

## Tournament Coordinator Duties

- ✂ Open/Close Rink: make sure you have a key if you are the first ones in the rink in the morning.
- ✂ Registration Table: need one person to check USA Hockey rosters, and make sure the rosters are correct. Goodie boxes are also given out at that time.
- ✂ Score sheet labels: get from Donna
- ✂ Trophies: At the rink.
- ✂ Patches: hat trick, shut out, and playmaker—make sure you keep track of these throughout the weekend. Each player can only earn one of each. Hand them out on Sunday at the end of each game.
- ✂ Programs: get from Donna
- ✂ Cold pucks: make sure they are available
- ✂ Announcers: Sunday, for sure, to announce all the players after the games to hand out awards (trophies, medals, patches). Also, make sure to thank all players and parents for attending.
- ✂ Volunteer hours: you should keep the volunteer hours sign in with you and verify that the hours are authentic. Keep a copy before turning in the original to Don Mulder.
- ✂ Score Sheets: It works well to number them ahead of time according to the schedule. Labels can be applied for the first 4 games before the tournament. Then just keep updating after each game.
- ✂ Schedule posters: keep them updated after each game-this will relieve you of many questions from other teams.
- ✂ Answer any questions and/or solve any discrepancies.