



PACIFIC COAST AMATEUR HOCKEY ASSOCIATION

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SERVING AMATEUR HOCKEY IN THE LOWER MAINLAND SINCE 1941

PCAHA Tournament Checklist Form

Form129
(Rev.: Jan/21)

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 separate BC Hockey Sanction
- 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 linespersons) 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
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TO BE COMPLETED AT LEAST 10 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 HCR Team IDs), the tournament game schedule, and non-BC team rosters (if applicable).

NON-PCAHA TEAM DOCUMENTATION: For all non-PCAHA teams, permission forms (eg. Inter-District Travel Form, USA Hockey Form) must be received **PRIOR to start of event**.

DONE	TO BE DONE
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DURING THE TOURNAMENT

REFEREE WRITE-UPS: As required, referees are to file online game incident reports through eHockey immediately following 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, the designated Tournament Organizer will access HiSports to update the Home Team / Away Team information for all TBA games.

DONE	TO BE DONE
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TO BE COMPLETED UPON COMPLETION OF THE TOURNAMENT

TOURNAMENT SCORESHEET DISTRIBUTION: For tournaments scheduled in HiSports, real-time scorekeeping automatically generates the Game Reports.

U7/U9 TOURNAMENTS in leagues which are NOT utilizing HiSports: the Tournament Host Association shall forward the Cross-Ice Game Report to the *PCAHA Office* within 48 hours of the completion of the tournament. NOTE: U7 / U9 teams must be provided copies of game records for forwarding to their respective League Managers.

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.

Good Luck With Your Tournament!