

Tournament Weekend Checklist (2010)

Who	Note that this document assumes a Saturday AM tournament start. Adjust as needed.
Board	Friday of the tournament get cash box from Julie at White Rock Bank. Usually we get \$300 for the cash box.
Tournament Director and Team Mgr	Friday night make sure that the arena is set up for the tournament. Usually the home team that is hosting it will be there setting up the tables, decorations, packing gift bags, etc. If no home team is in the tournament then need to find other people to set up. Make sure the tournament supply box is stocked with scorebooks, pens, rubber bands, programs, and any other necessary information to help the tournament run smoothly.
Tournament Director	Before you leave the arena Friday night after setting up, make sure there are game pucks on ice in the announcer's box. A copy of the tournament rules must also be in the box.
Board	Get the trophies out of the gear room and set up on display upstairs by the registration table.
Board	When setting up, make sure that the Sanction Form is laid out in plain sight at the registration table.
Team Mgr/ Front Desk	Friday night/Saturday morning of the tournament meet all incoming team managers/coaches as they come in for their games. <ul style="list-style-type: none"> • Hand out team gifts and Pre-ordered T shirts.
Board	<ul style="list-style-type: none"> • Collect stickers for the weekend from each team. • Check the manager's book, look for district stamp and check all coaching cards plus cross reference staff report and coaching cards. • Coaches for Squirts and 10U Girls need to be certified 1 or 2 • Coaches for Pee Wee and Bantams and 12U Girls need to be certified 3 or higher
Board	Get scorebook ready by placing sticker's in book, making sure this is done at least 15 minutes before start time of the next game. Do the scorebook for each game about 15 minutes prior to the start time of the next game so there is time to get book down to the scorekeeper.
Board	Most important make sure Refs show up and that our EMT's are there before a puck is dropped.
Team Mgr/ Front Desk	Manage and display locker room assignments on dry erase board.
Team Mgr/ Front Desk	Keep track of scores on the official score sheet by the table and also on the big bracket sheet that is to be put up behind the trophies.
Team Mgr/ Front Desk	Sell tournament T shirts at the front desk. RWAHA hockey players can sell Chuck A Puck. Keep the money separate.