



REPORTS TO REMEMBER

PRE-TOURNAMENT MANDATORY DOCUMENT DEADLINES

UPDATED (MAY 2024)

FAILURE TO SUBMIT THE TEAM LIST AND THE TOURNAMENT SCHEDULE WILL RESULT IN A FINE OF \$200.00 PER DOCUMENT 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
<u>Team List with OWHA Team Numbers.</u>	4 weeks (1 month) prior to the start of the tournament NOTE: Changes/updates to the team list must also be submitted for approval.	<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 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 OWHA and to participating teams. ❖ Schedules MUST be emailed to tournaments@owha.on.ca