



RICHMOND JETS MINOR HOCKEY ASSOCIATION

TOURNAMENT POLICY

A. TOURNAMENTS

1. RJMHA Tournament Participation

- a. Each RJMHA team within a Division in which RJMHA is hosting a tournament will be required to:
 - i. participate in Association hosted tournaments designated by the Board of Directors as set out in Section 1, (c) below ;
 - ii. delegate two parent representatives to the Tournament Committee which they are participating in; and
 - iii. provide such volunteers and prizes as requested by the Tournament Committee.
- b. If an RJMHA team participates in two RJMHA tournaments, their tournament fees will be reduced by 50% for each tournament, contingent on the Team fulfilling its responsibilities as set out in Section 1, a, iii above.
- c. Required Tournament Participation:
 - i. U15 - Bantam and U18 - Midget Rep teams are required to participate in the Bantam/Midget International Tournament
 - ii. U11 -Atom and U13 - Peewee Rep A1/A2 teams are required to participate in the Ice Breaker "A" Tournament
 - iii. U11- Atom and U13 - Peewee Rep A3/A4 teams are required to participate in the Spring Classic Tournament
 - iv. Half of U11- Atom – U18-Midget House (C) Teams are required to participate in the Ice Breaker Tournament
 - v. Half of the U11-Atom – U18-Midget House Teams are required to participate in the former RMHA tournaments (Winter and Spring Classic).

2. Permission to Enter

- a. Teams wishing to enter tournaments in addition to than those outlined in Section 1, (c) above, require the following:
 - i. approval by 75% of player parent(s) or guardian(s);
 - ii. approval of the Tournament Director or designate
 - ii. permission from the applicable PCAHA League Manager; and
 - iii. permission from BC Hockey for tournament games being played outside of BC.
 - iv. notification be made to the Division Manager

- b. All tournament requests will be submitted to the Tournament Director. If the team is in good standing (e.g., all rostered team officials are approved or pending approval, HCSP ePACT invitations have been accepted, and all Tournament obligations as per Section 1 above are accepted), the Tournament Director may approve. If a team is not in good standing, the matter will be referred to the Division Manager and/or the Board of Directors.

3. Tournament Committees

- a. The Tournament Director is authorized to establish a Tournament Committee for each Tournament held.
 - i. The appointment of the Tournament Committee Chairperson will be subject to approval by the RJMHA Board.
 - ii. The Tournament Committee Chairperson will be accountable to the Tournament Director.
 - iii. The Director of Tournaments will also assist in the formation of a Tournament Committee responsible for running each RJMHA hosted tournament.
- b. The Tournament Committee shall do all their banking through the Association accounts by submitting their receipts for deposit and their expenses for payment to the Treasurer.
- c. Tournament Committee has the following responsibilities which may be delegated by the Chair to the members of the Tournament Committee:
 - i. Obtaining tournament sanctions
 - ii. Providing “keeper trophies” and/or perpetual trophies for the trophy cabinet
 - iii. Mailing applications
 - iv. Setting fees
 - v. Establishing volunteer deposits, if any, for RJMHA teams
 - vi. Setting Tournament format and rules
 - vii. Budgeting, substantially in the form of the template attached at Appendix A , including:
 - accounting for the costs of RJMHA non-coach contractors working on the Tournament
 - accounting for incremental costs incurred by the Association for accounting services or out of pocket expenses (i.e. postage).
 - viii. Registration services
 - ix. Ice scheduling
 - x. Verification of participant teams eligibility

- xv. Paying Referee fees
 - xii. Establishing volunteer schedules
 - xiii. Program development and advertising
 - xiv. Referee Assignment
 - xv. Applying for gaming license (50 or Raffle) in the name of the Association and submit the Post Event Report (within 90 days of event) to the BC Gaming office, as appropriate
 - xvi. Uploading the Tournament Schedule to Spordle in a timely manner
 - xvii. Tournament Committees may recommend to the RJMHA Board that Tournament surpluses, if any, be applied to a specific purpose within RJMHA upon submission of their Tournament financial report.
- d. For U13 Divisions and below, it is recommended that the Tournament's Referee Assignor schedules on-ice officials working tournaments a maximum of five (5) games per day, no more than three of which are as referee. It is suggested that if more than three of these games are scheduled for refereeing, an appropriate rest be allowed for between games. Where possible, on-ice officials should receive a minimum one-hour rest between any three consecutive games.

4. Association Responsibilities

- a. All costs associated with teams entering tournaments are those of the team and not of the Association.

5. Team Responsibilities

- a. Teams are responsible for the following expenses of coaches
 - i. Travel costs for non-parent coaches as follows:
 - For travel by ferries, the team will pay for one vehicle and up to 3 ferry admissions for the coaching staff
 - For travel by airlines, the team will fund up to 2 full fare airline tickets for locations further than a 5 hour drive. However, it is expected the lowest price airline ticket will be purchased. As a guide, all nonparent coaches will received 100% funding. Total funding for any combination of non-parent coaches will not exceed 2 full fare airline tickets. .
 - For travel by personal vehicle, mileage at a rate of 40 cents per kilometer.

ii. Accommodations for non-parent coaches as follows:

- 1-2 hired/volunteer coaches will have 1 standard room paid for by the team
- 3-4 hired/volunteer coaches will have 2 standard rooms paid for by the team
- If two hired/volunteer coaches want their own rooms, then each coach may be reimbursed 50% of the cost of a standard room by the team.

iii. A food allowance of \$30 per day for up to 4 non-parent/volunteer coaches.

- b. Individual parents and players will have the option to determine how they travel to a tournament. For clarity, no parent or player may be forced to travel by bus.

Appendix A - Tournament Budget Template						
			Budget	Actual		
	REVENUE					
1	50/50		\$0.00	\$0.00		
2	Hosting Grant		\$0.00	\$0.00		
3	Hotel Room Commission		\$0.00	\$0.00		
4	Raffle		\$0.00	\$0.00		
5	Sponsorship		\$0.00	\$0.00		
6	Team Registration		\$0.00	\$0.00		
7	Uncategorized Income		\$0.00	\$0.00		
	TOTAL INCOME		\$0.00	\$0.00		
	EXPENSES					
8	BC Hockey Fee		\$0.00	\$0.00		
9	First Aid		\$0.00	\$0.00		
10	Gaming License		\$0.00	\$0.00		
11	Giveaways		\$0.00	\$0.00		
12	Ice Rental		\$0.00	\$0.00		
13	Office		\$0.00	\$0.00		
14	Referees		\$0.00	\$0.00		
15	Scorekeepers/Timekeepers		\$0.00	\$0.00		
16	Trophies & Medals		\$0.00	\$0.00		
17	Uncategorized Expenses		\$0.00	\$0.00		
	TOTAL EXPENSES		\$0.00	\$0.00		
	NET REVENUE		\$0.00	\$0.00		

BUDGET WORKSHEET - REVENUE						
1	50-50 Draw					\$0.00
2	Hosting Grant					\$0.00
3	Hotel Room Commission					\$0.00
	<i>Hotels</i>			<i>Amount</i>		
	Sandman Hotels (_ teams)			\$0.00		
	Holiday Inn Express (_ teams)			\$0.00		
	Sheraton Hotel (_ teams)			\$0.00		
	Hilton Hotel (_ teams)			\$0.00		
	Marriot Hotel (_ teams)			\$0.00		
	River Rock (_ teams)			\$0.00		
	Accent Inn (_ teams)			\$0.00		
4	Raffle					\$0.00
5	Sponsorship (List Sponsors)					\$0.00
6	Team Registration					\$0.00
		<i># of Teams</i>	<i>Fee</i>	<i>Amount</i>		
	Atom A1/2	0.00	\$0.00	\$0.00		
	Peewee A1/2	0.00	\$0.00	\$0.00		
	Bantam A1/2	0.00	\$0.00	\$0.00		
	Midget A1/2	0.00	\$0.00	\$0.00		
7	Uncategorized Income					\$0.00
BUDGET WORKSHEET - EXPENSES						
8	BC Hockey					\$0.00
	Tournament fee			\$0.00		
	Team Charges	<i># of Teams</i>	<i>Fee</i>	<i>Amount</i>		
	US team fee	0.00	\$0.00	\$0.00		
	Out of BC team fee	0.00	\$0.00	\$0.00		
9	First Aid					\$0.00
	Donation/Fee for Service			\$0.00		
	Food			\$0.00		
10	Gaming License					\$0.00
11	Giveaways					\$0.00
	Insert Description of Item 1			\$0.00		
	Insert Description of Item 2			\$0.00		
	Insert Description of Item 3			\$0.00		

	Insert Description of Item 4			\$0.00		
12	Ice Rental					\$200.00
	<i>Tournament fee</i>			\$200.00		
	Ice Rental	<i># of hrs</i>	<i>Hourly fee</i>	<i>Amount</i>		
		0.00	\$0.00	\$0.00		
13	Office					\$0.00
	Staff			\$0.00		
	Walkie Talkies			\$0.00		
	Photocopying			\$0.00		
	Food			\$0.00		
	50/50 & Raffle Expenses			\$0.00		
14	Referees					\$0.00
	Food and drinks			\$400.00		
	Referee fees	<i># of games</i>	<i>Ref/Lm Fee</i>	<i>Amount</i>		
	Insert Division (e.g Atom A1)	0.00	\$0.00	\$0.00		
	Insert Division (e.g PW A2)	0.00	\$0.00	\$0.00		
	Insert Division (e.g Bant A1)	0.00	\$0.00	\$0.00		
	Insert Division (e.g Midg A2)	0.00	\$0.00	\$0.00		
14	Scorekeepers/Timekeepers					\$0.00
		<i># of games</i>	<i>Game fee</i>	<i>Amount</i>		
	Teams	0.00	\$0.00	\$0.00		
	Member volunteers	0.00	\$0.00	\$0.00		
15	Trophies and Medals (e.g. ___ medals x \$__ + __ plaques x \$__)					\$0.00
16	Uncategorized expenses					\$0.00