



DISTRICT 3 TOURNAMENT CHAIRPERSON RESPONSIBILITIES TOURNAMENT CHECKLIST



As the tournament host, you are responsible for ensuring a safe path into and out of the officials' locker room for the officials before, during and after the game. It is an expectation that someone from the host association be near those areas to ensure the officials are not approached by any spectators, coaches or players.

Please note: Your association is responsible for all activities off the ice.
Referees are responsible for all activities on the ice.

PRIOR TO THE START OF THE TOURNAMENT:

- ❖ Secure volunteers: Team check in and onsite management for each game to ensure the smooth running of the tournament. Make sure that the onsite manager from the host association confirms that volunteers are able to work the clock. All minor officials are the responsibility of the host associations. Minor officials are the penalty boxes (both sides), clock and score (GameSheet).
- ❖ Set up a tournament check-in location. Use the supplies provided by D3 (pucks) for game pucks only.
- ❖ Make copies of the shoot out form for coaches to complete.
- ❖ Make sure you have a bucket (or buckets) of warm up pucks ready for games.

PRIOR TO THE START OF THE GAMES FOR THE DAY: iPad code is **ipad-md3dasfrb**.

- ❖ **Log into Minnesota District 3 Championship when selecting the correct district code.**
- ❖ Log in to the iPad. EACH DAY Confirm the iPad is loaded with appropriate teams & ready for the games.
- ❖ Ice down game pucks and deliver to the scorer's table.
- ❖ Have warm-up pucks delivered to the scorer's table. This is the responsibility of the hosting arena (puck bucket should contain a minimum of 40 pucks).
- ❖ Post a copy of the tournament rules (available on the D3 website) in the officials' locker room and have a copy at the Scorer's table.
- ❖ **20 minutes prior** to the start of the game if the officials have not checked in, check the officials' locker room to make sure they have arrived. If they are not there, call Mike Anderson at 612-618-4001.
- ❖ EMTs should check in at least 20 minutes before the start of each game.
- ❖ Coordinate ice resurfacing for all games. RESURFACING BEFORE THE 1ST AND 3RD PERIODS (ONLY for all games that are 90 minutes in length). Post the ice schedule in the referee's room.

CHECKING IN EACH TEAM:

Prior to the first game only:

- ❖ Verify the team's roster. **Look closely at the red-lined coaches and remind them they are not allowed on the bench.** Make sure this matches with what is in GameSheet. Managers should show you either a recent print up of their USA Hockey roster OR the roster online.
- ❖ Any player not in attendance should be noted in GameSheet.

For Each Game:

- ❖ Fill in the shoot-out form for the game (if appropriate).
- ❖ Make sure the rules and announcing games cheat sheet is at the scorer's table.

AT THE END OF EACH GAME:

- ❖ Confirm all games have been submitted properly through GameSheet.
- ❖ All brackets are available online.
- ❖ Make sure the two teams know when and where their next games are being played.
- ❖ Collect pucks at the end of the day to keep until the next games.

AT THE END OF THE TOURNAMENT: Please take pictures of the teams who move onto Regions and email Michelle Jirik. Please make sure to distribute trophies and medals as appropriate.

Thank you for all your work and time!!

District 3 Tournament Emergency Contact Numbers

Please print this and leave it at the tournament site for your onsite host to reference.

Host Association Contact:

Name: _____

Number: _____

District 3 Director – Paul Steenerson
763-670-1919

District 3 President – Gina Hansen
612-940-0575

BHRA Officials – Mike Anderson
612-618-4001

District 3 Administrator – Michelle Jirik
651-335-7719

GameSheet Troubleshooting

1. Any questions should first go to your association GameSheet lead for your association.
2. Check to see if the issue can be resolved at help.gamesheet.app
3. If you still need help...contact Kendra Verbeten at 763-213-9143