

It is highly recommended that all coaches and managers print a copy of this document to ensure you are fully aware of the following instructions

PLEASE GO TO THE SITE FOR THE FINAL VERSION SCHEDULE NOW POSTED.



2010 TOURNAMENT HEADQUARTERS IS LOCATED AT:

CENTURY GARDENS ARENA –

LOCATED AT 340 VODDEN STREET EAST – BRAMPTON ONTARIO - L6V2N2

**ENTER USING THE MAIN DOORS CLEARLY TO ACCESS TO HEADQUARTERS OFFICE WHICH WILL BE LOCATED UPSTAIRS IN ROOM 2**

**GAMESHEETS SIGN IN WILL BE CONVENIENTLY LOCATED INSIDE THE MAIN LOBBY as well the laptops for online results**

**OFFICIAL WEBSITE TO SHARE WITH TEAM FAMILIES AND FRIENDS INFORMATION ...IT IS ALL POSTED ON THE SITE**

**[http://www.sportacularevent.com/2010 Brampton Canadettes 43rd Annual.php](http://www.sportacularevent.com/2010_Brampton_Canadettes_43rd_Annual.php)**

**TEAM CHECK IN PROCEDURES:**

Headquarters will open on **Thursday Night** at 6PM and again on **FRIDAY AT 8:30AM.**

We ask that only 1 Manager, Coach or Team Staff drop over to the Tournament Headquarters Office.

**IMPORTANT: ANY TEAMS USING A PICKUP CONSENT FORM You MUST Report into HEADQUARTERS NO OTHER ARENA CAN DO OR ACCEPT THESE DOCUMENTS; BEFORE YOUR FIRST GAME! FAILING TO DO SO MAY RESULT IN THE FORFEITURE OF GAMES as this is the only way to SECURE Your TEAMS FINAL ROSTER in Writing.**

If you are NOT USING ANY PICKUP CONSENT FORMS 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 MEET WITH us inside headquarters, we will review all your team paperwork for accuracy, deal with any PICKUP CONSENT FORMS 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 also be asked to supply CELLPHONE#. 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 will also be getting complimentary Tournament Program BOOKS for your teams. You will sign that you have received these items.

**OFFICIAL DOCUMENTATION REQUIRED BY TEAMS AT CHECKIN:**

If Needed ALL Official OWHA Forms are available online at: [www.owha.on.ca/forms\\_policies.asp](http://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 House OR 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.

**OWHA Call Up & Pickup Players & Paperwork:** See Page 37 - Rule 2 (i) (K 3) -- It is your responsibility as a manager 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** – FOR OWHA Sanctioned Tournaments for any player of this category. Any OWHA player new to your roster that has been added via an **OWHA Change of Participant Form**, we will require a 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. **ANY TEAM USING A PICKUP CONSENT FORM MUST PRESENT THIS PAPERWORK TO THE HEADQUARTERS BEFORE YOUR FIRST GAME. 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:** 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](http://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 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.

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

**HOUSE TEAMS JERSEY COLOR CONFLICTS:**

We already know we have numerous teams with similar colored jerseys in each division. We kindly ask that if you could request from your association a 2nd set of colored jerseys this may help alot. Whatever you can do is greatly appreciated.

**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 WARRIOR Players of the Games who will receive a Medallion and WARRIOR Product . 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 ROOM 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. ANY GAMES PLAYED AT **WESTWOOD** REQUIRE YOU TO BRING YOUR OWN LOCK AND KEY.

**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.

**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.

**TRAVEL INFORMATION**

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.

**WATCH THE WEBSITE FOR MORE ANNOUNCEMENTS IN REGARDS TO VENDOR and Last Minute Special items.**

[http://www.sportacularevent.com/2010\\_Brampton\\_Canadettes\\_43rd\\_Annual.php](http://www.sportacularevent.com/2010_Brampton_Canadettes_43rd_Annual.php)