



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 be sanctioned for the Ontario Basketball Championship.
- Tournament hosts should provide a complete list of participating teams.

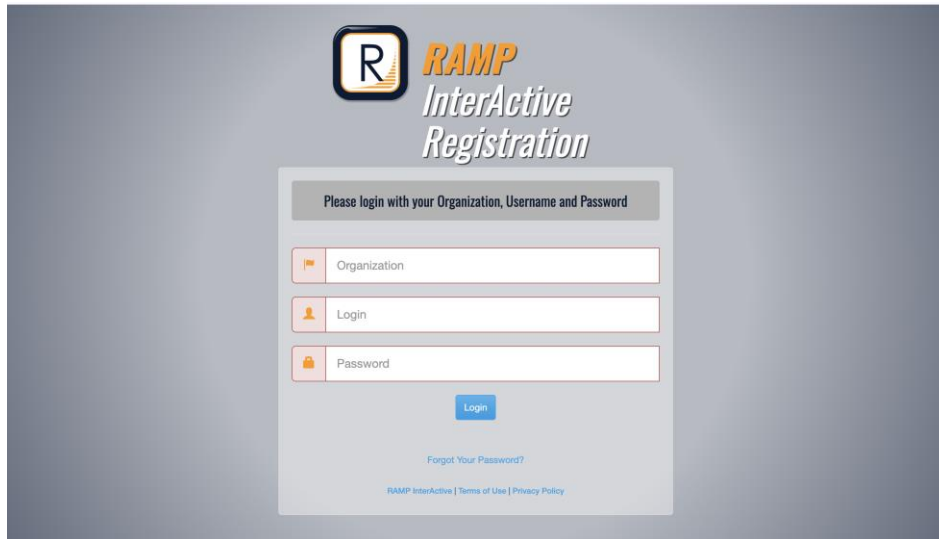
HOW TO SUBMIT A SANCTIONED TOURNAMENT

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 'MAIN' sidebar menu with various options. The 'Seasons' option is highlighted with a blue background and a black circle. Below it, the 'Tournaments' option is also highlighted with a black circle. 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, followed by a table with the following 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 blue circle), Events, Boundaries, Volunteer Sign-Up Jobs, Custom File Uploads, and Fees or Discounts. The main content area is titled 'Tournaments Tutorial' and contains a sub-header 'Tournaments'. Below this is a button 'Add New Record' (circled in black), followed by two dropdown menus: 'Seasons' (set to '2026-2027 (Canada Basketball)') and 'Divisions' (set to 'All'). A blue 'View' button is below these. A 'Quick Search' bar is present, with a note '(This tool only searches the current page)'. At the bottom is a table with the following headers: ID, Season, Tournaments, Tournament Registration Link, Non Member Tournament Registration Link, Start Date, Display Order, and an empty column.

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
- Tournament Details
- Host/Club Information

- Contact Information
- Any other required tournament information

Click on “User Tiers” for (AAA/AA)

[Sign Out](#)

Optional

Min Roster

Min Staff

Submission Type

All

Max Roster

Max Staff

Cross-provincial tournaments can accept teams from out-of-province Clubs.

☐ Cross-Provincial Tournament
 ☐ Require Existing Team Record
 ☒ Use Tiers
 ☒ Active

Submit

Cancel

Tournament Contact

First Name

Last Name

Cell Phone

Other Phone

Then at the bottom select the division

☐	U9 Girls	AAA
☐	U9 Girls	OBLX
☐	U10 Boys	A-
☒	U10 Boys	A
☐	U10 Boys	A+
☐	U10 Boys	AA-
☒	U10 Boys	AA
☐	U10 Boys	AA+
☐	U10 Boys	AAA-
☐	U10 Boys	AAA
☐	U10 Boys	OBL X
☐	U10 Boys	AAA+
☐	U10 Boys	OBLX
☐	U10 Girls	A-
☐	U10 Girls	A
☐	U10 Girls	A+
☐	U10 Girls	AA-
☐	U10 Girls	AA
☐	U10 Girls	AA+
☐	U10 Girls	AAA-
☐	U10 Girls	AAA

Review all information carefully before proceeding

The screenshot shows a web application interface for creating a tournament. On the left is a sidebar menu with options: Dashboard, Settings, Seasons, Competitions, Camps and Clinics, Discipline, Permits, Sanctions and Forms, Teams, Packages, Build a Page, Members, Registrations, Data Check, Transfers, Transactions, Verify, and Mail. The main content area is titled 'Tournaments Tutorial' and contains a form for creating a tournament. The form includes the following fields: 'Season' (dropdown menu showing '2026-2027 (Canada Basketball)'), 'Associated Season' (dropdown menu showing '2026-2027'), 'Name (English)' (text input with 'Ethan'), 'Description' (text area with 'U10 Boys'), 'Website' (text input), 'Admin Emails' (text area), 'Tournament Start Date' (date input with '9/17/2026'), 'Tournament End Date' (date input with '9/18/2026'), 'Optional' (checkbox), 'Registration Start Date' (date input with '9/13/2026'), 'Registration Start Time' (time input), 'Registration End Date' (date input with '9/14/2026'), and 'Registration End Time' (time input). The 'Optional' checkbox is currently unchecked.

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

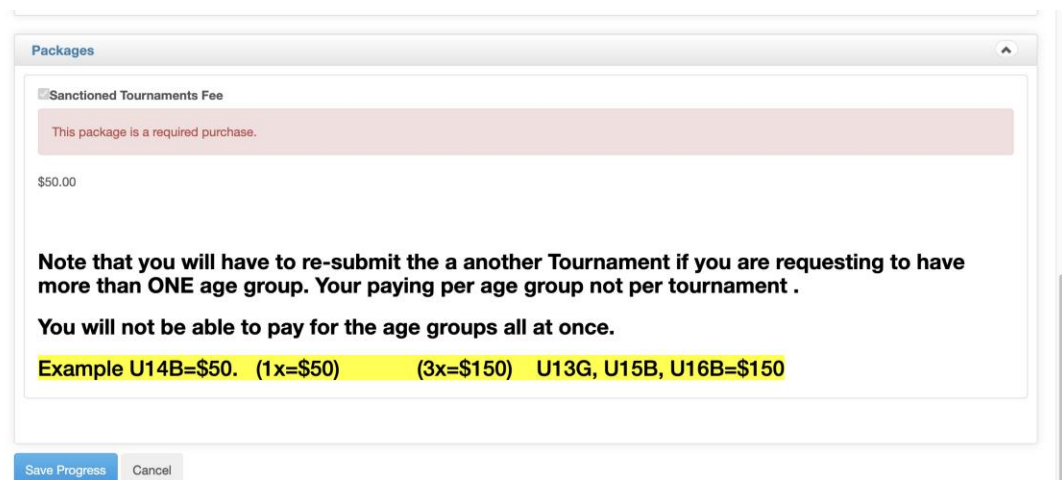
Boys

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**.
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 is listed as "\$50.00". 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 two buttons: "Save Progress" and "Cancel".

STEP 7 — CREATE A PACKAGE FOR TEAM REGISTRATION (Optional)

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

Create the Tournament Package

1. Go to the "Packages Tab" on the left of the tournament you created.
2. Click **Package**.
3. Create a package for the applicable **age group/division**.
4. Enter the required package information.
5. Set the registration dates.
6. Save the package.

MAIN

- Dashboard
- Settings
- Seasons
- Competitions
- Camps and Clinics
- Discipline
- Permits, Sanctions and Forms
- Teams
- Packages**
- Package Groups/Programs
- Package Direct Links
- Build a Page
- Members
- Registrations
- Data Check

Packages Tutorial

Packages

Add New Record **View Reports**

Seasons: 2026-2027 (Canada Basketball)

Package Type: All

Divisions: All

Camps and Clinics: All

Active: All

View

You cannot delete a Package if there is a registration with that package selected

Quick Search (This tool only searches the current page)

ID	Season	Division	Package Group/Program	Registration Type	Package	Price	Registrations	Wait List	Max #	Date Created	Display Order	
☐	416147	2026...	U10 Boys	Tournament	test2 (9/24/2026)	\$0.00	1	0		09/15/2026	0	Activate

- Package type to **Tournaments** in the drop-down menu
- Associated seasons make sure it is set to the correct season **2026-2027**
- You can create a separate package for each division by checking off the box

MAIN

- Dashboard
- Settings
- Seasons
- Competitions
- Camps and Clinics
- Discipline
- Permits, Sanctions and Forms
- Teams
- Packages**
- Build a Page
- Members
- Registrations
- Data Check
- Transfers
- Transactions
- Verify
- Mail

Packages

Note: Any changes that you make to a package (Name/Price/Pending Payment dates) will not affect those that have already registered to the package.

Package Type: Tournament

Season: 2026-2027 (Canada Basketball)

Associated Season: 2026-2027

☐ Create Separate Packages For Each Division

Division	
☐ U9 Boys	
☐ U9 Girls	
☒ U10 Boys	
☐ U10 Girls	
☐ U11 Boys	
☐ U11 Girls	
☐ U12 Boys	
☐ U12 Girls	
☐ U13 Boys	
☐ U14 Girls	

Important — Registration Dates

- The **registration starts and end dates must match the tournament display start and end dates**. For it to appear on your Front end

The screenshot displays a web interface for configuring a registration package. It is divided into five main sections:

- Registration Dates:** Contains a green informational box stating that these dates are for package availability, not tournament programming. It includes fields for Registration Start Date (2026-09-29), Registration Start Time, Registration End Date (2026-09-29), and Registration End Time. There are also checkboxes for 'Optional' and 'Make this package a required purchase'.
- Options:** Includes a 'Max # Registrations' field and checkboxes for 'Enable Waitlist', 'Require Password', and 'Direct Link Only'.
- CC Confirmation Emails:** Features a blue informational box about email addresses and a large text area for 'Participant Success Email (English)'.
- Display Date:** Includes a blue informational box about display dates and a checkbox for 'Generate multiple packages across a display date range'. It has fields for Display Date (2026-09-29), Display Time, Display End Date (2026-09-29), and Display End Time, with 'Optional' checkboxes.
- Age Range:** Shows an 'Age Cutoff Date' of 12/31/2026, fields for 'Min Age' and 'Max Age', and a checkbox for 'Use Specific Birthdates'.

Package Pricing

- 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.

The screenshot shows a web form for tournament registration. It includes several sections: a 'Display Date' section with fields for 'Display Date' (2026-09-14) and 'Display Time' (12:00), both with 'Optional' checkboxes; a 'Display End Date' field (2026-09-14) with an 'Optional' checkbox; an 'Age Range' section with an 'Age Cutoff Date' of 12/31/2026, 'Min Age' and 'Max Age' input fields, and a 'Use Specific Birthdates' checkbox; and a 'Payment Options' section with a 'Price' field (100.00) and a 'Split Payments' checkbox. A small text area in the top right corner shows 'p' and 'Words: 0'.

TOURNAMENT SCORE SUBMISSION

Tournament hosts are responsible for submitting the final tournament scores.

For information regarding score submission and access to the score-submission Google Sheet, contact:

Ontario Basketball

Email: ewillock@basketball.on.ca