



Stockton Colts

Tournament Protocol

Revised 8/31/07

1. The Executive Board appoints a club tournament director (TD) for the season.
2. Each coach appoints a team tournament director (TD) for the season.
3. The club TD will gather information on as many possible tournaments as they can research throughout the season. They pass this information on to the Director of Coaches, the team TD's and each coach.
4. The team TD & coaches work with team members and parents to identify the # of tournaments and the specific ones they wish to participate in. They may choose from the tournament information they are presented with or they may find other tournaments they are interested in.
5. It is up to the team TD's and coaches to make sure they have enough commitments from their team members and parents to be able to participate.
6. The team TD informs the club TD of the tournaments they wish to be involved in.
7. The club TD will inform the team TD of the deadline for getting their commitment forms and money turned in.

Deadlines:

a. Three Weeks Before Tournament Entry Fee is Due

- i. Team TD and/or Coach will inform club TD of; tournament the team wishes to participate in and the number of players who will be participating.
- ii. The club TD will in turn inform the team TD and/or Coach of the amount of money each player will be responsible for.
- iii. The team TD will then begin collecting **signed** financial responsibility forms and fees.

* It's important that the team TD and Coaches make it clear to the players and parents that once they sign and turn in their commitment form, even if they do not participate in the tournament they **will** still be responsible for the fee!

b. Two Weeks Before Tournament Entry Fee is Due

- i. All **financial responsibility forms** for each team member participating in the tournament is due. These are to be turned into the club TD.
- ii. Club TD will turn in names to Club registrar and receive an official roster for the tournament.
- iii. Club TD will also turn in the commitment forms and any fees collected to the club Treasurer. The club treasurer will issue a check for the tournament entry fee.

c. **One Week Before Tournament Entry Fee is Due**

- i. Club TD will mail in application, entry fee and official roster to the tournament officials. As well as any player release or player up forms necessary.

* Once the entry fee is paid to the tournament, it is NOT refundable.

- ii. Club TD reports tournament schedule, day, time, name of team, division of team, opponents name, city and state, to club Ice Scheduler.
- iii. Club Ice Scheduler will file the appropriate NORCAL, non-league competition notification with the NORCAL general manager.

d. **At the tournament**

- i. The team TD needs to work with the team manager or coach to make sure all the game sheets are collected and placed in team book.

e. **Immediately following the tournament**

- i. The team TD is responsible for making sure the game scores are reported to NORCAL.