

TOURNAMENT JOB DUTIES

SUPERVISOR

The Supervisor position shall be responsible for insuring that the full work crew is present and on time. Any interfacing between work crews (such as clock instruction) shall be handled by the Supervisor. The Supervisor shall act as an assistant to the League Coordinator or another District 10 board member acting in the League Coordinators absence. The Supervisor or someone appointed by the Supervisor is to be in attendance at the arena until the completion all of the tournament games. The Supervisor or the appointed replacement shall assist the League Coordinator in counting the cash box at the completion of the ticket takers duties each day.

ANNOUNCER / SCOREKEEPER

1. Announce league level and teams playing.
2. Announce starting lineup. (Only if time permits.) First visitors and then home team.
3. Announce goal scorers name, number, and team. Assisting names and numbers.
4. Announce type and length of penalty and only the number and team of the player who committed the penalty.
5. Announce when both teams are full strength.
6. Announce when only 1 minute is left in the period and game.
7. Announce shots on goal at the end of each period and total shots at end of game.
8. Be accurate.
9. Use a ballpoint pen.
10. On scores and penalties, use the time on the clock.
11. Keep shots on goal totals.
12. If you run out of space on the score sheet for goals and penalties, use a separate sheet of paper.
13. Disposition of score sheets: White to Tournament Officials; yellow to Winning or Home Team; and pink to Losing or Visiting Team.

TIMEKEEPER

1. Make sure you stop the clock on the whistle.
2. Make sure you start clock on the drop of the puck.
3. Make sure you are familiar with the length of periods and penalties.
4. If you have trouble with the clock, use the buzzer to warn the referee before he drops the puck.
5. If the game involves any running time, stop the clock to set the penalty and restart the clock when the referee drops the puck.

PENALTY BOX

1. Make sure to get the doors open for the player in time.
2. Calm the players down when they start to act up.
3. Report any unruliness to the referee.
4. Keep track of penalties.
5. Help referees keep track of players number on mass penalties.

TICKET TAKERS (2)

Ticket Takers sell daily tickets, tournament passes and tournament programs. Responsible for keeping track of the cash box etc.

SECURITY

Takes care of the keys for locker rooms and referee room. Locking and unlocking them when players come and go from the ice and between games. Will assist the referee if needed.