

“HOW TO” Guide to Provincial Playoffs

- On www.sha.sk.ca click on MEMBERS then on PROVINCIALS to find the APPLICATION. The Application will be available starting November 1st.
- The application must be completed in its entirety (online) by the person who will be the **contact** for that team for the duration of the provincial playoffs
- The application must be submitted online prior to December 1st at 5:00 pm
- Applications received after 5:00 pm on December 1st and prior to December 8th at 5:00 pm will be assessed a penalty fee
- No applications will be accepted after 5:00 pm on December 8th
- Once a completed application is received, the contact will be emailed the Minor, Female or Senior Provincial Registration Form (roster)
- This form is to be filled out accurately and completely and sent back to SHA by the appropriate deadline:
 - Female – midnight on December 15th
 - Minor – midnight on December 20th
 - Senior – midnight on December 30th
 - ****NOTE**** All Prince Albert, Moose Jaw, Saskatoon and Regina Tier 1, 2 & 3 Leagues do not have to submit a roster until their representative for Provincials is determined. The Saskatchewan AA League as well as the Saskatchewan Female League (Bantam & Midget divisions) do not have to apply for provincials as their League champion will be the Provincial champion.
- Once received, all rosters will be checked to verify all regulations are being met before being approved
- If there is an issue with your team’s roster, you will be contacted by SHA to either clarify or rectify the situation (if your team’s roster is filled out correctly, you will not hear from SHA)
- During the first weekend in January, the SHA Board of Directors shall meet and approve all proposed draws
- Once the draws are approved, they will be posted on the SHA website later the following week
- All teams must be ready to start provincial play by January 20th (**no games to be played prior**)
- Once all the team’s rosters in a specific draw are approved, copies of all the rosters in that draw will be sent to each team’s contact for their perusal (see SHA regulations 3.11.01 – 3.11.06 in regards to the Protest Procedure for Provincials)
- The team contact will also receive the draw itself, the contact information for all the other teams in the draw, and most importantly, the contact information for the **draw coordinator**
- The draw coordinator is an SHA Board of Director who is in charge of:
 - Helping to set up all game times/locations
 - Reporting scores to SHA
 - Mediating any issues between the teams
 - Appointing officials for each game (referees appointed for all games; home team responsible for the appointment of both linespeople; in quarter-final, semi-final and final of all rounds the coordinator shall appoint all 4 officials)
- **After each game, the winning team MUST report the score via phone or email to the draw coordinator**

For more information on Provincial Playoff Regulations be sure to read the SHA Handbook in the following sections: General Regulations...3.10.01 – 3.10.22; Senior...4.06.01 – 4.06.14, Minor...6.07.01 – 6.07.02

If there are any questions feel free to contact Derek Derow, SHA Senior Manager of Operations at (306)789-5101 or derekd@sha.sk.ca