

## Tournament Checklist

- Send Hotel information to all out-of-town teams in a timely manner.
- Send direction to the ice rink (s).
- Schedule appropriate number of current USA Hockey game officials for all games.
- Schedule two off-ice officials for each game, one to operate the game clock and one to keep score.
- Schedule two adult goal judges for each game.
- Appropriate First Aid should be available.
- Provide approximately 20 game pucks for the weekend.
- Tournament director will check team roster, team eligibility, player eligibility, and players before each team's first game.
- Post Procedures in a prominent location for any attendee to review as needed.
- Post game schedule and lock room assignments in a prominent location and provide a copy to each team coach/manager.
- Mail signed, original copy of all game score sheets to the Registrar within 48 hours immediately following the final game. Include any official's reports on major penalties and game misconducts.
- Report major penalties/game misconducts to the MWAHA Affiliate President.
- Provide the winning team with a copy of the Central Districts or Nationals information that was provided by the Central Districts Registrar.