

RICHMOND RAVENS TOURNAMENT DESK

Greeting

Please greet each person that comes to the tournament desk and ask how you can help them.

Scorekeeper Pickup & Drop-off

Please prepare the following items for each scorekeeper to pick-up:

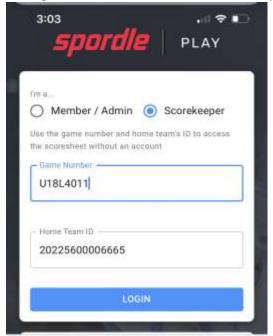
- 1. Tablet with Spordle Set-Up (see below for how to do this)
- 2. Game sheet with game info at the top
- 3. Clipboard
- 4. Pen
- 5. Referee fees (2 or 3 envelopes). Please check the game numbers on the envelopes!
- 6. 2 game pucks
- 7. 2 MVP medals
- 8. Instruction booklet
- 9. Gift bag for each team

Scorekeepers must return all items except the Ref Fees and MVPs. Please notify Mark or a board member if there was a problem with the game. Put completed game sheets into the file folder.

Spordle Set-up

Please set-this up with as many tablets are available before each game.

Using a web browser on the tablet, type https://hisports.app/login



Enter the Game Number on the game sheet Enter the Team number on the game sheet Press LOGIN



When Ready

Please ask Mark or a board member for help if you are having trouble.

Game Sheets

- Each team's Manager will confirm their roster on <u>Spordle</u>
- Some visiting teams do not have access, so they will come to the desk to get this done. Use the tablet for THEIR game.
- If assistance is needed, ask Mark or another board member.

Gift Bags

For EVERY game, each team will get a gift bag with their team's name on it.

Please send the gift bags with the scorekeeper and ask them to give it to each team at the player's benches.

Common Questions:

- Missing a timekeeper, scorekeeper, referee? please contact Mark or another board member ASAP.
- All information is online at https://www.richmondravenshockey.ca "Tournaments".
- Schedules and live scoreboards on the TeamSnap Tournaments app.
- Apparel is from Real Hip Clothing. Please contact them if you have any questions.
- Missing something from the gift bag? please check the board room for extras.
- Lost something? Check with the arena front desk.
- Each rink will have timekeeper/scorekeeper instructions and a copy of the Rules & Regs
- Downstairs Volunteer Room is for referees only during the tournament.

First Aid

- Each team has its own Safety/HCSP person.
- The First Aid room will be open and available. It is located outside the COLISEUM rink.

Please DO NOT leave the board room unless there is another Ravens Board member present.

Thanks for your help!

Need Help?

Mark 604-817-1259