



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 game sheet to the Echo Room, pink copy of game sheet to visiting team, yellow copy of game sheet to home team.

If you need assistance please call Wendy 613-323-3115 or Jenn 613-791-0645 or see tournament staff in the Echo room on the second floor.