

[Year & Gender] Island Championship

To:

From: [Tournament Director Name]

[Tournament Director email]

[Tournament Director cell number]

Hosted by [School Name] [Dates]

Dear Coaches,

Congratulations for qualifying for the ____ Island Championships.

Here is the updated information about the tournament:

GYM LOCATION

[School Name]

[School Address]

ENTRY FEE

All teams will pay an entry fee of [\$0.00].

Cheques should be payable to:

[School Account name]

TOURNAMENT DETAILS

- [Include any pertinent tournament details, some suggested info is included below]
- [Is there a gate fee? see VISSAA Constitution 10.3b]
- [Are CHANGE ROOMS available]
- [Are there PARKING notes]
- [Do you provide WARMUP BALLS]
- [Are there team MEETING ROOMS]
- [Is there a COACHES ROOM]

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ACCOMMODATION

[Insert host hotel information here]

AWARDS

[Insert list of awards presented]

SCHEDULE