



REPORTS TO REMEMBER

POST-TOURNAMENT MANDATORY DOCUMENT DEADLINES

UPDATED (JUNE 2025)

**FAILURE TO SUBMIT THE Officials Report OR THE Financial Report WILL
RESULT IN A FINE OF \$500.00 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
<u>Officials On-Ice Report</u> Must be submitted on the appropriate template from the OWHA website. Both OWHA and NON-OWHA officials are to be entered into the form	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	<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
<u>Financial Report</u> Must be submitted on the appropriate template from the OWHA website.	60 days following the completion of the tournament	<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