



Hosting Tips and Procedures

List of Materials to Bring

- Markers/Pen
- Tape
- Calculator
- White-out
- Extra Paper

On Every Score Keepers Table

- Tape a Copy of the schedule to the table
- Pens for scoring
- Score sheets for each round

Around the Gym:

- Tape the main score boards (pool/playoff Charts from OFA) in a prominent place outside the gym with a copy of the schedule
- Tape a copy of the OFA tie-breaking procedures near the scoreboards located in the competitions manual
- Tape court markers to the wall to make clear Identification

During The tournament

- Collect white copies of the score sheet at the end of each match (these sheets must be sent to the OFA office after the tournament)
- Have only **1 person** mark the results on the score board to insure consistency
- Post all game results on the scoreboards ASAP
- Do “Garbage duty” periodically-try to keep the gyms as clean as possible (talk to coaches and try to have players clean up after each game)
- Give head official tournament host evaluation

Fill Out The Following Tournament Information Sheets:

- Tournament results
- Pool play results
- Playoff bracket
- Hosting Expense Claim
- Signup sheet for visiting coaches or recruiters
- Accident form if needed

At the End of the Day

- Collect tournament host evaluation from head official
- All tables, chairs, nets, etc... have to be put away (custodians are very helpful, but do all you can to lend a hand—this helps with re-booking the same facility for a future event)
- Make sure all Floorball equipment goes back into the proper box (if used at your site)

AFTER THE TOURNAMENT:

E-mail all tournament information sheets. Including tournament host evaluation to the OFA office by the following Monday morning Once your club/team has finished all their hosting duties send all white copies of score sheets, game balls, extra medals back to the OFA office. **DO NOT SEND** Pool boards or Play off Charts.. Please send results to: results@ontariofloorball.com

After Hosting an OFA Tournament

Sending in the Results (only via email)

1. To retrieve the Results Template. www.ontariofloorball.com
2. Enter the tournament results onto the Results Template (electronically). Once this task has been completed, save the document to a location that you will be able to locate on your computer (may be easy find if it is saved on to your desktop).
3. Please send the results via email to the OFA office.
4. NOTE: Results must be sent to the OFA office no later than the Tuesday after your tournament by 12:00 noon. If the results are not submitted to the OFA office by this time, \$20.00 per day will be deducted from the hosting fee. Please EMAIL results to: results@ontariofloorball.com Sending in the Hosting Expense Claim

1. Please visit the OFA website and view the following: www.ontariofloorball.com (this form can also be found in the hosting package).

2. Please complete the Hosting Expense Claim form and send by email/fax/mail to the OFA office as soon as possible. Please send in facility invoices with the Hosting Expense Claim. NOTE: hosting claims without facility invoices cannot be paid out. Sending in the Hosting Package

1. Please return all left over materials (score sheets, and medals) to the OFA office within one week, via regular mail.

Sending in Post Tournament Report

Please list any incidences or issues that have arose from the tournament on the Post Tournament Report Form. For example: coaches that do not provide an NCCP number, teams that do not fulfill officiating duties, teams that do not obey facility rules, etc.

Hosting Expense Claim

Name of Tournament	
Date Of Tournament	
Name of Hosting Club/Team	
Tournament Director:	

Facility Cost

Cost of Facility (please attach invoice and receipt)	\$
Payable to (Circle one) Club School School Board	\$

Hosting Fee's

__ Teams x \$25.00 per day (No scorekeepers provided)	\$
__ Teams x\$35.00 per day (Scorekeepers provided)	\$
Other PRE-Approved Expenses (please attach receipts)	\$
Total	\$

Return this claim to the OFA office along with the following

___ Pertinent Receipts

___ Original Score Sheet

___ Completed Finals Results Sheet (Do Not return pool charts)

Checks will only be sent to the address of the club contact

Date Claim Received: _____

Check # and Date: _____



Please Email These results to: results@ontariofloorball.com

Final Standing

1	
2	
3	
4	
5	
6	
7	
8	
9	
10	
11	
12	
13	
14	
15	

Please fill in the appropriate placement for each team in the event. Depending on the size of the event there may be more than one team that finishes with the same Placement

Pool Play

Pool A	1	2	3	4	Score	Total Points	Standing

Pool B	1	2	3	4	Score	Total Points	Standing

Pool C	1	2	3	4	Score	Total Points	Standing

Pool D	1	2	3	4	Score	Total Points	Standing

Playoff Rounds

Consolation Matches

<u>Team 1</u>	<u>Score</u>	<u>Team 2</u>	<u>Score</u>

Pre-Quarter Finals

<u>Team 1</u>	<u>Score</u>	<u>Team 2</u>	<u>Score</u>

Quarter Finals

<u>Team 1</u>	<u>Score</u>	<u>Team 2</u>	<u>Score</u>

Semi-Finals

<u>Team 1</u>	<u>Score</u>	<u>Team 2</u>	<u>Score</u>

Bronze

<u>Team 1</u>	<u>Score</u>	<u>Team 2</u>	<u>Score</u>

Gold

<u>Team 1</u>	<u>Score</u>	<u>Team 2</u>	<u>Score</u>

OFA Incident/Complaint Report Form



Please complete this form for complaints, minor infractions, major infractions, incidents (threats, fighting, property damage, verbal abuse, law enforcement summoned, etc), breach in OFA code of conduct, etc.

AFFECTED PARTY/PARTIES			
<input type="checkbox"/> Player <input type="checkbox"/> Official <input type="checkbox"/> Coach <input type="checkbox"/> Volunteer <input type="checkbox"/> Tournament Director <input type="checkbox"/> Spectator <input type="checkbox"/> Teams			
Other: _____			
TYPE OF REPORT			
<input type="checkbox"/> Incident <input type="checkbox"/> Complaint			
First Name _____		Last Name _____	
		Gender <input type="checkbox"/> Male <input type="checkbox"/> Female	
Phone Number () _____		Contact Email _____	
Street Address _____		City _____	Province _____
		Post Code _____	
Team # 1	Club Name _____	Coach's Name (First & Last) _____	Coach's Phone Number () _____
Team # 2	Club Name _____	Coach's Name (First & Last) _____	Coach's Phone Number () _____
GUARDIAN/PARENT (if affected party is a minor):			
First Name _____		Last Name _____	Telephone Number () _____
Address _____		City _____	Province _____
		Post Code _____	
INCIDENT/COMPLAINT INFORMATION			
Date of Incident: (mm/dd/yyyy)		Age Division: (if applicable)	Gender: (if applicable) <input type="checkbox"/> Girls <input type="checkbox"/> Boys
			Time of Incident: AM/PM
NAME AND ROLE OF PERSON REPORTING THE INCIDENT/COMPLAINT			
First Name _____		Last Name _____	Position/Title: _____
Telephone Number: () _____		Email Address: _____	
Where incident occurred (before competition/event, parking lot, on court, hallway, change room, bleachers, team practice, etc.)			
Please describe the incident/complaint in detail (club complaint, coach complaint, struck by falling/flying object, slip/fall, physical assault, verbal assault, property damage, financial discretions, etc.). Please use additional paper if required.			
If you are reporting an incident, what action was taken on site (accused removed from competition site, team forfeited, coach ejected from match, coach removed from club, etc.)?			
Law enforcement Notified/Police Report Filed: <input type="checkbox"/> Yes <input type="checkbox"/> No			
If yes:			
Name of Agency: _____			
Name of Officer: _____			
Report Number: _____			
Property Damage Description (if applicable):		Property Damage Estimated Value (if applicable):	

WITNESS INFORMATION - Confidential			
Please complete this section if you have witnesses that are willing to submit a written account of the incident and if they consent to testify at an OVA Discipline Hearing. Please attach any written witness accounts to this form.			
Name (First & Last)	Address	Telephone Number	Email Address

- I verify that the above statements and information submitted are true.
- I give consent to pass this information along to the Discipline and Complaints Review panel.
- I give consent to participate a Discipline Hearing and in a follow up interview, if required.

Name: _____ Date: _____

Signature: _____

Submission Requirements:

Any OFA Member may report to the OFA Head Office any complaint of an infraction by a Member. Such a complaint must be signed and in writing, and must be filed within five (5) days of the alleged incident. Anonymous complaints may be accepted at the sole discretion of the OFA’s Executive Director or designate, or the Case Manager.

A Complainant wishing to file a complaint beyond the five (5) days must provide a written statement giving reasons for an exemption to this limitation. The decision to accept, or not accept, the notice of complaint outside the five (5) day period will be at the sole discretion of the OFA. This decision may not be appealed. Upon receiving a complaint, the OFA will assign a Case Manager within seven (7) days to oversee the management and administration of the submitted complaint. The Case Manager will inform the Parties if the incident is to be dealt with as a minor or major infraction and the matter will be dealt with according to the applicable sections of this Discipline and Complaints Policy relating to minor or major infractions.

Please submit this report to the OFA Head Office at info@ontariofloorball.com

For OFA Staff Only

Date Report Received (MM/DD/YYYY)	Report copied to <input type="checkbox"/> Case Manager	Date Sent to Case Manager:
Office Action Taken:	<input type="checkbox"/> Suspension Letter Filed	Date Suspension Letter Spent:



OFA Code of Conduct Violations **(On site tournament host procedures)**

On -site Regulations of Violations of the OFA Code of Conduct

1. During a match, if spectators are breaching the OFA code of conduct and are displaying rude, offensive or aggressive behaviour to other spectators, athletes, coaches or officials or Tournament Conveners, the Official will stop the match, and will call both team captains to the stand.
2. At this point, the official may suspend the match and will ask the team captains to address their Respective coaches, asking them to locate the tournament host. Coaches will be responsible for bring the Tournament Convener back to the arena to address parents/spectators that are displaying inappropriate and disruptive behaviours
Note: If the playing conditions are deemed unsafe by the Official , he or she may suspend the match indefinitely, until such playing conditions are deemed safe and the aggressive spectators have been removed from the playing area.
3. After Tournament Conveners have spoken with unruly/aggressive spectators or participants, and Their inappropriate behaviour has been corrected, the Official may restart the match.
4. After tournament hosts have spoken with unruly /aggressive spectators or participants, and Their inappropriate behaviour continues, the Tournament Convener may remove spectators from the spectator viewing area. Based on the severity of the violation, Tournament Convener may ask spectators to vacate the premise. If the spectator resists, the Tournament Convener should call the police and the individual will be escorted from the venue and may be charged with trespassing.
5. Violators may be subject to further disciplinary action by the OFA, if deemed appropriate and if a formal complaint is lodged (please see the OFA Discipline and Complaints policy for further information online at www.ontariofloorball.com

Thank you for taking the time to read this material and we trust that your attendance at OFA events is an indication that you accept these expectations and that we can expect your co-operation in this regard