



**NGHA Annual Hockey Tournament
Runner Responsibilities – ALL HL RINKS**

Runner – Minto, Carleton U, Ottawa U, Walter Baker, Sportsplex

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

- Report to the sign-in Table at the beginning of each shift.
- Ensure Time Keeper is there 10 minutes prior to games. If Time Keeper is not there then call Jana 613-878-3798 or Aija 613-851-4008 ASAP.
- Advise Timekeepers that they need to pick up game sheets before the game
- Advise Timekeeper that they will need to announce the Player of the Game Awards after the game.
- Ensure Referee is there 20 minutes prior to games. If referee is not there then call Jana 613-878-3798 or Aija 613-851-4008 ASAP.
- Check ice to see when the Zamboni is almost finished then advise referees and each team to come out ready to play.
- Collect game sheets from timekeepers/referees and return them to the Sign-In table.
- Clean dressing rooms after teams have vacated rooms.
- Report back to the sign-in table periodically as assistance may be required elsewhere.