



BYHA – HOME TOURNAMENT RINK MANAGERS

Must be fulfilled by an adult

General duties: Overall "in charge" of making sure the games run smoothly at your rink. Tournament Coordinator should reach out to you to check-in. If not, check Tournament website for contact info. We want to make sure the tournament runs nicely so please do your best to make that happen.

You must be at the assigned rink at ALL times during your shift! You are the go-to person for parents, players, coaches and referees.

BEFORE EACH GAME

- Be familiar with hockey rules, tournament rules, clock, and Game Sheets.
- Introduce yourself to clock and scorebook volunteers, team managers, etc.
- If clock and/or GameSheet volunteers do not show up, find a fill-in or you must fulfill those duties. The game must go on!
- Make sure ipads are available for GameSheet volunteers. Ask Bemidji head coach, Bemidji team manager(s), Tournament Coordinator if not sure.
- Ensure game pucks are in the score box
- Check that locker rooms are assigned for each team.
- Make sure/introduce yourself to the Athletic trainer present for each game. There should be a cell phone number in the box with the on duty athletic trainer's information.
- Ask/coordinate with the GameSheet and clock volunteers to play the National Anthem at the first game on Friday (for each team). Inform referees and coaches.
(If Canadian teams play the Canadian anthem.)
- Do your best to keep games running ON TIME.

IF GAMES ARE RUNNING BEHIND – please contact the tournament coordinator so they can let team managers know.

DURING EACH GAME

- Monitor the crowd, watch for alcoholic beverages & crowd conduct - report ANY unruly unsportsmanlike conduct to Tournament Coordinator promptly.
- Support referees
- Encourage volunteers to play music for warm ups, whistles, intermissions, etc.
- Check in with clock/GameSheet volunteers for any issues or questions they have

AFTER EACH GAME

- Ensure volunteer running GameSheet has uploaded the game
- Put iPad back on charger
- Verify FINAL official score on Game Sheets and update the bracket board(s) at the rink you are working.
- Communicate scores to Tournament Coordinators via text/email.