



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

PCAHA Tournament Checklist Form

Form129
(Rev.: Jun/15)

DONE	TO BE DONE
------	------------

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.
- Include copies of your Tournament Rules and Regulations.

Forward the completed form(s) to the *PCAHA Tournament Coordinator*.

REFEREES LIST: A list of all game officials (referees and linesmen) to be used during the Tournament must be sent to the *BC Hockey Officiating Coordinator* 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
------	------------

TO BE COMPLETED AT LEAST 7 DAYS PRIOR TO THE TOURNAMENT

GAME SCHEDULE: Provide to the *PCAHA Tournament Coordinator* the completed Tournament Workbook (excel), containing the list of participating teams (including permission numbers) and the tournament game schedule.

DONE	TO BE DONE
------	------------

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 appropriate *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.**

UPDATE TBA GAMES: As determined by standings, email the team match-ups for "TBA" Games to the *PCAHA Tournament Coordinator* and appropriate *Managing Director*.

DONE	TO BE DONE
------	------------

TO BE COMPLETED UPON COMPLETION 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 Office* 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 Office* 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 Coordinator* within 7 days of the completion of the tournament.

Good Luck With Your Tournament!