

Staff – Daily Tournament Check-List

OPENING PERSON Duties

- CONNECT IPADS to Arena WI-FI – Coordinate with Rink Attendant if there is a password or if you are not sure
- IPAD Should already be connected to Game Sheets Account Code, but code is ipad-tch-cbck
- Tape Up Pool Posters in best gathering spot in lobby or near concessions (Use Double-Sided Tape in binder)
- Tape to score box table with masking tape (Tourney Rules & Scorer Reference Cheat Sheet that has time details, penalty details etc. etc.)
- Connect with your clock works before the tournament via text. Ask them to text you 30-45 minutes prior to their start time so you know they are on their way. I am hoping to get a schedule up on our website for reference by Friday morning that you can reference.

ONGOING DUTIES DURING GAMES

- Bring Warm-Up Puck Bag to score box area
- Monitor that all scorer table helpers and help them off when needed. Games that are a little active with penalties can be a bit stressful, so being on hand to help with the box doors can help them out.
- Not a bad idea to sit in the box for a game off and on working Gamesheets so you get familiar with it and gives them a break from running both the game-sheet and clock
- You will need to coordinate lunch and/or dinner for those who are working all day or long shifts. You can order in or Uber or Door Dash or pick-up something if close to where you are at. Save receipts and coordinate with Kalata at the end of the weekend for reimbursement added into your total earnings.
- Sunday Trophy Games – Make Sure Banners are ready to handout for Sundays 1st, 2nd or 3rd Place based on what you received during binder pick-up

CLEAN-UP/Closing DUTIES

- Make sure small puck buckets are not left overnight. Take with you and bring back in in the morning. The large RCC puck-bucket can be left below the score-table for the morning.
- Pack everything up into your binder including Ipad and chord and charging block and take binder with you
- If you are not working in the morning and you need to hand-off your binder for someone else starting the next day, please contact Kalata to figure out how we are going to receive and offload the pucks and binder to the next person 651.276.0351