



HOCKEY CALGARY

Hockey Calgary Novice Exhibition and Tournament Game Requests

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Exhibition Games

All exhibition games must be sanctioned by Hockey Calgary. By submitting this online form, communication will be handled through automatic email notifications to all necessary parties, including CZRC or Community Referee Assignors. Once a game is sanctioned, teams will be in compliance with Rule 24(b) of the Hockey Calgary Regulation Handbook. If the request is denied, the Head Coach and manager of teams that proceed without sanction may receive a minimum three game suspension.

The exhibition game request is to be submitted by the just the home team when the game involves two Hockey Calgary teams or by any team playing a game against a non-Hockey Calgary team, regardless of where the game is being played.

Getting Started

- 1) First step is to go to www.hockeycalgary.com .

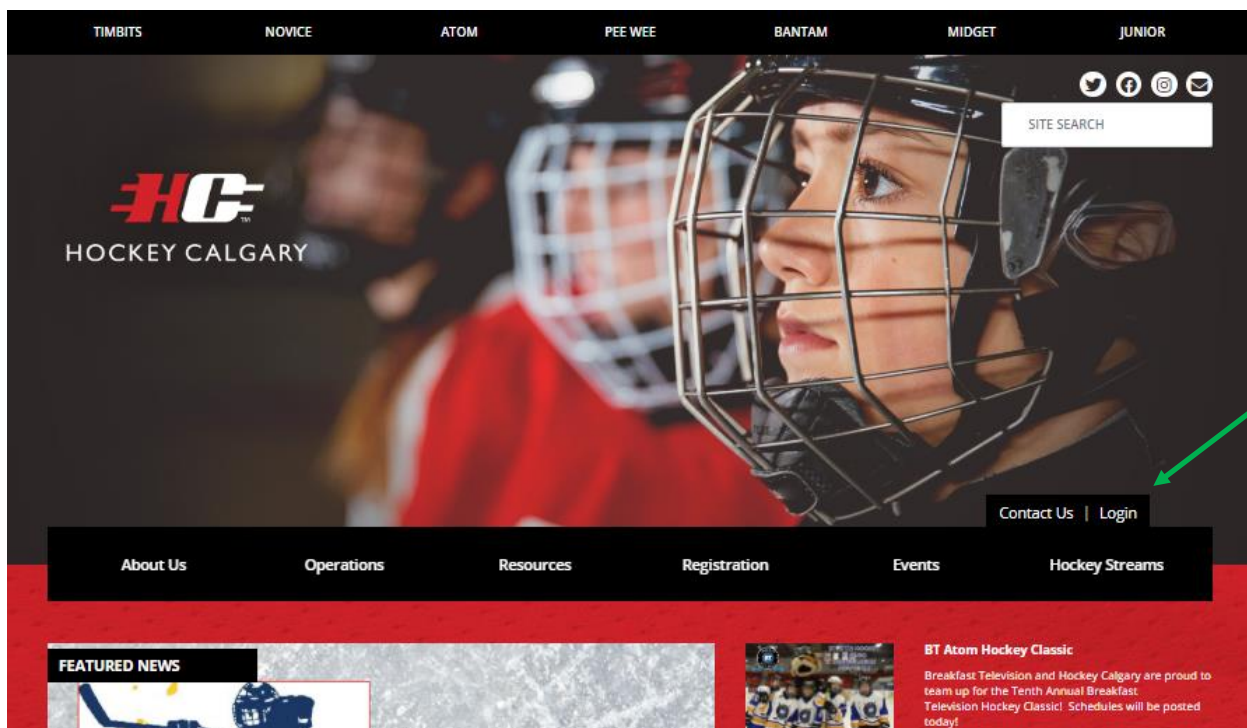


Figure 1

Select the "Login" button (see Figure 1 above).

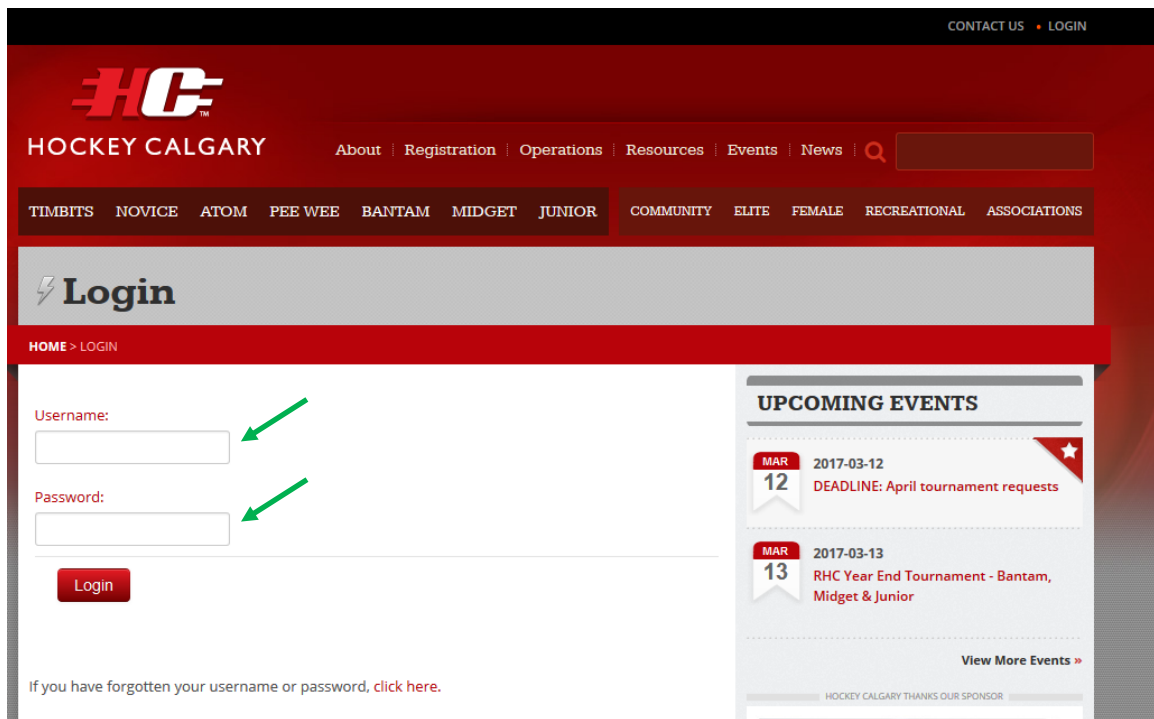


Figure 2

Enter your Username and password in the fields provided and select “**Login**” (see Figure 2 above).

- 2) When you first logon you will be presented with a list of your previous games, upcoming games and your team roster.

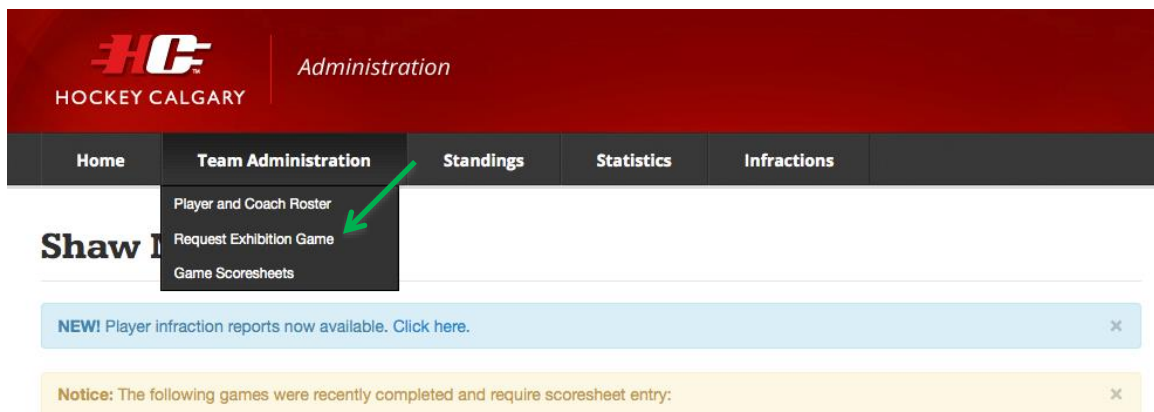


Figure 3

Note the Team Administration Tab at the top of the page (see figure 3 above). Scroll down and select “**Request Exhibition Game**”.

- 3) All previously sanctioned and upcoming sanctioned exhibition games will display, or it will indicate that no games have been requested. To request a new Exhibition Game Sanction click the “**Request Exhibition Game**” button.

- 4) At the top of the form there are important points that explain the process including who is responsible for assigning the on ice officials. Once you have reviewed these points, carefully complete all fields in the form:
 - a. It is imperative that the Date, Start Time, Duration and Arena be entered very carefully
 - i. If the Start Time is less than 72 hours prior to the time the form is being submitted, the request will be rejected.
 - b. Select the appropriate duration of the game in minutes from the pull down.
 - c. You may request either 2 or 3 officials be assigned to your game.
 - d. The Age Category and Home Team cannot be changed as they are linked to the Username that is logged.
 - e. The Visiting Team will provide a number of options in the pull-down list.
 - i. **Hockey Calgary Opponent**
 1. **No**: select this if the Visiting Team is from outside Calgary.
 2. **Yes**: select the Association and Team from the drop-down menus

HOCKEY CALGARY

Home Team Administration Website Content Resources

Play an Exhibition Game

Previous Requests

Upcoming Exhibition Games

You currently do not have any upcoming exhibition games scheduled.

Game Details Review

Date of Game?
11/20/2019

Game Time?
2:00 PM

Game Length?
60 Minutes

Hockey Calgary Opponent?
 Yes No
 Saints
 Saints Junior Timbits Blue

Are you hosting?
 Yes No

Calgary Arena?
 Yes No
 Acadia Recreation Complex

I agree that Blackfoot Junior 1 will play this game in accordance with the Hockey Calgary Timbits Operations Manual.

Previous Next

Figure 4

- 5) Review the information entered into each field (see Figure 5, above) and click “**Submit**” if everything looks correct. If not you can continue making changes until all information is correct. Once “**Submit**” has been selected it will send an email notification to the following individuals:
 - a. Team Contacts for both Home and Visiting Teams
 - b. League Chair (if teams are from different divisions, both League Chairs will be notified)
 - c. Age Category Governor
 - d. Council Chair
 - e. Presidents of both Home and Visiting Teams Associations

Exhibition Game - Request Complete

Thank you. Your exhibition request has been made and has been sent to the "Central Zone Referee's Committee" for approval.

Reference Code: 248QBA

You will receive an email notification once this has been approved or denied.

Figure 5

Once you have clicked "**Submit**" you will get this message indicating your form was submitted successfully.

...

The following exhibition request has been approved. The winning team, or home team in the event of a tie, must enter the digital game sheet that has been automatically created. A copy of the official game report must still be sent to your League Chair.

Date	2013-08-23
Time	7:15 pm - 8:15 pm
Age Category	Pee Wee
League	Pee Wee 9
Home	Shaw Meadows 5
Visitor	Midnapore 7
Arena	South Fish Creek 2
Referees Required	3
Status	Approved

If you have any questions about this request, please contact:

Shaw Meadows Coach
 Phone: 403-123-1234
 Email: coach_shawmeadows@pj-group.com

Figure 6

Figure 8 (above) illustrates the email notification if the game has been approved. The game may now be played as scheduled – just ensure you are aware of the referee fees and how they are to be paid. This was explained at the top of the Request Form.

The following exhibition request has been denied - the Head Coach and manager of teams that proceed without sanction may receive a minimum three game suspension.

Date	2013-08-24
Time	1:00 pm - 2:00 pm
Age Category	Pee Wee
League	Pee Wee 9
Home	Shaw Meadows 5
Visitor	Crowfoot 6
Arena	South Fish Creek 2
Referees Required	3
Status	Denied

If you have any questions about this request, please contact:

Shaw Meadows Coach
 Phone: 403-123-1234
 Email: coach_shawmeadows@pj-group.com

Figure 7

Figure 9 (above) illustrates the email notification if the game has been denied. The game may not be played and the Head Coach and Manager of teams that proceed without sanction may receive a minimum of three game suspension.

- 6) Once the game has been either approved or denied it will now display on the Team dashboard (see Figure 9).

The screenshot shows the Hockey Calgary Administration interface. At the top, there is a navigation bar with the following tabs: Home, Team Administration, Standings, Statistics, and Infractions. Below this is a section titled "Exhibition Games". A text block explains that all exhibition games must be sanctioned by Hockey Calgary and that communication is handled through automatic email notifications. Below the text is a "Request Exhibition Game" button. A table lists a game request for 2013-08-23 at 7:15 pm - 8:30 pm, categorized as Pee Wee, in the Pee Wee 9 league. The home team is Shaw Meadows 5 and the visitor is Midnapore 7, at South Fish Creek 2 arena. The status is "Approved". To the right of the table are buttons for "View", "Edit", and "Cancel Request". A green arrow points to the "Cancel Request" button.

Figure 8

- 7) Approved exhibition games may be cancelled by clicking the “**Cancel Request**” button and email notifications will be sent to those described in 5). All cancellations for CZRC assigned officials are subject to a \$50 charge if the game is cancelled less than 24 hours prior to the start time of the game. Community Referee Coordinators may impose a similar charge, please refer to your Association procedures.

The following exhibition request has been cancelled:

Date	2013-08-23
Time	7:15 pm - 8:15 pm
Age Category	Pee Wee
League	Pee Wee 9
Home	Shaw Meadows 5
Visitor	Midnapore 7
Arena	South Fish Creek 2
Referees Required	3
Status	Cancelled

If you have any questions about this request, please contact:

Shaw Meadows Coach
 Phone: 403-123-1234
 Email: coach_shawmeadows@lpi-group.com

Figure 9

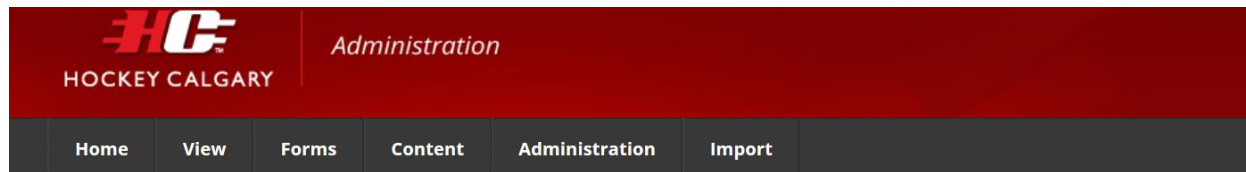
The game will be deleted from the Hockey Calgary website and officials will be cancelled.

Tournament Games

This section is a guide to help you input games and opponents when inputting opponents for the tournament games themselves. For more information hosting the tournament itself, please visit <https://www.hockeycalgary.ca/operations/tournaments/hosting-a-tournament>

Hosting a Tournament?

- 1) Fill in the standard information Date, Start Time, Duration, Arena, Home and Visiting Teams.



Tournament Request - Edit Schedule

Game #1

Date:	<input type="text" value="01/11/2020"/>	Select Your Teams:	
Start Time:	<input type="text" value="12:00 PM"/>	Home:	<input type="text" value="Bow River Bruins Junior Timb"/>
Duration:	<input type="text" value="60 Minutes"/>	Visitor:	<input type="text" value="Blackfoot Chiefs Junior Timbii"/>
Arena:	<input type="text" value="Bowness Sportsplex"/>		

Figure 11

Participating in a Tournament hosted by Non-Calgary Team?

Option 1: Two-Four Team Model (2 teams split squad)

- 1) Inputting game information following the tournament will follow the Exhibition Game procedure found previously in this document

Option 2: Split squad against 2 different teams

There may be instances for tournaments where a hosting team/association will structure their games with 4 teams on the ice. Hockey Calgary recommends registering your team as 2 separate teams in order to provide ample ice time for your players. In this event, you may play two separate teams (likely in rural Associations) during the same ice time. Please take the following steps to ensure only 1 game is counted towards your total.

- 1) Fill in the standard information Date, Start Time, Duration, and Arena
- 2) **Hockey Calgary Opponent** – Select 'No'
 - a. A box will appear requesting an opponent to be typed in. Please type **'Opponent 1/Opponent 2'** (see **Figure 13**)
 - b. Upload a picture/pdf of both game sheets when entering gamesheet information

The image shows a screenshot of the "Game Details" form in the Hockey Calgary system. The form includes fields for "Date of Game?" (11/23/2019), "Game Time?" (1:00 PM), "Game Length?" (60 Minutes), and "Hockey Calgary Opponent?". The "Hockey Calgary Opponent?" field has radio buttons for "Yes" and "No", with "No" selected. Below this, a text input field contains "Red Deer/Chestemere", which is highlighted with a green box and a green arrow. Other fields include "Opposing Team Branch" (Hockey Alberta) and "Are you hosting?" (Yes/No).

Figure 13