

## WHAM STATE TOURNAMENT COMMITTEE

**Chairperson:** Minnesota Hockey Women's Director.

**Members:** One member from each of the divisions participating in the state tournament (A2 – C3); Treasurer; Marketing Coordinator; Referee Liaison; Stat Cat coordinator; and others as may be determined from time to time.

**Duties:** Assist Board of Directors in preparing for state hockey tournament as directed by the Minnesota Hockey Women's Director.

**Meeting Frequency:** The committee may meet up to three times from November through March, including one meeting to be held at the Schwan's Super Rink to prepare and discuss logistics of the WHAM State Tournament.

### **Roles:**

- Score Sheet Assembly
- Score Sheet Label Printing
- Tournament Program – Marketing Coordinator and other committee members
- Tournament Sign-In Sheets and Walkie Talkie Sign Out
- Tournament Passes
- Tickets to Tournament
- Division Bracket Charts
- Stat Cat for Tournament
- Volunteer Coordination
- Retain Medics for Tournament
- Ice Schedule for Tournament – Minnesota Hockey Women's Director
- Coordinate Referees for Tournament – Referee Liaison
- Hall of Fame Sub Committee – even years only
- Treasurer Items – as delegated by treasurer if needed
- Other roles as determined from time to time by the WHAM State Committee Chairperson

### **Description of Roles:**

- **Ice Schedule for Tournament:** the Minnesota Hockey Women's Director, and other members as required, will establish the tournament games schedule once the state tournament bound teams have been determined.
- **Score Sheet Label Printing:** once the teams for the state tournament are set, the member assigned to this task will get the official rosters for each of the teams and create labels to be affixed to the score sheets for the state tournament. This member shall also provide this listing of the official rosters to the members working on tournament passes, division bracket charts, tournament program, stat cat coordinator, volunteer coordinator, the sign-in sheets coordinator, and the Minnesota Hockey Women's Director.

- **Score Sheet Assembly:** score sheets for each game to be played throughout the tournament will need to be prepared by affixing the labels to the appropriate score sheets once the tournament schedule has been set by the Minnesota Hockey Women's Director.
- **Tournament Program:** the Marketing Coordinator and other committee members as assigned will work to solicit advertising for the tournament program, to prepare the tournament program, and to coordinate the printing of such program.
- **Tournament Sign-In and Walkie Talkie Sign-Out Sheets:** the member(s) assigned to this task shall use the sign-in templates from prior year's tournament, and update the sign in sheets with the team name, the rostered members of the team, and the known game dates and times as provided by the Minnesota Hockey Women's Director. The member(s) also assigned to this task will create the walkie talkie sign-in sheet for assignment of walkie talkies during the tournament.
- **Hall of Fame Sub Committee:** this sub committee shall convene for state tournaments being held on even years (e.g. 2010, 2012, etc.). Members of this sub committee, consisting of the state tournament committee and other WHAM members who may volunteer to participate, will work: (i) to solicit nominations for induction to the WHAM Hall of Fame; (ii) to select the Hall of Fame candidates; (iii) to coordinate the voting for the proposed WHAM Hall of Fame candidates; (iv) to tally the votes for the WHAM Hall of Fame; (v) to contact the inductees for the WHAM Hall of Fame; (vi) to prepare for and run the WHAM Hall of Fame induction ceremony held during the state tournament; and (vii) to purchase the plaques and collect the necessary information for the Hall of Fame plaques.
- **Tournament Passes and Tickets to Tournament:** the member assigned to this task will create the player, coach, and manager passes to be handed out during the first rounds of the tournament. The member also assigned to this task will be in charge of getting admission tickets and tournament passes created and printed out.
- **Division Bracket Charts:** the member assigned to this task will be responsible for making the bracket charts for each division to be updated during the tournament.
- **Stat Cat for Tournament:** this member will work with the WHAM Stat Cat coordinator to prepare the stats part of the WHAM website for the state tournament.
- **Volunteer Coordination:** the member(s) assigned to this task will coordinate the scheduling of all of the volunteers who will work at the state tournament. This includes preparing the WHAM website for online volunteer registration, monitoring the sign up process, and handling email inquiries regarding volunteer registration.
- **Retain Medics for Tournament:** the member assigned to this task shall retain EMT's to be present at the tournament.
- **Coordinate Referees for Tournament:** the Referee Liaison shall coordinate this task.
- **Treasurer Items:** as delegated by treasurer if needed.

**Reimbursement Opportunity:** All members of the WHAM State Tournament Committee will receive eight (8) hours of volunteer credit ("State Tournament Committee Volunteer Credit") that can be applied towards the member's team's volunteer hours worked at the WHAM State Tournament. The credit shall be applied as follows:

- **Member's Team Qualifies for WHAM State Tournament.** If the member's team qualifies for the WHAM State Tournament, the member's State Tournament Committee Volunteer Credit will be added to the required team hours, which is currently set at ten (10) hours. The member's State Tournament Committee Volunteer Credit cannot count towards the required team hours, but, in the event that the team meets its required team hours, the member's State Tournament Committee Volunteer Credit will be added to the hours the team volunteered to qualify the team for the volunteer reimbursement. Teams who volunteer more than fourteen (14) hours qualify for volunteer reimbursement.
- **Member's Team Does Not Qualify for WHAM State Tournament.** If the member's team does not qualify for the WHAM State Tournament, then the member's State Tournament Committee Volunteer Credit will count towards the required team hours. If the volunteer's team volunteers at the state tournament, and if those hours, combined with the member's State Tournament Committee Volunteer Credit, total more than fourteen (14), the team will be eligible for the volunteer reimbursement.