



## HOCKEY CALGARY

### Tournament Sanction Guidelines- 2010- 2011 Season

The following guidelines will help you to host a successful and enjoyable event. These guidelines were developed to assist you in applying for a tournament sanction, requesting tournament officials and to ensure you understand your responsibilities as Tournament Coordinator.

#### TO REQUEST A TOURNAMENT SANCTION

1. Carefully read through this document.
2. Complete a Tournament Sanction Request off the **Hockey Alberta website** filling in all the information required in **full**. You will need to complete the following steps:
  - 1) Go to Hockey Alberta's website: [hockeyalberta.ca](http://hockeyalberta.ca).
  - 2) At the top of the page you will find a heading called **Tournaments**. If you put your cursor on this heading it will provide you with a group of drop down menus to choose from. Select **Tournament Sanction Request** menu. This will bring you to the **User Login** page.
  - 3) Create a Username and Password by selecting **Request User Name**
  - 4) Fill out the appropriate information and click **Submit**
  - 5) You will get an approval sent to your email address (please be patient and wait at least 48-72 hours). This email will contain your new username and password. You must use this username and password each time you request a tournament sanction.
  - 6) **Repeat steps 1 & 2** to go back to the User Login page
  - 7) Enter your new Username and Password on the User Login page
  - 8) On the left of the screen, Under Private Forms, select the "**Tournament Sanction**" link only
  - 9) Please follow the guidelines below when filling in the Tournament Sanction Request:
    - a. Zone: Hockey Calgary is Zone 9
    - b. MHA: Hockey Calgary
    - c. Contact Person: Tournament Coordinators Name
  - 10) You will then get an email confirmation back within 48-72 hours letting you know if your request has been approved.
3. Upon receiving your Tournament Sanction Permit for Junior, Midget, Bantam, Pee Wee and Female tournaments forward a detailed schedule using the template provided on the Hockey Calgary website by email to Lance McKinnon – [assigning@czrc.ab.ca](mailto:assigning@czrc.ab.ca). This must be submitted no later than the 10th day of the month preceding the tournament. If you do not include the sanction number on this schedule you will not get any refs assigned.
4. Central Zone Referees Association will send an invoice to the tournament coordinator, billing the team and or association for referee fees.

#### AT THE CONCLUSION OF YOUR TOURNAMENT



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1. Complete the Tournament Suspension Form and attach it to all the game sheets played under the Tournament Sanction.
2. Forward the above to the appropriate Hockey Calgary League Chairperson within 10 days of the conclusion of the tournament. To find your appropriate league chair visit the Hockey Calgary website.

### **REQUEST FOR TOURNAMENT SANCTION**

The Tournament Sanction Request provides us with the information necessary to consider sanctioning your event. Any information not provided may result in a delay in processing your request. Once the tournament has been sanctioned, a Tournament Sanction Permit will be issued to your tournament coordinator and must be displayed in all Arenas being used during the tournament. The Tournament Sanction Permit is issued on the condition that the tournament will strictly adhere to all Hockey Calgary Rules and Regulations, plus any additional rules and/or regulations deemed necessary by the branch governing such tournaments.

### **TOURNAMENT OFFICIALS**

Referees/Linesmen for Novice or Atom tournaments are assigned by the Community Referee Coordinator of the Host Association/Team. For Pee Wee Division 5 and lower, the CZRC will assign the referee only and the linesmen are assigned by the Community Referee Coordinator. It is the responsibility of the Tournament Organizer to communicate details of these tournaments to their Community Referee Coordinator in order to have officials assigned.

For all Pee Wee Divisions 1-4, Bantam, Midget, Junior and Female tournaments, the Tournament Sanction Request will be forwarded to the Central Zone Referee Committee (CZRC) by Hockey Calgary. The number of games during both the Christmas and Spring tournament season will be closely monitored to ensure the total number of games during any one day does not exceed the maximum that CZRC can assign. The deadline to request officials is November 6th for Christmas Tournaments and January 26th for Spring Tournaments. A detailed schedule (using the template off the Hockey Calgary Website) of the tournament must be supplied to Central Zone no later than the 10th day of the month preceding the tournament. All Schedules must be emailed to Lance McKinnon-



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[assigning@czrc.ab.ca](mailto:assigning@czrc.ab.ca).

Please note: Requests received before these deadlines does not guarantee your request will be approved. It is advised an application for tournament officials is made as soon as the date has been determined. Requests received before the deadline may not be approved if the CZRC has reached the maximum number of games for the dates requested.

### **Tournament Suspension Form**

The Tournament Suspension Form will be used to record all suspensions levied against players and coaches after each game during your tournament. The completed form must be attached to the official game sheets and forwarded to the appropriate Hockey Calgary League Chairperson within ten (10) days of the completion of the tournament. The 'Minimum Suspension Guidelines' from the Hockey Calgary Constitution, By-Laws and Playing Rules must be strictly adhered to. No Tournament Coordinator, Hockey Calgary League Chairperson or Association President has the authority to reduce the minimum guidelines or waive suspensions. Failure to observe the minimum suspension guidelines will be considered when reviewing subsequent requests from your Association to have other tournaments sanctioned.

### **Tournament Coordinators Agreement**

All tournaments hosted by teams registered with Hockey Calgary must be sanctioned by Hockey Alberta. It is imperative the Tournament Coordinator is aware of the responsibilities of hosting a tournament. The Tournament Coordinators Agreement outlines those responsibilities and once the Tournament Sanction Request is submitted, the Tournament Coordinator acknowledges and acceptances his/her commitment to ensuring the event is run accordingly. Tournament Sanction Guidelines for Hockey Calgary can be found in Hockey Calgary's Blackbook Book found on the Hockey Calgary website. You can also obtain a copy of the Black Book at the Hockey Calgary website.

### **TOURNAMENT COORDINATORS AGREEMENT**

1. I will obtain a copy of the current "Hockey Calgary Constitution, By-Laws and Playing Rules" and have



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it available during all tournament games.

2. I will ensure the tournament is played under HOCKEY CALGARY rules, and agree to follow the minimum suspensions as set out by HOCKEY CALGARY. I further understand that I have no authority to reduce or waive suspensions associated with any penalties assessed.

3. I will forward copies of all game sheets to the appropriate HOCKEY CALGARY League Chairperson within 10 days of the completion of the tournament.

4. I will complete the Tournament Suspension Sheet and forward it to the appropriate HOCKEY CALGARY League Chairperson along with the copies of the game sheets.

5. I will not accept applications from teams outside the HOCKEYCALGARY unless it is presented with a "Travel Permit" issued from their Branch.

6. I will ensure a copy of the Tournament Sanction Permit is displayed in all arenas that tournaments games will played in.

I understand that failure to adhere to the above may result in future tournament sanctions being denied.