

2024 PAHL PLAYOFFS HOST GUIDE

PAHL Contacts

- Executive Administrator: Dave Fryer – 412-715-5531
- President: Glen Scholze – 412-551-3725
- Discipline Director: Ron Michalak – 412-310-4570

Game Schedule

- Maintain the schedule established by the league.
 - Ensure the rink does not curfew a game, including the need for OT/shootouts.
 - Please do not honor any team's request to move/delay games for any reason.
- Communicate with teams if a delay is truly necessary, as early as possible.
 - Most commonly would be a game going to OT/SO that pushes back the start times for proceeding game(s).

Rules & Discipline

- Have a copy (electronic or paperback) of the USA Hockey rulebook and PAHL Playing Rules readily accessible.
 - All playing rules are accessible on the PAHL website at www.pahockey.com/rulebooks
- Contact the PAHL Executive Administrator for all conflicts/disputes and rules interpretations.
- Contact the PAHL Discipline Director for all questions/interpretations/applications of potential suspensions.

Personnel

- Arrange for each of the following positions to be filled for each game:
 - Referees (2 per game, see Team Guide for qualifications)
 - Medic (1 per game, in accordance with PAHL requirements)
 - Official Scorer
 - Clock Operator
 - Note: A single individual, if deemed capable, can serve as both the Official Scorer and Clock Operator.
- Optionally, appoint a qualified individual to the following positions for each game:
 - PA Announcer and/or Arena DJ
 - Security Guard(s)
- The host is responsible for payment to all personnel, as applicable.
- Each participating team is asked to provide a responsible adult as its Penalty Box Attendant.

Check-In Table

- A check-in table should be in a conspicuous location near the entrance of the arena, if possible.
 - At least one individual should be stationed at the table throughout the event.
- Players are to check-in at the table prior to each game.
 - Players do not need to sign anything, just state a name so he/she can be confirmed on the roster.
 - Injured players and suspended players do not need to check in, only participating players.
 - The PAHL Scoresheet for the game shall be used to denote each player upon check-in.
 - The League Office will provide credential sheets for each team to the host, as a reference.
- Scoresheets must be kept at the check-in table.
 - The League Office will provide PAHL Scoresheets for all possible matchups.
 - Team Managers should prepare the team's game roster on the scoresheet at the check-in table so that it remains available for player check-in.
 - The Head Coach of each team must sign-off on the game roster prior to the game; please ask the Team Manager to have the Head Coach come to the check-in table after the roster is prepared.
- Participating teams are asked to submit their per-game payment at the check-in table.
 - Games with 15-minute periods = \$350 per team; games with 12-minute periods = \$300 per team
 - Hosts do not need to pursue the payment; teams have the obligation to submit the payment.

Awards

- Season Banners and Season Medals should be given to the #1 seed upon arrival at its first playoff game.
- Playoff Banners shall be awarded on the ice following the postgame handshake of the championship game.
- Individual Championship medals are to be issued to the winning team after the championship game.
 - The host should coordinate this procedure with the Head Coach of the winning team; there is no set requirement, and please allow the winning team to influence the process.
- Individual Finalist medals are to be issued to the losing team after the championship game.
 - The losing team is not required to stay on the ice after the postgame handshake.
 - If the team stays on the ice, coordinate the distribution of medals with the Head Coach.
 - If the team departs the ice, deliver the medals to the Head Coach or Team Manager.

Score Reporting

- The host association shall be responsible for scanning and submitting the scoresheet from each playoff game within 20 minutes of the conclusion of each game.
 - The Team Manager of a participating team can assume this duty if agreed upon by the host.
 - Standard PAHL Score Reporting procedures apply as outlined at www.pahockey.com/scorereporting
 - The League Office will be monitoring the applicable email account for incoming scoresheets; scores do not need to be reported in any other fashion.
 - The host association shall retain the original/official copy of the scoresheet from each game; each participating team shall obtain a photo/scan of a scoresheet from the designated check-in table after each game, if desired.
- The PAHL website will be updated routinely throughout each day of playoff games with game results.
 - The schedules and brackets involving advancing teams will also be updated on the PAHL website.
 - Divisional pages for playoff results can be found at www.pahockey.com/playoffs2024