

# Running a tournament in Carleton Place

Aside from the specifics discussed in this tournament guide (arena policy, ODMHA rules, fees, and lottery license requirements), the tournament planning can be as simple or elaborate as you want.

## ***Tournament dates***

At the beginning of the season, you are given a tournament date that has been sanctioned by the ODMHA and it gets listed on the ODMHA website (<http://www.odmha.on.ca/>).

If your team decides to cancel the tournament, you must notify the following people in writing at least **six weeks** before the tournament date: Gay Wilson ([ice@cpmhaca](mailto:ice@cpmhaca)), Ron Boyle ([president@cpmhaca](mailto:president@cpmhaca)) and Joanne Henderson ([cparena@trytel.com](mailto:cparena@trytel.com)).

By default, the team's coach is listed as the contact for your tournament. If you would like to change the contact information, please advise Kate Isaac ([secretary@cpmhaca](mailto:secretary@cpmhaca)).

## ***Early-season planning***

With the tournament date posted on the ODMHA web site, many teams will contact you directly to apply. You'll need to have the following information ready:

- Location of the tournament registration form (CPMHA web site)
- Fee for your tournament (see section on *Tournament fees and costs*)
- Deadline for entry and payment
- General format for the tournament (See section on *Format and rules considerations*)
- Whether or not body contact is allowed

You may find you need to advertise your tournament by sending emails to contacts in the league. Use the LCMHL list for your level (usually provided to coaches and managers) and look for contacts from association websites listed on the District 4 website ([district4.ca](http://district4.ca)).

## ***Tournament fees and costs***

Each team sets the fee for their tournament. Generally the fee is determined by comparison with other, similar tournaments. The fee you set should also consider the costs associated with running a tournament.

This season's tournament costs are listed below:

Item and Description	Amount																																												
<p><b>Ice rental</b></p> <ul style="list-style-type: none"> <li>- For a typical tournament, you have 11 hours of ice, therefore the cost would be 11 hours X \$94.25 = \$1,036.75</li> <li>- Initiation level has 6 hours of ice rental which = \$565.50</li> <li>- <b>Note:</b> when planning your tournament game schedule, please refer to the ice time allotted for your tournament as there could be one hour of ice in the middle reserved for public skating.</li> <li>- You will receive an invoice mid-way through the season from CPMHA with respect to ice rental, league and sanction fees.</li> </ul>	\$94.25/hr																																												
<p><b>Referee and Linesmen scheduling fee</b></p> <ul style="list-style-type: none"> <li>- Refer to the section on <i>Referee and Linesmen scheduling and payment</i> for details on how to schedule and pay the officials.</li> </ul>	\$20.00																																												
<p><b>Referee and Linesmen costs for one-hour games:</b></p> <table border="1" data-bbox="259 814 954 1390"> <thead> <tr> <th>Level</th> <th>Ref</th> <th>Linesmen</th> <th>Total/Game</th> </tr> </thead> <tbody> <tr> <td>Novice House</td> <td style="text-align: center;">\$ -</td> <td style="text-align: center;">\$14.00</td> <td style="text-align: center;">\$28.00</td> </tr> <tr> <td>Atom House</td> <td style="text-align: center;">\$ -</td> <td style="text-align: center;">\$17.00</td> <td style="text-align: center;">\$34.00</td> </tr> <tr> <td>Atom Rep</td> <td style="text-align: center;">\$18.00</td> <td style="text-align: center;">\$15.00</td> <td style="text-align: center;">\$48.00</td> </tr> <tr> <td>Peewee House</td> <td style="text-align: center;">\$20.00</td> <td style="text-align: center;">\$16.00</td> <td style="text-align: center;">\$52.00</td> </tr> <tr> <td>Peewee Rep</td> <td style="text-align: center;">\$21.00</td> <td style="text-align: center;">\$16.00</td> <td style="text-align: center;">\$53.00</td> </tr> <tr> <td>Bantam House</td> <td style="text-align: center;">\$22.00</td> <td style="text-align: center;">\$17.00</td> <td style="text-align: center;">\$56.00</td> </tr> <tr> <td>Bantam Rep</td> <td style="text-align: center;">\$23.00</td> <td style="text-align: center;">\$17.00</td> <td style="text-align: center;">\$57.00</td> </tr> <tr> <td>Midget House</td> <td style="text-align: center;">\$25.00</td> <td style="text-align: center;">\$19.00</td> <td style="text-align: center;">\$63.00</td> </tr> <tr> <td>Midget Rep</td> <td style="text-align: center;">\$26.00</td> <td style="text-align: center;">\$19.00</td> <td style="text-align: center;">\$64.00</td> </tr> <tr> <td>Juvenile</td> <td style="text-align: center;">\$30.00</td> <td style="text-align: center;">\$21.00</td> <td style="text-align: center;">\$72.00</td> </tr> </tbody> </table>	Level	Ref	Linesmen	Total/Game	Novice House	\$ -	\$14.00	\$28.00	Atom House	\$ -	\$17.00	\$34.00	Atom Rep	\$18.00	\$15.00	\$48.00	Peewee House	\$20.00	\$16.00	\$52.00	Peewee Rep	\$21.00	\$16.00	\$53.00	Bantam House	\$22.00	\$17.00	\$56.00	Bantam Rep	\$23.00	\$17.00	\$57.00	Midget House	\$25.00	\$19.00	\$63.00	Midget Rep	\$26.00	\$19.00	\$64.00	Juvenile	\$30.00	\$21.00	\$72.00	(see chart)
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<p><b>League fees</b></p> <ul style="list-style-type: none"> <li>- League fees must be paid whether you have your tournament or not; they are listed in this guide because teams often pay the fees out of tournament revenues.</li> <li>- You will receive an invoice mid-way through the season from CPMHA with respect to ice rental, league and sanction fees.</li> </ul>	\$100.00																																												
<p><b>Tournament sanction fees</b></p> <ul style="list-style-type: none"> <li>- No sanction fees are applied at Initiation level</li> <li>- You will receive an invoice mid-way through the season from CPMHA with respect to ice rental, league and sanction fees.</li> </ul>	\$80.00																																												

## ***Format and rules considerations***

The most common tournament format is the A/B pool format which ends up with a championship final as well as a consolation final. This works very well with eight teams.

Tournament games generally follow ODMHA rules, although you may determine specific exceptions to ensure that the schedule goes smoothly. Some of these exceptions include:

- Game length and use of stop time and/or run time
- Handling of tie games (overtime can cause delays)

As a courtesy to visiting teams, try to schedule local teams earlier in the day.

Send the schedule (and rules, optionally) to participating teams at least a few weeks before the tournament date.

## ***Awards and gifts***

- In a typical A/B tournament format, teams often order large A and B side trophies and individual trophies for A champions, A finalists, B champions and B finalists. (For each award, it is recommended that you order enough for the largest team.)
- Player of the game awards (optional; if you choose to award players for each game, ensure that you factor the presentation time into your schedule)
- Participant gifts (optional) – some memento ideas from past tournaments: medallions, cheer sticks, mini hockey sticks, pucks and loot bags.

## ***Arena facilities***

The following are some elements to consider with respect to use of the arena:

- You can book the arena boardroom (call the arena to book the room for the day) for teams to store equipment or for use as TV/sitting area for families (TV rental is extra and see the arena policy regarding food in the boardroom).
- The arena has a tournament whiteboard (in the A/B pool format) that is available for use; just ask for it!
- If you have CDs with good hockey music, make arrangements to get the keys to the sound room. Some simple rules to follow please: keep volume reasonable, no music during game play or when any player is injured on the ice, and no music with profane or vulgar lyrics. Ensure that the room is locked at all times when it's vacant.
- Determine in advance whether you would like to manage the dressing room keys or have teams get/return their own.
- Ask arena staff about beverage and hot dog deals for tournaments.

Appended to this tournament is a user policy for the arena. Please read it carefully, and return a signed copy to the arena two weeks prior to your tournament.

## ***Referee and linesmen scheduling and payment***

John McNamee schedules the officials for tournaments ([jkmcnamee@hotmail.com](mailto:jkmcnamee@hotmail.com) or 613-257-2371). All teams that are hosting a tournament must call John to let him know the details of their tournament and to arrange the \$20 payment for scheduling.

Cash after each game is the method of payment for the officials. Prepare an envelope for each game, with money in appropriate denominations to allow the proper allotment to each official. Your tournament manager or a team representative goes to the referee's room after each game to get the game sheet and they can leave the envelopes with the refs/linesman.

## ***Fundraising***

Fundraising (optional) – a tournament is a terrific opportunity to run fundraising initiatives. Some ideas from past tournaments: raffle tables, 50/50 draws, \$100 square, loonie or toonie stick, coupon stick, and gift raffles.

In advance of your tournament, prepare a detailed report with fundraising information, leaving space for the results. Our lottery license requires that we track the following information:

- Name and approximate value of every prize item (raffle table items, hockey stick used for a toonie stick draw, raffle prizes, etc.)
- Number of draws held
- How many tickets were printed/sold for each draw, and the cost for those tickets
- Names of prize winners

## ***Tournament day***

- Ensure that at least some people arrive early to set up (tables are available in the arena boardroom).
- Post the lottery license (will be provided before your tournament) in a visible spot.
- Ensure that you have timekeepers and/or scorekeepers scheduled for each game.
- Game sheets (10 will be provided for each tournament) must be filled out, although the league does not require a copy unless a suspension is incurred.
- At the end of your tournament, fill out and sign the lottery report form (along with attached fundraising information), and deliver the reports and lottery license to the CPMHA president's mailbox in the arena lobby before leaving.