



## NGHA Annual Hockey Tournament

### Volunteer Duties – Satellite Rinks

The **Satellite** Rinks are:

- Carleton University
- Sportsplex 1&3
- Sportsplex 2
- Ottawa U
- Walter Baker

Please arrive 10 minutes early for your shift to ensure smooth transition and allow for a few minutes at the end to hand off your responsibilities.

**DO NOT LEAVE UNTIL NEXT SHIFT ARRIVES**

#### **Venue Co-ordinator (\*only first shift and last shift of day so please check schedule):**

The Venue Co-ordinator will be responsible for pick up and drop off of the Venue box.  
(To and From Minto Echo Room)

**ALL game sheets must be returned at the end of each day so they can be posted and verified**

Tasks include:

- ❖ Pick up the Venue box from Minto Echo Room, 2<sup>nd</sup> Floor (**\*only first shift of the day so please check schedule**)
- ❖ Ensure all necessary items are at the arena:
  - ✓ Game sheets
  - ✓ Supplies – pens, tape, etc...
  - ✓ Copy of Rules & Schedules
- ❖ Liaise with teams, arena staff, officials, etc
- ❖ Tape schedule to wall behind volunteer table (**\*only first shift of the day so please check schedule**)
- ❖ Tape rules in refs room (**\*only first shift of the day so please check schedule**)
- ❖ Tape rules in timekeepers box (**\*only first shift of the day so please check schedule**)
- ❖ At the end of the day
  - collect all items for the Venue box and return to the Echo Room, 2<sup>nd</sup> Floor Minto at the end of the day (**\*only last shift of the day so please check schedule**)
- ❖ **NOTE POSTERS CAN BE LEFT AT SITE**
- If you have any issues, contact Jana 613-878-3798 or Aija 613-851-4008



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#### SIGN-IN Table

- Have game sheets ready for teams to sign-in.
- Ensure that all teams record their OWHA team # on the game sheet.
- Ensure all players and coaches sign the game sheet.
- Ensure at least one coach has his/her CC # on the game sheet.
- Ensure that the trainer writes his/her TD or TW # on the game sheet.
- Retrieve dressing room keys from Arena Staff. Provide a dressing room key to the Manager in exchange for their car keys. Ensure that Managers return dressing room keys and pick-up their keys at the end of the game.
- Direct teams to the correct dressing rooms.
- Resolve minor disputes (\*if major contact registration room)
- At the end of each game, file white copy of gamesheet into the venue box, give pink copy of gamesheet to visiting team, give yellow copy of gamesheet to home team

**\*\* Report Game Results IMMEDIATELY following each game by calling Jana 613-878-3798 or Aija 613-851-4008**

**OR**

**Texting the info below to 613-878-3798 or 613-851-4008 (you can also send a picture of the gamesheet)**

- **the Game #,**
- **Home Team Name, Score, Penalty mins**
- **Away Team Name, Score, Penalty mins**

**\*\*Ensure you get a return text to confirm receipt. If not, please CALL.\*\***