



## NGHA Annual Hockey Tournament

### Runner Responsibilities – ALL HL RINKS

#### **Runner – Minto, Carleton U, Ottawa U, Walter Baker, Sportsplex, Merivale, Bell, McNabb, St. Laurent, KRC, Fred Barrett, Jim Durrell**

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 Timekeeper is there 10 minutes prior to games. If Timekeeper is not there then call Wendy 613-323-3115 or Jenn 613-791-0645 ASAP.
- Advise Timekeepers that they need to pick up game sheets before the game
- Ensure Referee is there 20 minutes prior to games. If referee is not there then call Wendy 613-323-3115 or Jenn 613-791-0645 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 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.