

# SAINT- LAURENT HOCKEY TOURNAMENT VOLUNTEER JOB DESCRIPTIONS



1. Main Entrance Host/Hostess
2. Ice Captain
3. Runner
4. Loge Host/Hostess
5. Corridor Security (RBA-1, RBB-2, CEGEP)
6. Loge Security
7. Waiting Area Coordinator

## 1. Main Entrance Host/Hostess

- ✓ Welcome teams and guests as they arrive
- ✓ Direct coaches to the hockey office (2<sup>nd</sup> floor, Rink A) for team registration
- ✓ Informs participants that there are two rinks (A & B) as well as two corridors for dressing rooms
- ✓ Answers any additional questions they may have

## 2. Ice Captain (1 person for Rink A and 1 person for Rink B at all times)

- ✓ Stationed in the corridor, monitoring the progress of the game and alerting the next team to play when there is approx. 3 minutes remaining in the current game
- ✓ During the tournament, the Zambonis will be re-surfacing the ice between the 2<sup>nd</sup> and 3<sup>rd</sup> periods. The Ice Captain must ensure that the dressing rooms have been unlocked prior to the intermission.
- ✓ Escorts the team to their room at the intermission
- ✓ Lock the room after the team has left the room
- ✓ Ensures that the arena's staff has prepared the room for the next team.
- ✓ Delivers cold drinks to the assigned rooms immediately after start of the game (located in the fridges in area behind Rink B)
- ✓ Controls the general 'flow' of traffic in the corridor. (During the first weekend of the tournament those corridors will be very active places!)
- ✓ Make sure that the rooms have been vacated by the previous team not longer than ½ hour following the game.

**\*Please note:** Game schedules can and will vary as a result of overtime or the 'mercy rule'. The Ice Captain is responsible to advise the next scheduled team of any potential start time modifications.

### 3. Runner (1 person at all times)

- ✔ The pancartes (team signs) for each team must be installed in the pancarte frame behind the appropriate bench ('Home' or 'Away') at either rink immediately after the previous team has left the ice. All pancartes will be stored in the hockey office.
- ✔ The attendant must be aware of the day's schedule and is responsible to monitor the status of the games in progress so he/she knows when and where to install the appropriate pancarte.
- ✔ The runner should have a copy on hand of that day's tournament schedule (available in hockey office)
- ✔ Will deliver medals to the scorekeepers
- ✔ Will deliver completed score sheets from scorekeeper to the coaches at the end of the game.
- ✔ Will deliver completed game score sheets and player of the game forms that are received from both coaches to the hockey office. **PLEASE ENSURE THAT THE SCORE SHEETS ARE ONLY GIVEN TO THE HOCKEY OFFICE.**

### 4. Loge Host/Hostess (1 person at all times)

For the duration of the tournament, the Hospitality Loge will be open to all current volunteers, St-Laurent coaches and special invited guests for light refreshments (VIP'S). Upon registration, the St-Laurent coaches will be given an I.D. lanyard to gain admittance. The loge host/hostess will put out snacks and keep the loge clean. None of the players are permitted in the lodge.

### 5. Corridor Security (1 person per rink corridor)

- ✔ Stationed at the entrance of each dressing room corridor
- ✔ Besides players, only those wearing an I.D. lanyard are permitted into the corridor (no exceptions). Parents are only admitted if they are wearing a lanyard
- ✔ During the first weekend of the tournament the corridors will be very active places!
- ✔ If unsure about any individual who desires to enter the corridor, that person may be refused entry until a committee member is consulted.

### 6. Loge Security (1 person at the Loge door entry at all times)

- ✔ Will allow access to the loge to only the following people wearing a VIP pass:
  - St-Laurent coaches with COACH passes
  - St-Laurent hockey committee members with VIP passes
  - Tournament volunteers wearing volunteer vests
  - Special invited guests
  - NOTE: Volunteers have access to the LOGE to eat only after their shift has been completed (and not during their shift)

### 7. Waiting Area Co-ordinator

- ✔ Will be guiding arriving teams to place their bags in the designated area
- ✔ Will answer any questions from the arriving teams regarding the schedule
- ✔ Will co-ordinate with the Ice Captains the movement of the teams into their dressing rooms
- ✔ Will facilitate the exit of the teams from the corridor ensuring there are no "traffic jams"