

## **PRE-TOURNAMENT REQUIREMENTS**

*(REQUIRED TO G&T COORDINATOR A MINIMUM OF FOUR WEEKS PRIOR TO EVENT – IF UNABLE TO MEET THIS DISCUSS WITH THE CO-ORDINATOR)*

### **1. TOURNAMENT RULES**

The O.R.A. requires that your Host Committee submit a list of the rules to the Regional Games and Tournaments Coordinator being used in your tournament. These rules must be handed in even if no additions were made to the existing O.R.A Event Rules and must be approved *before sending out to teams.*

### **2. TOURNAMENT SCHEDULE**

#### **Time Line And Procedure For Tournament Schedule Approval**

4 weeks prior to the first day of the tournament – the host must submit the schedule in excel format, CSV format, checker report and ice contract to the Regional G&T Coordinator for immediate distribution to the Provincial G&T Committee

- 48 hours after submission – if the host has not received an acknowledgement that the Regional G&T Coordinator has received the documents, then the host is to resend all to the Regional G&T Coordinator, the Regional Director and the G&T Provincial Committee Chair

- 48 hours after receiving the tournament schedule – G&T Coordinators must send comments on changes required to the Provincial G&T Committee Chair who will forward the comments to the Host Regional G&T Coordinator to be immediately forwarded to the tournament host

- 72 hours after receiving comments from the Provincial G&T Committee – host must send corrections to the Regional G&T Coordinator and cc G&T Provincial Committee Chair for circulation to Provincial G&T Committee. If the G&T Provincial Committee Chair has not received corrections within 72 hours, he/she will contact the host directly, cc'ing the Host Regional G&T Coordinator.

- 36 hours – Provincial G&T Committee and tournament host have 36 hours for responses to subsequent communications

- 2 weeks prior to the first day of the tournament – approved schedule must be released to the teams

The timeline for approval will be suspended between noon on December 24th and noon on January 1st

#### **Schedule Requests From Teams**

- prior to the schedule being released – between the team and the host

- after the schedule has been released – team requests for changes not to be considered except for a life altering situation. Technical situations requiring schedule changes arising after the schedule has been released will be dealt with by the Provincial G&T Committee on a case by case basis.

In order to help you with the administration of your tournament, be specific as to who is playing against whom. This will aid in spot-checking for problem areas. Use your Regional G&T Coordinator as a valuable resource in organizing your event. Attached you will find game formats that are pre-approved by G&T. When making decisions on pooling or unbalanced scheduling, contact G&T for assistance. Recommended team match ups will be provided by the Regional G&T Committee for "A" divisions.

### **3. INVITATION LETTER**

The Regional G&T Coordinator must proof the invitation letter *before you send it to potential teams*. This again will allow O.R.A. to help you in the administration of your tournament. Include deadline for entries (if one) and procedures if a team withdraws. Also include whether this is a first-come, first-served tournament or has a deadline at which time teams will be chosen.

### **4. LIST OF TEAMS**

The Host Committee must submit a list of teams participating in the tournament to the Regional G&T Coordinator. It is important that this list includes the Association and Head Coach's names for each team, as well as Division and Level of Play. These should be updated periodically as you receive applications. Before canceling a division, discuss with G&T for input. You may use GT-F-03 or your own listing as long as it includes the required information.

### **5. FACILITY AUDIT**

The Host Committee is required to submit a FACILITY AUDIT FORM for all facilities used at their event to the Regional G&T Coordinator. The audit will help provide a safe environment for all participants. All facilities for your Association must submit this form by November 15<sup>th</sup>. Any facilities that are only being used for your tournament must have a form submitted three weeks before the event.

### **6. REFEREE-IN-CHIEF**

The Tournament Referee-In-Chief is required to communicate with the Regional Officiating Coordinator regarding the selection and scheduling of Officials for the tournament. This must take place **no later than (3) weeks prior** to the tournaments first game and is solely for the exchange of information. Please see Referee-In-Chief Tournament Guidelines document included in this package.

## 7. OUT-OF-PROVINCE PLAY FORM

- Available to be completed on line at:

[https://docs.google.com/forms/d/15sDa23\\_U03D35lcAzfd-Lr8X1WWTenzOtfRjsTmYvQ/viewform?c=0&w=1&usp=mail\\_form\\_link](https://docs.google.com/forms/d/15sDa23_U03D35lcAzfd-Lr8X1WWTenzOtfRjsTmYvQ/viewform?c=0&w=1&usp=mail_form_link)

Host Associations are to inform the O.R.A. office of all out-of-province teams entering their tournament thirty (30) days prior to the event or as soon as the team registers for the tournament. If all of the information is not known submit what is available and later update the balance.

The above pre-tournament requirements are to be submitted to the Regional G&T Coordinator a **minimum of THREE (3) WEEKS PRIOR** to the event. Except Item #6, which should be handled by the Regional Officiating Coordinator and Item # 7 where forms are submitted directly to the ORA office. If you have any problems in meeting this deadline, contact the Regional G&T Coordinator to request a new deadline for this information to be handed in.

Documents and forms pertaining to pre-tournament requirements are:

- Invitational Tournament Safety Checklist
- List of Teams Form – G&T-F-03
- Out-of-Province Play form – G&T-F-08
- Risk Management and Safety Audit Form – M-F-17