

# 2025 PAHL PLAYOFFS HOST GUIDE

## Game Schedule

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- Please maintain the game schedule established by the League Office.
  - Ensure the rink staff does not curfew a game, including the need for OT/shootouts.
  - Adjustments should not be made to start times at the request of any team.
- A game can start early if the ice becomes available due to the previous game ending early.
  - Both the referees and head coaches must agree to the earlier start.
  - All game personnel must be present for the earlier start time.
  - Refer to Section 8.1.B of the PAHL Game Manual.
- If a previous game runs long (OT/SO), the next game will start immediately upon the ice being resurfaced.
  - The start of a game should not be otherwise delayed for any reason (such as players/coaches coming from another game); contact the Executive Administrator if a delay is encountered.
- A game can start early if the ice becomes available due to the previous game ending early.
  - Both the referees and head coaches must agree to the earlier start.
  - All game personnel must be present for the earlier start time.
  - Refer to Section 8.1.B of the PAHL Game Manual.

## Game Personnel

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- Arrange for each of the following positions to be filled for each game:
  - Referees, Medic, Official Scorer, Clock Operator
- Optionally, appoint a qualified individual to the following positions for each game:
  - PA Announcer, Arena DJ, Security Guard(s)
- Each participating team is asked to provide a responsible adult as its Penalty Box Attendant.
- We owe it to our playoff teams to provide the best officials possible on each game, so please direct your Assignor of Officials to uphold this expectation.
  - Please refer to Section 6.1 of the PAHL Game Manual for specific qualifications for On-Ice Officials.
- Off-Ice Officials and additional must adhere to the requirements and limitations for those positions.
  - Please refer to Section 6 of the PAHL Game Manual these items.
  - Specifically, all game personnel must remain impartial and undistruptive throughout the game; nothing about the game operations should feel like any team has home-ice advantage.
- The host is responsible for payment to all personnel, as applicable.

## Event Supplies

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- The League Office will provide the host with PAHL Scoresheets to print for each game.
  - Hosts with quarterfinal games will be provided with the scoresheet packets for the semifinal games once the advancing teams are determined.
- Have a copy (usually electronic) of the USA Hockey rulebook and PAHL Game Manual readily accessible.
  - All playing rules are accessible on the PAHL website at [www.pahockey.com/rules](http://www.pahockey.com/rules)
- The host association is asked to provide a continuous supply of pucks suitable for game play.
  - Game pucks should be generally free of logos (all black) and have minimal wear/usage.
  - It is recommended that game pucks be kept in a container of ice/snow or placed on a cold surface.
- There are no longer banners and medals for the hosts to distribute to any team at playoff games this season.
  - Awards for the champions will be given out by the league at the championship games.
  - Teams who won a regular season banner for their division will be given information by the League Office after the season on how to request that banner.

## Check-In Table

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- A check-in table should be in a conspicuous location near the entrance to the arena.
  - At least one individual should be stationed at (or near) 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.
  - A player not listed on the scoresheet for a game is not eligible for participation in the playoffs.
  - The Executive Administrator must be contacted to resolve any roster/eligibility issues.
- Scoresheets must be kept at the check-in table before and after each game.
  - Team Managers must 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 come to the check-in table to provide sign-off on the game roster.
- Participating teams were instructed to submit their per-game payment at the check-in table.
  - Games with 85-minute slots = \$350 per team; games with 65-minute slots = \$300 per team
  - Hosts do not need to pursue the payment; teams have the obligation to submit the payment.
  - Any team failing to make payment prior to the game shall be issued a forfeiture for the game.

## Score Reporting

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- The host association shall be responsible for scanning and submitting the scoresheet from each playoff game within 15 minutes of the conclusion of each game using the standard PAHL Score Reporting procedures.
  - Scores do not need to be reported in any other manner than described at [pahockey.com/scorereporting](http://pahockey.com/scorereporting).
  - The Team Manager of a participating team can assume this duty if agreed upon by the host.
  - The host association shall retain the original/official copy of the scoresheet from each game; each team can 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/playoffs2025](http://www.pahockey.com/playoffs2025)

## PAHL Contacts

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- Executive Administrator: Dave Fryer – 412-715-5531
    - Contact for all questions, conflicts/disputes, and rules interpretations.
    - Please call (do not text) for emergency/time-sensitive situations.
  - Discipline Director: Ron Michalak – 412-310-4570
    - Contact for all questions/interpretations/applications of potential suspensions.
  - League President: Glen Scholze – 412-551-3725
    - Backup contact when the other contacts are not immediately accessible.
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