



## NGHA Annual Hockey Tournament

### Volunteer Duties – Satellite Rinks

The **Satellite** Rinks are:

- Bell Arena
- Carleton University
- Fred Barrett Arena
- Jim Durrell Arena
- McNabb Arena
- Merivale Arena
- St. Laurent Arena
- 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 Coordinator (\*only first shift and last shift of day so please check schedule):**

The Venue Coordinator 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
  - ◆ Please stay at the venue until the last game is complete and you have been given the game sheet. **Please call in the score.**
  - ◆ 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**).



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### **NOTE POSTERS CAN BE LEFT AT SITE**

If you have any issues, contact Wendy 613-323-3115 or Jenn 613-791-0645.

### **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 Wendy 613-323-3115 or Jenn 613-791-0645)
- At the end of each game, file white copy of game sheet into the venue box, give pink copy of game sheet to visiting team, give yellow copy of game sheet to home team

**\*\* Report Game Results IMMEDIATELY following each game by calling Alfie at 613 868-5118, Jana 613-878-3798 or Aija 613-851-4008**

**OR**

**Texting the info below to 613-868-5118, 613-878-3798 or 613-851-4008 (you can also send a picture of the game sheet)**

- **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.\*\***