



# PAHL GAME CHANGE INSTRUCTIONS 2017 – 2018 SEASON

1. Teams will have a 10 day grace period after scheduling to initiate game changes with no penalty. Game changes initiated by **October 11** at midnight will not be assessed a game change fine. After October 11 the first game change requested by a team will cost \$25.00. Any subsequent game changes by the same team will cost a fine of \$250.00.
2. Game changes must be emailed to the Executive Director in charge of scheduling for the PAHL at *pahlconnect@pahockey.com* before the scheduled game and must include the following:
  - a. Game Number / Home Team name and id #, Away Team name and id # / Original date, time and rink / New date, time, and rink
  - b. Both Association Presidents must be copied on the game change email and must approve the game change
  - c. The association that is requesting the game change must be identified and is responsible for the fine
3. Please note that all games have a unique game number. This season each game is assigned a four digit number. (all numerals – no letters)
4. Sample Email:

TO: PAHL  
FROM: ASSOCIATION TEAM  
CC: BOTH HOME AND AWAY ASSOCIATION PRESIDENTS  
SUBJECT: GAME CHANGE: 18AA #2205

Please process the following game change.  
Association presidents please approve.  
Game change requested by Allegheny.

Game #2205  
Home: Allegheny 723  
Away: Westmoreland 790

Original Game:  
October 10, 11:30am, DELM

New Game:  
November 17, 12:30pm; DELM