PORT MOODY AMATEUR HOCKEY ASSOCIATION

TEAM MANAGER HANDBOOK

*Updated *August 2026*

*PMAHA reserves the right to amend this document if a policy changes from the time of posting.

INTRODUCTION

The Port Moody Amateur Hockey Association is made up of a large team of dedicated volunteers, and we welcome you to your new role as Team Manager! You will play a pivotal role in the function of your hockey team. This is a **BIG** job so set yourself up with a great team! Every parent on your team should volunteer to help with a task. Spread the work out to help ease your burden!

The Team Manager is central to the efficient flow of communication between players, coaches, parents as well as support systems such as the PMAHA Board of Directors, Pacific Coast Amateur Hockey Association (PCAHA) and BC Hockey.

This document was created to be a simple guide for you to reference throughout the season. As you will see throughout this document, there are several places to find information to help guide you. Rules and regulations do change frequently so it is very important to keep up to date. If you have any questions or need clarification, please do not hesitate to reach out to our association's **Head Manager: headmanager@pmaha.com**

To Help Get You Started for the **2026-2027** season:

- **PMAHA Team Manager*** meeting will be held via Zoom in early October. This is a great place to ask questions and learn more about the association and its policies and procedures.
- **PCAHA Team Manager*** meeting will be held via Zoom in late September. This is a great way to learn the general processes and policies of Minor Hockey in the PCAHA area. Please see PCAHA website for dates.
- **A WhatsApp Team Manager Group Chat** will be created. This will be a great place to share ideas, discuss policies, and receive answers to inquiries quickly.
- **Contact Information** for all PMAHA Executive positions Please visit: https://pmaha.com/about/contact-us/
- **The PCAHA 2026-2027 Rule Book** This Rule Book is your essential guide to navigating the upcoming hockey season. It contains all the latest regulations, game play, best practices, safety protocols, sportsmanship etc. This can be found here**:** https://pcaha.ca/rule-book/

  Hard copies will be made available to each team as well. Please make sure your Head Coach has a copy.

More PCAHA resources for Team Managers: Resources - PCAHA

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Affiliating Players

Your team from time to time may be short players for games or tournaments. Team Managers are responsible for affiliating players. There are different processes in place depending on if you are "A" or "C" and what age division you fall under. Please refer to the PCAHA Rule Book for specific regulations.

***Important: Some tournaments require extra permissions to affiliate players. Please make sure to be reading the rules for each tournament you are attending.**

It is also important to note that there are limitations on how many times an individual player may be affiliated. It's a good idea to keep track of how many times a player on your team has affiliated to another team and a good idea for the team affiliating the player to make sure that specific player hasn't reached their limit. Any team having an affiliated player on the ice that has reached their maximum could face sanctions, forfeitures and/or suspensions.

More resources: Resources - PCAHA

In conjunction with following the PCAHA rules and regulations, permission from parent and Head Coach of affiliated player is also needed.

Please contact your PCAHA league manager, PMAHA Head Manager or your PMAHA Division Coordinator if have any questions.

Code of Conduct & Fair Play

All parents, team officials and players are expected to abide by the relevant Codes of

Conduct that apply to them:

- Player Code of Conduct
- Parent Code of Conduct
- Fair Play Code

Sportsmanship Starts in the Stands – Port Moody Amateur Hockey Association (pmaha.com)

24 Hour Rule: This rule applies to all players, parents, coaches and team officials. Do NOT communicate when you are angry or upset. Wait 24 hours until you have settled down. Abusive communication will not be tolerated! Please make sure everyone on your team is aware of this important rule!

Dressing Room Policies

Please make sure that all players, coaches and parents are familiar with the **Hockey Canada Dressing Room Policy**: dressing-room-policy-e.pdf

The "Rule of Two" formerly known as the "Two Deep Rule" is one of the most important guidelines. It requires that TWO adults must always be present in the dressing room. There should never be a situation where only ONE adult is present. This is for the safety of the players and adults.

Players must arrive to the dressing room in a base layer (shorts, t-shirt, compression gear). If needed, private spaces are available to change. This ensures a safe, inclusive, and respectful space for all athletes.

There is no cell phone use in the dressing rooms except for music and/or Spordle use. Absolutely **no pictures** can be taken in the dressing rooms.

Event Planning

Planning social events for your team can be a great way to help players and families' bond! It is recommended to organize a few social events throughout the season. Here are a few suggestions:

- Team building event once teams have been formed. Depending on age, this could be bowling, swimming, laser tag or attending a hockey game.
- Team dinners during tournaments or on special occasions.
- Hockey Moms night out.
- Christmas gift exchange. Even for the older kids!
- Wrap up parties to celebrate the end of the season and the team's successes.

Important: You must obtain a Special Events Sanction from BC Hockey for ALL team hockey related events that are outside regular practices, games, tournaments (including but not limited to dryland training, intermission mini games etc). This is mostly for insurance purposes. This form can be found on the PCAHA website:

Special Event Sanction | BC Hockey.

*Please note that not all events will be granted this sanction; in such cases, it will be left to your discretion.

Exhibition Games

Before scheduling an exhibition game, please review the PCAHA regulations for your division, as exhibition game rules and permitted dates vary by age group.

All exhibition games require an official game number/permission from your League Manager **before** the game is played. Please allow at least 72 hours' notice when requesting a game number.

When requesting permission, provide the following information:

- Home and Away team name
- Arena address and specific playing surface
- Game date
- Game start and end time

If the visiting team is from a different PCAHA league, they must also obtain permission from their own league manager. *If **you are the visiting team,** it is still your responsibility to receive permission from your league manager prior to playing. Please do not rely on the team organizing the game.

The home team is responsible for arranging officials through their association's Referee Assignor.

Fundraising

Fundraising can be a great way to reduce team fees! There are many options. Here are a few ideas:

- Create an account at the Return It Depot in Coquitlam
- Flip Give App
- Selling Krispy Kremes
- Holding a "Burger and Beer" Fundraiser
- Canucks 50/50 tickets Night

Important: Any type of "gambling" fundraising that includes alcohol is strictly prohibited. This includes any wine/ beer raffles or "wine squares". This goes against the BC Gaming regulations. Failure to comply

with this will result in a violation of BC Gaming regulations and could jeopardize the association's eligibility for gaming grants.

If your team plans to conduct any raffles or other games of chance as part of your fundraising activities, approval is required before proceeding. These types of fundraising requests can be sent to: firstvp@pmaha.com.

Hockey Office

PMAHA has recently updated the Hockey Office located in Arena 1. The office is now available for coaches and managers to book team meetings, game footage review and other team-related purposes. The space is equipped with a whiteboard and a large screen tv. Please use this link to send in a request to reserve: https://pmaha.com/coaches/hockey-office-booking/

Game Sheets

All games are scored electronically using Spordle Play. Team Managers and Head Coaches are responsible for verifying the attendance of each player and team official through the electronic game sheet.

Signing off on rosters is like entering into a legal agreement. Allowing a player to take the ice or a coach to take the bench without being verified on the game sheet can lead to fines, suspensions or other sanctions against the team and/or coaches. Each roster must be verified in Spordle no later than **15 minutes prior to the start of the game.**

Important: If you delegate someone who is not the Team Manager, Head coach or Scorekeeping Mentor to verify your roster lineup, it is essential that they fully understand the correct procedure. Simply checking off every name without proper verification is not an acceptable method.

"Home teams" are responsible for running the game sheets.

****NEW for 2026-2027**

Each U11-U21 team must identify at least ONE **Scorekeeping Mentor** before their league play begins. The Scorekeeping Mentor is responsible for completing PCAHA electronic gamesheet training, supporting and mentoring parent scorekeepers, and helping ensure gamesheets are completed accurately in Spordle Play. This individual serves as the team's point of contact for scorekeeping questions and errors but does NOT need to be in the scorekeeper's box each game. This role is not a rostered role and should NOT be assigned to the Team Manager.

- Pay Close attention to penalties and period lengths (especially the last period).
- After the game, ensure that referees properly sign off on the digital sheet and then submit it electronically through the app. Please make sure referees are paid. Assigning referee payments to the team's Treasurer is ideal.
- Tutorials for game management can be found here:https://pcaha.ca/wp-content/uploads/2024/09/2023-Sporlde-Play-coach-manager-training.pdf
- PCAHA hosts a Scorekeeper Training Zoom meeting at the beginning of the season for parents who are interested in running game sheets. You can also find help here: https://pcaha.ca/wp-content/uploads/2024/09/2023-Scorekeeper-training.pdf
- Keep track of any suspensions and ensure they are being served AND reported to the Division Coordinator/VP within 24 hours of the event. *Ensure that all gross and major penalties are reported to your Division Coordinator/VP within 24 hours of the game.

****Important: If you have any questions about any type of penalty it is very important to seek guidance ASAP.**

The 2026-2027 BC Hockey Minimum Suspension Guidelines can be found here: 2026-27 Minimum Suspension Guidelines v5.pdf

ICE SCHEDULES

A weekly ice schedule will be emailed to all Team Managers by the Ice Coordinator. It is the responsibility of the Team Manager to confirm that their ice times are correct. Occasionally, extra ice is available to teams for extra practice. It is usually on a first come, first serve basis.

Returning Ice

All ice times are "owned" by the association and not specific to a team. It is mandatory to return ice if:

1. You do not have a game scheduled in your "home game" ice time.
2. You will be away in a tournament.
3. Cancelling a practice or any other reason an ice time will not be used.

Ice can be returned to the Ice Coordinator: icecoordinator@pmaha.com

Jersey Distribution, Socks and Name Bars

***NEW** for 2026: PMAHA has begun the process of replacing jerseys. This will take place over the next few seasons as budgets allow. With that investment, we will now be stricter with our jersey deposit cheque process. Players will not receive a jersey until a deposit cheque is received. Cheques should be collected by the Team Manager and then given to the Equipment Manager. Cheques will be destroyed at the end of the season once jerseys are returned and deemed to be in good condition by the Equipment Manager. If a jersey is lost or damaged during the season, please report it to the Equipment Manager.

Jersey deposit cheques are to be collected from each player and addressed to:

Port Moody Amateur Hockey Association (No abbreviations) postdated to April 30th of the following year in the amount of **$400.00**.

***Important: Due to limited jersey sizing, the best practice is to assign jerseys by fit and NOT by player number preferences. Jerseys are standard sizes designed to fit over hockey equipment. As a result, the fit will vary from player to player and will not be a perfect fit for everyone. Thank you for understanding.**

Game Jerseys ARE NOT to be worn during practice.

Name Bars: Teams may choose to have name bars made for their jerseys. This should be a team decision. Name bars are only to be worn for **U11 and higher** divisions please. Name bars can be ordered from Scoffs (info@scoffshockey.ca), the Hockey Shop or Cyclone Taylors. Name bars should only be sewn onto jerseys by a seamstress. Black name bars on black jerseys and white name bars on white jerseys only! Any damage to jerseys could result in forfeit of jersey deposit cheque.

For Games: Home team wears DARK and away teams wear LIGHT colour jerseys. It is the HOME team's responsibility to change jerseys if there is a conflict. Reminding players to always bring BOTH colour jerseys to games will alleviate such conflicts.

Socks: Each player will be given ONE pair of HOME (black) socks. If a player would like a second pair, they can order through our apparel shop. If the whole team would like to purchase a second set of socks a team order can be done through our Equipment Manager at a discounted price.

PMAHA Apparel

Show off your PMAHA pride with some awesome logo apparel! The Hockey Shop in Langley offers a wide variety of fun team apparel. There are strict ordering deadlines so please make sure to read the fine print for dates. You have the option to put in a team order for your team or have parents order individually. It's always best to order at the beginning of the season!

Link to order: Port Moody Minor Hockey | Collection

****New for 2026-2027** We have added Scoff's Hockey Shop as an additional option to order PMAHA apparel.**

Link to order:

https://scoffshockey.ca/collections/port-moody-minor-hockey-association

If anyone is looking for "second hand" gear another great resource is the PMAHA Used Equipment Buy/Sell/Swap Facebook Page: https://m.facebook.com/groups/286678333445264/?ref=share&mibextid=zoDNOU

Rosters (HCR) and Qualifications

Please confirm your team's official HCR (Hockey Canada Registry) with the registrar before participating in any games. Every player and team official MUST be listed on the official roster to be eligible to take the ice or be on the bench.

It is the responsibility of both the Head Coach and the Team Manager to ensure the roster is current and accurate. Team fines may be incurred if an ineligible player takes the ice or an ineligible team official is on the bench. Please ensure that ALL players, coaching staff, HCSP, Team Manager and On-Ice Helpers are properly listed and up to date with their certifications PRIOR to **December 1St.** If your coaches have any questions regarding coaching qualifications, please have them contact our Coaching Coordinator directly.

Each team at the very minimum **MUST** have rostered:

- Head Coach
- Team Manager
- HCSP (Hockey Canada Safety Person)-At least one rostered but preferred to have more than one.

*These are bare minimums required by BC Hockey. It is ideal to have multiple assistant coaches. You will also need a Team Treasurer *not rostered* but does require a **Criminal Record Check.**

Please see the table below for the required qualifications for each position:

Please note that new ***Shift Forward* clinic replaces Respect In Sport. RIS continues to be valid until expiry date.

Division	Head Coach	Assistant Coach	Safety Person	Manager
U7 and U9 (all)	Coach 1 Shift Forward CATT CRC Checking Qualification: No	Coach 1 Shift Forward CATT CRC	Safety Program Shift Forward CATT CRC	Shift Forward CATT CRC
"C" and non-HC-carded Female Teams, U11 and above	Coach 2 Shift Forward CATT CRC Checking Qualification: Yes (U11 to U15)	Coach 2 Shift Forward CATT CRC	Safety Program Shift Forward CATT CRC	Shift Forward CATT CRC
U11 "A" Teams (PCAHA-carded)	Coach 2 Shift Forward CATT CRC Checking Qualification: Yes	Coach 2 Shift Forward CATT CRC	Safety Program Shift Forward CATT CRC	Shift Forward CATT CRC
HC-Carded Teams (all "A" teams in U13 and above)	Development 1 Shift Forward CATT CRC Checking Qualification: Yes (in U13 and U15)	Development 1 Shift Forward CATT CRC	Safety Program Shift Forward CATT CRC	Shift Forward CATT CRC

*On Ice Helpers must be listed on the Roster (for insurance purposes)

but they are NOT considered Team Officials and **cannot be on the bench during games.**

On-ice Helpers are required to obtain their RIS Leader certificate and CATT in addition to an up-to-date CRC **prior** to taking the ice.

All team officials may be reimbursed for their certifications by submitting receipts to the PMAHA Treasurer via email: **treasurer@pmaha.com**

Links to General Certifications:

Shift Forward Clinic: Clinic Registration | BC HOCKEY

Concussion Awareness Training Tool (CATT): https://cattonline.com/course/concussion-awareness-training-tool-for-coaches

Criminal record check: http://Justice.gov.bc.ca/screening/crrpa/org-access

Please use access code: SFX29WZ4CX

** Please also take a screenshot (make sure the **date** is in the picture) of the application once submitted and please email it to our registrar at registrar@pmaha.com

Hockey Canada Safety Program**:** Hhttps://page.spordle.com/bch/clinics/1f042302-ee0c-63be-aa05-0627b38ad1df

Scheduling, Games and Referees

Your official team game schedule from PCAHA will be uploaded to your team's Spordle page. We **highly recommend** downloading the Spordle App to your phone for easy access and updates on the go. Game schedules may also be found on the PCAHA main website here: Schedule - Pacific Coast Amateur Hockey Association

Please note that game schedules are uploaded at various times throughout the season to accommodate balancing games, regular season league games, playoff games and tournament games. For **U7-U9**, schedule updates usually only occur once per season.

Input all games, practices, tournaments, and events into your TeamSnap team page asap. The date, location, time, and whether you are home or away should be included.

Game Conflicts can and will appear on your Spordle game schedule. This is due to PCAHA scheduling two games at once or due to a team participating in a tournament. These conflicts need to be dealt with ASAP.

Steps to take when you have a game conflict:

1. "Home" team is always responsible when for resolving game conflicts. However, if you are the "away" team, it is always a good idea to reach out to the opposing team's manager to help get the process started. Contact information for other teams can be found in the Spordle app.
2. If you are the "home" team, the first step in resolving a game conflict is to try and use ice your team already has. If no suitable ice is available, please contact our association's Ice Coordinator and they will provide you with a couple of options; however, please note that ice is very limited within PMAHA and you may need to accept the time offered, even if it is not ideal for your team.
3. Once you have confirmed ice availability with the Ice Coordinator, please reach out to the opposing team's team manager and give them the options. They must pick one of the ice times given.
4. Once the new ice time has been agreed upon, an email must be sent to your PCAHA League Manager so they can update the official schedule. While the format below is preferred, please note that some League Managers may have their own preferred method for receiving rescheduling requests. Be sure to CC **Team managers**, **our association's Ice Coordinator and our association's Referee Assignor** on all schedule change requests**. PMAHA Referee Assignor**: **c.d@telus.net**

Dear (League Manager)

Please see the following game conflict resolution request…

- GAME NUMBER:

- ORIGINAL GAME DATE AND TIME:

- HOME TEAM NAME:

- NEW DATE:

- NEW TIME:

- ARENA AND RINK

Thank you,

(Team Manager Name)

It is imperative that every league, exhibition, scrimmage, playoff and tournament game has a proper game number. This rule also applies to **U7 and U9 divisions** during the early months before official league games begin. If you need a game number, please contact your PCAHA League Manager. Participating in any game or scrimmage without a game number may result in penalties **and/or fines** for your team and Head Coach.

You can find your PCAHA League Manager by visiting here: Leagues & Contacts - PCAHA PMAHA "C" teams fall under the **Fraser Valley North League**. All "A" teams have their own "A" league manager.

Referees are usually automatically assigned to games, but its best practice to check on Spordle 48 hours before the game to confirm their assignment. If no referees are assigned 48 hours before the game starts, please email the PMAHA Referee Assignor.

Suspensions

After every game, the Team Manager or Head Coach is responsible for reviewing the game sheet to ensure it has been entered accurately. Taking a few minutes to verify game details immediately after the game helps prevent errors and ensures any issues can be addressed promptly. If you have any questions or need to verify a suspension, please contact your **League Manager** as soon as possible.

All **major and gross penalties** should be reported to your Division Coordinator and/or Division VP within **24 hours** of the game. This allows the association to confirm whether a suspension applies before your team's next game.

It is the responsibility of the Team Manager and Head Coach to ensure that any player or coach serving a suspension does NOT participate until they are eligible to return. Failure to comply may result in additional suspensions, fines, sanctions, or game forfeitures.

*If you are ever unsure about a penalty, suspension, player or coaches' eligibility, please contact your **League Manager as soon as possible.** It's always better to ask questions before your next game than risk an avoidable suspension or sanction.

Please review BC Hockey's Minimum Suspension Guidelines here: https://pcaha.ca/wp-content/uploads/2026/09/2026-27-Minimum-Suspension-Guidelines.pdf

It is the responsibility of the Team Manager, Head Coach or the Scorekeeping Mentor to verify after each game that the game sheet has been entered correctly.

Keep track of any suspensions and ensure they are being served AND reported to the Division Coordinator/VP within 24 hours of the event. *Ensure that all gross and major penalties are reported to your Division Coordinator/VP within 24 hours of the game.

****Important: If you have any questions about any type of penalty it is very important to seek guidance ASAP.**

The 2026-2027 BC Hockey Minimum Suspension Guidelines can be found here:

2026-27 Minimum Suspension Guidelines v5.pdf

Team Budget/Finances

As soon as your team has been formed, a team budget must be created. This should be done collaboratively with the Team Manager, Head Coach, and Team Treasurer. It will need to include all expected expenses and incomes. The team budget must be allocated equally among all players, with fees payable to the Team Treasurer (Please ask PMAHA Treasurer for correct wording on cheques). All budgets must be approved and voted on by the team. Once finalized, team budgets must be forwarded to the association's Treasurer no later than November **1st.** Sample team budget: 2023-2024 U11 C2 Team Budget.pdf

The association's Treasurer will send out a "Treasurers Package" to all Team Treasurers and Team Managers at the beginning of the season. This will include all the banking information and referee expenditures forms.

*Team Treasurers are required to have a valid Criminal Record Check on file with PMAHA.

Team Meeting

As soon as your team is officially formed, a team meeting must be scheduled. Zoom meetings are preferred as it gives parents more flexibility. In this meeting the Head Coach and Team Manager can discuss season expectations including rules, tournaments, fundraising and social events etc. Parents should also have an opportunity to ask questions. During the meeting this is when you can present the team's budget and have the team vote to approve it. Sample meeting agenda:U11 C2 Team Meeting 2024-2025.docx

Team and Player Safety

Each team is required to have **at least ONE HCSP(Hockey Canada Safety Person)** rostered to the team. Having 2 or more HCSPs is helpful for many reasons.

- HCSPs must ensure all safety procedures are being followed and there is one HCSP official assigned for every ice time.
- Obtain a properly stocked First Aid Kit and Injury Report Forms & Team Injury Logs. Ensure it is present at every ice time and dryland event. Forms are available from the Risk Manager and first aid kits are provided from the Equipment Manager.
- Ensure that every player has completed the Hockey Canada player medical form and that you, your Head Coach, and HCSP officials have access to the medical information for every player. The Hockey Canada Medical Forms must be uploaded onto Team Snap {desktop version} by the team's HCSP. These

forms include sensitive information and must be kept confidential. Medical form can be found here: player_med_info_e.pdf

Concussion Baseline Testing is **mandatory** for all "A" level players, 8 years old and above. Team Managers must provide confirmation to the PMAHA Risk Manager that all rostered and AP players have current CCMI baseline testing in place. Managers can email: riskmanager@pmaha.com with any questions.

*While it is not mandatory for "C" level players to conduct these tests, PMAHA recommends it for all players.

Team Within a Team

As you can see, the role of Team Manager is crucial for the smooth functioning of the team. You will be responsible for many tasks throughout the season. Below are some duties that you, as the manager, can delegate to parents:

- Team Treasurer can be tasked with making referee payments for each home game and keeping track of referees on the Referee Fee Reconciliation Form.
- Game Day Operations Person- Organizing who is running game sheets and the clock for home games. Confirming designated dressing rooms for game days.
- Snack Parent-A designated parent coordinates the snack schedule, organizing which families will provide snacks for practices or games.
- Team Dinner Organizer-This person organizes team dinners by taking RSVPS and making restaurant reservations.
- Social Events Coordinator- Organizes social events for the team.
- Fundraising Coordinator-Organizes all the fundraising initiatives for the team.
- Raffle Basket Organizer- For teams that are participating in PMAHA hosted tournaments where a raffle basket is required

TeamSnap App

This will be your primary tool for communicating with your team. Once teams have been formed and finalized, our Communications Manager will set up your TeamSnap account and add players to your team under the direction of your division's VP or Division Coordinator. It is imperative to confirm that all contact information for players and officials is accurate otherwise, they will not be able to access information through the app. Please ensure that all parents/guardians are using this app and are checking it frequently.

Please make sure you update your team's account regularly with your game and practice schedules or any social events you have planned.

Link to Team Snap help resources: TeamSnap for Teams - TeamSnap Playbookpcaha,com

Tournaments

- To find tournaments or jamborees that your team can participate in please visit: https://www.bchockey.net/member-info/tournaments#search-for-a-tournament
- Participation in PMAHA-hosted Tournaments is almost always mandatory.
- Obtaining proper permissions and game numbers prior to attending a local tournament within PCAHA OR traveling outside of the province or Canada is imperative. This includes travelling for a single exhibition game as well.

Please visit PCAHA website under "Resources" for all tournament permission forms: Attend A Tournament - PCAHA.

Tournaments WITHIN PCAHA District

PCAHA Tournament permission numbers (TPNs) are required for each tournament within the PCAHA district that your team wishes to attend.

To request a TPN please send your request to your PCAHA League Manager. Here is a sample format:

- FULL TEAM NAME: (ex. Port Moody Amateur Hockey Association U13 C2)

- MANAGER NAME:

- MANAGER PHONE:

- MANAGER EMAIL:

- HOST ASSOCIATION:

- TOURNAMENT NAME:

- TOURNAMENT SANCTION NUMBER:

- TOURNAMENT LOCATION/ARENAS:

- TOURNAMENT DATES:

****Please make sure to CC the PMAHA President in the TPN request email: president@pmaha.com**

Tournaments OUTSIDE of the PCAHA District

If your team is attending a tournament outside of PCAHA, there is a more detailed process that must be followed. You will need to complete the required application package and obtain permission from the association President, your League Manager and from BC Hockey. Once the package is complete, send it to your PCAHA League Manager, who will request BC Hockey approval on your behalf. Please ensure your package is submitted approximately **30 days prior** to travel. Your team cannot travel until all permissions have been granted.

Your League Manager will provide you with game numbers for your games and you will be responsible for recording hard copy game sheets for all your games. Once you return home, those game sheets will need to be entered into Spordle electronically and the hard copy game sheets submitted to your League Manager.

Hotel Bookings: Some tournaments have a "Stay and Play" policy, which requires participating teams to book accommodations at specific hotels associated with the tournament. Always check with the tournament organizer before making any hotel reservations to ensure your team is complying.

Hot Tip: Contact several hotels in the area well ahead of time as they do fill quickly. Always ask for group rates!

Hot Tip: If you plan for your team to travel outside of Canada, please make sure to inform your team well in advance to make sure all travel documents are up to date.

Important- All game conflicts must be resolved before attending any tournament. Failure to do so may result in your tournament permission being revoked. If your team has a scheduled league game during the tournament dates, it is your responsibility to work with the opposing team to find a resolution. Please remember that PCAHA league games and playoff games take priority over tournaments, so conflicts should be addressed as early as possible.