# [Year & Gender] Island Championship

To:	
From:	[Tournament Director Name]

[Tournament Director email]
[Tournament Director cell number]

# Hosted by [School Name] [Dates]

OVALLOCATION	
Here is the updated information about the tournament:	
Congratulations for qualifying for the Island Championships.	
Dear Coaches,	

#### 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**