

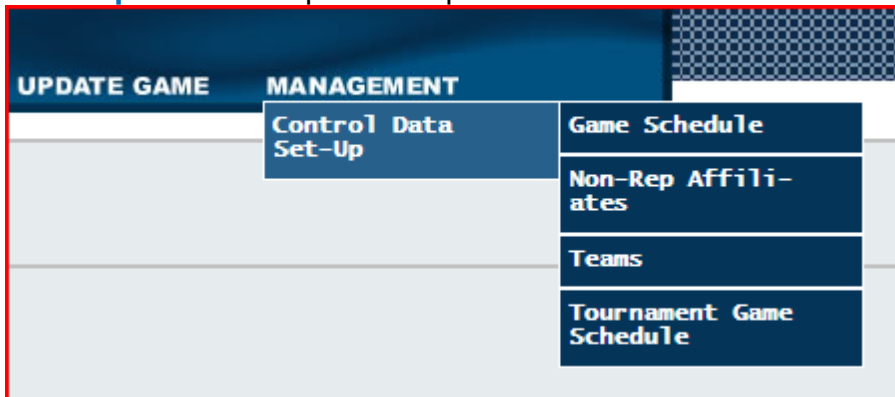
Adding or Removing an Affiliate Player to a Team Roster

“C” Team Affiliate Players:

When a team has 12 or fewer skaters, or no goaltender, for a particular game, they are able to affiliate a player from a lower division to bring their roster up to 13 skaters or one goaltender. PCAHA Rule Section C, 35 (a), with the restriction of Section C, 34.

Once the team has secured permission from their association's Division Manager and the association's Division Manager as well as a team official from the affiliate player's team, the League Manager will be contacted. The League Manager will now attach the affiliate player to the team's roster for that specific game number. If the player is being affiliated for a tournament, they would have to be attached to all games in the tournament.

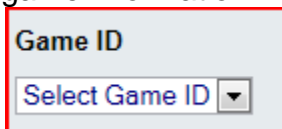
1. Sign in to the Teamlink system as explained in the section "Accessing Teamlink".
2. Hover over the **Management Menu** item. This will expand the menu. Then hover over **Control Data** and this will expand the menu even further. Move your cursor over the **Non-Rep Affiliates** option and press click.



3. The Non-Rep Affiliate Player Maintenance page will be displayed. You can choose any filter method which works for you. Selecting “by Association” in the “FILTER BY” section will generate a list of all players in that Association, sorted alphabetically by last name.

A screenshot of the 'Filter Selection' section of the Non-Rep Affiliate Player Maintenance page. It features a row of radio buttons for filtering by: 'by ABC' (selected), 'by Name Filtering', 'by Association', 'by Division', and 'by Team'. Below this, there is a 'Filter By' section with two radio buttons: 'Last Name' (selected) and 'First Name'. At the bottom, there is a grid of 26 buttons representing the alphabet, arranged in two rows: A-M in the first row and N-Z in the second row. The buttons are labeled with their respective letters in a blue font.

- Once the list of players matching your filter criteria appears in the "Select Current Players", scroll and select the player to be affiliated.
- Under "GAME ID" – select the game number to which the player is to be affiliated. The game information will update automatically onto the page.



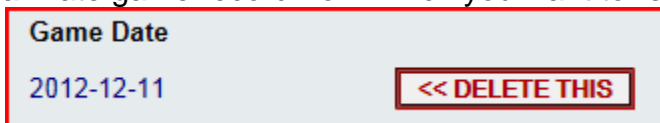
A screenshot of a web form element labeled "Game ID". Below the label is a dropdown menu with the text "Select Game ID" and a downward-pointing arrow.

- If all is correct, click "ADD ITEM".



Note: If the same player is to be affiliated to more than one game number (such as in a Tournament) then you must select each game number individually.

- To DELETE/REMOVE an affiliated player for a given game – click "DELETE" beside the affiliate game record from which you want to remove them.



A screenshot of a web form element. On the left, it says "Game Date" followed by "2012-12-11". To the right of the date is a red button with the text "<< DELETE THIS".

Note: if the game has already been entered and the selected player has played in this game, the affiliation record CANNOT be deleted.

Note: There are 'on the page' instructions in Teamlink for this process.

Instructions for Assigning non-Rep Affiliates for Regular Games

Adding an Affiliation

1. Select a Player
2. Select Available Games for Player
3. Select Affiliate Team Assignment* (Automatically Selected for You)
4. Click Add Item

Removing an Affiliation

1. Click Delete Beside the Record You Want to Remove

**if game has already been entered, and the selected player has played in this game, the record cannot be deleted.*

"A" Team Affiliate Players (excluding Atom division):

Affiliate players will be added to an "A" team's roster by their Association Registrar. Please notify the team as soon as possible to get in touch with their Association Registrar to add or delete an affiliate player from their roster who is not listed / should not be listed on their Teamlink roster. PCAHA Rule Section C (31).

Atom "A" Teams:

The Affiliate Player rule shall not apply to Atom "A". Atom "A" teams shall not draw Affiliate Players from any lower division. PCAHA Rule Section C (32).