



## **REPORTS TO REMEMBER**

# **PRE-TOURNAMENT MANDATORY DOCUMENT DEADLINES**

*UPDATED (JUNE 2025)*

**FAILURE TO SUBMIT THE TEAM LIST AND THE TOURNAMENT SCHEDULE WILL RESULT IN A FINE OF \$500.00 PER DOCUMENT TO THE ASSOCIATION**

TEMPLATES FOR REPORTS ARE AVAILABLE ON THE OWHA WEBSITE,  
UNDER THE TOURNAMENT TAB  
([www.owha.on.ca](http://www.owha.on.ca))

TASK	SUBMISSION DEADLINE	INFORMATION & DETAILS
<b><u>Team List with OWHA Team Numbers.</u></b>	<b>4 weeks (1 month) prior to the start of the tournament</b> <b>NOTE: Changes/updates to the team list must also be submitted for approval.</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>❖ <b>DO NOT</b> send a player list.</li> <li>❖ <b>DO NOT</b> 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>❖ <b>DO NOT</b> email 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>❖ <b>DO NOT</b> email 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 OWHA and to participating teams.</li> <li>❖ Schedules <b>MUST be emailed to</b> <a href="mailto:tournaments@owha.on.ca">tournaments@owha.on.ca</a></li> </ul>