

HOCKEY CALGARY EXHIBITION SANCTION REQUEST HOSTING AN EXHIBITION GAME – NON HOCKEY CALGARY TEAM

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 CRRC or Community Referee Assignors. Once a game is sanctioned, teams will be in compliance with Rule 13(b) of the Hockey Calgary Regulation Handbook. If the request is denied, the Head Coach and Team 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.

Once you have received your Hockey Calgary sanction for the exhibition game, you will need to add the exhibition game to TeamLinkt in order to create the digital gamesheet to play the game on. Please see the following steps for obtaining the sanction as well as creating the digital gamesheet.

- 1) First step is to go to www.hockeycalgary.ca
Select the “Login” button located at the top of the screen (see Figure 1)

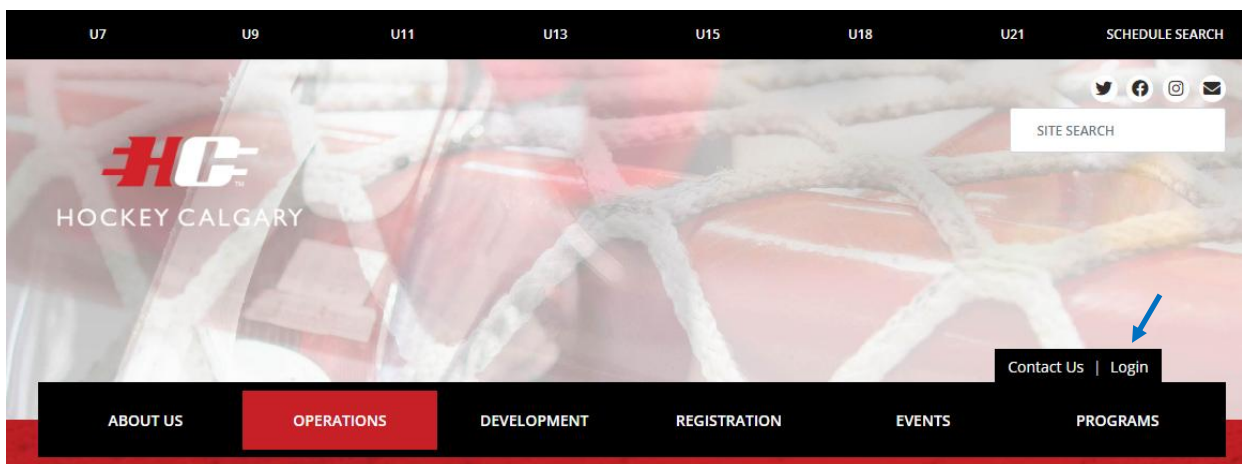


Figure 1

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

LOGIN

HOME > LOGIN

Username:

Password:

Login

If you have forgotten your username or password, [click here.](#)

Figure 2

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

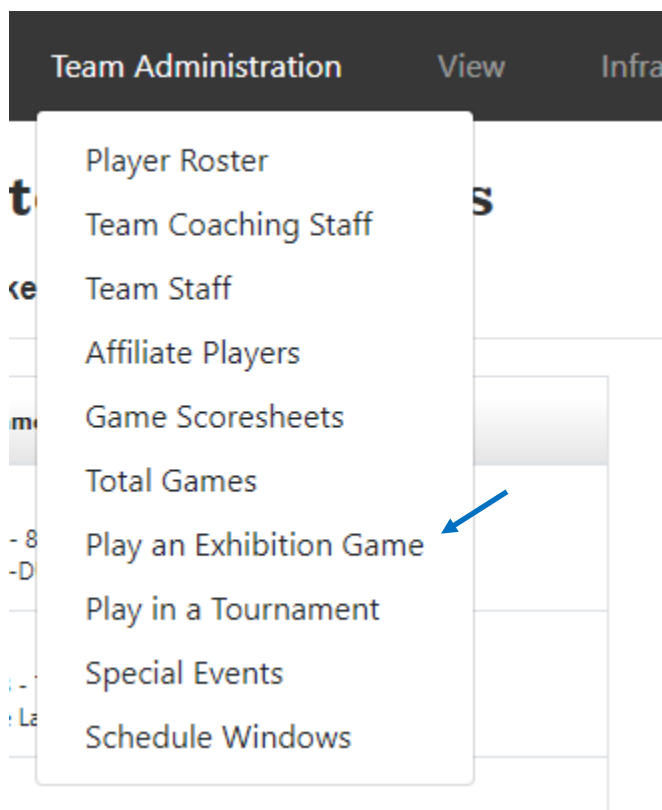


Figure 3

- 4) 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 complete the required information. (see Figure 4)

Hockey Calgary

Home Team Administration View Infractions Resources

Play an Exhibition Game

[Previous Requests](#)

Upcoming Exhibition Games

You currently do not have any upcoming exhibition games scheduled.

[Game Details](#) [Review](#)

Hockey Calgary Opponent?

☐ Yes ☐ No

Are you hosting?

☐ Yes ☐ No

Date of Game?

☐ I agree that my team will honour all Hockey Calgary / Zone 9 Commitments. I can confirm that the games being played have been sanctioned by Hockey Alberta or another provincial branch governed by Hockey Canada and the sanction number entered is accurate.

Figure 4

- 5) Complete all fields in the form:
 - a. Hockey Calgary Opponent or Opponent from outside Hockey Calgary
 The Visiting Team field will provide a number of options in the pull down list.
 - i. **Hockey Calgary Opponent:** You will be required to select the Member Club and a team within that Member Club. The teams will be selected from a drop down menu.
 If the Visiting Team is another team in Calgary and is either in the same division, one division higher or one division lower scroll down to find the team and select it. If the Visiting Team is another Calgary team but is more than one division higher or lower the approval of the League Chair must be obtained prior to proceeding with the request.
 - ii. **Non-Hockey Calgary Team:** Select this if the Visiting Team is from outside Calgary. You will be required to input the team name as well as select which sanctioned branch the team plays under.
 - b. It is imperative that the Date, Start Time, Duration and Arena be entered very carefully as this is the information that will be used by either the CRRC or your Community Referee Coordinator to assign game officials.
 - i. **If the Start Time is less than 48 hours prior to the time the form is being submitted, the request will be rejected.** Allowing sufficient time for either CRRC or Community Referee Coordinators to assign qualified officials is paramount to the safety of the players on the ice and the enjoyment of all game participants.
 - c. Select the appropriate duration of the game in minutes from the pull down.
 - d. You may request either 2 or 3 officials be assigned to your game.
 - e. You must agree that your team will honor all Hockey Calgary / Zone 9 Commitments and can confirm that the games being played have been sanctioned by Hockey Alberta or another provincial branch governed by Hockey Canada and the sanction number entered is accurate.
- 6) Review the information entered into each field (see Figure 5) 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 Team Member Clubs

f. CRRC Assignor or Community Referee Coordinator, as appropriate

Play an Exhibition Game Previous Requests

Upcoming Exhibition Games
You currently do not have any upcoming exhibition games scheduled.

[Game Details](#) [Review](#)

Please review all information prior to submitting your request

Who
Team: Chestermere Lakers
Opponent: Airdrie Junior C Dragons
Are you Hosting? Yes

When
Date: 05/20/2023
Time: 10:00 PM
Duration: 90mins

Where
Arena: Max Bell - Perry Cavanagh
Refs Required: 3

[Previous](#) [Submit](#)

Figure 5

- 7) Once you have clicked **“Submit”** you will get a message indicating your form was submitted successfully.
- 8) An email containing all the information entered into the Request form will automatically be sent to the CRRC Assignor or Community Referee Coordinator, as appropriate. It will direct them to a web link where they will electronically Approve or Deny the request.
- 9) You will receive an email notification once 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 will be explained in the Assignor Comments in the approval.
- 10) **You will receive an Approval Number/Reference Number in the subject line of the approval email with the sanction approval. This will be the “Sanction Number” that you can provide to the Visitor team as well as you will need to include it in the NOTES section of the TeamLinkt digital gamesheet setup.**

(Figure 6)

 **Subject:** [EXTERNAL] [2LQ78X] Exhibition Game Request - Approved

Message from external sender

The following exhibition request has been approved. You must enter the digital game sheet that has been automatically created within 24 hours of conclusion of the game. A copy of the official game report must also be uploaded at the final step after entering your digital game sheet.

Date	2023-02-25
Time	4:45 pm - 6:00 pm
Age Category	U11
League	U11 Tier 3 South
Team	U11 GHC Jr Inferno Silver
Opposing Team	Stettler Storm Female U11
Arena	Ed Whalen
Referees Required	2
Status	Approved
Assignor Approval Requested	February 15, 2023 4:15am
Assignor Approval Sent To	smctighe@czrc.ab.ca

Assignor Comments: Please note Central Zone policy mandates that all on ice officials who skate exhibition games are to be paid in cash for their services prior to the start of those games. For your game the total fee is \$64, to be split \$32/\$32 Thank you

Figure 6

- 11) If the exhibition game is denied you will receive an email. The game may not be played and the Head Coach and Team Manager of teams that proceed without sanction may receive a minimum of three game suspension. (Figure 7)

Subject: [CFYP23] Exhibition Game Request - Denied
Reply-To: support@hockeycalgary.com

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	2022-11-20
Time	3:30 pm - 4:45 pm
Age Category	U18
League	U18 Tier 1 BC
Team	U18 Knights BC 1
Opposing Team	U18 Bow Valley Flames BC 1
Arena	Cardel Rec South 2
Referees Required	2
Status	Denied
Assignor Approval Requested	November 14, 2022 7:44am
Assignor Approval Sent To	averes@czrc.ab.ca

Assignor Comments: I am sorry but I have to deny your game as there are no referees available. Arlene

Figure 7

- 12) Once the game has been either approved or denied it will now display on the Team Dashboard (see Figure 8).

<

Figure 8

- 13) Approved exhibition games may be cancelled by clicking the “**Cancel Request**” button and email notifications will be sent to those on the notification list. All cancellations for CRRC 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 Member Club procedures.

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

ADDING THE APPROVED EXHIBITION GAME TO TEAMLINKT TO UTILIZE DIGITAL GAMESHEET

COMPLETE THESE STEPS IF YOU ARE HOSTING A NON-HOCKEY CALGARY TEAM (FOR EXAMPLE, IF YOU ARE HOSTING A TEAM FROM COCHRANE, OKOTOKS, EDMONTON, CRANBROOK, ETC)

- 1) You will need to have the out of town team added to TeamLinkt in order to select them as an opponent to add them to the exhibition game and add the roster to generate the digital gamesheet. You will need to forward a copy of the approved exhibition game sanction email to your Member Club Administrator. Your Administrator will add the team to the Non-League opponent listing. The team will then populate and be available to select. **A SCORESHEET WILL NOT BE GENERATED WITHOUT A ROSTER BEING ADDED FOR THE OUT OF TOWN TEAM.** (see Figure 1)

Subject: [EXTERNAL] [2LQ78X] Exhibition Game Request - Approved

Message from external sender

The following exhibition request has been approved. You must enter the digital game sheet that has been automatically created within 24 hours of conclusion of the game. A copy of the official game report must also be uploaded at the final step after entering your digital game sheet.

Date	2023-02-25
Time	4:45 pm - 6:00 pm
Age Category	U11
League	U11 Tier 3 South
Team	U11 GHC Jr Inferno Silver
Opposing Team	Stettler Storm Female U11
Arena	Ed Whalen
Referees Required	2
Status	Approved
Assignor Approval Requested	February 15, 2023 4:15am
Assignor Approval Sent To	smctighe@czrc.ab.ca

Assignor Comments: Please note Central Zone policy mandates that all on ice officials who skate exhibition games are to be paid in cash for their services prior to the start of those games. For your game the total fee is \$64, to be split \$32/\$32 Thank you

Figure 1

- 2) Once the team has been added by your Member Club Administrator, you can add the team to the exhibition game.
- 3) Log in to your TeamLinkt account – On your phone's internet browser, an iPad, tablet or a computer, go to app.teamlinkt.com. These steps are not available in the mobile app, and you will need to be viewing your team account rather than an organization account.
- 4) It is the responsibility of the host team to request the official roster from the out of town team to add it to TeamLinkt to generate the gamesheet. Request the roster as soon as possible.

- 5) From your team home page, click **SCHEDULES** in the left menu, then choose **“Schedule”**. (Figure 2)

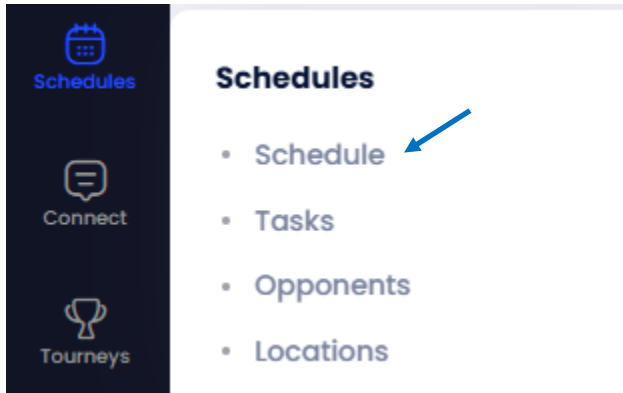


Figure 2

- 6) Click Add/Import in the top right, then **“Add Single Event”** (Figure 3)

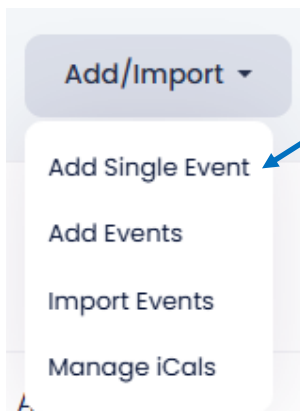


Figure 3

- 7) Select **“Organization Schedule”** so a digital gamesheet is generated for the game, do not choose **“Team Schedule Only”** as you will not be generated a digital gamesheet to play the exhibition game. (Figure 4)

Create game/event

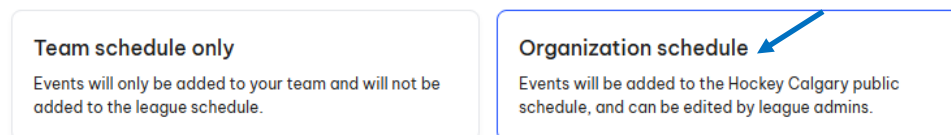


Figure 4

- 8) Choose the **“2026-2027 EXHIBITION GAMES”** season to add the game to. (Figure 5)



Figure 5

- 9) Set the Type to Exhibition Game – under Event Details, open the Type dropdown and select Exhibition Game. (Figure 6)

Event Details

Type *

Exhibition Game



Figure 6

- 10) You will need to add the Out-of-Town team (Non-League Opponent) from the opponent drop down menu, you will see the team that was added by your Member Club Administrator. (see Figure 7)

Opponent *

Select An Opponent



Figure 7

- 11) Fill in the rest of the game details
- Location – select the arena from the drop down menu
 - Date
 - Time
 - Duration (**Note – 75 minutes entered as 1:15, 90 minutes entered as 1:30 etc**)
 - Home/Away - Set if you are the Home or Away team
 - Notes – under notes you are required to enter the Approval Number/Reference Number from the subject line of the email when you receive your exhibition game sanction approval email.**

Click “Save”

- 12) Once you have saved the game, it will appear on your team schedule in the team app, along with the **GAME CODE** for the digital gamesheet. You will need to add the Non-League Opponent team roster to the gamesheet in order for the team to verify their roster on the day of the game. **A SCORESHEET WILL NOT BE GENERATED WITHOUT A ROSTER BEING ADDED FOR THE OUT OF TOWN TEAM.**
- 13) You will enter this digital gamesheet **GAME CODE** into games.teamlinkt.com on your phone’s internet browser, iPad, tablet or laptop.
- 14) Add the following information to the opposing teams roster
- Coaching Staff
 - Team Manager
 - Players
 - Goalies
 - Affiliate Players can be added the day of if needed
- 15) Once the roster information has been added, the opposing team will be able to verify the roster when they arrive to the arena ahead of the game. They will need to verify and sign off on their roster on the host teams device that the game will be scored on.

All scorekeeping is done through games.teamlinkt.com, not on the TeamLinkt mobile app.