



SANCTIONED TOURNAMENT MANUAL



ONTARIO
BASKETBALL

Sanctioned Tournament Manual

To ensure a tournament remains eligible for Ontario Basketball sanctioning, tournament hosts must follow all applicable **Ontario Basketball** [rules](#), [policies](#) and [procedures](#).

Important Requirements

- All participating teams must be **Ontario Basketball-affiliated teams**.
- If all participating teams are not OBA-affiliated, the tournament may not be sanctioned.
- Ontario Basketball may unsanction a tournament, including after the tournament has taken place, if the tournament does not meet sanctioning requirements.
- Tournament hosts are responsible for submitting tournament scores.
- Exhibition games are not sanctioned, and exhibition game scores will not be accepted.
- The tournament must appear on the Ontario Basketball tournament search list in order to count toward rankings for the Ontario Basketball Championship.
- Tournament hosts should provide a complete list of participating teams.

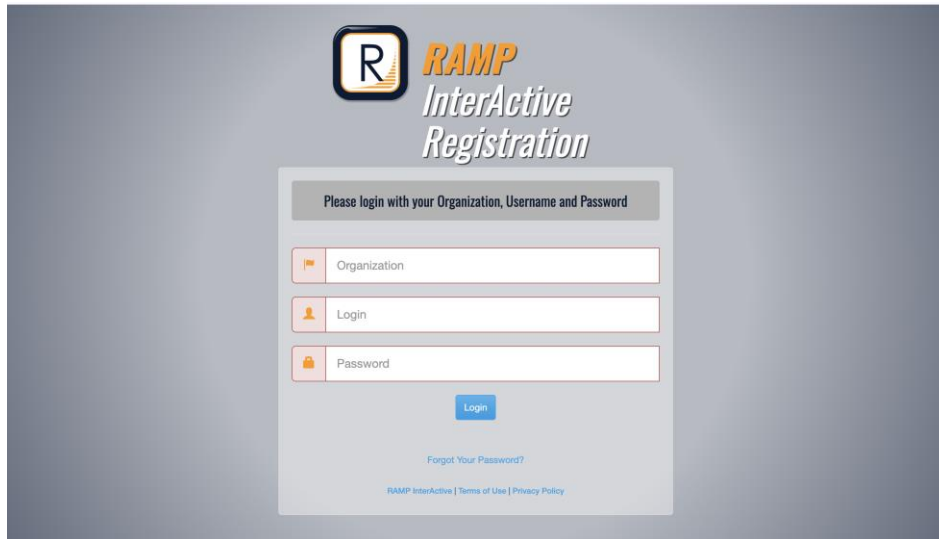
HOW TO SUBMIT A SANCTIONED TOURNAMENT

STEP 1 — LOG IN TO RAMP

Open the RAMP administration login page:

[RAMP Admin Login](#)

Enter your RAMP login credentials.



STEP 2 — OPEN THE SEASONS TAB

1. Once you have successfully logged into RAMP:
2. Locate the **Seasons** tab in the RAMP administration menu.
3. Click on **Tournaments**.

The image displays the RAMP administration interface. On the left is a sidebar menu with the following items: Dashboard, Settings, Seasons, Tiers, Divisions, Checklists, Promo Codes, Vouchers, Waivers, Questions, Member Questions, Tournaments, Events, Boundaries, Volunteer Sign-Up Jobs, and Custom File Uploads. The 'Seasons' and 'Tournaments' items are circled. The main content area is titled 'Club Submissions' and features three dropdown menus: 'Seasons' (set to '2026-2027 (Canada Basketball)'), 'Tournaments' (set to 'Ethan'), and 'Competitions' (set to 'None'). Below these is a 'Status' dropdown set to 'All' and a blue 'View' button. A 'Quick Search' bar is present with the note '(This tool only searches the current page)'. At the bottom, a table displays submission data:

Season	Permit Name	Status	Balance	End Date	
2026-2027	Sanctioned Tournaments	Pending (Submitted)	\$0.00	6/4/2027	Receipt

STEP 3 — CREATE A NEW TOURNAMENT

Within the **Tournaments** section:

1. Locate the **Add New Record** button at the top of the page.
2. Click **Add New Record** to create a new tournament.

The screenshot shows the 'Tournaments' section of an admin interface. On the left is a sidebar menu with options: Dashboard, Settings, Seasons, Tiers, Divisions, Checklists, Promo Codes, Vouchers, Waivers, Questions, Member Questions, Tournaments (highlighted with a red circle), Events, Boundaries, Volunteer Sign-Up Jobs, Custom File Uploads, and Fees or Discounts. The main content area is titled 'Tournaments Tutorial'. It features a 'Tournaments' sub-header with an 'Add New Record' button circled in red. Below this are two dropdown menus: 'Seasons' (set to '2026-2027 (Canada Basketball)') and 'Divisions' (set to 'All'). A blue 'View' button is positioned below these dropdowns. A 'Quick Search' bar is also present. At the bottom, a table header is visible with columns: ID, Season, Tournaments, Tournament Registration Link, Non Member Tournament Registration Link, Start Date, and Display Order.

STEP 4 — ENTER THE TOURNAMENT INFORMATION

Complete all required tournament information.

Make sure the information entered is accurate and matches the details that will be provided to participating teams.

Complete the applicable fields, including:

- Tournament Name
- Tournament Dates
- Age Group
- Gender
- Location
- Tournament Details

- Host/Club Information
- Contact Information
- Any other required tournament information

Review all information carefully before proceeding

STEP 5 — COMPLETE THE SANCTIONED PERMIT FORM

After creating the tournament, remain within the **Tournaments** section under **Seasons**.

1. Locate the tournament you have created.
2. Click on **Permits**.
3. Select the appropriate **Sanctioned Tournament Permit Form**.
4. Complete all required questions and information.

MAIN

Dashboard

Settings

Seasons

Seasons

Tiers

Divisions

Checklists

Promo Codes

Vouchers

Waivers

Questions

Member Questions

Tournaments

Events

Boundaries

Volunteer Sign-Up Jobs

Custom File Uploads

Tournaments Tutorial

Tournaments

Add New Record

Seasons

2026-2027 (Canada Basketball)

Divisions

All

View

Quick Search (This tool only searches the current page)

ID	Season	Tournaments	Tournament Registration Link	Non Member Tournament Registration Link	Start Date	Display Order	
4404	2026-2027	Ethan Unapproved	Registration Link	Registration Link	9/17/2026	0	Deactivate Permits

Update Display Order

Complete the Required Questions

Fill in all required questions on the sanctioned tournament permit.

Make sure the information provided is accurate and complete before submitting the form.

Permits, Sanctions and Forms

Teams

Packages

Build a Page

Members

Registrations

Data Check

Transfers

Transactions

Verify

Mail

Export

REPORTS

Reports

Sign Out

Please make sure hosts review the rules outlined

Host

Please Note that All teams must be comprised of OBA-Affiliated Teams only

If All Teams are not OBA-affiliated the tournament will not be sanctioned

We can unsanctioned tournaments even if has already been played or pasted due to teams not being OBA affiliated

Submitting the scores is on the host's responsibility to submit them

Please have the host of the tournament contact : ewillock@basketball.on.ca to get the link to submit scores.

Questions

Club Name

Ethan

Number of Teams

4

Gender

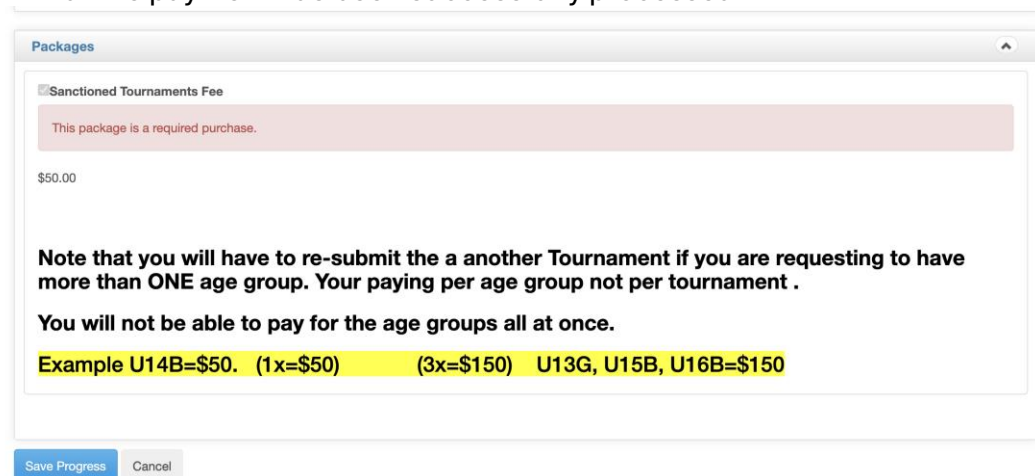
Boys

Age Group

STEP 6 — PAY THE SANCTIONED TOURNAMENT FEE

Once the sanctioned tournament permit form has been completed:

1. Review the information entered.
2. Proceed to the payment section.
3. Pay the applicable **Sanctioned Tournament Fee**. Credit card processing fees apply and will vary depending on the type of credit card used.
4. Confirm that the payment has been successfully processed.



The screenshot shows a web application window titled "Packages". Inside, there is a section for "Sanctioned Tournaments Fee". A red banner states "This package is a required purchase." Below this, the price "\$50.00" is displayed. A note reads: "Note that you will have to re-submit the a another Tournament if you are requesting to have more than ONE age group. Your paying per age group not per tournament . You will not be able to pay for the age groups all at once." An example is provided: "Example U14B=\$50. (1x=\$50) (3x=\$150) U13G, U15B, U16B=\$150". At the bottom, there are "Save Progress" and "Cancel" buttons.

STEP 7 — CREATE A PACKAGE FOR TEAM REGISTRATION

Once the tournament has been created, you need to create a **Package** so teams can register for the tournament.

Create the Tournament Package

1. Open the tournament you created.
2. Locate the **Package** tab on the left-hand side.
3. Click **Package**.
4. Create a package for the applicable **age group/division**.
5. Enter the required package information.
6. Set the registration dates.
7. Save the package.

Package Pricing

If teams are **not required to pay through RAMP**, you do not need to set a package price.

For example, if teams are paying by **e-transfer or another payment method**, the RAMP package can be set up without requiring payment through RAMP. If you would like teams to pay on ramp, you can do that.

Important — Registration Dates

The **registration starts and end dates must match the tournament display start and end dates**.

If the dates do not match, the tournament/package may **not appear for teams when they access the tournament registration link**.

The screenshot shows the 'Packages' management page in the RAMP system. On the left is a sidebar with navigation links: Settings, Seasons, Competitions, Camps and Clinics, Discipline, Permits, Sanctions and Forms, Teams, Packages (selected), Package Groups/Programs, Package Direct Links, Build a Page, Members, Registrations, Data Check, Transfers, Transactions, and Verify. The main content area is titled 'Packages' and includes buttons for 'Add New Record' and 'View Reports'. Below these are filters for 'Seasons' (2026-2027 (Canada Basketball)), 'Package Type' (All), 'Divisions' (All), 'Camps and Clinics' (All), and 'Active' (All). A 'View' button is present. A message states: 'You cannot delete a Package if there is a registration with that package selected'. A 'Quick Search' bar is available. Below is a table with columns: ID, Season, Division, Package Group/Program, Registration Type, Package, Price, Registrations, Wait List, Max #, Date Created, and Display Order. One record is shown with ID 416147, Season 2026..., Division U10 Boys, Package Group/Program, Registration Type Tournament, Package test2 (9/13/2026 - 9/16/2026), Price \$0.00, Registrations 1, Wait List 0, Max #, Date Created 09/15/2026, and Display Order 0. Action buttons 'Deactivate' and a refresh icon are next to the record. At the bottom are buttons for 'Update Display Order', 'Mass Activate/Deactivate Selected Packages', and 'Mass Delete Selected Packages'.

ID	Season	Division	Package Group/Program	Registration Type	Package	Price	Registrations	Wait List	Max #	Date Created	Display Order	
416147	2026...	U10 Boys		Tournament	test2 (9/13/2026 - 9/16/2026)	\$0.00	1	0		09/15/2026	0	<button>Deactivate</button>

