

Result Manager Checklist for Gemini Light Tournaments (WMIIA-WW18IBQ) 2018 Championship Season

After first Directorate Meeting

1	IIHF Result Manager	Produce and Approve GAME OFFICIAL ASSIGNMENTS (C58)	Parameters: Game
2	IIHF Result Manager	Produce and Approve TEAM ROSTERS (C33)	Parameters: Team

Start of day - approximately -180 minutes to the Game

1	IIHF Result Manager	Perform a full hardware and Internet connection check: start every laptop and verify connectivity to Hydra, check every other stats-related equipment you might have	
2	IIHF Result Manager	Produce and Approve GAME ROSTER (C54A) -120minutes before the start	Parameters: Game

Line-ups process - approximately -90 minutes to the Game

1	IIHF Result Manager	Produce and Approve TEAM LINE-UP FORM (C48A)	Parameters: Game
2	IIHF Result Manager	Manage the Line-up data collection process (Scorekeeper going to the Teams to collect the data)	
3	IIHF Result Manager	Line-Up Setup in Aquila (max. -60 min.), including Captain/Assistants	
4	IIHF Result Manager	Produce and Approve LINE-UPS (C54B) Print LINE-UPS (C54B) twice to be distributed to both teams	Parameters: Game
5	IIHF Result Manager	Produce and Approve OFFICIAL GAME REPORT (C48F) for the Scorekeeper's use and for the teams to be signed	Parameters: Game
1	IIHF Result Manager	Produce and Approve GAME STARTING LINE-UP FORM (C48B)	Parameters: Game
3	IIHF Result Manager	Manage the distribution of LINE-UPS (C54B) and OFFICIAL GAME REPORT (C48F) and ask a team staff to sign the OFFICIALS GAME REPORT (C48F) for approval of the line-up. Manage the Starters data collection process (48B).	
4	IIHF Result Manager	Starters setup in Aquila (max. -10 min.)	
5	IIHF Result Manager	Produce and Approve GRAPHICAL LINE-UPS (C54C)	Parameters: Game

-20 minutes to the Game

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1	IIHF Result Manager	Make sure Pre Game is ended	
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After periods

1	IIHF Result Manager	Produce, Check and Approve GAME SUMMARY (C74)	Parameters: Game, Period
2	IIHF Result Manager	Manage the distribution of the GAME SUMMARY (C74) to playing teams in the dressing room.	

During 3rd period

1	IIHF Result Manager	Manages the communication of number of spectators to Orion Operator	
2	IIHF Result Manager	Make sure Orion has marked Best Players (BP)	

After 3rd period if game not ended

1	IIHF Result Manager	Produce and Approve GAME SUMMARY (C74) - no need to distribute to the teams	Parameters: Game, Period
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After overtime if game not ended

1	IIHF Result Manager	Produce and Approve GAME SUMMARY (C74) - no need to distribute to the teams	Parameters: Game, Period
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Game ended

1	IIHF Result Manager	Make sure Orion marked game as Game Complete	
2	IIHF Result Manager	Produce and Approve OFFICIAL GAME REPORT (C48F)	Parameters: Game, Period
3	IIHF Result Manager	Manage the Referee signature collecting process	
4	IIHF Result Manager	Produce and Approve TOURNAMENT PROGRESS (C76)	Parameters: Phase

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5	IIHF Result Manager	Produce and Approve GAME SUMMARY (C74)	Parameters: Game, Period
6	IIHF Result Manager	Produce and Approve PLAYER STATISTICS BY TEAM (C83)	Parameters: Game, Team
7	IIHF Result Manager	Manage the distribution of the GAME SUMMARY (C74) and PLAYER STATISTICS BY TEAM (C83) to playing teams in the dressing room.	
8	IIHF Result Manager	Collect all signed document (line-up forms, Gamesheet, backup notes etc.)	
9	IIHF Result Manager	Produce and Approve TEAM STATISTICS (C84)	Parameters: Game
10	IIHF Result Manager	Produce and Approve BEST PLAYER OF THE GAME SELECTED BY THE TEAM (C85K)	Parameters: Game
11	IIHF Result Manager	Produce and Approve C85A to C85H	Parameters: Game
12	IIHF Result Manager	Verify eventual Suspensions to be removed	
13	IIHF Result Manager	Lock the game in Mensa - Event Administration	

End Tournament			
1	IIHF Result Manager	Produce and Approve FINAL RANKING	
2	IIHF Result Manager	Produce and Approve BEST PLAYERS SELECTED BY DIRECTORATE (C85I)	
3	IIHF Result Manager	Produce and Approve BEST PLAYER OF THE GAME SELECTED BY COACHES (85J)	
4	IIHF Result Manager	Announce Relegation/ Promotion in Mensa - Event Administration	