

# 2023-2024 INDOOR SEASON CLUB ADMINISTRATION

# CHECKLIST



## General Administration • • •

- ☐ **August 21, 2023** - Apply for your Clubs [Certificate of Insurance](#) from Mylene, the OVA's Membership Services Coordinator at [insurance@ontariovolleyball.org](mailto:insurance@ontariovolleyball.org).
  - Please allow a minimum of 2 business days for processing.
  - The form must be completed in full and emailed in
- ☐ **September 1, 2023** - Ensure your Club Leaders and Coaches have a valid Level 2 Criminal Record & Judicial Matters Check (CRJMC) or [Enhanced Police Information Check \(E-PIC\)](#) completed within 3 years. Can be completed online at the OVA's My Back Check Web-site
- ☐ **September 7, 2023** - [Hosting Bids](#) due
- ☐ **December 1, 2023** - Submit [Hall of Fame Nominations](#) for the Class of 2024
- ☐ **December 10, 2023** - OVA AGM
- ☐ **March 24, 2024** - Submit Club Staff nominations for [OVAtion Awards](#)
- ☐ **June 1, 2024** - OVAtion Awards Banquets and Hall of Fame Induction.

# Tryout Management • • •

- ☐ **August 21, 2023** - Clubs can post their tryout information to the OVA website via this [Google Docs Form](#)
  - This is a public document that is editable by anyone with access to the link
  - Please do not edit or delete any information on the spreadsheet that you didn't create, and do not alter the format or structure of the document
  - Do not share the link with anyone other than your club administrators
  - When inputting your club's tryout information, please start on the next available row and do not interfere with any other listings
  - You are welcome to edit your own club's information at any time
  - The document will update on the OVA website automatically – you do not need to save or do anything after inputting your club's information
- ☐ **September 1st, 2023** - All athletes must register as a tryout player in MRS prior to stepping on a court for a tryout
  - This is to ensure the athlete and parent/guardian have reviewed and signed off on the Waiver of Liability and the Rowans Law Concussion policy and education sheets, as mandated by law by the government of Ontario
  - Clubs must verify OVA membership registration at tryouts with the athletes or parent/guardian
  - Tryout Offer forms are made available a maximum 1-2 days prior to the deadlines listed in the policy
- ☐ **September 18th, 2023** – 18U offers can be emailed to athletes
- ☐ **September 19th, 2023** – 17U offers can be emailed to athletes
- ☐ **September 20th, 2023** – 16U offers can be emailed to athletes
- ☐ **September 21st, 2023** – 15U offers can be emailed to athletes
- ☐ **September 22nd, 2023** - All ECI offers can be emailed to athletes
- ☐ **October 1st, 2023** – Complete the OVA Tryout Window Survey
- ☐ **April 1, 2024** – 2024 Tryout Window Policy released.

# Safe Sport • • •

- ☐ **November 27, 2023** - [Respect in Sport](#) certificate numbers to be entered into MRS by parent/guardian by November 27, 2023, if not already inputted from the previous season
  - If a parent/guardian is having trouble with MRS, please have them contact Mylene at [mandrade@ontariovolleyball.org](mailto:mandrade@ontariovolleyball.org)

# MRS Registration • • •

- ☐ **August 31, 2023** - Verify your coaches' eligibility prior to them registering in MRS
  - You can take this time to verify a coach's certification and screening as well. Please remember to request their permission to view their certification on Coach Canada's Website. You will need each coach's NCCP number
  - Certification checks can be done at this Link: <https://thelocker.coach.ca/access/account/public>
  - OVA Eligibility policy can be viewed here [OVA Eligibility Policy](#)
  - **\*REMINDER\*** Assistant and Head Coaches all have the same coaching requirements starting September 1, 2023
  - Email Oklend at [ollakaj@ontariovolleyball.org](mailto:ollakaj@ontariovolleyball.org) to confirm your coach's eligibility prior to September 1st if you are unsure of how to check
- ☐ **By August 31st, 2023** - Remind your Club Executives to complete the eligibility requirements for Club Leaders. They will not be able to become active members in MRS if they have not completed the mandatory eligibility requirements and the Club will not be covered by insurance if Executives aren't members
- ☐ **By August 31st, 2023** - Remind your coaches to register in MRS on September 1st for them to complete the eligibility check process, complete online screening, sign the waiver, acknowledge they have read the Ontario Ministry-provided Concussion Resources AND that they have read and agreed to the Ontario Volleyball Concussion Code of Conduct - Coach. This must happen annually
- ☐ **September 1st, 2023** - Register your Club for the year and fill out the Returning Club Form.
  - **\*REMINDER\*** Club Executives and staff must be active members in MRS to add them to the Returning Club Form. To be active members they must have completed the mandatory requirements of the Club Leader Eligibility Policy
- ☐ **September 1st, 2023** - Re-signed athletes can register in MRS and can be added to your teams.
  - **Remember**, athletes must be registered member of the OVA prior to stepping on court for practice to comply with the Government of Ontario Concussion protocols for Rowan's Law by acknowledging they have read the Ontario Ministry-provided Concussion Resources AND that they have read and agreed to the Ontario Volleyball Concussion Code of Conduct - Athlete. This must happen annually
- ☐ **September 18th, 2023 onwards** - New signed athletes register as recreational players (4v4 only) and full competitive players (6v6 to 18U) in MRS
- ☐ **September 18th, 2023 onwards** - Club to add newly signed athletes to your teams in MRS
  - **Remember**, if the athlete is only registered as a "Tryout Player" in MRS and you add them to your team, you will be charged their full membership amount at checkout
- ☐ **February 1, 2024** - Roster lock date. No changes to athletes or coaching staff after this date
- ☐ **March 1, 2024** - all team photos and rosters submitted via MRS for use in the OVA Champs app for Ontario Championships. If you are having trouble with the MRS process, please contact Mylene at [mandrade@ontariovolleyball.org](mailto:mandrade@ontariovolleyball.org)

# Tournament Registration Deadlines • • •

**All regular season registration deadlines are 6 weeks prior to each event.**

## 2023-2024 Youth Competitions Calendar Deadlines

November	Event	Deadline
<b>4*</b>	<ul style="list-style-type: none"> <li>17U Girls Fall Classic (2-day) / Provincial Cup</li> <li>15U Boys Provincial Cup</li> </ul>	September 24, 2023
<b>10-12**</b>	<ul style="list-style-type: none"> <li>16U Girls/Fall Classic (2-day) / Provincial Cup</li> <li>18U Girls Fall Classic (2-day) / Provincial Cup</li> <li>16U Boys Fall Classic (2-day) / Provincial Cup</li> <li>18U Boys Fall Classic (2-day) / Provincial Cup</li> </ul>	October 1, 2023
<b>18</b>	<ul style="list-style-type: none"> <li>TLS Girls Provincial Cup</li> <li>TLS Boys Provincial Cup</li> </ul>	October 8, 2023
<b>19</b>	<ul style="list-style-type: none"> <li>6v6 Girls Provincial Cup</li> <li>17U Boys Fall Classic (2-day) / Provincial Cup</li> </ul>	October 8, 2023
<b>25*</b>	<ul style="list-style-type: none"> <li>4v4 Girls Provincial Cup</li> <li>15U Girls Provincial Cup</li> <li>6v6 Boys Provincial Cup</li> </ul>	October 15, 2023
December	Event	Deadline
<b>2*</b>	<ul style="list-style-type: none"> <li>17U Girls Challenge Cup</li> <li>4v4 Boys/Co-ed Provincial Cup</li> <li>15U Boys Challenge Cup</li> </ul>	October 22, 2023
<b>9*</b>	<ul style="list-style-type: none"> <li>16U Girls Challenge Cup</li> <li>16U Boys Challenge Cup</li> </ul>	October 29, 2023
<b>16</b>	<ul style="list-style-type: none"> <li>TLS Girls Challenge Cup</li> <li>18U Boys Challenge Cup</li> </ul>	November 5, 2023
<b>17</b>	<ul style="list-style-type: none"> <li>4v4 Girls Challenge Cup</li> <li>18U Girls Challenge Cup</li> <li>TLS Boys Challenge Cup</li> </ul>	November 5, 2023
January	Event	Deadline
<b>13</b>	<ul style="list-style-type: none"> <li>6v6 Girls Challenge Cup</li> <li>6v6 Boys Challenge Cup</li> <li>17U Boys Challenge Cup</li> </ul>	December 3, 2023
<b>14</b>	<ul style="list-style-type: none"> <li>15U Girls Challenge Cup</li> </ul>	December 3, 2023
<b>20</b>	<ul style="list-style-type: none"> <li>18U Girls McGregor Cup</li> <li>4v4 Boys/Co-ed Challenge Cup</li> <li>16U Boys McGregor Cup</li> </ul>	December 10, 2023
<b>21</b>	<ul style="list-style-type: none"> <li>TLS Girls McGregor Cup</li> <li>18U Boys McGregor Cup</li> </ul>	December 10, 2023
<b>27*</b>	<ul style="list-style-type: none"> <li>16U Girls McGregor Cup</li> <li>15U Boys McGregor Cup</li> </ul>	December 17, 2023

# Tournament Registration Deadlines • • •

All regular season registration deadlines are 6 weeks prior to each event.

## 2023-2024 Youth Competitions Calendar Deadlines

February	Event	Deadline
3	<ul style="list-style-type: none"> <li>4v4 Girls McGregor Cup</li> <li>6v6 Girls McGregor Cup</li> <li>17U Boys McGregor Cup</li> </ul>	December 24, 2023
4	<ul style="list-style-type: none"> <li>17U Girls McGregor Cup</li> </ul>	December 24, 2023
9-11**	<ul style="list-style-type: none"> <li>15U Girls McGregor Cup</li> <li>18UG Grand Prix Qualifier (2-day) /Furlani Cup</li> <li>4v4 Boys/Co-ed McGregor Cup</li> <li>6v6 Boys McGregor Cup</li> <li>TLS Boys McGregor Cup</li> <li>18UB Grand Prix Qualifier (2-day) /Furlani Cup</li> </ul>	December 31, 2023
24	<ul style="list-style-type: none"> <li>TLS Girls Bugarski Cup</li> <li>16U Boys Grand Prix (2-day) / Bugarski Cup</li> </ul>	January 14, 2024
25	<ul style="list-style-type: none"> <li>4v4 Girls Bugarski Cup</li> <li>16U Girls Grand Prix (2-day) / Bugarski Cup</li> </ul>	January 14, 2024
March	Event	Deadline
2	<ul style="list-style-type: none"> <li>6v6 Girls Bugarski Cup</li> <li>17U Boys Grand Prix (2-day) /Bugarski Cup</li> </ul>	January 21, 2024
3	<ul style="list-style-type: none"> <li>17U Girls Grand Prix (2-day) /Bugarski Cup</li> <li>TLS Boys Bugarski Cup</li> </ul>	January 21, 2024
9	<ul style="list-style-type: none"> <li>15U Girls Bugarski Cup</li> <li>6v6 Boys Bugarski Cup</li> </ul>	January 28, 2024
23	<ul style="list-style-type: none"> <li>18U Girls Grand Prix (2-day) / Bugarski Cup (2-day)</li> <li>15U Boys Bugarski Cup</li> <li>18U Boys Grand Prix (2-day) / Bugarski Cup (2-day)</li> </ul>	February 11, 2024
24	<ul style="list-style-type: none"> <li>4v4 Boys/Co-ed Bugarski Cup</li> </ul>	February 11, 2024

## Convention Centre Hotel Booking Dates • • •

- ☐ **Tuesday October 10, 2023** – EY Centre, Ottawa Hotel booking open
- 10am for teams travelling 550+kms one way
  - 2pm for all other teams
  - The hotel link will be emailed directly to clubs that fall in the 550+kms booking
- ☐ **Friday October 13th, 2023 by 12:00 pm**– Rooming lists due through HTG Portal for EY Centre teams .

Information on the Niagara Falls Convention Centre event hotel booking process will be posted later in the fall. Please check the [Convention Centre page](#) for up to date information.

# Ontario Championships (OC's)

## Registration and Deadlines • • •

- ☐ **December 13, 2023** – OC's registration opens – all age divisions & playing up registration
- ☐ **January 10th, 2024, at 11:59pm** – OC's Registration Deadline for all age divisions and playing up teams
- ☐ **January 22, 2024** – RIM Event 1 & 2 Hotel booking opens for TLS G, 6v6 B, TLS B, 16UG
- ☐ **January 23, 2024** – RIM Event 3 & 4 Hotel booking process open for 4v4G, 17UG, 18UG, 4v4B/Co-ed, 16UB, 18UB
- ☐ **January 24, 2024** – EY Centre Event 1 Hotel booking process opens for 15UG and 17UB
- ☐ **January 25, 2024** – EY Centre Event 2 Hotel booking process opens for 6v6G and 15UB
- ☐ **February 14, 2024, by 12:00pm noon** – All OC's Hotel rooming lists due to HTG for **RIM Events**. See guide on next page
  - The hotel booking process and preview links will be posted here  
<https://www.ontariovolleyball.org/accommodations>
- ☐ **February 28, 2024, by 12:00pm noon** – All OC's Hotel rooming lists due to HTG for **EY Events**. See guide on next page
  - The hotel booking process and preview links will be posted here  
<https://www.ontariovolleyball.org/accommodations>
- ☐ **March 1, 2024** – Rosters and team photos submitted via MRS to be included on the OVA Champs app
- ☐ **March 1, 2024** – Ken Davies and Evelyn Holick nominations due
- ☐ **May 1, 2024** – Complete the Indoor Competitions post season & Ontario Championships post-event survey
- ☐ **May 31, 2024** – Ontario Championships Travel rebate claims due to [accounts@ontariovolleyball.org](mailto:accounts@ontariovolleyball.org)

More information will be available in September on this process.

## Ontario Championships (CO's)

### Room Booking Deadlines

Event	Event Date	Competition Divisions	Hotel booking process opens for teams over 400kms+ one way	Hotel booking process for teams under 400kms one way	Last Date to get Team Rooming Lists Submitted to HTG
<b>RIM PARK EVENT 1</b>	Friday April 5 - Sunday April 7, 2024	TLS B 16UG	Mon Jan 22, 2024 at 10am	Mon Jan 22, 2024 at 2pm	Feb 14th
<b>RIM PARK EVENT 2</b>	Thursday April 11-Saturday April 13, 2024	TLS G 6v6 Boys/Co-ed	Mon Jan 22, 2024 at 10am	Mon Jan 22, 2024 at 2pm	Feb 14th
<b>RIM PARK EVENT 3</b>	Sunday April 14 - Tuesday April 16, 2024	17UG 16U B 4v4 B	Tues Jan 23, 2024 at 10am	Tues Jan 23, 2024 at 2pm	Feb 14th
<b>RIM PARK EVENT 4</b>	Friday April 19 - Sunday April 21, 2024	4v4 G 18UG 18UB	Tues Jan 23, 2024 at 10 am	Tues Jan 23, 2024 at 2pm	Feb 14th
<b>EY CENTRE EVENT 1</b>	Thursday April 25 - Saturday April 27, 2024	15UG 17UB	Wed Jan 24, 2024 at 10am	Wed Jan 24, 2024 at 2pm	Feb 28th
<b>EY CENTRE EVENT 2</b>	Sunday April 28 - Tuesday April 30, 2024	6v6G 15UB	Thurs Jan 25, 2024 at 10:00am	Thurs Jan 25, 2024 at 2pm	Feb 28th