

## **ARENA COORDINATOR HOW TO**

**When you arrive at the arena, please find the registration desk. At Ray Friel it will be in the hallway outside the arenas. At Fred Barrett it will be in the meeting room on the first floor behind the arena front desk.**

### **TEAMS BEFORE GAME:**

- Have ready the game sheets on the clipboard for each ice pad
- Game sheets will be in the blank game sheets folder
- Assign dressing rooms to each team and write it on the schedule that is posted and also on the game sheet next to the player labels in the left side margin so coaches know when they sign in.  
\*Never put opposing teams beside each other if you can\*
- When coaches and players arrive to check in for their game:
  - Remind team manager 50/50 and raffle
  - Remind team manager to provide an MVP after each game
  - Remind team manager to review and sign the game sheet
- Get a coaches/player's set of car keys in exchange for room key. Ensure that keys are kept behind the registration table.
- Obtain TRF (Team Registration Forms) from team (when applicable) and have ADP approve it if it hasn't already been approved.
- Put away any TRFs in the TRF file folder, blank copies are kept in the same folder at each arena in case of last minute changes.
- Bench Staff Substitution Form are completed online at [ringetteontario.com](http://ringetteontario.com) under Forms

**\*Do not let coaches/managers take the game sheet away from the table – they are to fill it in there. Absolutely no labels provided by teams can be used.\***

### **TEAMS AFTER GAME:**

- Obtain completed game sheet from the scorekeeper and review for any Match and or Misconduct penalties (look for any notes in the comment section from the refs)
- Take note of any excessive penalties (greater than 30 minutes in total for a team or 10 minutes for an individual player). If either of these cases occur, immediately notify ADP at the arena.
- Provide the yellow game sheet to the home team and pink game sheet to the visitor team. (Keep these with the car keys exchanged for the room keys. So when the team comes back for their car keys you can hand their teams copy of the game sheet too)
- Get an MVP name from each team and enter it on the MVP clipboard
- Remind team manager 50/50 and raffle

**GAMESHEETS:**

- Obtain the game sheet from the timekeeper after each game
- Scan game sheet (the top white copy) using DocScan app or CamScanner app
- Make sure you can see the whole game sheet in the photo and it is well lit
- Email game sheet to [info@score2stats.com](mailto:info@score2stats.com) in PDF format with subject line:  
(Game #) (Home team) vs. (Visitor team)
- Add game results to the round robin score boards. There are instructions on how to do this or ask ADP or G&T
- File game sheet in the completed game sheet file folder
- Report major penalties to ADP asap

**REFEREES:**

- Prepare the referee room before each game with provided snacks (if needed)
- Give 1<sup>st</sup> referee the room key when they arrive at the registration desk
- Have each referee sign off their assignment on the referee document
- If a referee is a no show please advise ADP asap

**VOLUNTEERS:**

- Have each volunteer initial their hours on the volunteer document
- Provide scorekeepers with game sheet clipboard before each game
- Hand out the minor official instructions
- If someone is a no show – please find a replacement asap and mark the volunteer schedule reflecting the no show
- Remind timekeeper to honk when Zamboni is on his last turn

**50/50 & RAFFLE:**

- Remind everyone about the 50/50 and raffle
- Please sell any tickets, if extra volunteers are around send them out to sell tickets
- We require a phone number and name to be written on the ticket and there is no need to hand them the other half. (We can use the blank side tickets to sell too.)

**DETAILS FOR OPENING AND CLOSING ARENAS:**

- Arena staff can help you open the Fred Barrett Meeting Room. Please ensure all meeting/registration rooms are locked at the end of each day.
- At Ray Friel place all materials/contents into the arena box at the end of night. The bin will get picked up.

**EMERGENCY ACTION PLAN:**

- There should be volunteers and an ADP rep at each arena that can assist in an emergency. Please call 911 and have another volunteer or parent go to the front door and wait for emergency responders. Each arena has an AED and there will be a first aid kit in the Arena Box.

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