



PACIFIC COAST AMATEUR HOCKEY ASSOCIATION

CENTRAL OFFICE: #114 - 3993 HENNING DRIVE, BURNABY, B.C. V5C 6P7
TELEPHONE 604-205-9011. FAX 604-205-9016. WEB SITE <http://www.pcaha.bc.ca>

SERVING AMATEUR HOCKEY IN THE LOWER MAINLAND SINCE 1941

P.C.A.H.A. 2009-2010 BULLETIN #8

DATE: August 22, 2009.
TO: The Presidents
PCAHA Member Associations/Leagues
FROM: David Buck
PCAHA President
SUBJECT: Sanctioning Procedure - Tournaments.

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The following is the procedure for acquiring sanction and approval for tournaments to be hosted by your Association during the forthcoming season:

1. **Apply for BC Hockey Sanction.** Application for BC Hockey tournament sanction is done on-line at <https://www.bchockey.net/applicationforms/tournamentapplication.aspx>.

Applications must be filed **at least 30 days** prior to the start of the tournament. If a tournament involves a team from outside North America and/or involves teams from 2 or more other Branches (provincial Associations) of Hockey Canada, application must be made at least **90 days** in advance. For further information about the BC Hockey on-line sanctioning process, please visit the BC Hockey web site.

BC Hockey charges sanction fees for tournaments. The hosting Association will be invoiced by BC Hockey following the conclusion of the tournament.

2. **Apply for PCAHA Tournament Approval.** Application for PCAHA tournament approval is done by completing the PCAHA Tournament Application Form (enclosed) and filing it with Brad Thompson, PCAHA Tournament Coordinator, by regular mail, fax, or e-mail:

Brad Thompson	Phone: 604-852-4123
PCAHA Tournament Coordinator	Fax: 604-852-4109
37611 Dawson Road	bthompson@pcaha.bc.ca
Abbotsford, B.C.	tournaments@pcaha.bc.ca
V3G 2K9	

This must be done **at least 30 days** prior to the start of the tournament. Please use a separate form for each tournament division/category. PDF and MS Word versions of the PCAHA Tournament Application Form are available on the PCAHA web site.

Please forward the following items to Brad Thompson with your application:

- (i) Copy of the tournament Rules and Regulations.
- (ii) Copy of the tournament application or entry form.

Once he has received your PCAHA application, he will forward PCAHA Preliminary Approval and the **game numbers** to be used for the tournament.

N.B.: There are no tournament sanction fees payable to PCAHA.

3. **Provide an Officials List to the BC Hockey Referees Committee Member.** At least 30 days prior to the tournament, have your Association Referee-in-Chief or Referee Assigner forward a list

of the on-ice officials (referees and linesmen) to be used in the tournament to the BC Hockey Referees Committee Member for your area for approval. Only a list of the officials to be used is required, not the actual game-by-game assignments.

4. **Tournament Scoresheets.** Within 48 hours of the completion of the tournament, forward the white copies of all tournament gamesheets to the respective PCAHA Managing Director. If the white copy has been taken by the Referee, forward the second (yellow) copy to the PCAHA Managing Director and retain a photocopy. After each game, the third (blue) copy is given to the "visiting" team and the fourth (pink) copy is given to the "home" team.

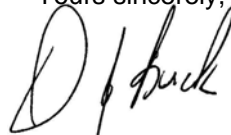
In the case of any serious penalties during the tournament, the Referee is required to take the white copy of the gamesheet and immediately forward it together with a written incident report to the appropriate BC Hockey District Director or PCAHA Managing Director. This is the Referee's responsibility - tournament officials should not intercept the white copy or referee's write-up.

5. **BC Hockey Report.** At the conclusion of the tournament, the on-line BC Hockey Tournament Follow Up Report must be completed. You will be notified by BC Hockey by email to complete the Tournament Follow Up Report once the tournament is complete.
6. **PCAHA Tournament Report.** The PCAHA Tournament Report Form (Form130) must be completed and forwarded to Brad Thompson within 14 days of the completion of the tournament.

Please ensure that the 30 day rule for sanctioning a tournament is observed. In the past BC Hockey has denied sanctioning for late applications, and PCAHA Section L(5) applies a fine of up to \$300 for late tournament applications. To ensure there are no problems, please file your sanction requests with BC Hockey and the PCAHA as far in advance as possible. Other information items may be forwarded at a later date as they become available.

Please contact Brad Thompson if you have any questions about tournament sanctioning.

Yours sincerely,



David Buck
PCAHA President

cc. Brad Thompson
Executive Committee
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PCAHA Tournament Checklist Form

Form129
(Rev.: Aug/09)

DONE	TO BE DONE
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TO BE COMPLETED AT LEAST 30 DAYS BEFORE THE TOURNAMENT

Complete the **BC Hockey Tournament Application** on-line at the BC Hockey web site:

- The on-line form can be accessed on the BC Hockey web site tournament page at: <https://www.bchockey.net/applicationforms/tournamentapplication.aspx>
- One application can cover several divisions/categories occurring at the same time.

Complete the **PCAHA Tournament Application Form** (Form127):

- Use a separate form for each Tournament division/category.
- Forward the completed form(s) to the *PCAHA Tournament Officer*.

Forward copies of your Tournament Rules and Regulations and your tournament application or entry form to the *PCAHA Tournament Officer*.

REFEREES LIST: A list of all game officials (referees and linesmen) to be used during the Tournament must be sent to the *BC Hockey Referees Committee Member* for approval at least **thirty (30) days** in advance of the start of the tournament. Only a list of officials is required, not the actual game-by-game assignments. [Ref.: *BC Hockey Reg. 3.29*].

DONE	TO BE DONE
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DURING THE TOURNAMENT

REFEREE WRITE-UPS: All game reports involving Match penalties, Gross Misconducts, and teams Refusing to Start Play are to be forwarded to the *BC Hockey officer* in charge **by the referee** immediately after the game. All game reports involving 10-min. Misconducts in the last ten (10) minutes of the game and all Game Misconducts (including Fighting and Checking From Behind) are to be forwarded to the *PCAHA Managing Director* **by the referee** immediately after the game. **This is the referee's responsibility - Tournament officials are not to intercept the referee's write-up.**

DONE	TO BE DONE
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TO BE COMPLETED AFTER THE END OF THE TOURNAMENT

TOURNAMENT SCORESHEET DISTRIBUTION: The Tournament host Association shall forward the first (white) copy of the gamesheet for **all** tournament games to the *PCAHA Managing Director* within 48 hours of the completion of the tournament; the second (yellow) copy shall be retained by the tournament host Association; the third (blue) copy shall be given to the visiting team; and the fourth (pink) copy shall be given to the home team. **Note:** If the first (white) copy is taken by the referee, the tournament host Association shall forward the second (yellow) copy to the *PCAHA Managing Director* and retain a photocopy.

BC HOCKEY REPORT: The on-line BC Hockey Tournament Follow-up Report must be completed. BC Hockey will e-mail Instructions at the conclusion of the tournament.

PCAHA TOURNAMENT REPORT FORM (Form130) must be completed and forwarded to the *PCAHA Tournament Officer* within 14 days of the completion of the tournament.

Good Luck With Your Tournament!



Pacific Coast Amateur Hockey Association Tournament Application Form

Form127
(Rev: Aug/09)

Please complete a separate form for each Tournament Division/Category.

Host Minor Hockey Association:			
Tournament Dates -	From:		To:

Executive Member Making Request			
Name:		Position:	
Address:		Telephone:	
City:		Fax:	
Postal Code:		E-mail:	

Tournament Director			
Name:			
Address:		Telephone:	
City:		Fax:	
Postal Code:		E-mail:	

Tournament Contact Person			
Name:			
Address:		Telephone:	
City:		Fax:	
Postal Code:		E-mail:	

PCAHA Preliminary Approval and Game Numbers to be forwarded to (check one):

Executive Member
 Tournament Director
 Tournament Contact

<input type="checkbox"/>	Tournament
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<input type="checkbox"/>	Jamboree
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Division			
Hockey 1	Atom	Juvenile	
Hockey 2	PeeWee	Female	
Hockey 3	Bantam		
Hockey 4	Midget		

Category		
Tier 1		Tier 4
Tier 2		A
Tier 3		C

Type	
Branch	
Inter-Branch	
International	

(Please indicate appropriate Division, Category, and Type)

General Information:

- | | | | |
|------------------------------|----------------------|--|--|
| 1. Entry fee per team: | <input type="text"/> | 4. Number of games guaranteed per team: | <input type="text"/> |
| 2. Number of teams expected: | <input type="text"/> | 5. No. of years tournament has been running: | <input type="text"/> |
| 3. TOTAL number of games: | <input type="text"/> | 6. Format: | <input type="checkbox"/> Knockout style <input type="checkbox"/> Round-robin |

Instructions:

- Enclose a copy of **YOUR** Tournament application or entry form, **AND**
- Enclose a copy of **YOUR** Tournament Rules and Regulations.

Mail, fax, or e-mail this form and the above items to: Brad Thompson, PCAHA Tournament Officer
 Phone: 1-604-852-4123; Fax: 1-604-852-4109; E-mail: tournaments@pcaha.bc.ca
 Address: 37611 Dawson Road, Abbotsford, B.C., V3G 2K9

Signature:	Date:
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Pacific Coast Amateur Hockey Association Tournament Report Form

Form130
(Rev: Aug/09)

Please complete a separate form for each Tournament Division/Category.

Host Association:		BC Hockey Permit #:	
Tournament Dates - From:		To:	

Tournament

Jamboree

Division			
	Hockey 1	Atom	Juvenile
	Hockey 2	PeeWee	Female
	Hockey 3	Bantam	
	Hockey 4	Midget	

Category			
	Tier 1	Tier 4	
	Tier 2	A	
	Tier 3	C	

Type	
	Branch
	Inter-Branch
	International

(Please indicate appropriate Division, Category, and Type)

List of Participating Teams:			
PERMISSION #	TEAM NAME	PERMISSION #	TEAM NAME

Comments:

Provide any comments you have regarding your Tournament,
such as winning teams and any problems encountered:

Instructions:

Please complete and forward this form to Brad Thompson, PCAHA Tournament Officer
WITHIN 14 DAYS of the completion of the Tournament:

Phone: 1-604-852-4123; Fax: 1-604-852-4109; E-mail: tournaments@pcaha.bc.ca
Address: 37611 Dawson Road, Abbotsford, B.C., V3G 2K9

Submitted By:	Date:
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