

2010 TOURNAMENT HEADQUARTERS IS:

Leaside Memorial Arena 1073 Millwood Rd. East York, ON M4G1X6



LEASIDE MEMORIAL GARDENS IS THE OFFICIAL HEADQUARTERS FOR THIS EVENT

PLEASE ENTER USING THE EAST DOORS CLEARLY MARKED WITH HUGE YELLOW SIGNS TO ACCESS TO OFFICE – GAMESHEETS AND VENDORS AND HUGE SILENT AUCTION ONSITE

PLEASE SHARE THE OFFICIAL WEBSITE WITH TEAM FAMILIES AND FRIENDS

[http://www.sportacularevent.com/2010 Toronto Leaside 31st Annual.php](http://www.sportacularevent.com/2010_Toronto_Leaside_31st_Annual.php)

TEAM CHECK IN PROCEDURES: Head quarters will open on FRIDAY AT 8:30 AM. 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 OUR AREA.

IMPORTANT: You MUST Report in BEFORE your first game if you have 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.

TEAM PASSPORT FOR THE WEEKEND:

WHEN YOU ARRIVE TO with us, we will review all your teams OWHA or USA paperwork for accuracy, deal with any Pickup 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. You will be requested to carry this document at all times in the event a discrepancy arises. We 'signoff' 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 will also be getting complimentary items for your teams 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 will need to view your OWHA Master Roster Sheet for player verification.

This is the version found through IT Sportsnet.

Please contact today your associations Rep or House 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.

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 – FOR OWHA Sanctioned Tournaments for any player of this category. Any OWHA player new to your roster that has been added via an ANY TEAM USING OWHA Sanctioned Tournament PICKUP CONSENT FORM MUST PRESENT THIS PAPERWORK TO THE HEADQUARTERS BEFORE YOUR FIRST GAME no other arena will accept this. 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)

GAME RESULTS & TOURNAMENT RESULTS: ALL RESULTS WILL BE POSTED ONLINE:

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.

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.

WHAT DO WE DO IF A PLAYER HAS NOT SIGNED THE GAMESHEET:

Any players arriving late will once they step on the ice go directly to THE TIMEKEEPERS AREA AND SIGN THE GAMESHEET – We do not allow game sheets to be taken to dressing rooms as such they remain at the game sheet sign in area at all times and are considered 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.

HOUSELEAGUE PLAYERS will sign all game sheets for each and every game in the event

Due to this being a sanctioned event ALL PLAYERS IN ALL DIVISIONS and STAFF SIGN GAMESHEETS FOR EACH GAME.

WHERE DO WE GET OUR TEAMS COPY OF THE GAMESHEET AFTER THE GAME?

The timekeepers normally drop by your dressing room following the game. 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 Medallions. Coaches will select a player from their own 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

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 - ASK WHEN YOU ARRIVE AT THE FACILITY FRONT DESK OR THE GAMESHEET SIGN IN AREA. You should always carry a lock with you as a precaution. 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.

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.

TRAFFIC REPORTS: 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 we have exchanged numerous emails leading up to the event.