

2019-20 Changes: Centre Ice Portal, Permits, Sanctioning and Member Forum

As the start of the new hockey season is just around the corner, Hockey Alberta would like to notify all our member Minor Hockey Associations, Sports Schools and Club Teams of changes being implemented for the 2019-20 season regarding the Centre Ice Portal, Permits, Sanctioning and Member Forum.

Centre Ice Portal

Provided with this Bulletin, you will find the Centre Ice Portal User Guide for navigating your account profile, contacts, permits and sanctions.

New for the 2019-20 season, Club Teams, Sports Schools and College/University teams have a new type of account. When logging in for the first time, teams will be directed to their new account profile page, where they will update official contact information and specified contact people.

Minor Hockey Associations will still be directed to the MHA contacts page and are required to fill out the contact information for as many directors, board and executive members as possible.

The contact information provided through the account profile and individual contacts pages will be used by Hockey Alberta for directing updates and news during the season.

Permits and Sanctioning

The biggest change to permits and sanctioning for the 2019-20 season relates to the creation of a NEW platform for Intro to Hockey (Initiation and Novice) teams and league organizations.

This separate Intro to Hockey sanctioning platform can be accessed via the Centre Ice Portal (in the blue menu bar) and will allow requests for Travel Permits, Festivals (previously Tournaments), One-Time Events (previously Exhibition Games) and Recurring Events. Specifically, under the Recurring Events sanction, MHAs who operate a "league" will be able to include an unlimited number of games under the same permit number.

Enclosed with this Bulletin, you will find the 2019-20 Intro to Hockey Permits and Sanctions User Guide.

Minor changes have also been made to the permits and sanctioning platform for Minor Hockey (Atom-Midget), Club Teams and Sports Schools. These changes include:

- For Exhibition Games, the requirement of the host team to include an email address for the visiting team / MHA so that they receive the sanction number for their Travel Permit application.
- For Exhibition Games, the requirement of the HCR Team Number for the visiting team when requesting a sanction.
- The ability to cancel Travel Permits, Exhibition Games and Tournaments.



Lastly, Electronic Games Sheets are required for all Exhibition Games and Tournaments sanctioned by Hockey Alberta. Home / host teams are required to upload the electronic game sheet(s) within 24 hours from the completion of the exhibition game or tournament.

The email submission of game sheets will only be accepted by the Zone Minor Discipline Coordinator or Division of Hockey Chair for games taking place outside of Alberta.

For permits and sanctions provided through the Intro to Hockey Sanctioning Platform, electronic game sheets will not be required; however, should a suspendable infraction occur, the game report and referee report must be forwarded to the appropriate Zone Minor Discipline Coordinator within 24 hours of completion.

Enclosed with this Bulletin, you will find the 2019-20 E-Gamesheet User Guide.

Member Forum

The Member Forum is an exciting part of the Centre Ice Portal, which allows for the sharing of information and best practices, as well as conversation and discussion between organizations, Hockey Alberta volunteers and Hockey Alberta staff members.

Login credentials for an organization or an individual to access the Centre Ice Portal allows you to utilize the Member Forum. New this season, Hockey Alberta has created a personal account, which will allow individuals to have access to the Member Forum ONLY. Personal accounts will not allow access to any other Centre Ice Portal platforms.

The goal with the personal accounts is to allow individuals with direct interest or involvement in the game the opportunity to post questions and participate in conversations on topics of interest.

Personal accounts can be applied for at the following link: <u>https://www.hockeyalberta.ca/request-account/</u>

Enclosed with this Bulletin, you will find the 2019-20 Member Forum User Guide.

Should you have any questions regarding the changes to the Centre Ice Portal and Member Forum, please contact the Hockey Alberta Office. Questions related to Permits and Sanctioning can be directed to your Zone Minor Discipline Coordinator, Division of Hockey Chair or Bryden Burrell, Coordinator, Hockey Programs.

Bryden Burrell Coordinator, Hockey Programs bburrell@hockeyalberta.ca 403-967-0057



CENTRE ICE PORTAL

MHA and Club Team User Guide – 2019-20 Account Profile, Contacts, Permits & Sanctions

Hockey Alberta info@hockeyalberta.ca



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Welcome to Hockey Alberta's Centre Ice Portal for the 2019-20 season. This User Guide outlines the sections of the Portal and provides visual and written assistance on how to use the Portal to the full benefit of your organization.

The Centre Ice Portal is a key part of the Hockey Alberta website, providing a hub for Minor Hockey Associations, Club Teams, and Hockey Alberta Operations Volunteers to access key services from Hockey Alberta, and share documents and files.

An integral part of the Centre Ice Portal is the Permits and Sanctions platform. Each Club Team and MHA has an account to access Permits and Sanctions.

Several updates, or new features, have been implemented for the 2019-20 season, including:

- 1. A SEPARATE PLATFORM FOR APPLYING FOR PERMITS AND SANCTIONS FOR INTRO TO HOCKEY (INITIATION AND NOVICE) TEAMS AND LEAGUE ORGANIZATIONS.
- 2. A NEW LOOK TO THE ACCOUNT CONTACTS SECTION FOR CLUB TEAMS AND SPORTS SCHOOLS.
- 3. A NEW "PERSONAL" ACCOUNT FOR INDIVIDUALS INTERESTED IN HAVING ACCESS TO THE MEMBER FORUM MESSAGE BOARD.
- THE REQUIREMENT TO INCLUDE A TEAM'S HCR TEAM NUMBER WITH PERMIT/SANCTION REQUESTS (NOT INTRO TO HOCKEY).

WHO TO CONTACT:

Please know the name and contact info of the Zone Minor Discipline Coordinator, Division of Hockey Chair or Hockey Alberta staff member responsible for processing Permits and Sanctions for your organization. If there are questions about submitting a request for a permit, s/he is your first resource.

Zone 1: Jerod Hartman, minordisc1@hockeyalberta.ca

Zone 2: Paul Elun, minordisc2@hockeyalberta.ca

Zone 3: Michelle Malbeuf, minordisc3@hockeyalberta.ca

Zone 4: Daryl Pickering, minordisc4@hockeyalberta.ca

Zone 5: Gord Lane, minordisc5@hockeyalberta.ca

Zone 6: Ed Jessome, minordisc6@hockeyalberta.ca

Zone 7: Kevin Gallaway, minordisc7@hockeyalberta.ca

Zone 8: Hockey Edmonton, <u>discipline@hockeyedmonton.ca</u> Zone 9: Hockey Calgary, <u>gameandconduct@hockeycalgary.ca</u> Junior B/C Male: Aaron Rawlake, <u>jrbcchair@hockeyalberta.ca</u> Senior Male: Gerry Johnston, <u>srmalechair@hockeyalberta.ca</u> Jr/Sr Female: Allison Marriott, <u>jrsrfemalechair@hockeyalberta.ca</u> Sports Schools: Bryden Burrell, <u>bburrell@hockeyalberta.ca</u>



LOGGING IN

To access the Centre Ice Portal, click LOGIN in the top right corner of any page on hockeyalberta.ca, or go to the Members menu tab, and scroll down to Centre Ice Portal.

On the Login Page, enter your Account User Name and Password. Each MHA, Club Team and Sports School has been assigned a User Name and Password for its organization.

If you have forgotten your password, you have two options:

- Click Forgot Password and enter the email that is on your Account Profile page. A link will be sent to you to reset your password. You must enter the email address that appears on your Account Profile page to utilize the Forgot Password option.
- Contact Hockey Alberta at <u>info@hockeyalberta.ca</u>, or go to the Contact Us page at <u>http://www.hockeyalberta.ca/contact/</u>, and submit your request to have your password reset. Hockey Alberta Communications

contact us by any of	me means provided below, or get in tou	ach directly with one of our staff contacts.	
STAFF CONTACTS ;	VOLUNTEER CONTACTS >		
HOCKEY ALBERTA	ALBERTA AMATEUR HOCKEY	SSOCIATION	
100 College Blvd., Bo Red Deer, AB F4N 5H5	x 5005, Room 2606		
Phone:	(403) 342-6777		
Fax:	(403) 346-4277		
ask A Questio	info@hockeyalberta.ca		
Email: Ask A Questic Required Field	info@hockeyalberta.ca		
Mall: Ask A Questic Requires Field Your Name*	info@hockeyalberta.ca	Your question or message*	
mail: Ask A Questic Requires Field Your Name* Your Email*	info@hockeyalberta.ca	Your question or message*	
mail: Ask A Questic Requires Field Your Name* Your Email* Your Phone	info@hockeyaborta.ca	Your question or message*	

staff may reach out to your organization to confirm that the password change request is authentic.

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If you are having issues accessing	g your organization's account, please contact info@hocke	eyalberta.ca.
COACH CLINICS:		
IF YOU ARE LOOKING FOR INFORMATI	ION ON YOUR COACH CREDENTIALS OR COACH CLINICS:	
DO NOT try to log-in here.		
RESPECT IN SPORT:		
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COACHES/TEAM OFFICIALS: Ple	ase go to the Respect in Sport COACH site.	
DO NOT try to log-in here.		
APPLY NOW for a Membe	er Forum account.	
Sign in to your Hockey Alb	erta Centre lce Portal or Member Forum acco	unt here:
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Please note that Hockey Alberta staff will respond to your inquiry as quickly as possible. However, during the evening and on weekends, delays of up to 24 hours or more are possible on general inquiries. Please ensure that any permits that you require are requested well in advance of the date required.



CENTRE ICE PORTAL OVERVIEW

The welcome page is used to provide news or updates pertaining to the Centre Ice Portal. The blue menu bar at the top of the page contains links to everything that can be accessed in the Portal. Included on this page are links to this User Guide (PDF file), which can be downloaded by any member of your organization who needs this information.

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All MHAs, Club Teams and Sports Schools are to use the Centre Ics Portal to request Permits or Sanctions for Tournaments, Travel or Exhibition Games, as well as to update their name and password to access Permits and Sanctions is also the login for the Centre Ice Portal.	Contact Information. The user						
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ACCOUNT PROFILE TAB - MHAs

The Account Profile page must be reviewed and updated each year. The Account system for Permits and Sanctions is reset each year as of May 1. Prior to requesting a Permit or Sanction for the new season, contact information must be updated OR confirmed as unchanged.

If there is new/updated official contact information for an MHA, add it on this page. When contact information is updated, Hockey Alberta is notified by email.

MHAs are to use the Account Profile and Requested/ Required Contacts pages to update organizational contact information and submit to Hockey Alberta.

Following is the information that should appear on the Account Profile page for each organization:

• User Name: Name of organization (for example, RDCF or RedDeer). One-word user names were created when accounts were set up. Please do not change to an individual's

name; the accounts are for the organization and are to be used from year-to-year.

- **Email:** Official contact email for the organization. NOTE: this is the address that will receive notifications for a forgotten password etc from Hockey Alberta.
- First/ Last Name: (First) Name of Organization; (Last): MHA (for example, Lacombe MHA, or RedDeer MHA).
- **Association/Club:** Name of Association (for example, Whitecourt, or RedDeer). This name may automatically populate into the request forms in Permits and Sanctions.
- Address information: Official mailing address for the organization.

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AT ZONE ZONE TO	
sername: *	Email: *
blyon	blyon@hockeyalberta.ca
irst Name: *	Last Name: *
Brad	Lyon
vssociation/Club: *	Phone Number: *
Hockey Alberta	(403)- 342 - 6777
IHA/Club Team Address Line 1:*	MHA/Club Team Address Line 2:
100 College Blvd	Box 5005, Raom 2606
IHA/Club Team City: *	MHA/Club Team Province: *
Red Deer	AB Y
//HA/Club Team Postal Code: *	MHA/Club Team Country: *
T4n5H5	Canada 🗸
USH NOTIFICATIONS	
ease click "Allow" when prompted by your browser after saving your profile to allow for	r push notifications. You will need to grant permissions for push notifications on each browser/computer you access Hockey Alberta From

- Push Notifications: We have added a push notifications option to the portal, which will provide you with an alert when you have had a permit/sanction approved, a job posting approved, or when someone has posted to the Member Forum message board. Clicking the check box in the Account Profile, and under each individual MHA contact, will allow your organization to receive Push Notifications.
- **Password:** Your organization's password. Please protect your password as you would to a bank or other personal account and limit the number of individuals who have access. We rely on your efforts to maintain the security of the Hockey Alberta website, and the information it contains.



ACCOUNT PROFILE TAB - Club Teams, Schools (NEW FOR 2019-20)

The Account Profile page must be reviewed and updated each year. The Account system for Permits and Sanctions is reset each year as of May 1. Prior to requesting a Permit or Sanction for the new season, contact information must updated or confirmed as unchanged.

NEW FOR 2019-20: Club Teams, Sports Schools and College/University teams have a new type of account. When logging in for the first time, teams are directed to their new account profile page, where they will be required to update official contact info, and specified contact people. This information can be updated again at any point during the season under the Account Profile tab in the blue menu bar.

Each organization's account includes a one-word user name, team name (first and last name), and a password. DO NOT change this information; the accounts are for the organization and are to be used from year-to-year.

Following is the information that should appear on the Account Profile page for each organization:

- **First/ Last Name:** Name of organization (for example, StAlbert Merchants).
- **Email:** Official contact email for the organization. NOTE: this is the address that will receive notifications for a forgotten password etc from Hockey Alberta.
- Association/Club: Name of Association (for example, JagsJRF or JRVegreville). This name will automatically populate into the request forms in Permits and Sanctions.
- Address information: Official mailing address for the organization.
- Push Notifications: Push notifications will provide you with an alert when you have had a permit/sanction approved, a job posting approved, or when someone has posted to the Member Forum message board. Clicking the check box in the Account Profile, and under each individual MHA contact, will allow your organization to receive the same section.



under each individual MHA contact, will allow your organization to receive Push Notifications.

• **Password:** Your organization's password. Please protect your password as you would to a bank or other personal account and limit the number of individuals who have access. We rely on your efforts to maintain the security of the Hockey Alberta website, and the information it contains.



CONTACTS TAB - MHAs

The Contacts page, along with the Account Profile page, is where each MHA is required to update the key contacts for your organization.

Please fill in contact information for as many directors, Board and executive members as possible. Please double check spelling and accuracy. This is Hockey Alberta's way to contact your association with important news pertaining to bylaws, rules, coaching and other areas

	ntacts
Enter the contac	t information for the following positions in your Minor Hockey Association below
~	
Required	Requested
President	
Email: *	
aelou357@sl	haw.ca
First Name: *	
Bradley	
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Hockey Alberta uses the Account Profile and Contacts pages for MHAs to submit updated contact information. We also will use the contact information to direct updates and news during the season to the appropriate individual(s) in your organization.

If the person holding a specific position has not changed from the previous season, click the checkbox for that position.

For MHAs, there are two types of MHA Contacts – Required and Requested:

- **Required Contacts:** President, Treasurer, Registrar, Coach Director, Female Director, and Officials/RIC. Please provide accurate information and double check spelling.

- **Requested Contacts**: Other members of your executive, division directors etc. Please fill in all that are applicable to your organization. A new requested

contact in 2019-20 is Safety Director. If you are not going to enter any Requested Contacts, click the box at the top of the page.

Push Notifications: Push notifications will provide you with an alert when you have had a permit/sanction approved, a job posting approved, or when someone has posted to the Member Forum message board. Clicking the check box in the Account Profile, and under each individual MHA contact, will allow your organization to receive Push Notifications.

MHA Contacts	
Enter the contact information for the following positions in your Minor Hockey Associa	tion below.
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Required Requested	
\sim	
I am not entering any contact information for Requested Contact Positions	
Vice President	
Email:	
First Name:	
Receive email notifications for permits, sanctions and new zone files	
Secretary	
Email	
First Name:	
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Receive small notifications for permits, sanctions and new zone files General Manager/Manager Email: First Name: Receive small notifications for permits, sanctions and new zone files Midget Director Email: First Name: Receive small notifications for permits, sanctions and new zone files Bantam Director Email: Email:	
Receive email notifications for permits, sanctions and new zone files General Manager/Manager Email: First Name: Receive email notifications for permits, sanctions and new zone files Midget Director Email: Receive email notifications for permits, sanctions and new zone files Bancam Director Email:	

When you are done updating your contacts, click Save Contacts, and Hockey Alberta will be notified to update our records.



PERMITS AND SANCTIONS TAB

Travel Permits

NEW FOR 2019-20: For Exhibition Games, the host team is required to include an email address for the visiting team so the team receives the Sanction Number for its Travel Permit application.

The Travel Permits tab links to a fillable webpage to request a Travel Permit for an individual team travelling anywhere (within or outside its zone) for a tournament or exhibition game. All fields must be filled.

- Association: Auto-fills with the name from your Account Profile (in this example, Test)
- **Contact Person, Email, Phone:** The contact person for the team requesting the permit; the permit is sent directly to that person.

OR

The individual, in some MHAs, who applies for and distributes the permits for all teams.

- Additional Contact Email: You can add an additional email address that will receive the permit once it is approved. For example: contact info for a team rep and for someone with the MHA could be entered to ensure timely receipt of Permit by all required parties.
- Division, Team, Team ID#, Travel To, Dates: The details about who is travelling (Division and Team), where and when. NEW FOR 2019-20: You must include your Team's HCR # to allow for accurate tracking of the team receiving the Permit.
- Permit Type: select Exhibition Game or Tournament

Centre Ice Portal – User Guide

Request a Travel Permit

of Games

Tournament/Exhibition Game Sanction #

Request a flaver Fermit			
All mods are required. Note: The Tourniement/Exhibition Game Selection II is wellation, yease uppeed the document provided to you by th 3. A Travel Fermite to required fact any ream that is traveling as any roumanism or exhibition game being held as a lot 4. A Tournet-Condoo Geneses anction number will be provided by the hors, and included whom the Travel Hern 3. If a Tournet-Methodizion Game Senction nomber is not exhibite, please uplead a PDF of the official senction do	e officials. Attime outside of its MHA boundaries. Int regulats. ourmentation provided by One Nest.		
CONTACT INFORMATION			
Hockey Alberta	Contact Person		
Contact Email	Additional Contact Email (optional)		
Contact Phone			
PERMIT DETAILS			
Team	Team ID#		
- Select Division - 🗸 🗸	Start mm/dd/yyyy	End	mm/dd/yyyy
	Travel To		

- **Sanction #:** The sanction number obtained by the host of the tournament or exhibition game. In Alberta, a sanction number is required. Other Branches may issue a letter or other document to hosts. If the host has a sanction number, enter it in this field. If the host provides a letter or other document, click Choose File, and upload a PDF copy.

Submit Request >

Select Permit Type

Choose File No file chosen

 Number of Games: If you don't have an exact number of games to be played, please include a range so the Minor Discipline Coordinator or Chair of the Hockey Division can ensure s/he receives all game sheets for your team.

Upon clicking to Submit, an email notification is received by the appropriate Zone Minor Discipline Coordinator or Division of Hockey Chair. The Contact Person(s) listed in the permit also get an email notification.



(Travel Permits continued)

After the Permit request is submitted, it will appear on the MHA's Travel Permits page under Pending Permits.

All Pending, Approved or Denied Travel Permit requests for the year for the organization will be listed here.

APPROVED PERMITS									
-	Date	Contact	Dates	Travel To	Team				
HA-19337370	09/07/2019	brad	09/09/2019 - 09/09/2019	tipperary	test team				
More Details									
Division Association/Club Contact Phone Contact Email Permit Type # Games	College test mha 4033919014 blyon@hockeyalberta.ca Exhibition Games 1	a			(Edit			
Tournament/Exhibition Sanction # Comments	#HA-19337369					-			

When the request is approved, the approval email, with the permit number, will go to the contact(s) email(s) in the request.

THIS EMAIL IS YOUR PERMIT. Please make sure the team carries the permit with them when travelling.

EDIT A TRAVEL PERMIT REQUEST

The content of any Approved permit can be edited, if information has changed or a mistake was made. Click on the permit in the Approved Permit list, and then click the EDIT button.

The original information submitted will appear. Make any necessary changes, Validate and click Update Request. The request will be resubmitted to the Minor Discipline Coordinator or Chair of Hockey Division for approval. The request will go back to PENDING until it is approved again.

If you are updating a permit that was already approved, the new approval will have the same Permit Number.

A finite Levels inspared to pay can the lownering to pay feature of the laws denoteing test and standard or and Endour Twe Twe Twe Twe can an only in the main paymond is the law of sound with the Twe Twe Twe request the Levels (Twe Care Care Care Care Care Care Care) and a 100 of the effort laws to consider on the the Levels (Twe Care Care Care Care Care) and the care care care care care care care of the Order to the care of the sound of 100 of the Care Care Care Care Care Care Care Car	n Hilled Sourcearden Helen grup in nam
ONTACT INFORMATION	
Brad's Club	brad
aelou357@yahoo.com	info@hockeyalberta.ca
4033019014	
ERMIT DETAILS	
homesters	12345
Novice 👻	Start 09/09/2019 End 09/09/2019
	awayville
4	Festival
134411	Choose The Tho file chocen
	Update Request >

NEW FOR 2019-20: You may also cancel your Travel Permit at any time after the request has been submitted until the date of the event. Click on the permit to Edit, and then click Cancel Request in the bottom left hand corner of the page.



Tournament Sanctions

The Tournament Sanctions tab is used to request Hockey Alberta sanction to host a tournament.

Once a Tournament Sanction number is granted, the tournament will automatically appear on the Tournament Listings page at hockeyalberta.ca/tournaments. Include as much information about your tournament as possible, so that teams have the information they require.

The tab links to a fillable website form which is filled out to submit the request for a Tournament Sanction. All fields must be filled in.

- **Association:** Auto-fills with the organization's name from your Account Profile (in this example, Test)
- **Contact Person, Email, Phone:** This information is for the tournament's coordinator or contact person and will appear in the Tournament listings section. Please ensure the email address is correct.
- Additional Contact Email: You can add an additional email address that will receive the permit once it is approved.
- **Stream:** Checkbox menu. When you select Minor or Minor Female, you will be prompted to pick a Division.
- **Division:** Checkbox menu with options for Midget, Bantam, Peewee, or Atom. You can select more than one division.
- If you select Minor, and Bantam or Midget, you will need to pick a Bodychecking option.
- **Bodychecking:** select the option most appropriate for your tournament.
- **Categories:** Select at least one, and as many as are appropriate for your event.
- Host Team, Location, Out of Province Teams, Additional Details: This section is where you provide as much information as possible about the tournament for the Sanction and for teams interested in participating.

ONTACT INFORMATION		
Hockey Alberta	Contact Person	
Contact Email	Additional Contact Email (optional)	
Contact Phone		
TREAMS	CATEGORIES	
Minor Minor Female Junior Female Senior Senior Female Alternate Season Sledge Pond	AAA Tier 1 AA Tier 2 A Tier 3 B Tier 4 C Tier 5 Eitte: Tier 6	
Host Team	Start mm/dd/yyyy En	d mm/dd/yyyy
	Location/Facility	
	Address	
	City	
	Out of Province Teams Attending	
Comments or Special Requests		Submit Request >

All information in this section will appear on the Tournament Listing page at hockeyalberta.ca/tournaments.

- Location includes the main arena where you are hosting the tournament, and its address.
- **Out of Province Teams Participating?** If you are accepting teams from outside of Alberta, click YES.
- **Additional Details:** Include such things as Entry Fee, Number of Teams, Deadline for Registration, Other Arenas being used, etc.



(Tournament Sanctions continued)

Upon clicking to Submit, an email notification is received by the Minor Discipline Coordinator or Division of Hockey Chair. The Tournament Contact Person listed in the contact info also gets an email notification. After the Permit request is submitted, it will appear on the Tournament Sanctions page under Pending Permits.

When the request is approved, the approval email, with the permit number, will go to the contact email(s) in the request. **THIS IS YOUR PERMIT.** Please ensure the permit is on site during the tournament.

EDIT A TOURNAMENT SANCTION REQUEST

The content of a permit request can be edited, if information has changed or a mistake was made. Click on the permit, and then click the EDIT button.

The original information submitted will appear. Make any necessary changes, Validate and click Update Request. The request will be resubmitted to the Zone Minor Discipline Coordinator for approval. The request will go back to PENDING until it is approved again.

Your updated permit will have the same Permit Number.

HOCKEY CALGARY/ HOCKEY EDMONTON

The item will also shift from Pending to Approved on the Association page.

If a Permit is denied, the Minor Discipline Coordinator or Division of Hockey Chair can include the reason for the denial, which will appear in the summary.

All Pending, Approved or Denied Travel Permit requests for the year for the MHA will appear here.

	175				
Date	Contact	Dates	Host Team	Stream	
09/07/2019	brad	09/09/2019 - 09/09/2019	test	Minor Female	
More Details					
Division Category Location/Facility Special Requests	Peewee B test place, test address, nothing to see here	test city			Edit
APPROVED FER	MITS				
u nave no approved tour					
unave no approved four	s				
unave no approved four DENTED PERANT Date	SContact	Dates	Host Team	Stream	

Hockey Calgary or Hockey Edmonton provide Tournament Sanctions for their teams, and only use the Centre Ice Portal to have the tournament appear in the Hockey Alberta tournament listings. When using the Centre Ice Portal, include your Hockey Calgary or Hockey Edmonton tournament sanction number in the Other Details section.

Hockey Calgary community associations access the Centre Ice Portal directly to complete the tournament sanction form. Each association has its own account.

Hockey Edmonton staff enter the required information into the Centre Ice Portal on behalf of the requesting organization. Hockey Edmonton organizations are reminded to contact the Hockey Edmonton office with any questions on this process, and not the Hockey Alberta office.



Exhibition Games

The Exhibition Games tab links to a fillable webpage to request a permit for an individual team to host an exhibition game.

NEW FOR 2019-20: A contact email and the HCR Team Number is required for the visiting team. The visitors will receive a copy of the Sanction, so they can apply for a Travel Permit.

Please ensure the sanction is requested with enough advance time for the other team to obtain its Travel Permit. All fields must be filled in.

- **Association:** Should auto-fill with the organization's name from your Account Profile.
- Contact Person, Email, Phone: The contact person for the team requesting the permit; the permit is sent directly to that person. OR

The individual, in some organizations, who applies for and distributes the permits for all teams.

- Additional Contact Email: You can add an additional email address that will receive the permit once it is approved.
- Visiting Team Contact Email: See New for 2019-20 Note above.
- Teams and Team ID Numbers: Name and HCR Team Number of Home Team; Name and HCR Team Number of Visiting Team

Address

City

- Stream: Select the appropriate stream of hockey from the checkbox menu. If you select Minor or Minor Female, you will be prompted to pick a Division.
- **Division:** Checkbox menu with options for Midget, Bantam, Peewee, or Atom. If you select Minor, and Bantam or Midget, you will be prompted to pick a Bodychecking option. Select the option most appropriate for your game.
- **Category:** Select the one most appropriate for your game.
- Date, Location, Address, Comments: This section is where you provide the details about the Exhibition Game, including when and where. Any special information can be noted in the Comments section.

(Exhibition Games continued)

Request an Exhibition Game	
CONTACT INFORMATION	
Hockey Alberta	Contact Person
- Contact Email	Additional Contact Email (optional)
Contact Phone	Visting Team Contact Email
EXHIBITION GAME DETAILS Home Team	Home Team (D#
Visiting Team	Visiting Team ID#
- Select Stream - 🗸 🗸	- Select Category -
Game Date mm/dd/yyyy	Comments or Special Requests
Location/Facility	

Submit Request



For Minor and Minor Female games, all exhibition requests are automatically approved. The contact person on the request will get two emails: one confirming the request has been submitted, and one that contains the approved permit.

For games in other streams, the Division of Hockey Chair approves or denies the request.

THE APPROVAL EMAIL, WITH THE PERMIT NUMBER, IS YOUR EXHIBITION GAME PERMIT. Ensure it is available at the game, if required.

EDIT AN EXHIBITION GAME PERMIT

After submitting your request, you can edit if information has changed or a mistake was made. Click on the permit in the Approved Permits list, and then click the EDIT button.

The original information you submitted will appear. Make any necessary changes, Validate and then click Update Request. An update for a Minor or Minor Female Exhibition Game will be approved automatically.

The new approval will have the same Permit Number as the original.

APPEOVED PERS	uts -					
	Date	Contact	Game Date	Home Team	Visiting Team	
HA-18324572	02/08/2018	Bradley Lyon	05/06/2019	Joe	Fred	e e
More Details						
Stream Category Location/Facility	Minor Tier 2 Fjoe's place, test, Red Deer					Editə
Special Requests	this is a test of the permit	system please ignore				
Comments	Submit E-Gamesheet -					
HA-19337369	09/07/2019	brad	09/09/2019	Canada	testtest	-
HA-10237271	11/07/2019	Bradley Lynn	09/09/2019	Homesters	Augusters	

ALBERTA

Centre Ice Portal – User Guide

Permits and Sanctions: Samples of Email Confirmations

The email notifications you receive will look similar to the images on this page. Examples are provided for Submitted, Approved, Declined, Cancelled, and Updated request notifications.



Please note that Exhibition Game and Tournament Sanction approval emails include a link to the new egamesheet platform. All exhibition and tournament games associated with the sanction number must be submitted by clicking on this link. A separate user guide has been created to assist in successfully submitting e-gamesheets.









Special Event Sanctions

Minor Hockey Associations or registered programs may host Special Events designed to recruit new players or developing existing players outside of the traditional 'hockey season'. To request a permit for these Special Events, use the Special Events fillable form in the blue menu bar in the Centre Ice Portal.

All fields are mandatory. Host Association/Team will auto populate with your organization name (in this example, Test).

Upon clicking to Submit, an email notification is sent to Hockey Alberta. The Event Contact Person listed in the contact info also gets an email notification.

When the request is approved, the approval email, with the permit number, will go to the contact email in the request. THIS IS YOUR PERMIT.

If the request is Denied, you will get a notification email that the request has been unsuccessful. In most cases, the reason for the denial will be included. You will need to resubmit the request with the required information.

Special Event Sanctions This form MUST be submitted by any member MHA or registered program that wishes to host a Special Event recruiting new players or developing existing players outside of the traditional Thockey season **9 HOST INFORMATION** MHA/Program: Contact Name: * Test Contact Position: * Contact Email: * Contact Phone: * EVENT INFORMATION Event Date(s): * Facility/Location: * 1 End Date Start Date Address: * City: * Type of Sanction Requested * (mail Recruitment Initiative (Unregistered Players) Recruitment Initiative (Bring a Friend) 3-on-3 or 4-on-4 Tournament Skills/Development Camp Event Details: * Event Schedule Upload: * (PDT. DOC) Please describe the activities planned and types of participants Choose File No file chosen Age Groups involved * international aput Type of Activities Planned * pressue that appro Initiation On-Ice Novice Off-Ice Atom Peowee Rantam Midget lunior Senior ACAC/USport Other (please specify below) Submit Request > 2. The approximation of the second provide the NMAR register at all lowes during the second first methods and approximation of approximation of the Second provide the Second Provide Prov E. Event must adhere to Roll Management Guidelines as set out by Hockey Alberta.



MY JOBS TAB

If you have a vacant position in your organization (coach, director, executive, trainer etc), you can advertise the position by submitting a job posting through the My Jobs page. The posting will appear on the Jobs in Hockey job board on the Hockey Alberta website.

Complete all fields in the fillable form and upload a jpeg of your organization logo. The fields are formatted to appear as a typical job posting on the website. Once submitted, postings are reviewed by Hockey Alberta Communications Staff prior to appearing on the website.

Centre Ice Portal – User Guide

New Job Listing				
Title/Position*	Organization*			
Competition/Ref #	Application Dead	line*		曲
Contact Name*	Short Summary			
Contact Email*				
Contact Phone				1
Contact Fax.	Validate*		KR	Es
ORGANIZATION LOGO				
Choose File No file chosen				
LISTING CONTENT *				
Formats + B Z U E E E E E E E E				



PERMITS AND SANCTIONS

Intro to Hockey User Guide – 2019-20

Hockey Alberta info@hockeyalberta.ca



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Introduction	2
Minor Discipline Coordinators	2
Travel Permits	3
Festival Sanctions	5
One Time Event Sanctions	7
Recurring Event Sanctions	9
Samples	. 10



Introduction

Effective for the 2019-20 season, Hockey Canada mandates that all hockey for players aged eight years and younger (Initiation and Novice) is to be played according to age-appropriate development guidelines. Minor Hockey Associations not operating according to these standards will be considered in violation of the Hockey Canada policy.

In Alberta, effective for the 2019-20 season, Initiation and Novice hockey will run under the title Intro to Hockey.

As part of the operation of the Intro to Hockey Model, Hockey Alberta has developed a new Permits and Sanctions platform to be used only for Intro to Hockey (Initiation or Novice requests) for:

- Travel (for events outside of your MHA's geographic area)
- Festivals (previously Tournaments)
- One-Time Events (previously Exhibition Games)
- Recurring Events (new feature which allows MHAs that run "leagues" to do all the scheduling for the season under one permit number).

The Intro to Hockey platform has the same functionality as the regular Permits and Sanctions platform, and is accessed through the Centre Ice Portal via an MHA's official account user name and password. (For full log-in directions, see the Centre Ice Portal User Guide.)

To access the Intro to Hockey permits and sanctions platform, click on INTRO TO HOCKEY in the blue menu bar in the Centre Ice Portal.

NOTE: Permits and Sanctions granted through the Intro to Hockey Platform DO NOT USE Hockey Alberta's e-gamesheet platform. If a suspendable penalty is assessed during an Intro to Hockey sanctioned event, the referee's report as well as roster information for the game must be submitted within 24 hours of the incident to the Zone Discipline Committee Coordinator listed in the email containing the Sanction number.

WHO TO CONTACT:

Please know the name and contact info of the Zone Minor Discipline Coordinator responsible for processing Permits and Sanctions for your organization. If there are questions about submitting a request for a permit, s/he is your first resource.

Zone 1: Jerod Hartman, minordisc1@hockeyalberta.ca	Zone 6: Ed Jessome, minordisc6@hockeyalberta.ca
Zone 2: Paul Elun, minordisc2@hockeyalberta.ca	Zone 7: Kevin Gallaway, minordisc7@hockeyalberta.ca
Zone 3: Michelle Malbeuf, minordisc3@hockeyalberta.ca	Zone 8: Hockey Edmonton, discipline@hockeyedmonton.ca
Zone 4: Daryl Pickering, minordisc4@hockeyalberta.ca	Zone 9: Hockey Calgary, gameandconduct@hockeycalgary.ca

Zone 5: Gord Lane, minordisc5@hockeyalberta.ca



Travel Permits

The Travel Permit tab links to a fillable webpage to request a Travel Permit for an individual team travelling for a Festival or One-Time Event. All fields must be filled.

- Association: Should auto-fill with the name from your Account Profile
- **Contact Person, Email, Phone:** The contact person for the team requesting the permit; the permit is sent directly to that person.

OR

The individual, in some MHAs, who applies for and distributes the permits for all teams.

- Additional Contact Email: You can add an additional email address that will receive the permit once it is approved. For example: contact info for a team rep and for someone with the MHA could be entered to ensure timely receipt of Permit by all required parties.
- **Division, Team, Team ID#, Travel To, Dates:** The details about who is travelling (Division and Team), where and when.
- **NEW FOR 2019-20:** If your MHA registers individual Novice or Initiation teams, and these teams are assigned a Team number in HCR, enter that number in the Team ID # field. It is an optional field, as team registration is not required at the Intro to Hockey level.
- Permit Type: select One-Time Event or Festival
- **Sanction #:** The sanction number obtained by the host of the Festival or One-Time Event. In Alberta, a sanction number is required. Other Branches may issue a letter or other document to hosts. If the host has a sanction number, enter it in this field. If the host provides a letter or other document, click Choose File, and upload a PDF copy.
- Number of Games: If you don't have an exact number of games to be played, please include a range for general tracking purposes.

Intro to Hockey – User Guide

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CONTACT INFORMATION	
Association/Club	Contact Person
Contact Email	Additional Contact Email (optional)
Contact Phone	
PERMIT DETAILS	
Team	Team (De
- Select Division -	Start mm/dd/yyyy End mm/dd/yyyy
	Travel To
	- Select Permit Type -
# of Games	



Upon clicking to Submit, an email notification is received by the appropriate Zone Minor Discipline Coordinator. The Contact Person(s) listed in the permit also get an email notification.



After the Permit request is submitted, it will appear on the MHA's Travel Permits page under Pending Permits. All Pending, Approved or Denied Travel Permit requests for the year for the organization's Intro to Hockey teams will be listed here.

When the request is approved, the approval email, with the permit number, will go to the contact(s) email(s) in the request.

THIS EMAIL IS YOUR PERMIT. Please make sure the team carries the permit with them when travelling.

EDIT OR CANCEL A TRAVEL PERMIT REQUEST

The content of any submitted permit can be edited, if information has changed or a mistake was made. Click on the permit in the Approved Permit list, and then click the EDIT button.

The original information submitted will appear. Make any necessary changes, Validate and click Update Request. The request will be resubmitted to the Minor Discipline Coordinator. The request will go back to PENDING until it is approved again.

Intro to Hockey – User Guide

Edit a Travel Permit

ll fields are required.		
site in no Festival/une-time event sanction # is available, prease upload the posument provided to you by the ompais. A Travel Permit is required for any seem that is travelling to any festival or one-time event being held at a location outside of its i	HA boundaries	
A Festival/Dire-Time Event sanction number must be provided by the host, and included with the Travel Permit request.		
If a Festival/One-Time Event sanction number is not available, please upload a PDF of the official sanction documentation provid	d by the host.	
ONTACT INFORMATION		
Brad's Club	brad	
aeiou357@yahoo.com	info@hockeyalberta.ca	
4033919014		
ERMIT DETAILS		
homesters	12345	
Novice 👻	Start 09/09/2019	End. 09/09/2019
	awayville	
4	Festival	
114411	Choose File No file chosen	
		Update Request >
Back Cancel Request Ø		

If you are updating a permit that was already approved, the new approval will have the same Permit Number.

NEW FOR 2019-20: You may also cancel your Travel Permit at any time after the request has been submitted until the date of the event. Click on the permit to Edit, and then click Cancel Request in the bottom left hand corner of the page.



Festival Sanctions

The Festival Sanctions tab is used to request Hockey Alberta sanction to host a Festival event.

Once a Festival Sanction number is granted, the event will automatically appear on the Tournament Listings page at hockeyalberta.ca/tournaments. Include as much information about your Festival as possible, so that teams have the information they require.

The tab links to a fillable website form which is filled out to submit the request for a Festival Sanction. All fields must be filled in.

- **Association:** The organization's name from your Account Profile.
- Contact Person, Email, Phone: This information is for the tournament's coordinator or contact person and will appear in the Tournament listings section. Please ensure the email address is correct.
- Additional Contact Email: You can add an additional email address that will receive the permit once it is approved.
- Level: Check Initiation, Novice or both, depending on what is applicable for your Festival.
- Host Team, Event Dates, Location, Out of Province Teams, Additional Details: This section is where you provide as much information as possible about the Festival - for the Sanction and for teams interested in participating. All information in this section will appear on the Tournament Listing page at hockeyalberta.ca/tournaments.
- Location includes the main arena where you are hosting the tournament, and its address.
- **Out of Province Teams Participating?** If you are accepting teams from outside of Alberta, click YES.
- Additional Details: Include such things as Entry Fee, Number of Teams, Deadline for Registration, Other Arenas being used, etc.

fields breyealaned.				
DNTACT INFORMATION				
Hockey Alberta	Contact Person			
Contact Email	Additional Contact Email (op	ptional)		
Contact Phone				
STIVAL DETAILS				
lect Level(s)				
Novice				
Initiation				
Host Team	Start mm/c	dd/yyyy	End	mm/dd/yyyy
	Location/Facility			
	Address			
	City			
	Out of Province Teams Atte	nding		
Comments or Special Requests				Submit Request >
	le le			

Upon clicking to Submit, an email notification is received by the Minor Discipline Coordinator. The Contact Person also gets an email notification. After the Permit request is submitted, it will appear on the Festival Sanctions page under Pending Permits.

	-			BAC
and here				
Festival Sanc	tion			
Date	Contact	Dates	Host Team	
19/06/2019	brad	09/09/2019 - 09/09/2019	homesters	+
19/06/2019	brad	09/09/2019-09/09/2019	homesters	+
C APPROVED PERMITS				
You have no approved testivel, said	Kon requests			



(Festival Sanctions continued)

When the request is approved, the approval email, with the permit number, will go to the contact email(s) in the request. **THIS IS YOUR PERMIT.** Please ensure the permit is on site during the Festival.

The item will also shift from Pending to Approved on the Association page.

EDIT OR CANCEL A FESTIVAL SANCTION REQUEST

The content of a permit request can be edited, if information has changed or a mistake was made. Click on the permit, and then click the EDIT button.

The original information submitted will appear. Make any necessary changes, Validate and click Update Request. The request will be resubmitted to the Zone Minor Discipline Coordinator for approval. The request will go back to PENDING until it is approved again.

Your updated permit will have the same Permit Number.

NEW FOR 2019-20: You may cancel your Festival Sanction at any time after the request has been submitted until the date of the event. Click on the permit to Edit, and then click Cancel Request in the bottom left hand corner of the page.

HOCKEY CALGARY/ HOCKEY EDMONTON

Hockey Calgary or Hockey Edmonton provide Festival Sanctions for their teams, and only use the Centre Ice Portal to have the tournament appear in the Hockey Alberta website listings. When using the Centre Ice Portal, include your Hockey Calgary or Hockey Edmonton Festival sanction number in the Other Details section.

Hockey Calgary community associations access the Centre Ice Portal directly to complete the tournament sanction form. Each If a Permit is denied, the Minor Discipline Coordinator can include the reason for the denial, which will appear in the summary.

All Pending, Approved or Denied Festival requests for the year for the MHA will appear here.

ONTACT INFORMATION		
home hockey association	brad	
aelou357@yahoo.com	info@hockeyalberta.ca	
4033919014		
elect Level(s)		
Novice		
Novice Initiation homesters	Start 09/09/2019	End 09/09/2019
Novice I Initiation homesters home arena	Start 09/09/2019 150 per team and a box of balls	End 09/09/2019
Novice Initiation homesters home arena home street	Start 09/09/2019 150 per team and a box of balls	End 09/09/2019
Novice Initiation homesters home arena home street Red Deer	Start 09/09/2019 150 per team and a box of balls	End 09/09/2019

association has its own account. Hockey Edmonton staff enter the required information into the Centre Ice Portal on behalf of the requesting organization.

Hockey Edmonton organizations are reminded to contact the Hockey Edmonton office with any questions on this process, and not the Hockey Alberta office.



One-Time Event Sanctions

The One-Time Event sanction links to a fillable webpage to request a permit for an individual team to host a One-Time Event.

NEW FOR 2019-20: A contact email is required for the visiting team, as well as the HCR Team Number for either team (if applicable). The visitors will receive a copy of the Sanction, so they can apply for a Travel Permit.

Please ensure the sanction is requested with enough advance time for the other team to obtain its Travel Permit. All fields must be filled in.

- **Association:** The organization's name from your Account Profile.
- Contact Person, Email, Phone: The contact person for the team requesting the permit; the permit is sent directly to that person.
 OR

The individual, in some organizations, who applies for and distributes the permits for all teams.

- Additional Contact Email: You can add an additional email address that will receive the permit once it is approved.
- Visiting Team Contact Email: See New for 2019-20 Note above.
- **Teams and Team ID Numbers**: Name and HCR Team Number of Home Team; Name and HCR Team Number of Visiting Team (if applicable)
- Level: Check either Novice or Initiation.

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Request a One-Time Event Sanction

All fields are required.

CONTACT INFORMATION

Association/Club	Contact Person	
Contact Email	Additional Contact Email (optional)	
Contact Phone	Visiting Team Contact Email	

ONE-TIME EVENT DETAILS

Home Team		Home Team ID#	
Visiting Team		Visiting Team ID#	
Game Date	mm/dd/yyyy	- Select Level -	v
Location/Facility		Comments or Special Requests	
Address			
City			

- Date, Location, Address, Comments: This section is where you provide the details about the Exhibition Game, including when and where. Any special information can be noted in the Comments section.

One-Time Event requests are automatically approved. The contact person on the request will get two emails: one confirming the request has been submitted, and one that contains the approved permit.

THE APPROVAL EMAIL, WITH THE PERMIT NUMBER, IS YOUR ONE-TIME EVENT PERMIT. Ensure it is available at the game, if required.



(One-Time Event Sanctions continued)

EDIT OR CANCEL A ONE-TIME EVENT SANCTION

After submitting your request, you can edit if information has changed or a mistake was made. Click on the permit in the Approved Permits list, and then click the EDIT button.

The original information you submitted will appear. Make any necessary changes, Validate and then click Update Request. An update will be approved automatically.

The new approval will have the same Permit Number as the original.

NEW FOR 2019-20: You may also cancel your One-Time Event sanction at any time after the request has been submitted until

APPROVED PERM	IT5					
#	Date	Contact	Game Date	Home Team	Visiting Team	
HA-19337384	02/08/2019	brad	09/09/2019	test	testtest	
More Details Level Location/Facility Special Requests Comments	Novice test, test, test none				6	Edit >
Date	Contact	Game Date	Home T	'eam	Visiting Team	
19/06/2019	Brad	09/09/2019	Homest	rers	Awaysters	-
21/05/2010	brad	10/00/2010	Hornort	in the second se	Augustars	1

the date of the event. Click on the permit to Edit, and then click Cancel Request in the bottom left hand corner of the page.

One-Time Event Sanction		
Edit a One-Time Event Sanction Permit #HA-19337384		
All Fields are required.		
CONTACT INFORMATION		
Brad's Club	brad	
aeiou357@gmail.com	aelou357@yahoo.com	
4033919014	aeiou357@icloud.com	
ONE-TIME EVENT DETAILS		
test	1111	
testtest	2222	
Game Date 09/09/2019	Novice	v
test	none	
test		
test		
		Lindate Request



Recurring Event Sanctions

Some Minor Hockey Associations operate their own "league" structure for players registered at the Intro to Hockey level. Previously, each of these games needed to be entered individually as exhibition games for tracking and insurance purposes.

The Recurring Events Sanction platform allows an MHA to set up a schedule of games, with an unlimited number of games, under the same sanction number. Games can be added to the schedule at any time throughout the season. The schedule, and any updates during the season, is automatically approved, as with One-Time Event sanctions.

Contact Information - Same fields as other Sanction/ Permit requests.

General Details – The expected start/end dates for your schedule (for example, Oct 1, 2019 to March 31, 2020); and the level (either Initiation or Novice).

Game Details – The participating teams, their HCR Team ID # (if those have been assigned), date, time and location of game. In Comments, you may wish to identify the game number from your overall schedule.

Add Game – you can add as many games as necessary. Please remember to SAVE AS DRAFT regularly, so that you are not signed out of your account, which would cause you to lose any data entered. Your draft will appear on your MHA account page, and more games can be added by clicking on the Edit button. Click

DEAR PERMITS					0	sche
Date	Contact	Game Da	stes	Level		is full
05/08/2019	Bradley Lyon	01/10/20	19 - 31/03/2020	Initiation	+	ontor
					-12-	Vouv
•	Date	Contact	Game Dates	Level		TOUN
HA-19337355	19/05/2019	brad	01/10/2019 - 30/03/2020	Novice	+	recer
						omoi
						emai

Request a Recurring Event Sanction

Location/Facility			
Date mm/dd/yyyy	Start Time	Comments or Special Requests	
Visiting Team		Visiting Team ID#	
Home Team		Home Team ID#	
			00
Location/Facility			
Date mm/dd/yyyy	Start Time	Comments or Special Requests	
Visiting Team		Visiting Team ID#	
Home Team		Home Team ID∉	
			Ø f
Location/Facility		and the state of t	
Date mm/dd/yyyy	Start Time	Comments or Special Requests	
Visiting Team		Visiting Team ID#	
Home Team		Home Team ID#	
Home Team		Home Team ID#	
			O Re
Location/Eacility			
Date mm/dd/ywy	Start Time	Comments or Special Requests	
Visiting Team		Visiting Team (D#	
GAME DETAILS		Hume Team ID#	
	,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,		
GENERAL DETAILS	End mm/ddDaw	Salart Level	
Contact Phone			
Contact Email		Additional Contact Email (optional)	
The second of a close		CONTACT PERSON	

emails: one acknowledging that you have submitted the request, and another approving the request with your permit number information.



Samples of Email Confirmations

The email notifications you receive will look similar to the images on this page.

	ALBERTA
	One-Time Event Request Submitted
	Helio bradi This email is to inform you likel your One Time Event request nee been successfully, supmitted.
	The percess of the suprovide request are as delicant
	Requested On: 02/06/2018
	Association: erod's Club Contact: brod
	Contact Email: owiou35762gmoil.com
	Contact Email #21 polou35 (rgy and com
	Visiting Team Contact Emails queues57 gadeud com Contact Phone: 40339(90)14
	Home Team: lest (#1111)
	Visiling Team: testest (#2222)
	Level: Movice
	Gaine Date: 0404(2019
	Address: 101
	City: test
	Special Requests/Comments: none
e-Time Event Request Apj	roved
e-Time Event Request Apj Hackey Albarts Alberts Am	
e-Time Event Request App Rackey Albarta Alberta Am	novid aar Holy Association versitaatuf Moorenationaa-
e-Time Event Request App Hackey Alliana Alliana Am	rougi ar Holey Association versionand Processionaa-
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e-Time Event Request App Reckey Alberto - Alberto Am Technel	roved Terret Management Processings
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e-Time Lynnt Request App Racing Aberta Alberta Am Golfwel	errord are record association encoderational associations Dec-Time Event Approved Tay forts Siven approved. Tay forts The association association for the two in statutes on Securitizer (9), 2015
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s-Time Ivent Request App Recept Alarta Am	and The Mark Jacobility Anticology Constraints ALLERTIC DIAL Time Sector Approved Time Sector Approved Ti
e-Time Livent Request App Nocea Aberto - Alberto An India	exed are ready association remains and measurements and December December December December December December December December December December December December December December December December December December December December December December December December December December December December December December December December December December December December December December December December December December December December December December December December December December December December December December December December December December December December December December December December December December December December December December December December December December December December December December December December December December December December December December December December December December December December December December December December December December December December December December December December December December December December December December December December December December December December December December December December December December December December December December December December December December December December December December December December December December December December December December December December December December December December December December December December December December December December December December December December December December December December December Decembe
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e-Time Livent Request App Rocky Alextr - Alberta An to type	

Recurring Event Sanction Request Submitted Helo Bradley Lyon This email is to inform you that your Recurring Event Sanction request has been successfully submitted.

The details of the submitted request are as follows

Requested On: 05/08/2010 Association: Brid's Club Contact: Enally Lyon Contact Email: aniox1375 (Byshou com Contact Email: 22: aniox1375 (Byshou com Contact Phone: 40:30/19014. Game Dates: 01/10/2010 _31/03/2020 Level: Initian

GAMES

Home Team; feam 1 (#) Visiting Team; feam 2 (#) Game Date: 01/10/2010 Start Time: 1 pm Location; Rink 1 Special Requests/Comments: Game 1

Home Team: toum 3 (#111) Visiting Team: toum 4 (#) Game Date: 01/10/2019 Start Time: 1 pm Location: Rink 2 Special Requests/Comments: Same 2

Home Team: team 5 (#) Visiting Team: team 6 (#123) Game Date: 01/10/2019 Start Time: 4 pm Location: Rink 1 Special Requests/Comments: Same 1

Home Team: Ioam 7 (#) Visiting Team: Ioam 8 (#) Game Date: 01/10/2016 Start Time: 4 pm Location: Rnk 2 Special Requests/Comments: Game 4



Recurring Event Sanction Approved

The Recurring Event requested for Bradley Lyon (aeiou357@yahoo.com) for the dates October D1, 2019 to March 31, 2020 has been approved

Your sanction number is #HA-19337388

If a major penalty, match penalty or gross misconduct a assessed in an Intro to Hockey sanctioned event, the referee's incident report, as well as roster information for the game, must be submitted within 24 hours of the incident to you' zone Minor Discipline Committee Coordinator, bburrelightockeyaberta ca.





Introduction

Hockey Alberta requires e-gamesheet(s) be completed for each Exhibition Game and Tournament sanction issued. E-gamesheets are automatically submitted to the Zone Minor Discipline Coordinator or Division of Hockey Chair who approved the Permit or Sanction. The egamesheet is used for disciplinary decisions on situations that arise in exhibition or tournament games. If you have questions or concerns, contact your Zone Minor Discipline Coordinator or Division of Hockey Chair.

Sanction Approval Email

When an Exhibition Game or Tournament sanction is approved, the requester receives an email with the permit number. Included in that email is a weblink that connects directly to the e-gamesheet platform.

To submit the e-gamesheet, click on the SUBMIT E-GAME SHEET link.

NOTE: The only access to the e-gamesheet connected to your permit number is in this email. Hockey Alberta staff and volunteers are not able to provide that link to you.

DO NOT DELETE YOUR PERMIT EMAIL.





E-Gamesheet Submission

When you click on the e-gamesheet link, you will be taken to the E-Gamesheet Submissions page. Under the E-Gamesheet Template heading, information about your sanction will be auto-filled.

To start, you need to enter the name of each participating team.

For a Tournament Sanction (image at right), three slots are provided, and you can add additional slots by clicking ADD ADDITIONAL TEAM.

For an Exhibition Game (image below), two slots are provided.

Welcome to the Hockey Alberta E-Gamesh	eet Platform.
for the 2018-19 season: Houry Alberta requires e gamesheets) b through the link found in the Exhibition Game or Tournament panc	s submitted for each Hermill of Sendoon granted för an Exhibition Geme or Townement, it ginnesh etts ar suumitted Son approval emvill M you run into problems, please conset your Zone Minor Discioline Coordinator för assistance
User Guide	
Tease review the manual below before starting on your submissio	
E-Game Sheet User Guide	
E-Gamesheet Template	
Status: Incomplete (Last Opdaced: 009077/00191	
Permit: #HA-19337369	
Type: Exhibition Socialition/Club: Tell Consect Person: bind Same Date(s): 09/09/00/9 Gocetien: Red Deer	
Rosters	
Newse encoding names for each sparsing paraligneed in the Error	ston tarre
Fearn Nerve *	Teach Name *

Welcome to the Hockey Alberta E.Games	sheet Platform
welcome to the Hockey Alberta E-Games	sileet Flation III.
For the 2018-19 season. Hockey Alberta requires e-gamesheet(s) link found in the Exhibition Game or Tournament sanction appro	De submitted for each Permit or Sanction granted for an Exhibition Game or Tournament. E-gamesneets are submitted through the avail email. If you run into problems, please contact your Zone Minor Discipline Coordinator for assistance.
User Guide	
Please review the manual below before starting on your submiss	sion.
E-Game Sheet User Guide	
E-Gamesheet Template	
Dermit: #HA.18324573	
Type: Tournament Association/Club: Hockey Alberta Contact Person: Sindley Lyon Game Date(s): 00/09/2018 - 10/09/2018 Lecation: yup	
📽 Rosters	
Please enter the names for each team that participated in the To Te remove a men simply anyty mister.	umament.
Please enter the names for each team that participated in the To To remote 4 data singly empty the teat Team Name *	umament. Team Name *
Please enter the names for each team that participated in the To To remove 4 usen bingly empty the last. Team Name * Team 1	Team Name *
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Please enter the names for each team that participated in the To To name 4 each long energy the last: Team Name * Team Name * Team 3 Team Name *	urnament. Team Name * Team Aame * Team 4 Team Name *
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Please enter the names for each team that participated in the To Transmak same lengt empty the team Team Name * Team 1 Team Name * Team 3 Team Name * Team 5 Add ADDINIONAL TAM *	urnament. Team Hame * Team Name * Team Aame * Team A Team 4 Team

Once all team names have been entered, click SAVE & CONTINUE.



New Game Information

At the top of the screen, a green SUCCESS bar will appear to let you know you added teams successfully.

Now, proceed to entering the information about the games played.

On this screen, you will fill in the details pertaining to the game. For **Game Number**, you can enter the permit number, or for a tournament, the game number on the schedule. **Game Name** is optional, but you could enter Final, or Consolation Semi, etc.

Fill in the Division, Tier, Location, Game Date, Start Time, Finish Time, Referee(s) Name(s), Linesmen Names, Timekeeper and Scorekeeper fields with the information that appears on the original game sheet.

Select the Home Team and Visiting Team from the dropdown menus. All team names you entered should appear in the dropdown menus. **PLEASE ENSURE YOU HAVE A DIFFERENT TEAM NAME SELECTED FOR EACH TEAM.**

Under Original Gamesheet(s), click CHOOSE FILE to attach a PDF or JPEG file copy of the original game sheet, so that if there are any discrepancies the Minor Discipline Coordinator has the game sheet for comparison. Maximum file size is 1 GB, so you should have no issues with file size.

Click ADD GAME under the box where you have attached the original game sheet. This creates the game (for Exhibition) and/or adds it to the list of games played (for Tournament).

DO NOT CLICK SAVE AND CONTINUE until you are ready to submit all game sheets to your Minor Discipline Coordinator or Division of Hockey Chair.

E-Gamesheet Te	mplate			
2 inventor				
Teams a great in small				
status: Incomplete (La	at Updated, 24/08/2018)			
Permit: #HA-18324573 (ype: Tournamient association/Club: Hockey Contact Person: Braitley I ame Date(s): 00/00/2011 Location: yup	Moreta yon L - 19394/2018			
Games				
Nease enter all game infoi When you add a game you	mation for the Tournament. will be prompted to add the game events.			
Game #	Game Date/Time	Ho	me Team VS Away Team	
2	2018-09-08 @ 3:10	7.07	im I VS Team 4	+
1	2018-09-09 @ 3 pm	Tire	m 1 VS Team I	+
5	2018-09-09 @ 5 pm	Ť	m 5 VS Team !	+
4	2018-09-09 @ 7 pm	Tes	m I VS Teamid	+
NEW GAME INFORMA	TION			
ame Number: *			Same Kame	
		13		
innertenant a		÷.		
ocation/Arenal *		ΠÎ	same code: *	-
				-
itart Time: *		h	Finish Times *	
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Tilliam 1	÷		Team 1	~
nesman #1; *			inesman #2:*	
me Keener: *		-	core Keener *	
riginal Gamesheet(s): *	2×164 0041			
Choose File No file chosen				
ADD GAME				
- Sinch				Save & Continue >



Event Details

Once the game is created, you now enter each Penalty Event that occurs. Click ADD NEW EVENT. Each penalty is entered separately as a new event, using the appropriate dropdown menus and fields. For PLAYER, you need to type the jersey number and player name in the field.

It does not matter what order you enter the events. The program will automatically sort by Period and Time of event.



If you enter an invalid time, when you try to save the Game Events, you will receive an error message, and the Time field will be highlighted in red, so that you can correct it.

Iriginal Gamesheet(s): *(Mac HSR) (pdf (pg)	yeav 12"		
Choose File No file chosen			
VENT DETAILS defre you the game events befow. To remore an event chill on the @ Researce button.			
Canzel			Save Game Events
ORIGINAL GAMESHEET	month in a send free.		
Original Gamesheet(s): *(Har 108) per pg	Vited 24		
Choose File No file chosen			
EVENT DETAILS			
where you want a second s			
Event Details			
Select Team *		Event Type #	
Team 3	¥	Penalty	v
Period *		Time + mount to come	
1 m	*		
		Penalty *	
Player * Inclusion a Ministration		Aggressor (AGG)	~
(#) Player Name			
(II) player # Immune 2 A Ammune A Ammune Ammune			
Rayer * immagine * immagine * immagine (in: player Name Penalty Minutes * - Select -	×		
Player * immany en * Anthonese (it) Player Name Penalty Minutes # - Select - & Amour Issue	*		
Player * Immagage * Anthonese (#) Player Name Penalty Minutes # - Select - & Amour Imm			
Player * Immagine * Antonionem (#) Player Name Penalty Minutes * - Select - B Amor Film ADD MW FERT +	×		



If you enter a five-minute penalty, Game Misconduct, Gross Misconduct or Match penalty, you will be prompted to enter the referee's game report information pertaining to the infraction. Type the information into the fillable field. As well, you must attach a PDF or JPEG of the referee's incident report.

Please save regularly when entering the Game Events so that no entries are lost.

You can click SAVE GAME EVENTS at any time. The game will then appear either on its own or as part of list (if you are entering games for a tournament). To continue, click the + sign, and Edit, and you can continue entering game events.

Repeat the process for all game sheets that apply to your permit. When all games have been entered, now click SAVE AND CONTINUE.

Player * (Include player # with full name)		Penalty *
(#) Player Name		Game Misconduct (GM) 🗸 🗸
Penalty Minutes *		Referee Infraction Report # (Max 2000)
- Select -	*	Choose File No file chosen
Referee infraction Report Summary *		
	ji.	
ARD NEW EVENT +		
Friend		

ease enter all gai nen you add a ga	me information for the Tournament. ame you will be prompted to add the game events.		
Game #	Game Date/Time	Home Team VS Away Team	
2	2018-09-08 @ 3:10	Team 3 VS Team 4	
More Details			
Location Start/Finish Penalties Gamesheet	3 3:10 - 4:30 0 - 0 View 12*		Editə
1	2018-09-09 @ 3 pm	Team 1 VS Team 2	+
2	2018-09-09 @ 5 nm	Team 5 VS Team 1	+



Confirm Gamesheet Information

At this time, you can review the list of Team Names and a summary of the information that you have entered for each game. If anything appears inaccurate, click BACK to go back to the Games list, select the appropriate game, and update/edit the game.

Confirm Gameshe	eet Information	
now is all submitted information	on far this gamesteen towpiant. Hisse ensure all leformation is correct be	fore final submission
ROSTERS		
eam 1		
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2	September 08, 2018 @ 2:104M - 4:30	+
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2	September 19, 2018 (# 5:00PM - 7 pm	+
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		Submit Gamesheet(s)>

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2	Septembe	r 08. 2018 @ 3:10AM - 4:3	D.		
Shoe Exemp-					
nam 1 VS Team	DF 12*				
Game #	Date				
я	September	09, 2018 @ 3:00PM - 5 p	10		
More Details					
Location Division	Joe's Arena Peerwee				
Tier	3				
Referees Linesmen	Joe, Frank Fred, Stan				
Timekeeper	Rapul				
Scorekeeden	Jessica 0+4				
Penalty Minutes	0.27				
Penalty Minutes	0.27				
Penalty Minutes for Coress Type	0.27 Period	Time	Team	Player	
Penalty Minutes tactions Type Penalty	Period Z	Time D1:11	Team Team 2	Player 5. john Smith	
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Penalty Minutes Type Penalty Penalty Penalty Penalty Penalty Common S VS Team In Common P	Period 2 3 3 3 9 0 5 0 5 0 5 0 5 0 5 0 5 0 5 0 5 0 5 0	Time 0131 1131 0456 0456	Team Team 2 Team 1 Team 2 Team 2	Player 3. John Smor 4. Jack Smort 7. Tom Thump 7. Tom Thump	
Penalty Minutes Type Penalty Penalty Penalty Penalty Penalty Commo S VS Team 1 Commo P Commo # 3	0.27 Period 2 3 3 3 5 Crite Sptember Support	Типе 0131 1131 0459 0456 0456	Team Team 2 Team 1 Team 2 Team 2	Player 3. (con Sinon 4. (col Sinon 7. Ton Thumb 7. Ton Thumb	

NOTE 1: At any time prior to submitting your gamesheets, you can click the BACK button (shown in light grey in the bottom left hand corner) to return to any previous page to edit, delete or add information.

NOTE 2: For a tournament, you do not have to wait until the completion of the tournament to enter game sheet information. You can enter the penalties for each game upon the game's completion. As each event is saved, it transmits directly to the Hockey Alberta website CMS. DO NOT CLICK SUBMIT GAME SHEETS until you are done entering all games related to the permit (See below).

Submit E-Gamesheets

When everything is complete, click SUBMIT GAMESHEETS, and you will receive a confirmation message, along with an email to the email addresses that received the original permit.

E-Gamesheet Submissions	
E-Gamesheet Template	ALBERTA
✓ mittee Experimentary (province) or your functional and an only type type dependence (and up on province) and and independence (province) (province) (province) (province) (province) (province) (province)	Level interview (e.g.) Submittee Held That (and This example is to idear you had the E-Gamedweith() have been submitted for permit #HA17314435 The default of the remote are bitister.
Retation Exhemitted (Lano (seamo 2009/201)) Persinet: 446-47754051 Type Forustment Association Collection Program Contact Provem Direct (Jano Exercision Collego): Collego(2) 11, 2002/271 Landson One and	Yyee Toshaharat Association: Hostay Apana Contact: Provide January (Joséphi Kang Katalana) Gana Bangti: 2016/2017 - 550/2017 Location: Host and



CENTRE ICE PORTAL

MEMBER FORUM – 2019-20

Hockey Alberta info@hockeyalberta.ca



Member Forum – User Guide

OVERVIEW

The Member Forum is an exciting part of the Centre Ice Portal. The Forum allows for sharing of information and best practices, as well as conversation and discussion between organizations, Hockey Alberta volunteers, and Hockey Alberta staff members to help resolve questions and issues that arise during the season.

Organizations have been grouped based on Hockey Alberta Zone or Division of Hockey and can post to your Zone Volunteer team or Division of Hockey Chair, and all organizations in the zone or division of hockey. There is also a General section, where postings will go to all organizations and Volunteers across the province.

The Forum also allows for Hockey Alberta to distribute official updates to all Member organizations via Information Bulletin and Memo, as well as the Ice Times Newsletter.

When new posts occur, if you have clicked to allow Push Notifications, you will receive an alert.

WHO HAS ACCESS?

Any organization or individual login credentials to the Centre Ice Portal has access to the Member Forum. The Member Forum can be accessed from the blue menu bar.

NEW FOR 2019-20: Hockey Alberta has created a personal account which will allow individuals to have access to the Member Forum, but not to any other platforms, such as Permits and Sanctions, in the Centre Ice Portal. The goal with the personal accounts is to allow coaches, directors, on-ice officials, parents and others with a direct involvement in the game the opportunity to post questions or participate in conversations on topics of interest. To apply for a personal account, fill out the following form: https://www.hockeyalberta.ca/request-account/

HOW TO ACCESS THE MEMBER FORUM

- 1. Go to Centre Ice Portal login page (link in the top RH corner of any page at hockeyalberta.ca).
- 2. Enter User Name and Password for your organization's Centre Ice Portal account or your personal Member Forum account.



3. Once logged in, click on Member Forum in the blue menu bar.





Member Forum – User Guide

4. When you are directed to the Member Forum, you will land on the Recent Activity page. On this page are the most recent posts, regardless of topic. The posts could include

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general information, links to attached files, or links to external web addresses.



How to use the Member Forum:

SEARCH: The Search window allows you to search for Bulletins, Memos, Newsletters, Zone News, or General items. Click on a category to see what has been posted. Or you can review everything that has occurred by looking at Recent Activity. **POST A NEW TOPIC:** Select a group/category such as Intro to Hockey, and you can start a new topic of discussion. A message window will open for your message, and you can attach PDF files to a discussion topic.

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BEHAVIOUR WITHIN THE MEMBER FORUM: Any topic related to amateur hockey in Alberta can be discussed. However, it is a requirement that anyone posting in the Member Forum must do so in a respectful and professional manner that recognizes there may be multiple and divergent opinions on many topics. Failure to do so may result in loss of privileges to utilize the Member Forum and/or other sanctions against the individual or his/her organization.

PLEASE NOTE: This is not intended to be an area to rant or air grievances. If you have a problem with something that involves Hockey Alberta, contact the appropriate staff member or volunteer to resolve. The Forum will be monitored, and inappropriate posts will be noted, and deleted if required.