



## HOCKEY CALGARY

### TOURNAMENT SANCTION GUIDELINES - 2011- 2012 SEASON

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.

**NOTE: Hockey Calgary will NOT sanction tournaments for community divisions during seeding or regular league play within Zone 9. Timbits tournaments will be approved provided they are planned in accordance with the TimBits Program documentation and the Host Association has sufficient ice to meet the league scheduling needs of their teams.**

Carefully read through the following guidelines so as to 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

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 left hand side of the homepage you will find a **User Login** area, login using:  
Username: Hockey Calgary  
Password: calgary
- 3) Once you login in you will remain on Hockey Alberta home page.
- 4) Click on **Members**.
- 5) Click on **Sanctioning and Permits**.
- 6) Go to **Forms** and click **Tournament Sanction**.
- 7) Please follow the guidelines below when filling in the Tournament Sanction Request:
  - a. Zone: Zone 9 - Calgary
  - b. MHA: Your Association
  - c. Contact Person: Tournament Coordinators Name
- 8) You will then get an email confirmation back within 48-72 hours letting you know if your request has been approved.



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### TOURNAMENT OFFICIALS

The deadline to request tournament officials is the 5<sup>th</sup> day of the month preceding the month the tournament is being held. A detailed schedule of the tournament must be supplied to [tamara@hockeycalgary.com](mailto:tamara@hockeycalgary.com) via an excel spreadsheet and must include:

- Dates
- Arena
- start time
- end time
- division
- approved tournament sanction number

Referees/Linesmen for Novice or Atom tournaments are assigned by the Community Referee Coordinator of the Host Association/Team. For Pee Wee Division 4 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 1-3, 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.

**NOTE: Submitting requests before the deadline does not guarantee your request will be approved as the CZRC may have reached the maximum number of games they can cover for the dates requested. It is advised an application for tournament officials is made as soon as the date has been determined and ice has been secured.**

The CZRC will send an invoice to the tournament coordinator, billing the team and/or association directly for referee fees. It is the responsibility of the team coordinator to ensure that this invoice is paid in full prior to the start of their sanctioned tournament.



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### **TOURNAMENTS HELD OUTSIDE ZONE 9**

Hockey Calgary teams may hold tournaments outside of Zone 9 at anytime should all requirements be met. Hockey Calgary teams are not permitted to take their own referees to tournaments outside Zone 9, referees must be booked through the minor hockey association in which your tournament is being held. Teams must provide a verification email/letter to Tamara at [Tamara@hockeycalgary.com](mailto:Tamara@hockeycalgary.com) indicating the following:

- Name
- Position (Referee In Chief, Referee Assignor, Local MHA Administrator, etc)
- Referee level (if appropriate)
- Contact Information(including telephone number and email address)
- The level of the officials being assigned

### **TOURNAMENTS WITH ATTENDING TEAMS FROM OUTSIDE ALBERTA/USA**

Hockey Calgary sanctioned tournaments with attending teams from outside of Alberta will be charged a \$20 Hockey Alberta Tournament Sanction fee. The Hockey Alberta Tournament Sanction Request form must be forwarded with payment to Hockey Calgary prior to the start of the sanctioned tournament. Payments may be made via credit card, cash or cheque.

### **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. To find your appropriate league chair visit the Hockey Calgary website.

Reminder: 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.

### **AT THE CONCLUSION OF YOUR TOURNAMENT**



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Forward all game sheets to your 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.

### **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, once the Tournament Sanction Request is submitted, the Tournament Coordinator acknowledges and acceptance 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.



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### TOURNAMENT COORDINATORS AGREEMENT

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