

ALL PARENTS – PLEASE LOOK AT POSITIONS THAT NEED TO BE FILLED IN ORDER TO HAVE A SUCCESSFUL HOCKEY TOURNAMENT.

POSITION	DESCRIPTION	<i>ATOM DIVISION</i> NAME:	<i>NOVICE DIVISION</i> NAME:
CO-ORDINATOR (2 persons in charge, delegate)	Oversees all Committees/meetings/final reporting/part of rules committee		
Scheduler/ Scorekeeper/raffle table slots	Slot in ALL parent scorekeepers & raffle table volunteers (TAM).		
Programs	Ctc KMHA Secretary and put together (decide how many you will need to sell), give one p/coach to person in charge of Coach's Pkg.		
Coach's Package	Purchase folders, pens, label coaches names and put together with schedules/rules/lunch coupons, any other ideas? Re-imburement provided with receipts.		
Rules	Edit rules from previous year, need a rules person for the tournament.		
Trophies'	Bring samples of trophies to meetings and keep one, get written quote on exact same item. Decide on 1 st and 2 nd place trophies.		
Registrar	Team invites (entry forms), registration fees and rosters.		
Raffle Table & Raffle All parents (2 persons in charge, delegate) 50/50 draws	Purchase prize for team to sell raffle tickets, hand out books to ALL parents to sell for tournament fees and to cover prize. Each player must sell their book of tickets.		
Treasurer	Ensure fees are set up to cover all tourney expenses. Ask KMHA for paperwork assistance.		
Lunches	Pizza Factory – get quote, make up coupons, ask around, some parents have a sample copy.		
Decorating	See Equipment room for decorations or Pyrotec will give foam pucks with advance notice.		
Goodie Bags	Collect donated items and put together goodie bags.		
Publicity / Advertising	Run Newspaper Ad		
Fundraising / Sponsorship Letters	Send / Hand out Donations letters		
Raffle Baskets			