

HELLO TEAM OFFICIALS

[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]

THE SPORTACULAR EVENT OFFICES WILL BE SHUT DOWN from Thursday 12 Noon till Sunday 8PM.



PLEASE REVIEW **THE FINAL SCHEDULES ARE NOW POSTED ONLINE** TO MAKE SURE YOU PRINT OFF A COPY AS THIS IS NOW CONSIDERED THE FINAL VERSION. PLEASE ALSO LET YOUR PARENTS AND ATHLETES KNOW WHERE THEY TOO CAN FIND THIS INFORMATION THROUGH THIS LINK TO THE EVENT PAGE

http://www.sportacularevent.com/2010_Scarborough_Sharks_26th_Annual.php

2010 TOURNAMENT HEADQUARTERS IS: CANLAN ICE SPORTS – 159 Dynamic Drive off Markham Road

TEAM CHECK IN PROCEDURES:

Head quarters will open on **FRIDAY AT 8AM**. We ask that only 1 Manager, Coach or Team Staff drop over to the Tournament Headquarters Office **inside HEADQUARTERS FOLLOW THE YELLOW DIRECTIONAL SIGNS WILL GUIDE YOU TO Headquarters Office.**

TEAM ROSTERS AND STAFF: At this point we need you to go into your teams profile and once inside you will use the **ADD PLAYERS** button to add each player on your roster. we need you to do this asap as we use this information exactly in the way you supply it to us. as well you are allowed up to a max 5 staff on the game sheets at anytime. Once you fill in your roster please go into the **UPDATE ROSTERS** button to see what you have entered.

You **MUST** Report in **BEFORE** your **first game** if you have **OWHA PLAYER PICKUP CONSENT FORMS** as this is the only way to **SECURE** Your **TEAMS FINAL ROSTER** in Writing. If you **DO NOT** then feel free to arrive Directly **AFTER** your first game.

REGARDLESS we must see 1 Team Official arrive at headquarters who is Carrying The Team's Complete Paperwork (**OWHA OFFICIAL ROSTER** or **USA Hockey Roster**) to process your Final Registration by Checking and Approving Your Teams Documents etc. Failing to do so may result in games being forfeited.

TEAM PASSPORT FOR THE WEEKEND: WHEN YOU ARRIVE TO MEET WITH ME, 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. I '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 me "Any other items" that may be available for FREE! You will sign that you have received these items as well.

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 only 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. This is the version found through IT Sportsnet. Please contact today your associations Rep Director to obtain a copy if you do not have one in your possession

Please ensure you have read this year's **2009-2010 OWHA Handbook Constitution, Bylaws, Rules and Regulations** regarding pick up players. Players may only compete with 1 team and in 1 tournament this weekend. Hopefully this handbook is available on their website in the next 24-48 hrs for you to review. We have taken the liberty to post the OWHA summary of Tournament rules should you only require pages 30 - 39 RULE TWO Tournaments.

OWHA Call Up & Pickup Players & Paperwork:

See Page 37 - Rule 2 (i) (K 3)

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. Any OWHA player being added as a replacement we will require the ORIGINAL DOCUMENT 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 have their Travel Permits Available to hand in a COPY 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

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)

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 this event and immediately to the **RIGHT** click on the button "**UPDATE REGISTRATION**" Once inside scroll down to till you see this event. You will see all the hotel listings we made available which is EITHER the CROWNE PLAZA or the DELTA TORONTO EAST. 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. ** Please note that any hotels secured through HUDSON Travel will not be shown YOU WILL DECLARE IN PERSON WITH ME ON FRIDAY as this which property the team is staying at for contact purposes.

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
You are asked due to individual computer settings to hit your REFRESH BUTTON each time you come to this page.
Some people's computers "Cache old" information which will take you to old information until you hit the REFRESH BUTTON.
Always hit your refresh button

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 LOCATION ONLY. These will be Considered the official record if needed

GAME SHEETS - LABELS & ELIGIBILITY

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 GAMESHEET - 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.

WHERE APPLICABLE: HOUSELEAGUE PLAYERS SIGN GAMESHEETS FOR EACH AND EVERY GAME IN THE TOURNAMENT WHERE APPLICABLE: MANY OF YOU ARE NOT ACCUSTOMED TO NOT DOING THIS. BECAUSE IT IS A SANCTIONED EVENT ALL PLAYERS IN ALL DIVISIONS AS WELL AS STAFF SIGN GAMESHEETS FOR EACH GAME

WHERE DO WE GET OUR TEAMS COPY OF THE GAMESHEET AFTER THE GAME? THE TIMEKEEPERS WILL DROP BY YOUR DRESSING ROOM TO DELIVER YOUR COPY AFTER YOUR GAME IS COMPLETED. If not delivered successfully it will be in the area near the actual game sheet sign in area.

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 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 WILL BE POSTED ON THE SITE ONCE FINAL LOCATIONS ARE CONFIRMED WITH EACH VENDOR TO ALLOW YOU TO PLAN AHEAD OF TIME BEFORE ARRIVING AT THE ARENA

YELLOW 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 AREAS 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 & KEYS - 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 GAMESHEET 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.