

# FFMHA Tournament Checklist and helpful hints for Conveners

**Here are some helpful things to assist conveners with their home tournaments. This is just a guideline other things may still need attention.**

- Game Schedule (Circulate to Ref in Chief and Teams)
- Ensure the Refs are scheduled.
- Decorations (Volunteers and budget)
- Tournament Programs
- Trophies and any giveaways
- Tournament room volunteers
- Door Schedule for volunteers
  - Copy of Schedule for each Arena ( With Tournament Contacts listed)
  - Door Duty List
  - Set Price of admission
  - Method to determine who has paid (stamp, bracelets, ribbons)
  - Contact List for out of town Coaches (so we can find them)
  - Envelope to Collect Travel Permits
- Time Clock Schedule for Volunteers
  - Clock Duty List
- Score sheets
  - Envelope for collection
- Pucks for Games
- MVP Prizes
  - Determine method for selection
- Refreshments

- Juice boxes or other beverages for players in round robin
- Water and small snacks for Refs room.
- 50/50 Draw
  - Tickets
  - Price for Tickets
- Penny Auction Table
  - Tickets (and set price)
  - Prizes
  - Looney Stick (tickets for names)
  - Signs
  - Buckets
- Dressing Room Draws (If applicable)
  - Prizes
  - Player Names for Draws
- Coaches Packages
  - Letter
    - Welcome
    - How MVPs selected
    - Rules
    - Game Format
  - Entry Markers for Coache/Assistant/Trainer
  - Programs
- Float for Door/50/50/Penny Auction
- Designate Girls Change Room (Signs)
- Welcome Banners for both Arenas
- Large Round Robin Points Standings Sheet.
- Tote Contents
  - Note paper

- Pens and markers
- Stamp Pads and stamps
- Cash Box
- Duty List
- Girls Dressing Room Signs
- Tape
  
- Tickets (Penny Auction, 50/50, Loonie Stick)
- MVP prizes
- Score sheets
- Pucks

Dressing Room Draw items (prizes and team envelopes) if applicable