



Tournament Rep Job Description

1. Sanction the Tournament on the Hockey Calgary website
2. Enter the ice schedule into your Hockey Calgary tournament account
3. Fill the tournament with teams.
 - A tournament email is provided where interested teams will express their interest. (you are welcome to use your personal email or create one)
 - You will email interested teams a registration form and collect the registration fees. Form posted on KHC website.
4. Attend Tournament Meetings hosted by KHC Board Member
5. Choose Awards Package - award options will be provided.
6. You will be responsible to communicate all information to the host and invited teams.
7. Enter tournament draw into your Hockey Calgary tournament account
8. Running the tournaments.
 - Few Days prior to tournament send out a Welcome Package
 - Set up the tourney, game sheets, heart and hustle awards, standing poster, raffle table if needed.
 - Enter Game Sheets into Hockey Calgary Tournament account.
 - Report any Suspensions to League Chair
 - Running the tournament – See Tournament Instructions listed below.



KHC Tournament Instructions

1. Ensure game sheets are completed and verified 15 minutes prior to each game.
2. Take the game sheet to the Time Keepers Box after it has been verified.
3. Make sure all games have 1 Time Keeper and 1 Score keeper and 1 person for each penalty box.
4. Game Times
 - a. 60 Minute Game are: 15 min, 15min and 12-minute periods.
 - b. 75 Minute Games are: 15 min, 15 min, 15-minute periods
 - c. The clock will drop to 2 minutes when there is 5 minutes left in the scheduled ice time. This includes the finals so there is time to present the awards after the game.
 - d. Only the Championship (A Finals) will have a shootout in the event of a tie after regulation
5. Give the Time Keeper or Score Keeper the Heart and Hustle Award for both the home and away teams. Coaches are to pick the H&H awards for their own team.
6. Collect and file the white copy of the game sheet after each game. Game sheets now only have a white and yellow copy. You must keep the white copy to enter into the HC Tournament account. If teams want a copy you can give 1 team the yellow copy and photo copy the white one and give to one of the teams. There is a photo copier in the office at Cardel and in the Tournament Room at Lake Bonavista.
7. Write the score for each game on the Standings poster, in the lobby.
8. Enter game sheets for all games on the Hockey Calgary tournament website
9. Contact your League Chair right away if there are any suspensions
10. For the Championship Game (A Finals) if there is time, present the winning team with the Stanley Cup for a team Photo. If not, enough time allow them to take in the dressing room for a few minutes for a team photo.

Note: the trophy is to be collected after all games and returned to the MHA Office

11. Make sure the Officials sign the game sheet prior to leaving the arena. You do not have to pay the officials. They will be paid by cheque through Central Zone.
12. Make sure your team manager has a copy of the Hockey Calgary Rule book.
13. If you are hosting a raffle of silent auction let Lisa Rosier know at ice@knightshc.ca, she will book you tables at the facility you are hosting.
14. Most importantly have FUN!!!