

Hosting an Underwater Hockey National Championship Tournament

Hosting a National Championship

This document contains the requirements for hosting CUGA Canadian National Championships as well as organizing tips to aid the Host Club.

The key goals of the championship are:

- Promotion of the sport
- Provision of a fun competition for all levels of players
- Development of elite players through strong competition

CUGA expects a well run tournament that supports these goals.

Region:

Championships for even numbered years will be held in a Western location, odd numbered years in an Eastern location. A championship will only be considered in opposite locations if all other options have been exhausted.

Who can organize and how?

Any club or organization composed of CUGA members may apply to host the championships. A proposal must be submitted to CUGA a minimum 1.5 years prior to the proposed date of the tournament and at least 1 month before a CUGA Annual General Meeting (AGM).

Proposals must be submitted to CUGA for approval and must contain the following information:

- Club Name
- Club representative, including contact information
- Proposed Dates
- Pool, including pertinent information like number of playing surfaces, depth...
- City

If more than one proposal is received, there will be a vote at the AGM of the prior year to determine the host.

Responsibilities

CUGA will:

- Provide a contract for the Host Club to sign regarding hosting the National Championships (see Appendix A)
- Provide medals
- Assist with planning of event as required
- Designate the Chief Referee for the tournament
- Provide score sheets
- Provide certain equipment as requested by the Host Club (e.g. some referee equipment, timers etc)
- Publish tournament information on the CUGA.org and CUGA's Facebook page.
- Provide insurance and associated documentation as requested
- Validate that all participants are members of CUGA or an international Underwater Games Federation

The Host Club will:

- Sign the attached contract with CUGA to host the National Championships and return it to CUGA (see Appendix A)
- Send out the tournament invitation through multiple channels, including the CUGA official channels.
- Post at least 2 more reminder invitations, particularly regarding registration deadline.
- Organize and run the tournament according to CUGA guidelines.
- Provide safe and suitable facilities to participants.
- Provide proper meeting facilities for required events.
- Submit the tournament notice and information package a minimum of 5 months before the championships to CUGA
- Order medals from CUGA
- Submit a list of registered players to CUGA 2 weeks before the start of the tournament to ensure all players are eligible
- Settle finances with CUGA within 1 month of tournament completion.

Requirements

Setting a Date

CUGA policy is to host the Championships on the May long weekend, so every attempt should be made to host the tournament on this weekend. If the Host Club cannot book the pool on this date, a written request for an alternate date must be submitted to CUGA for approval. CUGA will not accept applications for Nationals that have a proposed date that is in conflict with another established tournament.

Tournament Notice

The notice of the tournament/information package must be submitted to CUGA no later than 5 months before the tournament. The notice must include:

- Date, time and place of tournament
- Fees
- Deadlines for entries and a late fee for those that miss the deadline
- Banquet information including cost if not included in tournament fee
- Accommodation information
- Contact information

Optional information:

- Transportation information including car/van rentals, public transport services, taxi rates
- Description of pool including details about bottom, slopes, drains, filtration system, facility amenities.

Please see Appendix D for an example of a tournament notice.

Follow up notices on a regular basis are advisable. A copy of the schedule should be sent out at least three days before the tournament.

Tournament Site

All pools used for National Championship tournaments must meet the following requirements:

- Two playing areas
- In-water subbing boxes
- Width: minimum 12 meters, maximum 15 meters
- Length: minimum 21 meters, maximum 25 meters
- Playing surface area: minimum 300 square meters
- Depth: minimum 2 meters, maximum 3.5 meters (if pool has a fast bottom, 1.8 meters may be the absolute minimum depth)
- No slope steeper than 1 to 20 (1 foot of depth change per every 20 feet)
- Tiles must be smooth enough to have puck slide reasonably well

These minimum standards may be waived with permission from CUGA if an appropriate rationale is provided.

Pool Booking

Book the pool well in advance; most pools require 12 months notice. Be sure to include all areas you will need for the tournament.

- Hot Tubs
- Meeting Rooms
- Secure Storage Facilities
- Area for Food Service
- Spectator Area
- Area for Video Monitors

Book any equipment/personnel you will need from the pool.

- Lifeguards
- Lane Markers
- Scoreboards
- Extra garbage pails

Make any special/additional arrangements for cleaning of the pool. Tournaments stir up a lot of debris, which clouds the water; the pool may have to do extra backwashes during the day, and extra vacuuming at night. Check into air handling as extra ventilation may be needed.

Obtain a clear written copy of the contract for the pool rental. The contract should include:

- Dates and times pool is available. Make sure to include set up and take down in these times.
- Pool liability – what the facility will cover in case of a lawsuit
- Cost of Renting facility, equipment, and personnel wages.
- Be clear about facility access for participants, including what entrance to use, etc.
- If the pool is shared with the public, arrange security measures to keep the public out of the tournament area and tournament participants out of the public area.

Security

This tournament is not considered a high risk; however organizers need to be aware of potential problems such as:

- Theft
- Hazards that may cause liability issues (hanging cables, barriers, lane markers in wrong locations, bulkhead issues – such as participants swimming underneath or surfacing during play etc)

Insurance

Ensure insurance requirements for the pool and other facilities are met by the insurance provided through CUGA. In order to receive an insurance certificate for the event, submit the insurance certificate form to CUGA at least 1 month prior to the tournament.

TIP: Do a risk management walk-through – look for anything that could cause you grief later.

Participants

General requirements

All participants must be CUGA members, or members of a similar international federation.

Formation of Club teams is expected. When not possible, formation of composite teams is allowed, but they should not prevent Club team participation.

To encourage Junior and Women divisions, formation of Women and Junior composite teams is strongly encouraged (if not enough women or juniors to participate as a Junior or Women club team)

Participants must be Canadian citizens or have lived in Canada for at least 6 months prior to Nationals to play in playoffs and participate for medals. A limit of two non-Canadian players per team is permitted.

Non-Canadian teams are allowed, but must play as exhibition teams. These teams are eligible to play in the playoffs but cannot win a medal. Final team rankings will be determined among eligible teams after removing exhibition teams from the standings.

Exhibition teams

Exhibition teams may play all games through the tournament including playoff and medal rounds but will not receive an actual medal at the end of the tournament. In games against exhibition teams, points will be awarded as a regular round robin game (2 points for a win, 1 point for a tie, 0 points for a loss, and -2 points for a forfeit).

Canadian National teams

The National Championship is designed to be hosted as a Club Team tournament. Canadian National Teams, other than Women Elite and Junior National teams, are not permitted to play at this event unless as an exhibition team. Exhibition teams are eligible to play in the playoffs but cannot win a medal.

All National Team members must play with their home club unless an exemption / waiver has been provided by the home club releasing them from playing with their home club. For players that will play on both a National Team and a Home Club team the Home Club team matches should take priority (to be determined between the player and the home club).

Equipment

You will need the following equipment for Nationals. CUGA can provide most of the necessary equipment, check that prior to considering the purchase or rental of equipment.

Open-ended goals

At least 2 per pool of legal dimensions; check CMAS rules for details as well as placement requirements. The goals need to be in good repair, with bases sitting flat to the pool bottom.

Pucks

At least 3 pucks per playing surface. Security of pucks should be established as they tend to disappear during the tournament. Have referees bring pucks back to the timekeeper's desk at the end of games, and do not give out for team practices.

Pucks must be of legal weight (check CMAS rules for additional information)

Timekeeping equipment

Timekeeping equipment should count down in minutes and seconds and be easy to operate. Ensure a back-up system is available in case of a system failure - a stopwatch will do.

For each playing area, you will need a minimum of the following:

- One game clock
- One half-time clock
- Three penalty clocks

***Refereeing and timekeeping equipment can be provided by CUGA

Scoring equipment

For each playing area, you will need a minimum of the following:

- Score sheets (supplied by CUGA)
- A printed copy of the current CMAS rules
- Clipboard or binder to store score sheets in
- Pens and pencils
- Scoreboards that count up to at least 25
- A whiteboard at each scoring table for teams to track referee duties

Refereeing equipment

For each playing area, you will need a minimum of the following:

- 2-3 red caps
- 2-3 sets of fluorescent orange gloves (yellow may be used as a substitute)

- 2-3 sets of shirts – preferably fluorescent yellow gauze shirts – red as a second choice. (Shirts should be easy to put on when wet, be non-buoyant and should cause minimal drag.
- a place to hang refereeing items to dry overnight

Signal Devices

A DISTINCT sound is required for each playing area and it should be audible above and below the water level.

Acceptable devices are:

- Metal gongs
- Underwater speaker system

Both of the above systems can be provided by CUGA. Any use of a sound system that players are not familiar with must be approved by CUGA.

Barriers

A solid wall should surround each playing area. Barriers should be a minimum of 18 inches high. Vinyl wall barriers may be used if the area that the puck moves along is solid.

Tournament Entry Fees

The following list includes items that should be included in the tournament entry fee! Unexpected costs may arise so overestimate.

- Pool rental
- Equipment rental
- Cost to build or maintain any barriers (walls) in the pool
- Banquet costs (if included in entry price; i.e. food, entertainment, bartender, etc.)
- Prizes and Souvenir (i.e. T-shirt, socks, towels etc.)
- VIP costs – if you pay for the cost of a head referee, delegate's etc. It will include flight costs, car rental, hotel, and banquet ticket
- Volunteer costs- highly recommended that hosts pay for banquet tickets and a tournament gift
- Miscellaneous cost

The tournament fee can be a per person rate (option 1); **OR**; a per team fee plus a per player fee (option 2).

Examples: the fee in CDN for a team of 10 players:

1. \$1250:
\$125 per player
2. \$1300:
\$650.00 per team (pool, wall and equipment costs)
PLUS - \$65.00 per player (includes: banquet ticket, souvenir, etc.)

Tournament Format

These are the **REQUIRED** events that must occur at a CUGA Nationals:

- Captains meeting (may be done before the tournament online)
- Referee clinic
- Regular games in a recognized format (i.e.: round robin)
- Playoff games that have a clear winner
- Banquet or awards ceremony

The following is a suggested format for the tournament.

- Night/day before tournament begins
 - Pool set up
 - Registration and team warm-up Referee Clinic
- Day One of Tournament
 - Team rosters handed in before play starts
 - Tournament Play
- Day Two of Tournament
 - Tournament play
 - Some playoff spots
- Day Three of Tournament
 - Playoffs
 - Pool equipment take-down
 - Medal ceremony (at pool or banquet)
 - Banquet

Games

Divisions

The following divisions are used for Nationals: (read below for when these divisions apply based on the number of teams)

- - OPEN division (all players allowed to participate)
- - Womens Division
- - Junior U19 Open division
- - Junior U24 Open division

Regular games

If there are less than 8 teams at Nationals, there will be a full round-robin among all the teams.

If there are 8 or more teams at Nationals, the tournament format will be a pool system first to determine groups, and playoffs will then be within these groups. There will be 1 cross-over game between each of the groups to allow movement between groups before the playoffs. See attached table (Appendix F) for proposed formats.

Womens and Junior teams will compete within the tournament as any other team. If they are completely comprised of players that qualify for the given division throughout the tournament, these teams will compete for the National Championship within their division. If there is one team, it will be acclaimed the National Champion. If there are 2 or 3 teams, one playoff game between the top two teams will take place (based on tournament ranking), in addition to the regular tournament playoffs. If there are 4 or 5 teams, these teams will be separated out after the second session (groups) play, to play their own playoffs. If there are 6

or more teams, these teams will be separated out into their own pools and groups from the get go (own division for the whole tournament).

Exhibition games and clinic time

National team program coaches and managers may request exhibition games to organizers. This request must be made in advance (one month prior) to allow the organizers to evaluate the feasibility of the request. Importantly, depending on the number of teams attending, respecting the format for halves and time for games will prevail over providing exhibition games (i.e. if there is not enough time in the schedule, the priority will be to respect the format of games as stated in the next section).

National team program coaches and managers may also ask for clinic time prior to (or after) the tournament. It is recommended that organizers request extra pool time to be offered as clinic time before and after the tournament.

Meetings

The Captains meeting should be online prior to the tournament, contact CUGA for ZOOM access. Allow 1.5 hours for the meeting.

Referee Clinic:schedule time, room, and equipment for the Referee Clinic:

- 4 hours
- Room for 30 people
- Chairs and tables
- Whiteboard or chalkboard
- Video streaming equipment
- Paper and pens
- Other equipment as requested

Awards

Medals will be awarded in the following categories:

- Open division

Depending on the number of teams:

- Open Under 19
- Open Under 24
- Women

If there is only 1 team in a division, awarding of medals is not required. The team will be announced as the National Champion during the awards ceremony (including an opportunity for team photos). If a team specifically requests medals in this situation, they must contact the tournament organizer in advance to determine if the request can be accommodated. If there are 4 or fewer teams in a division, organizers may choose to award only the first place medal (an award such as a ribbon for the second and third place teams may be given at the discretion of the host club). If there are 5 or more teams in a division, first through third place medals will be awarded.

Twelve (12) medals of each colour for each category will be required and are acquired from CUGA at no cost. The medals must be ordered from CUGA at least 2 months prior to the event.

Other awards such as: best rookie, MVP, etc.... may be awarded at the discretion of the host club.

The order for presenting awards/announcing the standings is:

1. Individual Awards
2. Junior Divisions
3. Women's Division
4. Open Division

Announce the placing of all teams from the lowest upwards. Have teams come to the announcement area to accept medals and allow time for photos.

Scheduling

The duration of games of Canadian Nationals will be determined by the tournament organizers, based on number of teams and available pool time. However, to maintain consistency from year to year, the 'order of preference' of game duration is:

Preference 1 - All games 15 minute halves, timeouts in the playoffs only.

Preference 2 – 'Pool games', 15 minute halves; Group A, 15 minute halves; Group B and onwards , minimum of 12 minute halves; Playoffs, 15 minute halves with timeouts.

Preference 3 – 'Pool games', min 12 minute halves; Group A, 15 minute halves; Group B and onwards , minimum 12 min halves; playoffs, 15 minute halves with timeouts.

Preference 4 (minimum permissible without consultation with CUGA) – 'Pool games': minimum 12 minute halves; Group games, minimum 12 minute halves; playoffs, 15 minute halves with timeouts.

In all preferences outlined above, there are also cross-over games between each group before playoffs (minimum 12 minute halves) and exhibition games.

- Referees must be named from teams playing the game prior
- Points are: 2 for win, 1 for tie, 0 for loss, -2 for a forfeit
- Schedule accredited referees for final games if possible
- Schedule some time between round robins and playoffs to determine ranking
- Plan for time-outs and overtime periods in playoffs and schedule accordingly
- Attempt to give each team a minimum of a 2 game break between games and to avoid back-to-back games.
- Assign an end for each color stick to start the game at and maintain that throughout the schedule. I.e.: Black starts at bleacher side, etc.
- Attempt to switch team's stick colors on an even basis.

- Try not to schedule more than one elite final at the same time. People like to watch these games.

TIP: Space the games out a bit; teams may finish on time, but getting officials set up for the next game may take some time. Trying to schedule too tightly will result in games falling further and further behind. A good idea is to have planned breaks during the day. This will allow catching up, if necessary.

Food at tournament

Food on-site is not a requirement but is common practice at National tournaments. Contact CUGA to see what, if any, funds can be provided to help with the food costs. Costs should be included in fees for the tournament if they are not covered by CUGA or sponsors.

If food is not provided it must be clearly stated in the tournament announcement. It is also recommended to offer suggestions for sources of food close to the tournament location (e.g. cafeteria, local grocery store, etc.)

Hotel and Accommodation

Hotels and accommodation for National Championship tournaments attempt to meet the following requirements:

- Affordable
- At least 2 queen size beds in each room.
- Close to the pool.
- Banquet facilities for 100 –150 people within the hotel. It is not mandatory to have the banquet in the tournament hotel, but it is more convenient and reduces the risk of impaired driving.

TIP: Inspect the hotels when making arrangements.

Try to obtain a special rate for the tournament and reserve a block of rooms. Ask that the block and special rate be available for as long as possible (get a deadline date in writing). Most hockey players wait until the last moment to book.

Suggest to the hotel they keep a list at the front desk of where all the hockey rooms are as it helps when trying to locate teams.

Banquet

A banquet (or other social event) is typically held following the end of tournament play, but can also be held during the tournament (for example on Saturday evening) if the organizing committee sees it fit. The awards ceremony may be held at the banquet..

It is important to be aware that tournament organizers and CUGA may be held responsible for any damage or problems that are caused from drunken or inappropriate conduct during any such event.

If the meal is a buffet, account for larger portions for athletes, to ensure there is sufficient for all attendees.

Have someone at the door to admit attendees.

Special Guests

It is a good idea to invite special guests such as the minister of sport, etc. They most likely will not attend or send a representative. However, they typically acknowledge an invitation which increases awareness of our sport. If a special guest/dignitary attends the event, the following should apply:

- The guest and their spouse will have their meals paid for and be seated at a head table with other dignitaries
- They must be invited to hand out medals
- They should be invited to say a few words prior to the awards
- Every effort must be made to ensure they are treated well

Consider inviting the following:

- Mayor
- Sponsors of tournament
- Provincial Minister of Sport
- Federal Minister of Sport
- Premier
- Representative of host facility (pool manager, etc)

Video

Video coverage is not required; however, the host club may choose to provide it. It is an excellent way to help develop the sport. Coaches or captains can organize private videoing, which should be done in the coaching box between both in water subbing areas.

Publicity

Canadian Nationals are a CUGA function and all publicity should reflect the goals of CUGA and the competition. The people assigned to handle media must be congenial and very knowledgeable about the sport.

APPENDIX A: Contract for Hosting Canadian National Championships

NAME OF COMPETITION: _____
(Hereafter called the competition)

This is a contract between:

Canadian Underwater Games Association
Represented by the President of CUGA and called herein CUGA

And

(host club or organization)
Represented by its President or delegate and called herein Host Club

By signing this contract the Host Club has agreed to the following:

General Information

- The competition is organized under the exclusive control of CUGA and all the rights are, and remain CUGA property. In accordance with the contract and documentation received and enclosed in this contract, CUGA gives the Host Club the right to organize the competition in the city of:

on the following dates:

- The Host Club cannot change the dates of the competition without prior written agreement of CUGA.
- The Host Club is allowed to delegate all or a part of its powers to an Organizing Committee, but in that case:
 - The Host Club remains accountable to CUGA
 - The Host Club undertakes to inform the Organizing Committee about all the rules in force for the organization of this competition and all the rules in force for that discipline.
- The Host Club acknowledges it has been clearly informed about its obligations to CUGA and formally agrees with all the written requirements.
- The Host Club is responsible for execution of all the terms of this contract.
- CUGA is not responsible if the Host Club is unable to fulfill its obligations.
- If the Host Club is unable to fulfill all obligations as by this contract, CUGA may with notice, rescind the contract and award stated competition to an alternate club/group.

Obligations of the Host Club

- Host the competition according to the current rules for underwater hockey. Rule changes will be stated and agreed on by CUGA and the Host Club and submitted in writing with this contract.
- Agree to host the competition within the CUGA guidelines as stated in writing, and policies passed by the membership.
- Submit notice of the competition a minimum of 5 months before the actual competition to CUGA for approval. To submit the information about the competition a minimum of 4 months before the actual competition to the CUGA membership and other interested parties through known channels.
- Ensure that the facility is safe for all participants.
- Inform CUGA, one month before a competition, of the number of teams and the divisions they are playing in.
- Provide CUGA with a list of registered players 2 weeks before the competition.
- Complete financial payments with CUGA no more than one month after the end of the competition.
- Responsible for any CUGA equipment loaned to Host Club, and replacing missing or damaged equipment.
- Return to CUGA at the end of competition all equipment loaned.
- Return to CUGA, at competition end, all official score sheets.
- Clearly specify in all documentation that this is a CUGA competition, hosted by the Host Club.
- Clear all sponsors with CUGA, in case of a conflict.

Obligations of CUGA

1. Provide the Host Club with an insurance policy for liability up to 5 million dollars.
2. Provide the Host Club with logos (at their request).
3. Post competition information on the CUGA website.
4. Provide competition medals to the Host Club.
5. Provide score sheets.
6. Loan, as needed; referee equipment, underwater sound device(s), scoreboards and any other equipment as needed.
7. Ensure that every Canadian player is a member of CUGA and that players from other countries are members of their respective federations.
8. Designate a Chief Referee for the competition.

Dated: _____

CUGA President

Dated: _____

Host Club Representative

APPENDIX B: Organizing Committee

The organizing committee should be formed well before any notice is sent to CUGA regarding intent to host Canadian Nationals. A lot of preliminary work goes into a good proposal and a good committee can get these jobs done. A suggested committee and its duties are outlined below:

Chairperson

- Manage all aspects of the tournament in collaboration with committee members
 - Determine costs, budget, and fees
 - Review progress reports for individual areas and resolve issues
- Call and chair meetings
- Communicate with CUGA regarding status, issues, tournament format
- Responsible for speeches at award ceremonies

Assistant Chairperson

- Fill the Chairperson role if the chairperson is unavailable
- Prepare notice of tournament to send to CUGA for approval
- Record and publish all meeting minutes

Equipment Manager

- Book pool, rooms and other facilities at pool
- Ensure pool has proper cleaning requirements
- Arrange for goals, underwater sound system, referee equipment, timing devices, barriers, scoreboards
- Ensure proper markings are on pool bottom
- Secure whiteboard for poolside
- Ensure that area is secure from public through use of stanchions or other devices
- Secure tables, chairs as needed
- Secure extra garbage containers for tournament

Social Director

- Secure site for banquet and/or awards ceremonies
- Secure tournament accommodation
- Arrange for cleanup after party, if necessary
- Secure caterers, licenses, music, liquor, bartender, decorations for party
- Send out invitations for a head table (if used)

Volunteer Director

- Recruit volunteers for event,
- Schedule volunteers and ensure they are present for their shifts
- Ensure there are scorekeepers, timers and referees at each pool
- Ensure there are volunteers for cleanup after each day of tournament

Awards Person

- Ensure medals are ordered, received, and ready for presentation
- Ensure any individual trophies are on site for awards
- Arrange for tournament souvenir (T-shirts, towels, etc)
- Secure prizes for winners and door prizes

Publicity Person

This person should be knowledgeable about the sport and, ideally, have no other commitments during the tournament except to meet with the media.

- Contact local media regarding the event (TV, News media)
- Update Media with daily and final results

Master of Ceremonies

May be Chairperson, CUGA President or other designated person

- Prior to the tournament, ask any invited guests if they would like to speak at the ceremony
- Introduce head table and special guests
- Announce awards
- Responsible for keeping awards ceremonies short (30 -40 minutes)

APPENDIX C: Nationals timeline

Milestones:

- Submit proposal to host Nationals
 - 1.5 years prior to tournament date
- Sign contract with CUGA
 - 1 year prior to tournament
- Book and sign the contract with the pool
 - As early as possible but usually 1 year prior to the tournament
- Submit the Tournament Information to CUGA for approval (refer to Appendix D for example)
 - 5 months prior to the tournament
- Broadcast the Tournament Information package to CUGA members and the UWH community at large using known channels
 - 4 months prior to the tournament
- Order medals from CUGA
 - 2 months prior to the tournament
- Update CUGA with registered participant information (teams, divisions,..)
 - 1 month prior to the tournament
- Submit player list to CUGA for membership verification
 - 2 weeks prior to the tournament
- Distribute the tournament schedule
 - 3 days prior to the tournament
- **Tournament: Host, play...**
- Settle any outstanding finances with CUGA
 - 1 month post tournament

APPENDIX D: Example of a tournament announcement

CANADIAN NATIONALS <Year>

Date

Location

POOL

Include location, contact information and directions

TENTATIVE SCHEDULE

Intent to Register due: ??? (via email)
Entry Fees due: ??? (after this date a surcharge of 20% will apply)
Pool set-up: ??? (volunteers needed!)
Captains' meeting: TBA (Online)
Tournament start: ????

Confirmed pool time will be determined based on the number of registered teams.

The tournament banquet will be held in the evening on ??date?? at ???location???, exact time to be announced.

EXHIBITION GAMES

Please indicate interest, exhibition games may be available for elite, women and under 19. Extra fees will apply.

Please communicate your intent to register by <Date>

Email <someone>at (email address) stating the number of teams

As pool time is limited, teams who communicate their intent to register by <Date> and submit entry fees by <Date> have priority.

Teams can be composed of up to twelve players - only ten may dress for each game.

Final team rosters must be submitted prior to the tournament..

- All players must be CUGA members, or members of a similar international federation.
- Formation of Club teams is strongly encouraged. When not possible, formation of composite teams is allowed, but they should not prevent Club team participation.
- Participants must be Canadian citizens or have lived in Canada for at least 6 months prior to Nationals to play in playoffs and participate for medals. A maximum of two non-Canadian players per team is permitted.
- Non-Canadian teams are welcome, but must play as exhibition teams. These teams are eligible to play in the playoffs but cannot win a medal. Final team rankings will be determined among eligible teams after removing exhibition teams from the standings.

ENTRY FEES

Fees received by <<Date>>:

Fees received AFTER <date> will be charged 20% extra
All payments must be submitted electronically to XXXX.

HOTELS

A block of rooms will be held for a limited time only at:
<hotel name, contact information and rate>

Rooms held at this rate until the following date: <date>

Please call the hotel directly to book your room(s). When booking, state you are with
Underwater Hockey Nationals. If you are unable to secure the tournament rate please
contact XXXXX

BANQUET

Date and time

The banquet will be held at <location>. The evening will include dinner (buffet), awards, dancing
and a cash bar.

Tickets are included in the entry fee. Extra tickets are available at \$X CDN. Please indicate on
the entry form the number of EXTRA tickets desired. Extra tickets must be purchased by
Friday April 18th at 1pm.

If you are unable to attend the banquet, please email <address> by <date> to let them know.

FOR MORE INFORMATION, ETC...

Registration Person's email

