Organization: Olds Minor Hockey Association (OMHA)
Policy Name: Tournament Policy and Procedure
Date of Policy and Procedure Adoption: October 6, 2026
Date of Policy and Procedure Amendments: TBD

Purpose:
The purpose of the Association's "Tournament Policy and Procedure" is to establish common outcomes, standards, and processes for tournaments hosted by Olds Minor Hockey Association.

Policy and Procedure Summary:	**Applicability:**
Hockey Canada Regulation(s):	No
Hockey Alberta Regulation(s):	Yes
Olds Minor Hockey Association Bylaw(s):	3.7.a(i)(vi)
Category:	Operations and Equipment
Review Requirement:	Annually
Primary Oversight and Responsibility:	Fundraising Director
Secondary Oversight and Responsibility:	Tournament Coordinator Division Director(s)

1. *Annual Tournament Dates and Division Hosts:*
    a. The Association will name the tournament host division(s) annually, and will rotate divisions from the previous season as ice scheduling and the calendar allow.

2. *Tournament Oversight, Operations, and Financial Management:*
    a. The Tournament Coordinator will oversee and manage all operational aspects of the tournament, such as: budget, general schedule, and ice scheduling and allocation.
    b. All tournament finances will be managed by the Association before, during, and after the event for functions such as: budget preparation, processing of registration fees, payment of invoices, revenue and expense actuals, and to

file and distribute any profit (if applicable) when the financials for the event close.

c. All tournament finances must comply with the Association's "Fundraising Policy and Procedure".
d. The tournament play and rules will be determined by the Association in alignment with Hockey Alberta tournament requirements.
e. The Tournament Coordinator may delegate "day of" management of tournaments, as necessary.

3. *Tournament Host Team Expectations:*
    a. Olds Minor Hockey Association teams are required to participate in their division's tournament. If a team refuses to participate, they will be charged the tournament registration fee, without exception.
    b. The Tournament Coordinator and the coach of each tier in the host age division will choose the teams to invite and process tournament applications. It is the responsibility of teams to communicate with the Tournament Coordinator if reciprocal tournament invitations are requested to be offered to help facilitate the participation of Olds Minor Hockey Association teams in other tournaments.
    c. Olds Minor Hockey teams are not required to pay the tournament registration fee in recognition of their volunteer hours.
    d. Divisions hosting a tournament are required to volunteer for the tournament, without exception. The Tournament Coordinator will count the volunteer shifts required for the tournament (for example, registration tables, entry doors, 50/50 tickets, dressing room set up, score clock, penalty boxes, etc.). Volunteer shifts will then be split equally among the participating division host teams.
    e. A shift will be considered "unfilled" if no name is assigned 48 hours before the shift starts, or the named volunteer does not show for the shift.
    f. The Association will hire unfilled shifts at no less than the Alberta minimum wage up to the contractor rate actually paid, if higher. The Treasurer will invoice the team for hours paid in lieu of the unfulfilled volunteer shift.

- Olds Minor Hockey teams are required to manage a tournament raffle and 50/50 table, and every host team is required to contribute items for their raffle table. Teams are restricted to fundraising for their raffle table set up costs from within the host team families only. This may be in the form of a tournament cash call, or requests for raffle items, and can be extended to family 'connections'.
- The approved "sponsorship letter" must be used when offering sponsorship benefits. Sponsorship that elevates the operations of the tournament can be rewarded with the appropriate sponsorship level (for example, $1000 towards more expensive "Heart and Hustle" awards, would be an Olds Minor Hockey "Gold Sponsorship").
- Host divisions are expected to assign a Raffle Table/50/50 Coordinator who will work with the Tournament Coordinator to ensure that the *AGLC* license is pulled through the Association, and that all license requirements are met.
- Hosting divisions are permitted to keep and equally distribute one hundred percent (100%) of the net profits from the tournament 50/50(s) and raffle(s) among participating division teams. Hosting divisions are responsible to equally share all losses equally, if necessary.
- All other tournament net profits will be retained by the Association, unless the Board of Directors determines to distribute all or a portion of net profits at its discretion.

4. *Tournament Apparel and "SWAG":*
    a. All tournament jerseys, apparel, and other "SWAG" must comply with the Association's "Apparel and Equipment Policy and Procedure".

Operational Appendix:

- *Hockey Alberta Provincial Bid Guidelines*