



PACIFIC COAST AMATEUR HOCKEY ASSOCIATION

CENTRAL OFFICE: #114 - 3993 HENNING DRIVE, BURNABY, B.C. V5C 6P7
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SERVING AMATEUR HOCKEY IN THE LOWER MAINLAND SINCE 1941

P.C.A.H.A. 2011-2012 BULLETIN #12

DATE: October 22, 2011.
TO: The Presidents
PCAHA Member Associations/Leagues
FROM: Vanna Achtem
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 Marline Sandferd, PCAHA Tournament Coordinator, by regular mail, fax, or e-mail:

Marline Sandferd	Phone:	n/a
PCAHA Tournament Coordinator	Fax:	604-205-9011
c/o PCAHA Office		
114-3993 Henning Drive		tournaments@pcaha.bc.ca
Burnaby, BC V5C 6P7		

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 Marline Sandferd with your application:

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

Once she has received your PCAHA application, she 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 PCAHA Office, 114-3993 Henning Drive, Burnaby, V5C 6P7.. If the white copy has been taken by the Referee, forward the second (yellow) copy to the PCAHA Office 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.

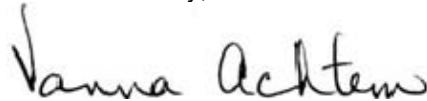
In the case of any serious penalties during the tournament, the Referee is required to take the white copy of the gamesheet and immediately forward it together with a written incident report to the appropriate PCAHA Managing Director and BC Hockey District Director if required. This is the Referee's 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 Marline Sandferd 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(6) 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 Marline Sandferd if you have any questions about tournament sanctioning.

Yours sincerely,



Vanna Achtem
PCAHA President

cc. Marline Sandferd
Executive Committee
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