INFORMATION BULLETIN

Bulletin No: 18/03

Date: August 30, 2018

SUBJECT: Electronic Game Sheets, Travel Permits & Blanket Permits

As we begin the new hockey season, Hockey Alberta would like to notify all our member Minor Hockey Associations, Sports Schools and Club Teams of changes being implemented for the 2018-19 season with regards to electronic game sheets, travel permits and blanket permits.

Electronic Game Sheets

Hockey Alberta will be utilizing electronic game sheets for all sanctioned exhibition and tournament games going forward.

Using the Centre Ice Portal, home / host teams will be required to upload the game sheet within 24 hours from the completion of the exhibition game or tournament. A picture of the original game sheet along with all penalties will be required when entering the game sheet. Once entered, any infractions requiring supplemental discipline will automatically be forwarded to the appropriate Zone Minor Discipline Coordinator or Division of Hockey Chair.

With electronic game sheets in use, email submission of game sheets will now only be accepted by the Zone Minor Discipline Coordinator or Division of Hockey Chair for games taking place outside of Alberta.

Enclosed with this bulletin is a how-to-guide on the use of electronic game sheets.

Travel Permits

Travel Permits will now be required for all exhibition games and tournaments taking place outside of the member's association, regardless of zone. This change comes out of the need to track all travel for sanctioned exhibition games and tournaments as well as for Hockey Canada Insurance purposes.

When requesting a travel permit, the exhibition / tournament sanction number must be provided with approval coming from the Zone Minor Discipline Coordinator or Division of Hockey Chair.

Blanket Permits

With the introduction of the Intro to Hockey Model, Hockey Alberta will no longer be recognizing blanket permits to cover exhibition games at the Initiation and Novice divisions. All exhibition games and tournaments within the Intro to Hockey Model will require their own sanction number and travel permit, with electronic game sheets being utilized to track the game reports.

Should you have any questions regarding these changes, please contact your Zone Minor Discipline Coordinator, Division of Hockey Chair or Bryden Burrell, Coordinator, Hockey Programs (bburrell@hockeyalberta.ca).

Introduction

For the 2018-19 season, 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 e-gamesheet will be used to make 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.

Tournament Sanction Approved

The Tournament Sanction requested for Bradley Lyon (aeiou357@yahoo.com) for September 09, 2018 - September 10, 2018 hosted by Red Deer (Atom) has been **approved**.

Your sanction number is **#HA-18324573**.

All game sheets must be submitted within 48 hours to the Zone Discipline and Sanctions Coordinator, Katrina Papke, kpapke@hockeyalberta.ca.

Submit Game Sheets Online
Use the following link to submit an e-gamesheet.
Submit E-Game Sheet

NOTE: If a team receives an Officials' Report during this event, the game sheet(s) and the Officials' Report(s) must be submitted immediately to your Zone Minor Discipline Coordinator, either via the E-Game Sheet link or email address listed above.

Best Western is the **OFFICIAL HOTEL PARTNER** of Hockey Alberta. When you require accommodations while on the road, go to bestwesternalberta.com/hockey and book your rooms at Hockey Alberta's special rate.

If you have any questions or concerns please feel free to contact us by email info@hockeyalberta.ca or phone (403) 342-6777

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. Three slots are provided, and you can add additional slots by clicking ADD ADDITIONAL TEAM.

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

E-Gamesheet Submissions

Welcome to the Hockey Alberta E-Gamesheet Platform.

For the 2018-19 season, Hockey Alberta requires e-gamesheet(s) be submitted for each Permit or Sanction granted for an Exhibition Game or Tournament. E-gamesheets are submitted through the link found in the Exhibition Game or Tournament sanction approval 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 submission.

[E-Game Sheet User Guide]

E-Gamesheet Template

Status: Incomplete (Last Updated: 24/08/2018)

Permit: #HA-18324573

Type: Tournament
Association/Club: Hockey Alberta
Contact Person: Bradley Lyon
Game Date(s): 09/09/2018 - 10/09/2018
Location: yup

👥 Rosters

Please enter the names for each team that participated in the Tournament.
To remove a team simply empty the text.

Team Name *	Team Name *
Team 1	Team 2

Team Name *	Team Name *
Team 3	Team 4

Team Name *	Team Name *
Team 5	

[ADD ADDITIONAL TEAM +]

[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.

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 and adds it to the list of games played. *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 Template

✔ SUCCESS!

Teams successfully saved.

Status: **Incomplete** (Last Updated: 24/08/2018)
Permit: #HA-18324573
Type: Tournament
Association/Club: Hockey Alberta
Contact Person: Bradley Lyon
Game Date(s): 09/09/2018 - 10/09/2018
Location: yup

📅 **Games**

Please enter all game information for the Tournament.
When you add a game 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	+
1	2018-09-09 @ 3 pm	Team 1 **VS** Team 2	+
3	2018-09-09 @ 5 pm	Team 5 **VS** Team 1	+
4	2018-09-09 @ 7 pm	Team 3 **VS** Team 4	+

NEW GAME INFORMATION

Game Number: *

Game Name:

Division: *

Tier: *

Location/Arena: *

Game Date: *

Start Time: *

Finish Time: *

Home Team: *
Team 1

Away Team: *
Team 1

Referee #1: *

Referee #2:

Linesman #1: *

Linesman #2: *

Time Keeper: *

Score Keeper: *

Original Gamesheet(s): * (Max 1GB PDF)
Choose File   No file chosen

ADD GAME

‹ Back

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 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.

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If you enter a 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.

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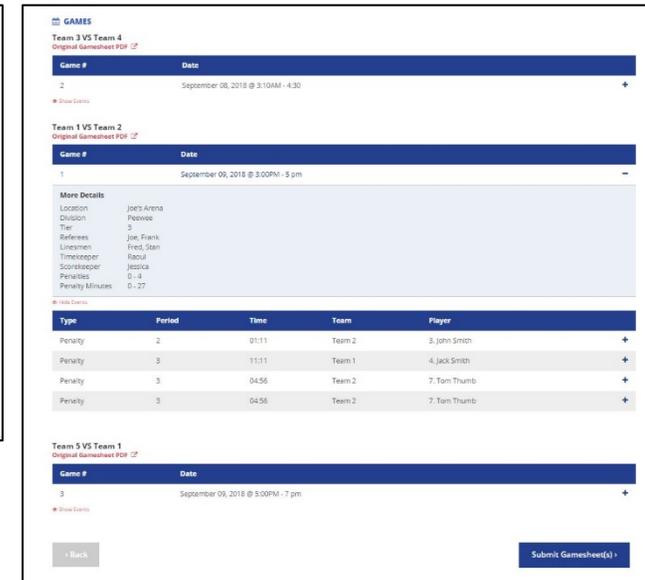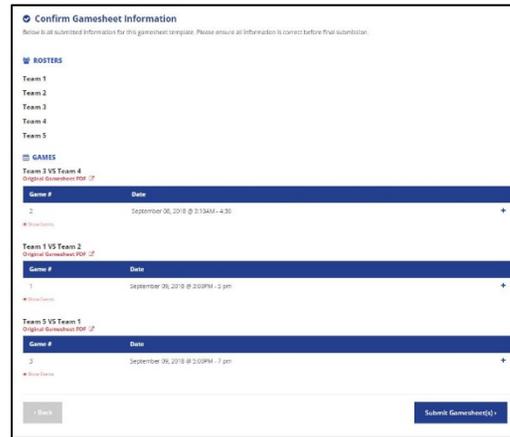
NOTE 1: At any time prior to submitting your gamesheets, you can click the BACK button (shown in light grey in the bottom left hand corner) to return to any previous page to edit, delete or add information.

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.