

[PLEASE PRINT A HARD COPY OF THIS DOCUMENT AND RETAIN FOR FUTURE REFERENCE - PLEASE DO NOT REPLY BACK DIRECTLY TO THIS EMAIL IT IS YOUR RESPONSIBILITY TO READ THIS ENTIRE DOCUMENT TO AVOID CONFUSION OR ANY CONFLICTS]

BARRIE SHARKFEST

Female Rep & House Hockey Tournament

Nov 20 - Nov 22, 2009

OWHA Sanction # 0910034

2009 Coach & Managers FINAL Important Information

****THE SPORTACULAR EVENT OFFICES WILL BE SHUT DOWN from Thursday November 19th @ 12 Noon till Sunday 10PM. If you need to contact us while on site we will have access to email so please feel free to email us at info@sportacularevent.com**

Double check the schedule and share with families. This is not a live link direct to the schedule, only a link to the Sharkfest Main Page. Once on the main page, scroll down until you see Tournament Schedules. Be aware that Stroud and Innisfil Arenas are two separate arenas. Please double check to make sure you are going to the correct arena. We have the arena maps also posted on the website.

http://www.sportacularevent.com/2009_Barrie_Sharkfest_18th_Annual.php

TOURNAMENT HEADQUARTERS: EAST BAYFIELD ARENA FOR THIS EVENT.



TEAM CHECK IN PROCEDURES:

Head quarters will open on FRIDAY AT 8:00AM. We ask that only 1 Manager, Coach or Team Staff drop over to the Tournament Headquarters Office inside EAST BAYFIELD ARENA. The yellow directional signs will guide you to the headquarters area (skate room between Pad 1 and Pad 2).

TEAM ROSTERS AND STAFF:

You MUST Report in either BEFORE your first game if time permits OR directly AFTER following your first game. HOWEVER; **IF YOU HAVE ANY OWHA PICKUP CONSENT FORMS FOR PLAYERS BEING ADDED TO YOUR TEAM YOU MUST COME TO HEADQUARTERS BEFORE THESE PLAYERS PLAY TO DECLARE YOUR FINAL ROSTER WITH THIS PAPERWORK. One (1) Team Official MUST arrive at headquarters who is Carrying The Team's Complete OWHA Paperwork to process your Final Registration by Checking and Approving Your Teams Documents etc.

OWHA Call Up & Pickup Players & Paperwork:

See Page 37 - Rule 2 (i) (K 3) OF THE OWHA HANDBOOK FOR DETAILS

It is your responsibility as a manager - coach to have a very clear understanding of this rule and your responsibility to ensure you are in accordance with these requirements. OWHA Pickup Consent Form - Sanctioned Tournaments for any player of this category. BE SURE this paperwork is filled in correctly with dates and signatures and that you have chosen the correct OWHA Form For Sanctioned Tournaments. See Above for OWHA Forms link.

TEAM PASSPORT FOR THE WEEKEND: WHEN YOU ARRIVE TO MEET WITH US, we will review all your teams paperwork for accuracy, deal with any call up players and then hand you a TEAM PASSPORT. This document contains everything about your team for the weekend including your hotel information in the event we need to contact you. We have lots of ways to do so. You will be requested to carry this document at all times in the event a discrepancy arises. WE 'sign off' on these documents so you do not have problems and it is proof you have checked in officially.

TEAMS MANAGERS AND MAIN CONTACTS coming to FINAL registration with US will also RECEIVE SOME

complimentary ITEMS for your teams as well any other items that may be available for FREE! You will sign that you have received these items as well. WE WILL NOT BE USING TOURNAMENT PROGRAMS FOR THIS EVENT SO PRINTING OF ONLINE SCHEDULES AND RULES ARE YOUR TEAMS RESPONSIBILITY

DECLARING WHICH HOTEL: Inside your team profile, we urgently require any teams that have booked hotels for this event to go into the Button Marked: EVENTS REGISTRY. Once inside, find the event and immediately to the RIGHT click on the button "UPDATE REGISTRATION" Once inside scroll down to item 4. You will see all the hotel listings we made available. Now all you have to do is click on the Little Circle Next to the HOTEL you are staying at and insert the teams arrival and depart date. PLEASE MAKE SURE YOU HIT THE SAVE or UPDATE Button so we have this as part of your TEAM WEEKEND PASSPORT. If your hotel is not shown you will declare when you arrive in person to HEADQUARTERS.

OFFICIAL DOCUMENTATION REQUIRED BY TEAMS AT CHECKIN: If Needed, ALL Official OWHA Forms are available online at:

www.owha.on.ca/forms_policies.asp

STAFF & PLAYER SUSPENSIONS:

Any player or staff currently serving suspensions must be indicated on the game sheets in the usual manner - This information is to be placed in the area where the player's signature would normally go. IE- (Game 2 of 3)

ALL ONTARIO TEAMS

We are now required by the OWHA to see and View the NEW ONLINE APPROVED ROSTER FROM THE OWHA. YOU should by now have this copy from your online program the OWHA office has given you this season. Please ensure you have read this year 2009-2010 OWHA Handbook Constitution, Bylaws, Rules and Regulations regarding pick up players. Players may only compete with one (1) team and in one (1) tournament this weekend.

All USA REGISTERED TEAMS:

All USA TEAMS will be required to produce a Photocopy of your Official USA Hockey Roster complete with player and team staff signatures. All USA Teams must have their Travel Permits Available to hand in at Headquarters.

REMINDERS:

CANADIAN MANDATORY NECK GUARDS VS. USA MANDATORY MOUTHGUARDS

ALL USA TEAMS - Mandatory Mouth guards are required as per your USA Hockey Insurance

ALL CANADIAN TEAMS - Mandatory BNQ Neck guards are required as per Hockey Canada Insurance

GAME RESULTS & TOURNAMENT RESULTS:

We will be attempting to go to a Paperless RESULTS Environment. In order to do so we have included a Wireless Laptop Set-up at each arena. The Website will indicate results as indicated. Game results will also be posted on the website: www.sportacularevent.com

RESULTS BACK UP & CONTINGENCY PLAN:

**In the event and for some reason the internet services go down and everything electronically shuts down, we will have Paper Available and will have POSTED HARD COPY PAPER RESULTS. If the above occurs, these results WILL ONLY BE POSTED inside Headquarters ARENA. These will be Considered the official record if needed

GAME SHEETS - LABELS & ELIGIBILITY

WE print each game sheet and have them all ready for you for when you arrive. If for some reason an adjustment to your players or staff have inadvertently not shown up on the game sheet labels, it is your responsibility to change and add player names and #s on ALL 3 Copies of the game sheets for accuracy. Players and staff will sign ALL Game Sheets and if absent, they must be marked ABSENT in place of their signature. Each team is requested to ensure when filling in your game sheets you write in your OWHA or USA HOCKEY Team # on ALL game sheets if missing.

MANAGERS: Please also bring your own games sheet labels just in case something has gone wrong to help speed up the process especially when we reach Elim Games - Semi - Finals..coffee does get spilt and sometimes we may need your help..thanks.

WHAT DO WE DO IF A PLAYER HAS NOT SIGNED THE GAMESHEET: Any players who arrive a little later then normal will, once they step on the ice, go directly to the timekeepers area and sign the game sheet. We do not allow the game sheets to be taken to dressing rooms and such they remain at our sign in area and are official property of the OWHA.

NO WHITE COPIES of Game Sheets should be given back to your team official by any convenor. If this DOES happen in error please ensure you do not take this copy as it is property of the OWHA and immediately return to the Arena Convenor.

OUR TEAMS COPY OF THE GAMESHEET WHERE DO WE GET IT AFTER THE GAME? The timekeepers will drop by your dressing room to deliver your copy after your game is completed.

CHAMPIONSHIP FINALS AWARDS AND BANNERS: The champions will receive an Arena Banner as well as GOLD Medallions and the Finalist will receive Silver Medallions. There will also be 2 Players of the Games Medallions. Coaches from the opposing TEAM will select a player from the other bench and let the Timekeeper know their selection. Please ensure you assist the Timekeeper or tournament official when this request is made to help speed up the process.

PICTURES OF CHAMPIONSHIP FINALS: It is a requirement for safety and insurance purposes that pictures are taken off the ice so please follow the instructions of the convenor on site.

YELLOW ARENA SIGNS: You should be able to find your way around in each arena simply by looking for large yellow signs for game sheet sign in, results, etc.

NEED SOME HELP HAVE QUESTION ETC WHO SHOULD WE ASK? Once onsite for the event, you can identify ANY Sportacular Event Staff as they will be wearing RED FLEECE Jackets with the words EVENT STAFF across the back shoulders.

DRESSING ROOMS KEPT CLEAN - LIKE ANY SHARED ENVIRONMENT LEAVE IT CLEAN KEEP IT CLEAN AND VACATE AS QUICKLY AS POSSIBLE, EVERYONE APPRECIATES A CLEAN ROOM. We kindly ask that you vacate and leave clean dressing rooms for the next team entering the rooms.

DRESSING ROOM KEYS: Ask when you arrive at the facility front desk or the game sheet sign in area.

EARLY GAME START UP: As a reminder, we can start up to 30 Minutes before any scheduled game and appreciate that our CONVENORS will keep you informed of what their plans are. The Folks in the RED FLEECE as noted above are the individuals who are onsite to assist you wherever possible.

Please listen to 680 AM Radio for Traffic Reports every 10 Mins if travelling across the GTA on Friday. Please drive carefully and we look forward to meeting many of you whom I have exchanged numerous emails leading up to the event.

Yours in positive female sport development
Gary Parkinson