# REPORTS TO REMEMBER

## POST-TOURNAMENT DOCUMENT DEADLINES

Failure to comply will result in appropriate fines (As per OWHA Rules / Regulations)

<table>
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<th>TASK</th>
<th>SUBMISSION DEADLINE</th>
<th>INFORMATION &amp; DETAILS</th>
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| **Suspensions during the tournament** | Immediately following the end of the game in which the infraction was received. | ❖ An infraction received during a tournament game must be reported by the team immediately following the game. 
❖ A copy of the gamesheet must be emailed to stats@owha.on.ca |
| **Major Penalty Report**          | Within 48 hours of tournament completion | ❖ Template on the OWHA website ([www.owha.on.ca](http://www.owha.on.ca)) MUST be used. 
❖ Must be sent electronically to tournaments@owha.on.ca by the deadline and in excel format. 
❖ If there were no suspensions, please indicate that on the template and email to tournaments@owha.on.ca |
| **Original Tournament Gamesheets (White Copy)** | Within 1 week following the completion of the tournament | OWHA office address: 225 Watline Avenue Mississauga, Ontario L4Z 1P3 
❖ The white copy of the game sheets must be mailed to the OWHA office with a copy of the sanction permit certificate you received when the tournament was sanctioned. |
| **Game Report & Scores**          | Within 1 week following the completion of the tournament | ❖ Template on the OWHA website ([www.owha.on.ca](http://www.owha.on.ca)) MUST be used. 
❖ Must be sent electronically to tournaments@owha.on.ca in excel format only. |
| **Officials Report both OWHA & NON-OWHA Officials Report** | Within 1 week following the completion of the tournament. | ❖ There are 2 reports, complete the one(s) that apply to your tournament. 
❖ Templates are available on the OWHA website ([www.owha.on.ca](http://www.owha.on.ca)) 
❖ They must be emailed in excel format to tournaments@owha.on.ca |
| **Financial Report**              | 60 days following the completion of the tournament | ❖ The template on the OWHA website ([www.owha.on.ca](http://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 |