

## IMPORTANT DEADLINE: Schedule Window – Monday, November 14

Teams in Community leagues (excluding House Leagues) are allowed to request **ONE** Schedule Window during the Regular Season. A Schedule Window may be requested to host a tournament, attend a tournament, arrange a series of exhibition games, organize a team building event or for a “bye” weekend.

### Please note the following:

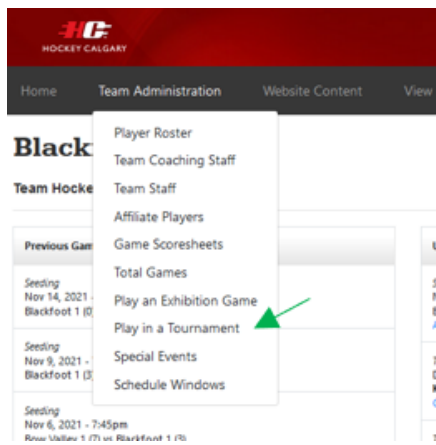
- The Regular Season is December 5 to February 26 – a Schedule Window is required during these dates with the following exceptions:
  - Winter Break: December 22 to January 5 – no Regular Season games will be scheduled so a Schedule Window is not necessary
  - Esso Minor Hockey Week – January 13 to 21
    - U11, U13, U15 & U18 teams are not allowed to have a Schedule Window during this event, there will be no exceptions
    - U9 teams are only scheduled games January 14-15, teams may use their Schedule Window January 16-21
    - U7 teams do not participate in Esso Minor Hockey Week and will need to use their Schedule Window during this event to attend a tournament hosted by another Association

### Other Considerations:

1. **Deadline to request – Monday, November 14**
2. Maximum seven-day window
3. Final date for U11, U13, U15 & U18 teams is February 26 as the City Championships may be scheduled as early as February 28

## HOW TO REQUEST A SCHEDULE WINDOW

### Hosting or Attending a Tournament



Log in at the Hockey Calgary website using your Team Manager or Coach user account. Under Team Administration, select **Play in a Tournament**.

If the tournament is being hosted by a Hockey Calgary team, select **Hockey Calgary Sanctioned** and enter the sanction number of the tournament. Click next and the form will be populated with the information of the tournament. Review the information to make sure it is the tournament you are attending and click YES to use your schedule window for this tournament.

If your team has already requested a Schedule Window you will not have the option to click YES, you will see a warning “I acknowledge that a Schedule Window has NOT been granted for this travel request. This is either because your team has already requested one or you have missed the Schedule Window deadline. If you

are submitting this form prior to the regular season schedule being posted, you should not commit to this tournament until you know your team is available to attend. Games will not be rescheduled for your team to attend this tournament and your team will not be permitted to forfeit if you have a conflict with your Hockey Calgary scheduled games.” If you believe you are receiving this warning in error contact [Lisa McGregor](#), if you have already used your **ONE** Schedule Window it is not recommended you accept this condition until you have reviewed the league schedule to ensure your team is available.

### Series of Exhibition Games



Log in at the Hockey Calgary website using your Team Manager or Coach user account. Under Team Administration, select **Schedule Windows**.

Select **Request a Non Tournament Schedule Window** and type Series of Exhibition Games as the reason. Enter the date you are leaving and the date returning, then Submit Request.

Then go to **Play an Exhibition Game** and submit a request for each game you have arranged, this will create your Travel Permit if the games are outside Calgary.

### Team Building or “Bye” Weekend



Log in at the Hockey Calgary website using your Team Manager or Coach user account. Under Team Administration, select **Schedule Windows**.

Select **Request a Non Tournament Schedule Window** and type in the reason for the Schedule Window. Enter the date your team is unavailable from in **Date Leaving** and the last date your team is unavailable in **Date Returning**, then Submit Request.

Nothing further is required.

Once submitted, both the Schedule Window and corresponding Travel Permit (if appropriate) will appear on your dashboard. To clear these notices you may click on the x on the right side of the alert.

### Blackfoot 2

Team Hockey ID: 202149200067317

**Notice:** The following Schedule Window is now available:

- Feb 11 to Feb 13

**Notice:** The following Travel Permits are now available:

- 22-00062 - Feb 11 to Feb 13

You can also view your Schedule Windows by selecting **Schedule Windows** under the **Team Administration** menu.



Travel Permits issued to attend tournaments may be viewed by clicking **Play in a Tournament**, you can print or view the travel permit using the appropriate icon.

If you have any questions please contact your Association Administrator, Association Ice Scheduler or the [Hockey Calgary office](#).