



Ontario Volleyball Association

SANCTIONED EVENT FINAL REPORT

The Sanctioned Event Final Report should be forwarded to the OVA no later than *two (2) weeks* after the event has been completed, accompanied by any reconciliation owing.

1. Discipline ☐ Camp ☐ Clinic ☐ Tournament

2. Host Information:

Event Director Name (Must be a current OVA Member):

Address:

City:

Province:

Postal code:

Home Phone:

Work Phone:

Email:

3. Event Information:

Name of Event:

Location of the Event (Venue, City, Contact at Venue):

Event Date(s):

4. List any problems that the sanctioned event encountered below:

5. List any injuries below that occurred during the event: Please note, an injury report must be submitted to the OVA for all injuries during the event, if your event has purchased insurance through the OVA.

Name of participant	Type of injury	Date injury report submitted to the OVA



OVA Sanctioned Event Final Report

6. Identify ways in which OVA can help the event in future years:

Please submit this completed form, along with a list of ALL participants (including contact information – first name, last name, email address, phone number, city of residence), event manual and event schedule and program outline (outlining what the event taught participants) to:

OVA
60 Scarsdale Rd., Unit #111
Toronto, ON M3C 3N7
Fax 416-426-7109

Event Director Signature

Date

For Office Use Only:

Date Received:	Date Reconciliation Processed:
OVA Staff Name:	OVA Staff Signature:
Cheque Number or Credit Card Information	CC Authorization Number: