

Every Tournament - Key Responsibilities

1. **Schedule Approval (this will be done with AAHA tournament directors and coaches)**
 - Submit tournament schedules to Champion Center staff for approval.
 - Share schedules and rules with FRIHOA (Fox River Ice Hockey Officials Association) and BluePrint.
2. **Referee Payments**
 - Get in touch with Sarah feuchs12@yahoo.com or 920-716-0000 to set up a time to meet and get the cash.
 - Label cash envelopes with game times and referee assignments. **See attached sheet**
3. **Raffle Table Management**
 - The tournament director will get the volunteer hours to the Crossbar manager to enter.
 - Each team is responsible for running their own raffle table, including baskets and ticket sales.
 - Check Crossbar to make sure your volunteer times are in there. Notify parents that the DIBS are available and to go on and sign up through Crossbar.
 - Print the volunteer list out and check off who attends their volunteer hours.
4. **Tournament Materials-** Contact Brad Nyman-bradley.nyman@gmail.com to make sure you get what you need.
 - Medal stickers (front: main logo, back: Security Luebke logo).
 - Tournament brackets (1 per rink, 3 total for multiple rinks).
 - Tournament books (150-250 copies, based on team count).
 - Championship banners.
 - Backdrop with tournament sponsors.
4. **GameSheets Coordination (Brad Nyman-see # below)**
 - Inform the printer that rosters are available on GameSheets. **(Brad will do this with you)**
 - Receive and return the GameSheets template within 1-2 days.
 - Confirm team rosters are entered and monitor for updates.

Before the Tournament

1. **GameSheets Setup**
 - Ensure all teams accept their invitation codes.
 - Verify and monitor team details on GameSheets.
2. **Medal Organization**
 - Medals are stored at Champion in the storage room (code is HOCKEY)—only take what is needed and return extras. Make sure to get all the stickers on them (front and back)
 - Typical distribution:
 - 20 medals per team for 1st, 2nd, and 3rd place.
 - Adjust distribution based on actual player count at final games.
3. **Materials Preparation**
 - Place 4 tournament booklets (opened to the rules) in each referee room. (The referee room is located in the vestibule between the two rinks.
 - Place 1 tournament book at each score box.
 - Ensure iPads are updated with tournament keys and games are preloaded.

- Place buckets of pucks on benches 1 hour before game time. (there are extra pucks in the storage room)

During the Tournament

1. Update Brackets

- Keep all three tournament paper brackets current.

2. Referee Payments

- Distribute referee payments as scheduled-we always have their money in the score box before the game starts.

3. Manage Tournament Flow

- Oversee tournament operations and address issues as they arise.
- Ensure smooth game transitions and accurate seeding updates.

4. Manual Seeding Updates (Contact Brad with questions- see # below)

- After Saturday's games, update GameSheets with correct Sunday seeding.
- GameSheets does not auto-follow pools, so manual adjustments may be necessary.

Post-Tournament

- Return unused medals and raffle supplies to the storage room.
- Collect feedback from coaches, referees, and tournament staff for improvements.
- Place all raffle cash into an envelope with tournament name, team manager name and total cash. All cash goes to Sarah- feuchs12@yahoo.com (we will find a time to meet and hand off the cash)
- Send DIBS info(who did **Not** show up) to LT Young by the monday evening following the tournament- lt12young@gmail.com

Please call with any questions- Sarah 920-716-0000 Brad 920-915-8080 Matt Blair 920-850-1562

Tournament Cash Duties (Refs and Raffles)

Team Manager will have to contact Sarah Feucht and find a time to meet to hand off cash for raffle basket start up money and referee money. Email address is: feuchs12@yahoo.com. In the subject line please write:

Tournament name and date (example: Scheels Mid Winter Classic, 10-20-25 Tournament). In the email, confirm the final number of games that will be played over the weekend. We will get the money into the envelopes and the Team Manager is responsible for addressing the envelopes with the date, game time, game #, rink, ref 1 or 2. (See below)

Reffing Envelopes:

You will need two envelopes for each game, labeled with date/time, game #, Rink(Main-M or Seasonal-S) and Ref 1 or 2.

Date/time:	Game #:	Rink: Main or Seasonal	Ref 1 or Ref 2

10/20/25 3:15 pm	Game # 6	Main	Ref 1
EXAMPLE			

