



Policies and Procedures of the Abbotsford Minor Hockey Association (AMHA)

Policy 10

Tournaments

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Version 2.0

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1. AMHA Hosting Tournament Guidelines

1.1. Organization & Responsibility

All AMHA tournaments are the responsibility of the Association and are key components of the current AMHA operating budget. The organization of these tournaments is structured as follows:

- **Tournament Director:** Appointed by the President, the Director acts as the liaison to the Board of Directors and is responsible for all AMHA tournaments.
- **Tournament Coordinator:** Works directly with the Tournament Director and each Tournament Chair/Committee to facilitate operations.
- **Tournament Chair(s):** Appointed at the Association level (where multiple AMHA teams participate). They are responsible to the AMHA team(s) for tournament planning and operations.
- **Tournament Committee:** Each tournament committee will be composed of at least two parents from each team participating in the tournament. To ensure effective succession planning, it is recommended that each team select one first-year parent and one second-year parent.

1.2. Participation & Objectives

AMHA tournaments offer an enjoyable opportunity for players at all levels to demonstrate their hockey skills in a competitive environment that prioritizes fair play and fun. It is mandatory for all AMHA teams to participate in and support tournaments hosted at home.

1.3. Competitive Balance

The Tournament Director will make every effort to admit teams from other Associations to ensure a competitive atmosphere for all participating teams.

1.4. Planning

Tournament Committees are required to participate in a "kick-off" meeting with the Tournament Coordinator.

The Tournament Chair should follow the Tournament Chair Checklist (see [Appendix](#)).

1.5. Financials & Fees

- **Approval:** Tournament fees for each tournament must be approved by the Board of Directors.
- **Coverage:** Fees collected from teams cover ice costs, on-ice officials, sanctioning fees, and trophy costs.

- **Excess Expenses:** Any additional expenses are the responsibility of the Tournament Committee unless otherwise approved by the Tournament Director.
- **Payment:** All teams (including AMHA teams) must pay registration fees payable to the Association prior to the tournament start date.

1.6. Budgeting

AMHA will establish a tournament budget annually to facilitate operations. This budget must be completed each year and included in the overall AMHA budget presented at the Annual General Meeting (AGM).

1.7. Volunteer Requirements

Families of the hosting teams are responsible for the tournament's organization, and parental volunteer hours are mandatory to ensure success.

- **Non-Attendance Fines:** The Tournament Committee reserves the right to charge a fee to teams whose volunteers fail to attend their shifts.
- **Rate:** A fine of \$100 per hour will be enforced to cover the cost of hiring individuals to fill missed shifts.

2. Away Tournament Guidelines

2.1. General Compliance

- **Regulations:** All tournament arrangements must be in accordance with all Hockey Canada, BC Hockey, PCAHA, and AMHA rules and regulations.
- **Funding:** Tournament entry fees are to be paid through team budgeting and fundraising.
- **Sanctioning:** Teams may only enter officially sanctioned tournaments.

2.2. Required Arrangements

Well in advance of departure, the following must be arranged:

1. **Game Rescheduling:** Reschedule any games conflicting with the away period.
2. **Permission:** See the [Pacific Coast Amateur Hockey Association \(PCAHA\) website "Attend a Tournament"](https://pcaha.ca/tournaments/attend-a-tournament) (<https://pcaha.ca/tournaments/attend-a-tournament>) for the process and applicable forms to obtain tournament/travel permission.
3. **Insurance & Liability:** Failure to obtain tournament permission means the team is not sanctioned to participate and is therefore not covered by insurance. Failure to obtain permission in advance will negate the team's ability to participate and may result in discipline and/or a fine.
4. **Medical Coverage:** If necessary, teams should obtain travel insurance and extended medical coverage suitable for the situation.

2.3. Air Travel Policy

In the event a tournament requires air travel, a team vote is required. If two-thirds ($\frac{2}{3}$) of families agree to attend the tournament, permission will be granted from AMHA.

3. Non-Parent Paid Coaches at Tournaments

3.1. Expense Guidelines

The following guidelines shall be used by teams for the purpose of budgeting expenses for non-parent paid coaches.

Expense Category	Guideline
Hotel Allowance	<ul style="list-style-type: none"> Applicable room rate as negotiated by the team (paid coaches are exempt from the decision process). Shared accommodation between the Head Coach and Assistant Coach(es) when appropriate.
Meals	<ul style="list-style-type: none"> \$50 maximum per day (receipts required). Applicable only when a hotel stay is required. No alcohol may be billed. Team meals included in the team budget will be covered by the team.
Mileage	<ul style="list-style-type: none"> Applicable for distances greater than 50 km one way. Mileage to be billed at the current CRA Kilometric Rates.
Transportation	<ul style="list-style-type: none"> Lowest possible method of travel as per the team-approved mode of transportation. Coaching staff are to travel by the same means as the majority of the team. Carpooling is recommended among the coaching staff.
Car Rental	<ul style="list-style-type: none"> \$45 maximum per day (unless otherwise approved) when flight travel is required. Rental must be shared between the coaching staff.
Ferry & Tolls	<ul style="list-style-type: none"> Reservation fees and tolls will be covered at the paid rate. Receipts are required.

Appendix - Tournament Chair Checklist

- ☐ Create a Google Doc to track sponsorship and basket information
- ☐ Find volunteers to complete the following tasks:

Basket descriptions and photos <ul style="list-style-type: none"> <input type="checkbox"/> Provide frames <input type="checkbox"/> Print descriptions and photos <input type="checkbox"/> Match the number of frames and baskets together with the same number of the fish bowl or bags 	Volunteer responsible:
Sponsor boards and 50/50 boards <ul style="list-style-type: none"> <input type="checkbox"/> Print sponsor logos and tape on the Sponsorship board <input type="checkbox"/> Place the 50/50 QR code instructions on the big board <input type="checkbox"/> Adjust the date of the basket draw 	Volunteer responsible:
Swag organizer <ul style="list-style-type: none"> <input type="checkbox"/> Determine what you will put the player swag into (i.e. bag) <input type="checkbox"/> What else are you purchasing? <input type="checkbox"/> Where are you getting the funds/sponsorship from? 	Volunteer responsible:
Scorekeeper/timekeeper envelopes <ul style="list-style-type: none"> <input type="checkbox"/> Purchase or reuse big envelopes <input type="checkbox"/> Print game number, date, time, arena on envelopes <input type="checkbox"/> Print Home and Visitor team on the envelopes <input type="checkbox"/> Include Home team ID on a separate sheet of paper for the scorekeeper box 	Volunteer responsible:
Raffle tickets <ul style="list-style-type: none"> <input type="checkbox"/> Make new batches of raffle tickets <input type="checkbox"/> Staple and highlight the raffle tickets (first and last number) of each batch 	Volunteer responsible:

- ☐ Communicate regularly on the WhatsApp chat about progress and updates
- ☐ Meet one or two times before the tournament
- ☐ Consider printing Referee schedule (3 or 4) and volunteer schedule (3 or 4) to put in the binders
- ☐ Complete the basket winner forms depending on how many baskets you have

- ☐ Make a contact sheet for the back of the binders (3 or 4)
- ☐ Collect binders, referee money, and medals from the tournament coordinator
- ☐ Plan the “fill the swag bags” party the night prior to the start of the tournament
- ☐ Deliver the baskets to M.S.A. Arena