



# PACIFIC COAST AMATEUR HOCKEY ASSOCIATION

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SERVING AMATEUR HOCKEY IN THE LOWER MAINLAND SINCE 1941

## P.C.A.H.A. 2011-2012 MEMORANDUM #3

**DATE:** June 9th, 2011  
**TO:** The Presidents  
PCAHA Member Associations/Leagues  
**FROM:** Vanna Achtem  
PCAHA President  
**SUBJECT:** Call for Applications - PCAHA Tournament Coordinator

As you may be aware, the position of PCAHA Tournament Coordinator is currently vacant. As a result, I would like to invite applications for this position.

The duties of this position are as follows:

1. Sanction tournaments and jamborees for the PCAHA:<sup>1</sup>
  - (a) Receive Association applications to host tournaments/jamborees on the appropriate form.
  - (b) Issue a preliminary sanction forms to successful applicants to confirm PCAHA sanction.
  - (c) Issue game numbers to Associations hosting sanctioned tournaments.
2. Confirm that all tournaments and jamborees have obtained BCAHA sanction.
3. Follow up on all tournaments and jamborees to make sure they are being run in a proper manner.
4. Periodically issue a list of sanctioned tournaments to the members of the PCAHA and the Executive Committee.
5. Advise the Executive Committee of any contravention of the rules and regulations pertaining to tournaments and jamborees.
6. Conduct a Tournament Directors Seminar in August or September each year to explain tournament sanctioning procedure and the rules and regulations of Hockey Canada, BC Hockey, and PCAHA that apply to tournaments and jamborees.

The Tournament Coordinator is a member of the PCAHA Executive Committee and is entitled to attend all Executive Committee, Presidents Caucus, and General meetings.

If you know of anyone who might be interested in serving as PCAHA Tournament Coordinator, please ask them to contact me.

Thank you for your assistance in this matter.

Yours sincerely,

Vanna Achtem  
PCAHA President

cc. Executive Committee, file

<sup>1</sup>-Ref.: PCAHA Section T.