

# Tournament Manager Tip Sheet

## **Beginning of season:**

- 1) Get Tourney Machine username and password from Amber Blakesley

## **2 Weeks Before Tourney:**

- 1) Review how to update scores and how to move teams from pool play to bracket play on (Amber will do this- just let Amber know all pool games have been played)

Tourney Machine (see video on Tourney Manager page)

- 2) Connect with tourney contact person (Apryl, Amber Blakesley, Ashley, or Amber Bugher) to get players gifts and then organize them for each team.

## **1-3 Days Before Tourney:**

- 1) Get equipment room key from Amber Blakesley
- 2) Set up Welcome table at RCC (should be set up for you at Northstar)
- 3) Decorate lobby as desired

## **Day of Tourney:**

- 1) Pick up pre-order shirts and trophies at Cowing Robards
- 2) Pick up programs at Palmer Creations (previously Estenson's Printers)
- 3) Hang up large paper bracket at each rink- dropped off at RCC by Brian Klimek
- 4) Place one bucket of pucks in each rink (pucks will be provided at Northstar)
- 5) Write down locker room assignments for ease of giving direction to teams
- 6) Remind scorekeeper to grab the music iPads located in concessions
- 7) Have DIBS sheet at Welcome Table- volunteers will sign-in with you
- 8) Set up Big Ole blow up in RCC (located in suitcase in Zamboni room)- ask rink guys if you need help
- 9) Give all signed Heartland Ortho sheets to Athletic Trainer

**Team Sign-in Requirements** (place all in individual team folder and place in office when complete)

- 1) Sign Heartland Orthopedics concussion form- give to athletic trainer
- 2) Sign Tournament Rules and Locker Room Guidelines
- 3) Explore Alexandria demographic sheet
- 4) Roster stickers (4 each team) in case of GameSheet malfunction
- 5) Copy of USA Hockey official roster
- 6) Give team apparel orders and players gifts

**End of the Tourney**

- 1) Put all paperwork in one folder and label with division and place it in the equipment room on the wire shelf.
- 2) Take down blow-up Big Ole and place it back in the zamboni room.
- 3) Put away welcome table and supplies
- 4) Place both buckets of pucks in AAHA Equipment Room
- 5) Take down tourney specific decorations. Generic tourney decorations can remain up for following tourneys.

Tournament Committee member coverage:

Squirt A & C-

10UA/B-

PWB/B2-

BAA/PWAA-

Squirt B2-

BB/B2-

15U/A&B-

12UA/B-

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