

PAHL SCHEDULING PROCEDURES

Pittsburgh Amateur Hockey League 2025-26



SCHEDULING PREPARATION

- Please arrive 5-10 minutes prior to your session's scheduled start time.
 - Scheduling cannot start for the division until all teams in the division are present for the session.
 - Each team is permitted one person or one pair per team (must stay/work together throughout).
 - Please do not leave until all teams in the division are done.
- Bring a sufficient quantity of ice slots for home games and open dates for away games.
 - Scheduling necessitates several more of each than the number of games you need to schedule.
 - Do not try to dictate your schedule by restricting the options offered to your opponents.
- Read PAHL Scheduling "Dates to Know" and establish team conflicts (tournaments, blackouts, etc.).
 - Availability of your goaltenders is important to know, especially if you only have 1 PG.
 - It cannot be expected that all of your individual coaches/players are available for every game.
 - Poor reasons to block dates: players/coaches on two teams, coaches with personal conflicts
- Arrive with the ambition to be flexible, patient, and cooperative with all other teams.
 - Everyone wants to build the "perfect schedule," but opponents cannot be at your mercy.
 - Teams must be willing to travel for away games throughout the year and play early/late games.
- Items to bring to the Scheduling Session:
 - An accurate list of all available ice slots for home games and open dates for away games
 - A pencil with an eraser (some will be provided)
 - A laptop/tablet (if you wish to enter your game schedule immediately)

SCHEDULING SUBMISSION/CHANGES

- Each team is issued a chart – with home/away opponent assignments – at the start of the session.
 - Teams are not to schedule with any opponent until the scheduling charts are distributed.
 - Each team must ensure all game details are recorded on its scheduling chart during the session.
 - The team now keeps the original chart; no copy is submitted to the League Office.
 - The association's Ice Scheduler, if present, will be able to make a photocopy to keep.
- The team is responsible for entering its home game schedule into the online spreadsheet.
 - **Deadline = Tuesday after scheduling at 11:59 PM (do not be late!)**
 - A link to the spreadsheet will be provided in the PAHL Pulse prior to the scheduling date.
 - The online spreadsheet will have the division's tab added at start of each scheduling session.
 - Changes made during the grace period are simply entered on the sheet with new game info.
- The grace period (no fees) to make initial changes is now limited to the 2 days after scheduling.
 - **Deadline = Tuesday after scheduling at 11:59 PM**
 - Primary purpose of grace period: adjust start times to fit the daily ice schedule, correct errors
 - Not the purpose of grace period: reschedule games to new dates at the wishes of your team
 - All changes – big and small – must first be communicated and confirmed with the opponent.
- All changes made after the grace period must follow the PAHL procedures for Schedule Changes.
 - The Schedule Change procedures are found at pahockey.com/schedulechanges.