



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. 2016-2017 BULLETIN #6

DATE: September 30, 2017
TO: The Presidents
PCAHA Member Associations/Leagues
FROM: Lynne Kiang
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 the PCAHA Tournament Coordinator by e-mail:

Lorraine Trulsen	Phone:	604-612-4386
PCAHA Tournament Coordinator	Fax:	604-205-9016
114-3993 Henning Drive		
Burnaby, B.C.		tournaments@pcaha.bc.ca

This must be done **at least 30 days** prior to the start of the tournament. Please use a separate form for each BC Hockey Tournament Sanction Permit.. PDF version of the PCAHA Tournament Application Form is available on the PCAHA web site.

Please also forward the following items with your application:

- (i) Copy of your BC Hockey Tournament Sanction Permit.
- (ii) Copy of your tournament Rules and Regulations.

Once your PCAHA application has been received in full, you will be provided with a PCAHA Preliminary Approval and the **game numbers** to be used for the tournament.

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

PCAHA 2017-2018 Bulletin #6 - Sanctioning Procedure - Tournaments (cont.):

3. **Provide an Officials List to the BC Hockey Officiating Coordinator.** 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 Officiating Coordinator 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 Score sheets.** Within 48 hours of the completion of the tournament, forward the white copies of all tournament game sheets to the PCAHA Office, 114-3993 Henning Drive, Burnaby, V5C 6P7. 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 may be required to record the top copy of the score sheet, and submit a written incident report. 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 the PCAHA office within 7 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 \$500 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 the PCAHA Office if you have any questions about tournament sanctioning.



Pacific Coast Amateur Hockey Association Tournament Report Form

Form130
(Rev: Sep/16)

Please complete a separate form for each BC Hockey Sanction

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

Tournament

Jamboree

<input checked="" type="checkbox"/>	Division
	Hockey 1
	Hockey 2
	Hockey 3
	Hockey 4

<input checked="" type="checkbox"/>	Division
	Atom A
	Atom C
	PeeWee A
	PeeWee C

<input checked="" type="checkbox"/>	Division
	Bantam A
	Bantam C
	Midget A
	Midget C

<input checked="" type="checkbox"/>	Division
	Juvenile A
	Juvenile C
	FEMALE

Please indicate appropriate Division(s)

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

(Continue on following page, if required)

Comments:

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

Instructions:

Permission numbers must be obtained PRIOR to start of Tournament.
Please complete and forward this form to the PCAHA Tournament Coordinator
WITHIN 7 DAYS of the completion of the Tournament:

tournaments@pcaha.bc.ca

Address: 114-3993 Henning Drive, Burnaby, BC V5C 6P7

Submitted By:	Date:
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Pacific Coast Amateur Hockey Association Tournament Application Form

Form127
(Rev: Sep/16)

Please complete a separate form for each BC Hockey Tournament Sanction Permit

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	# Games
	Hockey 1	
	Hockey 2	
	Hockey 3	
	Hockey 4	
	Atom A	
	Atom C	
	PeeWee A	
	PeeWee C	

✓	Division	# Games
	Bantam A	
	Bantam C	
	Midget A	
	Midget C	
	Juvenile A	
	Juvenile C	

<input type="checkbox"/>	FEMALE
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✓	TYPE
	Branch
	Inter-Branch
	International

✓	FORMAT
	Knockout Style
	Round-Robin

(Please indicate appropriate Division(s), Total # Games per Division, Tournament Type & Format)

Instructions:

- Enclose a copy of **YOUR** BC Hockey Tournament Sanction, **AND**
- Enclose a copy of **YOUR** Tournament Rules and Regulations.

Mail, fax, or e-mail this form and the above items to: PCAHA Tournament Officer
 Phone: 604-205-9011; Fax: 604-205-9016; E-mail: tournaments@pcaha.bc.ca
 Address: #114-3993 Henning Drive, Burnaby, BC V5C 6P7

Signature:	Date:
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