

[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]



KINGSTON 4 GAME CUP
Female Rep Hockey Tournament
Nov 20- 22, 2009
OWHA Sanction # 0910067

2009 Coach & Managers FINAL Important Information

THIS IS YOUR FINAL STEP OR EBLAST BEFORE THE EVENT

**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 at info@sportacularevent.com

Double check the schedule and share with families as this is not a live link direct to the schedule only but a link to the Kingston Cup Main Page. Once there, simply scroll down till you see tournament schedule. We have the arena maps posted on the website as well.

[http://www.sportacularevent.com/2009 Kingston 4 GAME Cup 8th Annual.php](http://www.sportacularevent.com/2009_Kingston_4_GAME_Cup_8th_Annual.php)

TOURNAMENT HEADQUARTERS:

[Catarauqui Community Centre \(& Kinsmen Arena\)](#)

1030 Sunnyside Rd.
Kingston, ON K7P2Y2
613-544-4442

TEAM CHECK IN PROCEDURES:

Head quarters will open on FRIDAY AT 8:00AM. We ask that only one (1) Manager, Coach or Team Staff drop over to the Tournament Headquarters Office located inside Catarauqui Community Centre. Yellow directional signs will guide you to our area.

TEAM ROSTERS AND STAFF:

You MUST Report in BEFORE your first game if you are USING AN OWHA PICKUP CONSENT FORM TO DECLARE ANY ADDITIONAL REPLACEMENT PLAYERS. We must see one (1) Team Official arrive at headquarters who is carrying the team's complete paperwork to process your Final Registration by checking and approving your teams documents.

TEAM PASSPORT FOR THE WEEKEND: WHEN YOU ARRIVE to MEET WITH US, we will review all your teams paperwork for accuracy, deal with any pick 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 free giveaways for your teams. You will sign that you have received these items as well. PLEASE NOTE THERE WILL LIMITED EXTRA TOURNAMENT PROGRAMS AVAILABLE FOR PURCHASE AT THIS EVENT.

OFFICIAL DOCUMENTATION REQUIRED BY TEAMS AT CHECKIN:

If needed, ALL Official OWHA Forms are available online at: www.owha.on.ca/forms_policies.asp

When you arrive at Headquarters you will need the following to check your team in successfully:

ALL ONTARIO TEAMS

We are now required by the OWHA to view the NEW ONLINE APPROVED ROSTER FROM THE OWHA.

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. We have taken the liberty to post the OWHA summary of Tournament rules should you only require pages 30 - 43 RULE TWO Tournaments.

OWHA Pickup Players & Paperwork:

See Page 37 - Rule 2 (i) (K 3) It is your responsibility as a manager and/or 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 please ensure you are USING the OWHA Sanctioned Tournament FORMS for any player of this category. We will require the actual copy of this as well and please BE SURE this paperwork is filled in correctly with dates and signatures and that have chosen the correct OWHA Form For Sanctioned Tournaments. See Above for OWHA Forms link.

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 produce their USA HOCKEY Travel Permits 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 while at this event

ALL CANADIAN TEAMS - Mandatory BNQ Neck guards are required as per Hockey Canada Insurance while at this event

STAFF & PLAYER SUSPENSIONS:

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

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. 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, it is your responsibility to change and add player names and numbers 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 OWA or USA HOCKEY Team number on ALL game sheets if missing.

MANAGERS: Please also bring your own game sheet labels just in case something has gone wrong to help speed up the process especially when we reach Elim - Semi – Final Games.

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

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 OWA and immediately return to the Arena Convenor.

OUR TEAMS COPY OF THE GAMESHEET WHERE DO WE GET IT AFTER THE GAMES? The timekeepers will normally drop by your dressing room to deliver your copy after your game is completed. If they do not, your copy will be at the sign in area.

CHAMPIONSHIP FINALS AWARDS: The champions will receive GOLD Medallions and the Finalist will receive Silver Medallions. There will also be 2 Players of the Game Medallion. 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.

VENDORS ON VARIOUS ARENA SITES: A separate document may be posted on the website once final locations are confirmed with each vendor to allow you to plan ahead.

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 area, 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. THEY ARE HERE TO ASSIST WHERE POSSIBLE.

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.

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

EARLY GAMES START UP: As a reminder, we can start up to 30 Minutes before any scheduled games 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 drive carefully and we look forward to meeting many of you whom we have exchanged numerous emails leading up to the event.