

## **PRE-TOURNAMENT REQUIREMENTS**

*(REQUIRED TO G&T COORDINATOR A MINIMUM OF THREE WEEKS PRIOR TO EVENT – IF UNABLE TO MEET THIS DISCUSS WITH THE CO-ORDINATOR)*

### **1. TOURNAMENT RULES**

The O.R.A. requires that your Host Committee submit a list of the rules to the Regional Games and Tournaments Co-ordinator being used in your tournament. These rules must be handed in even if no additions were made to the existing O.R.A Event Rules and must be approved before sending out to teams.

### **2. TOURNAMENT SCHEDULE**

The Host Committee is required to submit a tournament schedule to the Regional G&T Co-ordinator. In order to help you with the administration of your tournament, be specific as to who is playing against whom. This will aid in spot-checking for problem areas. Use your Regional G&T co-ordinator as a valuable resource in organizing your event. Attached you will find game formats that are pre-approved by G&T. In unusual circumstances, if using any others, you must have prior permission. When making decisions on pooling or unbalanced scheduling contact G&T for assistance. All of this requires G&T approval before distribution.

### **3. INVITATION LETTER**

The Regional G&T Coordinator should proof the invitation letter before you send it to potential teams. This again will allow O.R.A. to help you in the administration of your tournament. Include deadline for entries (if one) and procedures if a team withdraws. Also include whether this is a first-come first-served tournament or has a deadline at which time teams will be chosen.

### **4. LIST OF TEAMS**

The Host Committee must submit a list of teams participating in the tournament to the Regional G&T Co-ordinator. It is important that this list includes the Association and Head Coach's names for each team, as well as Division and Level of Play. These should be updated periodically as you receive applications. Before canceling a division, discuss with G&T for input. You may use GT-F-03 or your own listing as long as it includes the required information.

## 5. FACILITY AUDIT

The Host Committee is required to submit a FACILITY AUDIT FORM for all facilities used at their event to the Regional G&T Co-ordinator. The audit will help provide a safe environment for all participants. All facilities for your Association must submit this form by November 15<sup>th</sup>. Any facilities that are only being used for your tournament must have a form submitted three weeks before the event.

## 6. REFEREE-IN-CHIEF

The Tournament Referee-In-Chief is required to communicate with the Regional Officiating Co-ordinator regarding the selection and scheduling of Officials for the tournament. This must take place **no later than (3) weeks prior** to the tournaments first game and is solely for the exchange of information. Please see Referee-In-Chief Tournament Guidelines document included in this package.

## 7. OUT-OF-PROVINCE PLAY FORM

Host Associations are to inform the O.R.A. office of all out-of-province teams entering their tournament thirty (30) days prior to the event or as soon as the team registers for the tournament. If all of the information is not known submit what is available and later update the balance.

The above pre-tournament requirements are to be submitted to the Regional Games and Tournaments Co-ordinator **a minimum of THREE (3) WEEKS PRIOR** to the event. Except Item #6, which should be handled by the Regional Officiating Co-ordinator. If you have any problems in meeting this deadline, contact the Regional G&T Co-ordinator to request a new deadline for this information to be handed in.

Documents and forms pertaining to pre-tournament requirements are:

- Invitational Tournament Safety Checklist
- List of Teams Form – G&T-F-03
- Out-of-Province Play form – G&T-F-08
- Risk Management and Safety Audit Form – M-F-17