



Ontario Lacrosse Association Tournament Checklist

- Establish a tournament committee
- Confirm floor time with municipality
- Prepare budget for association executive approval
- Create schedule template with available floor time
- Identify referee-in-chief and timekeeper-in-chief
- Establish a discipline committee
- Create an emergency plan (nearest hospital, walk-in clinic, police station, etc.)
- Schedule arena convenors
- Order OLA game sheets
- Order OLA Discipline Summary Sheets
- Order Awards/Trophies/Medals/etc.
- Order OLA-approved balls
- Schedule volunteers
- Publish tournament schedule and tournament rules (two weeks prior to the event)
- Complete "basic info" on game sheets
- Prepare referee/timekeepers payments
- Visit arenas to confirm clock operation, goal nets, floor markings, dressing rooms, etc.
- Determine how arena convenors will be identified (tags, buttons, shirt, etc.)
- Determine how scores will communicated to teams
- Create program for the event

MR7.05(a)

Tournament hosts must submit within 7 days of the completion of the tournament the following: the original game sheets, Tournament Summary Sheet, Discipline Committee Report and Fine Summary Sheet, as well as Special Incident Reports. A three hundred (\$300.00) dollar fine will be assessed for late or incomplete submissions and future hosting will be revoked for the following year.