POINT PERSON DUTIES

- Welcome table properly set up
- Volunteer sheets available
- Scores texted to me after every game
- Make sure medic knows where to go
- Programs at tables at all locations
- Confirm stickers and rosters are collected from team managers at check in
- Stickers at the correct rink when teams play at multiple locations
- Makes sure games stay on time. Someone needs to be on site to make sure this happens. If running behind then no lineups announced and can contact me to make the call if we need to go into running time. Running time always applies if over 6 goal lead in 3rd period.
- Official/Referee issues sent to tournament director to pass on to D2. No changes to officials calls ever.
- Be prepared to field penalty issues - discharge players, etc.
- Injuries - medic makes the call whether injured player can continue to play throughout the game and/or weekend
- Know the overtime rules- make sure those are highlighted at the scorers table
- Update/fill in game results on brackets posters
- Fully supplied (pens, cold pucks, score books, team gifts, trophies, etc.)
- Make sure volunteers are familiar with all duties as defined on description sheets
- Make sure medic plugs in walkie talkies at Vadnais every night to charge

Set up (and put away):
- Welcome table (leave out until Sunday's games are completed)
- Brackets taped up at arenas
- Table cloths on welcome tables
- Player gift at welcome table
- Bear trophies (ALL LEVELS) and medals (10U and Squirts) at correct arenas where medal games will be played
- Make sure each night specifically at Vadnais everything gets put away. The bears will get stolen if left out. The Vadnais front desk will tell you where they can lock it up. Make sure the morning people know where that is. Anything at WB County needs to be brought to Vadnais (scorebooks, extra stickers, etc. Teams should already be registered at Vadnais before their game at WB County though.)

    I think this should do it. Let me know if you have any questions and THANK YOU for all that you do!!