



REPORTS TO REMEMBER

POST-TOURNAMENT MANDATORY DOCUMENT DEADLINES

UPDATED (MAY 2024)

**FAILURE TO SUBMIT THE Officials Report OR THE Financial Report WILL
RESULT IN A FINE OF \$200.00 PER REPORT TO THE ASSOCIATION**

**TEMPLATES FOR REPORTS ARE AVAILABLE ON THE OWHA
WEBSITE, UNDER THE TOURNAMENT TAB**

(www.owha.on.ca)

TASK	SUBMISSION DEADLINE	INFORMATION & DETAILS
<p style="text-align: center;"><u>Officials On-Ice Report</u></p> <p style="text-align: center;">Must be submitted on the appropriate template from the OWHA website. Both OWHA and NON-OWHA officials are to be entered into the form</p>	<p style="text-align: center;">Within 7 days following the completion of the tournament. All requested information must be provided, and the report must be completed in full before it can be accepted</p>	<ul style="list-style-type: none"> ❖ Template is available on the OWHA website (www.owha.on.ca) ❖ It must be emailed in excel format to tournaments@owha.on.ca
<p style="text-align: center;"><u>Financial Report</u></p> <p style="text-align: center;">Must be submitted on the appropriate template from the OWHA website.</p>	<p style="text-align: center;">60 days following the completion of the tournament</p>	<ul style="list-style-type: none"> ❖ The template on the OWHA website (www.owha.on.ca) MUST be used. ❖ Please add any additional fields you require and complete the form in FULL. ❖ Must be emailed to tournaments@owha.on.ca