

White Bear Lake Hockey Tournaments

WELCOME DESK INFORMATION

PLEASE READ ALL THE WAY THROUGH BEFORE YOUR SHIFT BEGINS

MANAGER/TEAM CHECK-IN:

- Teams have done all check in prior to tournament start. No need to collect any information. There are no player gifts.

VOLUNTEER CHECK-IN:

- Highlight each volunteer at the start of their shift. Please note that many volunteers take several shifts in a row so make sure to account for each shift they are checking in for.
- Reach out to the Volunteer Coordinator, Tournament Director, Managers or Head Coaches should there be an unfilled position for a game.
- In the event a position goes unfilled, the welcome desk may have to step in to cover the penalty box while the penalty box volunteer takes on the book or clock.

PRIOR TO EACH GAME BRING TO THE SCORE TABLE:

- Fill the puck bucket with ice from concessions or snow from outside. Ice from the zamboni will work too!
- 5 pucks go into each bucket (Vadnais needs one bucket at each rink, WBSC and WBC need only one bucket each).
- Get the microphone for the rink from the welcome center at Vadnais. WBSC has the mic at the score table. May already be there.
- iPads must go to the score table. Make sure these are returned to the welcome desk at the end of each night. They will need to be charged at least at the end of each day.

AFTER EACH GAME IS COMPLETED:

- Check all locker rooms to be sure there is no damage and no items left behind

CLOSING FOR THE NIGHT:

- All pucks, buckets, iPads, trophies, bins, information binders, etc. should be put into the Ticket Office at Vadnais or the Tournament Office at WBSC. Ask the rink attendant if you are unsure. The table can remain up.
- SUNDAY NIGHT - EVERYTHING MUST BE PUT AWAY INCLUDING TABLES.

FRONT DESK/WELCOME TABLE:

- Please keep the welcome desk clean and free of food, garbage, purses, cell phones, etc. You are the face of the tournament and proud to represent WBL hockey! :)
- Lay out the tablecloth.
- Set out the display Bear Trophies. On SUNDAY set up 1st, 2nd, 3rd and Consolation trophies (if the medal games are being played at your rink).

FILE BOX INCLUDES IMPORTANT TOURNAMENT ITEMS & INFORMATION:

- Tournament rules
- Medic schedule
- Volunteer weekend list
- Scratch paper, pens and office supplies

CHAMPIONSHIP SUNDAY:

- PRIOR TO EACH MEDAL GAME, MAKE SURE THE TROPHY/IES GOES DOWN WITH THE SCOREKEEPER.

Tournament Director: tournaments@wblhockey.com