



NGHA Hockey Tournament

Sign-In Desk Responsibilities – Minto

SIGN-IN Table

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

- 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.
- Direct teams to the correct dressing rooms.
- Retrieve dressing room keys from Arena Staff. Provide a dressing room key to the Manager in exchange for their car keys. Ensure that Managers returns dressing room keys and pick-up their keys at the end of the game.
- At the end of each game, return white copy of gamesheet to the EchoRoom, pink copy of gamesheet to visiting team, yellow copy of gamesheet to home team