

October, 2018

All workers are to check in at the Tournament Counter, and SIGN IN on the worker sheet, work their shift, and sign OUT when they leave.

Tournament Shift Manager – Oversee the general operation of the tournament. Contact Tournament Director if questions or problems arise. Ensure games are starting on time, referees and trainers are in place.

- There are 2-way radios. One goes to the Essentia Medical Technician. One goes to the North Rink, One to the South Rink. Registration should keep one, and the Tournament Shift Manager should keep one. (Rink attendants should have one also, but that doesn't always work out!)
- The office will email each tournament shift manager with the assigned list of volunteers during your shift a few days before the tournament. It is highly recommended that you email or call those volunteers to touch base/remind them of their assignments, etc. This really seems to help!
- In the event a volunteer does not show for their assignment, find a fill in by pulling someone from clean-up, concessions, or registration as needed. MARK THE CHECK IN SHEET AS "NO SHOW" IF SOMEONE DOES NOT SHOW UP FOR THEIR SHIFT. The Tournament Manager should fill in as a last resort. Try and keep the sign-in sheet neat and readable. Make any notes at the bottom of your shift in the indicated area. **At the end of your shift make any notes reference the workers not showing, etc... and sign off on that shift. YOU are the person that verifies who was there!**
- Handle any questions or issues with the tournament. (You and the Tournament Director are the people that settle any disputes/issues)
- Is in contact with the tournament director should any serious problems arise. Possible crowd control (Extremely RARE!) . Use your best judgment on calling 911.
- At the end of the tournament, assist in handing out medals and trophies. (NOTE: the public is NOT supposed to be on the ice after a game. Work with Announcer to try and manage this)

REGISTRATION TABLE

- Works closely with the Tournament Shift Manager to make sure workers are signing in and out on the Worker sheet and getting to their appropriate jobs. Keep an eye on "crucial" jobs, (i.e. announcer, scorekeeper, etc.) and keep the tournament manager

apprised of any issues. Try and keep the sign-in sheet neat and readable. Work with Tournament Shift Manager on this.

- Give Assigned Locker Room Keys to Coaches/Team Managers (must collect car keys from the Coach or Team Manager to secure the locker room key) Fill out the sign out sheet.
- Hand out Game Sheets for scoring to Scorekeepers, Give copies of game sheet to each Team after each game when they return locker room keys. WHITE copy of game stays here.
- Update Tournament Board with winners and scores. (call or text the Tournament Director ON CALL –phone number on the wall behind Reg Table) with the scores, he will update website, etc. Taking a picture of the board and sending it works well!
- Help public with questions.
- Work with the Chuck-A-Spud volunteer and see that half the pot goes to the winner for each game. Collect Chuck-A-Spud money from the Chuck-A-Spud volunteer and distribute half the pot to the winner for each game.
- Hand out tournament bag tags, and t-shirts. (collect fees for T-shirts as necessary)
- Sell additional shirts as available. TRACK on the spreadsheet provided.
 - NOTE- Shirts sold to MYHA Teams participating in the tournament are **PRESOLD** for \$10. Shirts sold to visiting teams in ADVANCE are \$15 each. **ALL SHIRTS SOLD DURING THE TOURNAMENT ARE \$20.**
 - Visiting teams MAY want to trade sizes on shirts. That is fine, just make a note of it on the Shirt Sheet for inventory purposes.
- **When not busy, the Registration person will assist concessions by restocking pop in the back of the cooler, making more popcorn, or whatever the concession workers need help with.**

At the end of the day...and end of the Tournament...

- **At the end of each day, the Registration workers should make sure that the announcer and scorekeeper clipboards (and ALL DOCUMENTS ON THEM!) are intact and ready for the next day. (put them back out on the Registration counter for pickup the next morning with the next game scoresheets on them)**
- **2 Way Radios should come back to the Registration counter and get plugged in to recharge for the next day.**
- **At the end of each day, the wireless scoreboard console should come in from the rink. They go to the pro shop to be re-charged. Work with the rink attendants to make sure this happens!!**
- **Any T-Shirt or Chuck-a-Spud money is placed in the Concession safe for the next day.**

- **Secure all paperwork, tournament totes, trophies, and medals. They can be kept on the side counter in concessions.**
- **Get the clipboards and the documents that go on them and return them to the tote at the end of the tournament.**

ANNOUNCER / MUSIC - Announce full roster for the first game of each team. Announce the starting lineup as well as scoring, penalties, assists throughout the games. Don't be afraid to be LOUD and have FUN! Play upbeat music that gets the crowd involved!!

- Before the starting lineups, go over pronunciations of names on the roster with a Coach or Team Manager. This is MANDATORY, it is important to the players and fans that we make our best effort to pronounce names correctly. There are roster sheets provided to make notes for pronunciation. **KEEP THIS INTACT so it can be used by all announcers throughout the tournament.**
- Remember to read any advertisements for sponsors each game. (If applicable) It will be on the Announcer Clipboard.
- Assist opening and closing penalty box doors.
- Help promote Chuck-A-Spud during those games. See Announcer 101 for more information.

CLOCK – Setting clock times for warm ups, period times, and penalties. Starting and stopping the clock. Start the clock when a referee is initiating a faceoff when the puck hits the ice. Stop the clock anytime the whistle blows. See the VIDEO on the website for more information. Assist opening and closing penalty box doors. Help pick up Chuck-A-Spuds during 2nd-3rd periods of Chuck-A-Spud games.

CHUCK-A-SPUD – Are you a “people person”? Walk around the arena, “selling” spuds! \$1.00 each or 6 for \$5. The more you sell the more we (and the winner) make! If you have a child that wants to help, Do IT! Smiling cute kids are great at selling!!

- During the first and second period of a game, walk the arena selling the spuds.
- Record the names on a sheet with the number from the SPUD, collect the money.
- Between the 2nd and 3rd Periods, everyone throws their SPUD towards the center of the rink. Closest to the middle wins half the money collected! (the announcer should help promote this!)
- Ensure the spuds are picked up after fans have thrown them. Refs and players sometimes help with this. **(There is a cash bag and clipboards provided to track all this)**
- Bring spuds and cash bag with total sheets back to Registration.

SCOREKEEPER - Keep track of the score sheets. It is important that the scorekeeper records the periods of when and who scored (player #), who assisted (player #) the penalties, the start and stop of each penalty, and score. Also record the shots and saves on goal. Watch the Video on the tournament website for tips and pointers.

ABBREVIATIONS FOR SCORE SHEET			
HEAD CONTACT	HDC	INTERFERENCE	INTR
UNSPORTSMANLIKE CONDUCT	USLC	CHECKING FROM BEHIND	CFBH
SLASH	SLA	CROSS CHECKING	CROC
HIGH STICK	HIGH	KICKING	KICK
HOOK	HK	ELBOWING	ELB
HOLDING	HLD	KNEE	KNE
BENCH	BCH	FIGHTING	FI
TRIPPING	TRP	ROUGHING	RGH
BOARDING	BRD	MISCONDUCT	MIS
CHARGING	CHRG	SLASHING	SLSH
		TOO MANY MEN	TMM

CONCESSIONS – There should be a concession staff person there. Help in the concession stand where needed. Run the fryer, pizza oven, popcorn maker, cook hot dogs etc. If possible, let them handle the til/orders, etc. (unless you are comfortable with running the til accurately). During slow time, clean lobby, empty garbage as needed, wipe tables and surfaces, etc.

CLEAN UP – Walk around the rinks, Help pick up, clean up in the arena, bathrooms and lobby as necessary. Check if toilet paper/towels are needed. Keys for those things are in the Concession stand in the til. Good time to check the bathrooms is when the lobby is quiet! Remember the upstairs area and bathrooms too!

AT THE END OF EACH DAY, CLIPBOARDS AND RADIOS TURNED BACK IN (AND PREPARED FOR THE NEXT DAY) , BATHROOMS AND PUBLIC AREAS CLEAN AND READY TO GO FOR THE NEXT DAY.