

Officials are NOT to be at the tournament. Local assignors will invoice the team in advance, prior to the tournament. For Raiders Tournament Ice Packages, the Ice Coordinator will contact teams regarding payment of officials.

Submitting Game Sheets:

All official game sheets **MUST BE ENTERED** on the Hockey Calgary website within 24-hours of the completion of the tournament. This is typically done through the **TOURNAMENT ORGANIZER USER ACCOUNT** that is created when the Tournament Sanction Form is submitted.

Don't Forget:

Even though you are planning the tournament, you will still have to log into your **TEAM** account on Hockey Calgary and click **PLAY IN A TOURNAMENT**.

