



PRE-TOURNAMENT DOCUMENT DEADLINES

UPDATED (May 2023)

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)

THE RAMP TOURNAMENT PLATFORM WILL ONLY SHOW TEAMS WITH APPROVED
OWHA ROSTER. ONLY THEN CAN THE TEAM BE ADDED TO YOUR TOURNAMENT
VIA THE TOURNAMENT PORTAL.

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