



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 as are available before each game.

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

3:03

spordle | PLAY

It's a...

Member / Admin Scorekeeper

Use the game number and home team's ID to access the scoresheet without an account.

Game Number: U18L4011

Home Team ID: 20225600006665

LOGIN

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

3:05

PERIODS START GAME

All tasks must be complete before starting th...

RICHMOND RAVENS U18 A
15 players and 3 bench staff assigned to this game

VANCOUVER FEMALE IHA U18 A1
Select the players and bench staff on the Away team

Scorekeeper & Timekeeper
Enter the scorekeeper and timekeeper for this game

Game Officials
1 referee and 2 linespersons assigned to this game

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 [Spordle](#)
- 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/H CSP 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