

# White Bear Lake Hockey Tournaments

## WELCOME DESK INFORMATION

**PLEASE READ ALL THE WAY THROUGH BEFORE YOUR SHIFT BEGINS!!**  
**POINT PEOPLE WILL BE ON SITE. CONTACT THEM FIRST FOR IMMEDIATE ON SITE CONCERNS.**

### **MANAGER/TEAM CHECK-IN:**

- Collect roster stickers, coaches stickers (A MINIMUM OF 4 STICKERS PER GAME TO BE PLAYED IN THE TOURNAMENT) and verify there is a certified/stamped roster copy in each teams' labeled folder  
*\*\*\*Important - Verify STAMPED USA HOCKEY certified roster & stickers MATCH with players!!! NO player can step on the ice if they are not on the certified roster. NO EXCEPTIONS! USA HOCKEY RULE!\*\*\**
- Give the team manager the player gifts. One for each rostered player only.
- Check off all items above for EACH TEAM on the provided checklist once completed.
- We do not provide warm-up pucks. Game pucks only.

### **PRIOR TO EACH GAME BRING TO THE SCORE TABLE:**

- Fill the puck bucket with ice from concessions or snow from outside. Ice from the zamboni will work too!
- 5 pucks go into each bucket (Vadnais needs one bucket at each rink, WBSC and WBC need only one bucket each).
- Get the microphone for the rink from the welcome center at Vadnais. WBSC has the mic at the score table.
- Stickered scorebook and score table binder must go to the score table. The binder contains all the info they need i.e. rules, programs, announcing info, pens, etc. Make sure these are returned to the welcome desk at the end of each night.

### **CLOSING FOR THE NIGHT:**

- All pucks, buckets, scorebooks, programs, trophies, bins, information binders, etc. should be put into the Ticket Office at Vadnais or the Tournament Office at WBSC. Ask the rink attendant if you are unsure. The table can remain up.
- All brackets and/or pools from games MUST be filled out on the large poster brackets on the wall.
- SUNDAY NIGHT - EVERYTHING MUST BE PUT AWAY INCLUDING TABLES.

### **STICKER BOOKS:**

- Game stickers should be stickered in the book in advance of each game. Sticker the books in chronological order of game times throughout the day. All 4 pages (white, pink, yellow and gold) need to be stickered with rosters and coaches. An example is attached in the back of this book.
- Before the game make sure the scorekeeper gets the book along with the starting line-up sheet if applicable.
- WBL keeps the white copy for each game.
- After each game file the YELLOW/PINK/GOLD copies in the black box in each teams' folder. A manager or coach from each team can come to the welcome desk to pick them up for their team.
- Update the bracket on the wall. Fill in both the score and the team names in the next games.

### **FRONT DESK/WELCOME TABLE:**

- Please keep table clean and free of food, garbage, purses, cell phones, etc. You are the face of the tournament and proud to represent WBL hockey! :)
- Lay out the tablecloth.
- Set out display Bear Trophies. On SUNDAY set up 1st, 2nd, 3rd and Consolation trophies (if applicable).
- Set out programs - roughly 30 at a time on the table. They are free of charge.

### **FILE BOX INCLUDES IMPORTANT TOURNAMENT ITEMS & INFORMATION:**

- Tournament rules and brackets (also located in the program).
- Blue Line Med schedule
- Volunteer weekend list

### **CHAMPIONSHIP SUNDAY:**

- PRIOR TO EACH MEDAL GAME MAKE SURE THE TROPHY GOES DOWN WITH THE SCOREKEEPER.

**WELCOME DESK MUST SUBMIT SCORES IMMEDIATELY FOLLOWING EACH GAME**

**Tournament Director:** [tournaments@wblhockey.com](mailto:tournaments@wblhockey.com)