



# REPORTS TO REMEMBER



## **PRE-TOURNAMENT DOCUMENT DEADLINES**

**FAILURE TO COMPLY WILL RESULT IN APPROPRIATE FINES  
(As per OWHA Rules / Regulations)**

**TEMPLATES FOR BOTH PRE & POST TOURNAMENT REPORTS  
ARE AVAILABLE ON THE OWHA WEBSITE**

**([www.owha.on.ca](http://www.owha.on.ca))**

**UNDER THE TOURNAMENT TAB DROP DOWN MENU**

<b>TASK</b>	<b>SUBMISSION DEADLINE</b>	<b>INFORMATION &amp; DETAILS</b>
<b><u>Team List with OWHA Team Numbers.</u></b>	<b>4 weeks prior to tournament</b>	<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> 4 weeks prior to the start of the tournament.</li><li>❖ DO NOT send a player list.</li><li>❖ DO NOT convert the template to a pdf. It must be sent as an excel document.</li></ul>
<b><u>Acceptance / Refusal Letters to teams</u></b>	<b>4 weeks prior to tournament</b>	<ul style="list-style-type: none"><li>❖ These must be sent out to the teams to advise of their acceptance or denied entry into the tournament.</li><li>❖ Letter templates are available on the OWHA website (<a href="http://www.owha.on.ca">www.owha.on.ca</a>)</li><li>❖ DO NOT email or fax these to the OWHA office.</li></ul>
<b><u>Cancellation letters by team to tournament host.</u></b>	<b>4 weeks prior to tournament</b>	<ul style="list-style-type: none"><li>❖ Written withdrawal notice must be received by the tournament host prior to the tournament.</li><li>❖ Letter template is available on the OWHA website (<a href="http://www.owha.on.ca">www.owha.on.ca</a>)</li><li>❖ DO NOT email or fax these to the OWHA office.</li></ul>
<b><u>Tournament Schedule</u></b>	<b>2 weeks prior to tournament</b>	<ul style="list-style-type: none"><li>❖ Schedules must be provided to the participating teams and to the OWHA by the deadline.</li><li>❖ Schedules must be emailed to <a href="mailto:tournaments@owha.on.ca">tournaments@owha.on.ca</a></li></ul>