



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:

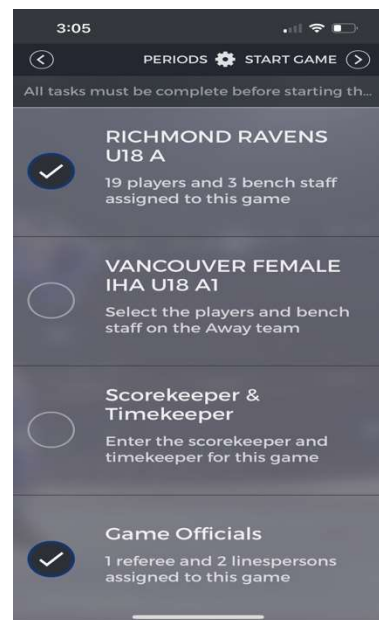
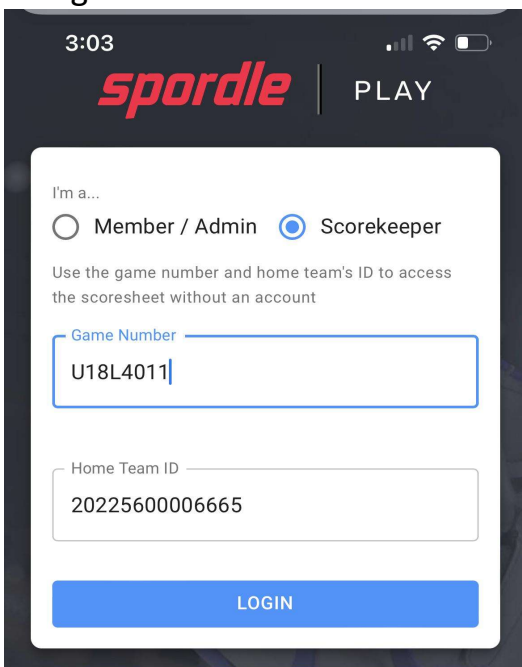
1. Tablet with HiSports Information Set-Up
2. Game sheet with game sticker
3. Clipboard
4. Pen
5. Referee fees (2 or 3 envelopes). Please check the game numbers on the envelopes!
6. 2 game pucks
7. 2 MVP hats (except for U7 or U9 games)
8. Score keeper instructions

Scorekeepers must return all items except the Ref Fees and MVP hats. Please ask if there were any problems with the tablet or game. **Please notify Mark or a board member if there was a problem.** Please put completed game sheets into the file folder.

HiSports Set-up

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

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



Enter the Game Number on the game sheet sticker
 Enter the Team number on the game sheet sticker
 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 www.hisports.app
- 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 manager will come and pick up a **gift bag** with their team's name on it. Please set these bags up so they can be easily picked up by the managers when they arrive.

First Game: U7 Stuffed Animals, U9 + Toques

Second Game: Welch's fruit snacks

Third Game: Chips

Fourth Game: Granola Bar

Fifth Game: Welch's fruit snacks

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.
- If emergency First Aid is required, please ask the team to call Watermania (604-448-5353).
- The First Aid room will be open and available. It is located outside the POND 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