

## POST-TOURNAMENT DOCUMENT DEADLINES

**FAILURE TO COMPLY WILL RESULT IN APPROPRIATE FINES**

**(As per OWHA Rules / Regulations)**

TASK	SUBMISSION DEADLINE	INFORMATION & DETAILS
<u>Suspensions during the tournament</u>	<p>Immediately following the end of the game in which the infraction was received.</p> <p>Both the team and the tournament <b>MUST</b> email their copy of the gamesheet separately to <a href="mailto:stats@owha.on.ca">stats@owha.on.ca</a></p>	<ul style="list-style-type: none"> <li>❖ An infraction received during a tournament game must be reported by the team immediately following the game.</li> <li>❖ A copy of the gamesheet must be emailed to <a href="mailto:stats@owha.on.ca">stats@owha.on.ca</a></li> </ul>
<u>Major Penalty Report</u>	<p>Within 48 hours of tournament completion</p>	<ul style="list-style-type: none"> <li>❖ Template on the OWHA website (<a href="http://www.owha.on.ca">www.owha.on.ca</a>) MUST be used.</li> <li>❖ Must be sent electronically to <a href="mailto:tournaments@owha.on.ca">tournaments@owha.on.ca</a> by the deadline and in excel format.</li> <li>❖ If there were no suspensions, please indicate that on the template and email to <a href="mailto:tournaments@owha.on.ca">tournaments@owha.on.ca</a></li> </ul>
<u>Original Tournament Gamesheets (White Copy)</u>	<p>Within 1 week following the completion of the tournament</p> <p>OWHA office address: 225 Watline Avenue Mississauga, Ontario L4Z 1P3</p>	<ul style="list-style-type: none"> <li>❖ The white copy of the game sheets must be mailed to the OWHA office with a copy of the sanction permit certificate you received when the tournament was sanctioned.</li> </ul>
<u>Game Report &amp; Scores.</u>	<p>Within 1 week following the completion of the tournament</p>	<ul style="list-style-type: none"> <li>❖ Template on the OWHA website (<a href="http://www.owha.on.ca">www.owha.on.ca</a>) MUST be used.</li> <li>❖ Must be sent electronically to <a href="mailto:tournaments@owha.on.ca">tournaments@owha.on.ca</a> in excel format only.</li> </ul>
<u>Officials Report both OWHA &amp; NON-OWHA Officials Report</u>	<p>Within 1 week following the completion of the tournament.</p>	<ul style="list-style-type: none"> <li>❖ There are 2 reports, complete the one(s) that apply to your tournament.</li> <li>❖ Templates are available on the OWHA website (<a href="http://www.owha.on.ca">www.owha.on.ca</a>)</li> <li>❖ They must be emailed in excel format to <a href="mailto:tournaments@owha.on.ca">tournaments@owha.on.ca</a></li> </ul>
<u>Financial Report</u>	<p>60 days following the completion of the tournament</p>	<ul style="list-style-type: none"> <li>❖ The template on the OWHA website (<a href="http://www.owha.on.ca">www.owha.on.ca</a>) MUST be used.</li> <li>❖ Please add any additional fields you require and complete the form in FULL.</li> <li>❖ Must be emailed to <a href="mailto:tournaments@owha.on.ca">tournaments@owha.on.ca</a></li> </ul>