



## BYHA Home Tournament Coordinator

General duties: Gathering team/coach/player names, verifying all players MN Hockey numbers & coaches/team manager's contact information. Ensuring rink managers know their duties, collecting apparel (if ordered), picking up the tournament bracket printing & working with the tournament directors throughout the weekend.

You must be at the rink as much as possible to ensure the tournament runs smoothly.

### BEFORE THE START OF THE TOURNAMENT

- Submit all of each teams information to [bemidjiyouthhockeytournaments@gmail.com](mailto:bemidjiyouthhockeytournaments@gmail.com)
- Drop off bracket printout to all rinks (double check if there are any games at Nymore).
- Make sure there is a bucket of pucks at each rink.
- Verify there are rink manager vests and I-pads are in tournament mode at each rink.
- Verify that all teams uploaded into gamesheets are correct.
- Pick up apparel that has been ordered and drop it off at the rink (have a sign off sheet for the team managers to sign verifying that they took their team apparel). Hand out player's drinks/snacks when apparel is picked up.

### DURING THE TOURNAMENT

- Be at the rink as much as possible to ensure you are available for the rink managers if/when needed.
- Monitor the crowd, watch for alcoholic beverages & crowd conduct - report ANY unruly unsportsmanlike conduct to the Tournament Director/Director Assistant promptly.
- Support referees.
- Communicate any barriers that come up to the Tournament Director/Director Assistant

### AFTER THE TOURNAMENT

- Ensure all pucks are returned to their designated location.