

## **RINK COORDINATOR VOLUNTEER DUTIES** (4 pages)

1. **Welcome Bags:** Hand out to each team's Coach/Manager at their first game. Do this when you ask the manager to initial the scoresheet. *This should occur Friday afternoon and Saturday morning.*

2. **Make sure the games are on time.** Teams are supposed to be ready 15 minutes before play starts. See rules for game forfeit and for ways of making up time if we are behind schedule.

3. **When the coaches/managers check in, complete the following:**

### **BEFORE GAME:**

- Get game sheet on the clipboard.
- Get coaches to make sure all information on the roster is correct. Ask them to initial roster to confirm it is correct.
- Give coach/manager from each team a Player of the Game Award (coffee mug for regular games and playoff games U10-U12. Playoff games U14 and up get Biosteel water bottle and towel).

- Check the jersey color of each team. Home team has first pick of the color unless visitors do not have 2nd set of jersey. If you see a conflict, check with referee and ask their opinion.
- Dressing room assignments: The dressing room schedule will be posted in sight for teams when they enter the rink (on the screens). Dressing room numbers for each team for each game will also be written on the scoresheet above each team's roster for a quick reference. **Make sure to get the manager's car keys in exchange for the dressing room key and place them in the correct dressing room basket**
- U12 and up, remind the home team they need to provide shot clock operator (round robin only).

### **AFTER EACH GAME:**

- Timekeeper brings game sheet back to Rink Coordinator's Room. Keep original for stats, **put pink copy in key basket of home team and yellow copy in key basket of visitor's team.**
- When the manager's return the dressing room key, hand them their copy of the game sheet.

- **TEXT the Master Scorekeeper the game scores.** See below for details:

**Master Scorekeeper (Sheldon Wood, 506-262-1478):** The Rink Coordinator is in charge of communicating the scores to the Master Scorekeeper following each game (U10 and up). Rink Coordinators will use their personal cell phone to TEXT scores to the Master Scorekeeper at **506-262-1478.**

***Please text team names, the score, and game number (located on the Scorekeeper's sheet in the top right-hand corner), as soon as you receive the game sheet. GAME NUMBER MUST BE INCLUDED!***

Example: Dieppe Impact 5, Fredericton Galaxy Stars 6,  
Game #102

***As a backup, Stacey Russell may be texted the scores at 506-260-6958 (only if there is an issue with contacting the Master Scorekeeper, Sheldon Wood).***

**14. Rink dressing room cleaning** Remind coaches/managers to clean up their dressing rooms before they leave it.

**5. Pay Referee after each game or after their block of games.** Have referee initial the payment form to indicate they received their pay. If only one referee does the entire game, he/she gets both envelopes for the game. Envelopes will be provided to you for this, so please keep secure. (This money will come in sealed envelopes and already identified for each game. All you need to do is give the envelope to the referee and make sure he/she initials the payment form.)

**6. 50/50 Ticket Sales:** All proceeds from the 50/50 draws will be given to you in separate envelopes. Keep this secure at all times. Someone will collect at the end of the day. If the 50/50 is not done, mark on the 50/50 schedule. This will help keep track of volunteers showing or not.

**7. Bottlecap Game:** Money may be dropped off to the Rink Coordinator from the Bottlecap Game. Keep secure at all times. This won't happen during every shift.

**8. Medals Presentations:** Help present medals to winning teams after U10-U19 Finals (Sunday at WOR) as well as to all U9 after last scheduled game is played (schedule of medal presentation for U9 will be posted in the office). Do it on the ice and get the coaches to announce their player's names. Get an FYRA player to help with the presentation of medals if at all possible.

**9. All volunteers must report to the Rink Coordinator's Room to report for volunteer duty. Make sure they initial the sheet provided for volunteering.**

### **RINK COORDINATOR ROOMS (Early Bird Central)**

**Willie O'Ree** - Community Room, 2nd level, between two rinks

**Grant Harvey** – Community Room, 2nd level, between two rinks

**LBR** – First Aid Room, lower level, beside dressing rooms

**York** - on the right-hand side, close to main entrance