

Hockey Edmonton Managers Meeting

Communication Hierarchy



Discipline

- Minimum suspension guidelines are found on the website
 - Minimum suspension guidelines cannot be reduced or appealed
 - Suspensions are recorded in HCR
 - Some infractions are subject to HC/HA cumulative suspensions for “repeat offenders”
 - Cumulative are not appealable and will not be reduced
- League Governors issue suspension notices, so ensure all write ups and games sheets are submitted within the timeframe specified
- Player accumulative suspensions, new for 2017/18 season, will be issued by league governor and will be noted on players HCR file, but are not linked to HC/HA minimum suspensions in relation to cumulative
- “When in doubt, sit your player out”
- Offences against referees are serious! Match on officials are dealt with by HA

Discipline

Game and Conduct:

- Respect the Game platform is our Good of the Game revamped and now managed by Hockey Edmonton
- Fair Play pledge is important
- Remember your RIS
- It is only a game, and the players are kids!
- Refs are vital part of the game, some of the refs are very experienced and some are very new!
- Treat everyone with respect!

Discipline

Permits:

- League Governors will review and provide approval/deny within 2 business days
 - Exception is OUT OF PROVINCE TRAVEL PERMITS (usually for tournaments)
 - Discipline manages and approves these permits
 - Process takes a bit longer due to level of approvals required
- Make sure you have all your ducks in a row BEFORE applying for a permit!
- Do not call the office inquiring about your permit.
- Sanctions are in place for failure to obtain a permit, which is levied on HC and not team manager.

Ice & City of Edmonton

- New City of Edmonton Available ice policy
- Hockey Edmonton Available ice webpage:
 - <http://hockeyedmonton.ca/content/available-ice>
- City of Edmonton Arena Use Protocols
 - General Protocols
 - Unattended, unsupervised participants
 - Dressing Rooms
 - Restricted Items
 - Keys
 - Abuse of Ice
 - Ice Maintenance
 - Designated Warmup Areas
 - <http://cloud.rampinteractive.com/hockeyedmonton/files/arena%20use%20protocols.pdf>

Website

Permits

- Ensure Permit settings are all correct
- Game Rescheduling Permit; please ensure the [format of details is correct](#) under “Additional Comments”
- Please pay close attention to the [details given for each permit request](#)
- Approval will take at least 2 business days

Permits Settings

Hockey Edmonton

Change Theme / Skin View Website Sign Out (testteamformeeting493065)

Hockey Edmonton / 2017-2018 / Pee wee / PEEWEE AA - GLAGGET / 1 Test Team For Meeting

Permit Settings

Contact Name	Contact Number	Contact Email
<input type="text" value="John Doe"/>	<input type="text" value="780-123-4567"/>	<input type="text" value="johndoe@gmail.com"/>
Category	District	
<input type="text" value="Pee wee"/>	<input type="text" value="SG"/>	
Director's Name	Team Number	Team Name
<input type="text" value="Jane Doe"/>	<input type="text" value="SG000"/>	<input type="text" value="SG000"/>
Coach Name	Coach Phone Number	
<input type="text" value="Jake Doe"/>	<input type="text" value="780-891-0112"/>	

- These will autofill on your permit requests so ensure from the beginning of the season that they are correct.
- You can of course edit them if needed however you don't want to be sending in incorrect information in permit requests repeatedly.

Exhibition Game Permit Request

← → ↻ Ramp Interactive (Ramp Media Inc) [CA] | https://www.rampinteractive.com/msa/team/hockeyedgamepermit?aWQ1=ODkx0

Apps Home - Accrisoft Free Ramp Interactive Reg Quikcard Edmonton Edmonton and Distric The Definitive Guide Constant Contact List Underage_Player_Ap

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Hockey Edmonton Change Theme / Skin View Website Sign Out (testteamformmeeting493065)

Dashboard RAMP Team App Settings Logo Content Pages News Articles Events Ad Rotator Players Staff Members Mail League Games Games Practices Photos

Hockey Edmonton / 2017-2018 / Pee wee / PEEWEE AA - CLAGGET / 1 Test Team For Meeting

Exhibition Game Permit Request

☒ District/Club Director has been notified

Date of Exhibition Game	Time		
10/27/2017	10:15 AM		
Opposition Association	Opposition Name	Opposition Contact	Opposition Phone
Whitemud West	NW360	Joel Doe	780-123-4567
Arena	City	Prov/State	
Bill Hunter (BHA)	Edmonton	AB	

Additional Comments

Back to Permits

- If the Opposition team is part of the EFHL please use there team short and do not include a team name such as Devils, etc.
- Additional comments may include telling the League Governor that any schedule conflicts have already been taken care of and quoting the permit number to reference.

Tournament Permit Request

Browser: Ramp Interactive (Ramp Media Inc) [CA] | https://www.rampinteractive.com/msa/team/hockeyedtournamentpermit?aWQ1=MTMxMw2

Navigation: Apps, Home - Accrisoft Free, RAMP Interactive Rec, Quikcard Edmonton, Edmonton and Distric, The Definitive Guide, Constant Contact List, Underage_Player_Ap

Security: Norton | THIS PAGE IS SAFE

Hockey Edmonton | Change Theme / Skin | View Website | Sign Out (testteamformeting493065)

Breadcrumbs: Hockey Edmonton / 2017-2018 / Peewee / PEEWEE AA - CLAGGET / 1 Test Team For Meeting

Tournament Permit Request

☒ District/Club Director has been notified

Start Date of Tournament
10/27/2017

Tournament Name Edmonton Hockey	Tournament Host Association Hockey Edmonton	Tournament Contact John Doe	Tournament Phone 780-123-4567
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Sanction Number
HA17-3803921

Games to be Played
5

City
Edmonton

Prov/State
AB

Additional Comments
We are assured 3 games during the tournament
League games have been rescheduled under permit number CF17-775

- This is not to be used when requesting to host a tournament, only to participate in one.
- The notes in the Additional Comments section are examples of what you may want to include.
- Please include as much information as possible.
- The Hockey Alberta sanction number is required. Do not try to apply for a permit without this.

League Game Reschedule Permit Request

Ramp Interactive (Ramp Media Inc) [CA] | https://www.rampinteractive.com/msa/team/hockeyedleaguegamepermit

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RAMP Team App

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Mail

★ League Games

☆ Games

Practices

Photos

✓ Permits

Permit Settings

My Permits

Reschedule League Game Permit Request

☒ District/Club Director has been notified

Date of Original Game: 11/29/2017 Original Game #: 19999

Reschedule Date: 10/29/2017 Time: 5:15 PM

Opposition Association: EGHA Opposition Name: EG111 Opposition Contact: Jane Doe Opposition Phone: 780-123-4567

Arena: Bill Hunter (BHA) City: Edmonton Prov/State: AB

Reason for Rescheduling: Approved for a tournament, permit number CF17-506

Additional Comments:

Original Games:
Game #19999 - November 29 - SW999 @ EG111 @ RBA @ 17:15
Game #19998 - December 16 - SW999 @ SE222 @ MWB @ 19:30
New Games:
Game #19999 - November 29 - SW999 @ SE222 @ RBA @ 17:15
Game #19998 - December 16 - SW999 @ EG111 @ MWB @ 19:30

Submit Reset

- The Additional Comments section MUST include the original and new games in the exact format as shown here.
- When rescheduling a league game please follow the instructions given [here](#) closely.

Game Sheet Management

The following items MUST be done within 48 hours of your game otherwise sanctions will be imposed upon the coach.

Roster Entry

Hockey Edmonton

Change Theme / Skin View Website Sign Out (testteamformmeeting493065)

Hockey Edmonton / 2017-2018 / Pee wee / PEEWEE AA - CLAGGET / 1 Test Team For Meeting

Players



+ Add Player + Add Multiple Players

#	Last	First	
11	Messier	Mark	
94	Smyth	Ryan	
99	Gretzky	Wayne	

- The entire roster must be entered here including any affiliated players.
- Please ensure that all affiliated players are checked off as being affiliated.
- Include as much information as possible.
- You are able to hide this information from the public by editing each players individual information.

Staff Member Entry

The screenshot shows a web browser window with the URL <https://www.rampinteractive.com/msa/team/staffmembers>. The page is titled "Hockey Edmonton" and features a blue header with navigation links: "Change Theme / Skin", "View Website", and "Sign Out (testteamformeting493065)". A left sidebar contains a menu with options: Dashboard, RAMP Team App, Settings, Logo, Content Pages, News Articles, Events, Ad Rotator, Players, Staff Members (highlighted), Mail, League Games, Games, Practices, and Photos. The main content area is titled "Staff Members" and includes two buttons: "Add Staff Member" and "Add Multiple Staff Members". Below these buttons is a table with columns "Last" and "First". The table contains one entry: "Doe" under "Last" and "John" under "First". To the right of the table entry are two icons: a blue square with a white pencil and a red square with a white trash can.

Last	First	
Doe	John	 

- Please ensure you add all staff members from coaches to managers.
- Include contact information for everyone listed.
- This information is important for League Governors to be able to contact you in the event they require your or the coach's assistance.

Game Sheet Entry

Please ensure you click the submit button after every step to follow as it will not be saved if you do not.

Game Sheet Entry

← → ↻ Ramp Interactive (Ramp Media Inc) [CA] | https://www.rampinteractive.com/msa/team/leaguegamesheetfinalscore?aWQ1=MTAyODUz0

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★ League Games

☆ Games

Practices

Photos

Permits

HCR File

Contact List

Gamesheet Final Scores

Game Score Roster Goals Penalties Goalies Officials Upload Files Plus Minus Game Stars

Season 2017-2018

Date 9/27/2017 9:45 AM to 11:45 AM

Home PEEWEE AA - CLAGGET - SG864 - SPRUCE GROVE BRONCOS (0)

Visitor PEEWEE AA - CLAGGET - 1 Test Team For Meeting (0)

Location Akinsdale Arena

SG864 - SPRUCE GROVE BRONCOS (Home) Score

1 Test Team For Meeting (Visitor) Score

☐ Overtime (OT) ☐ Shootout (SO)

☐ Live Scores ☒ Game is Finished

Submit Reset

- The first step of entering the game sheet information is to enter the score and click “Game is Finished”.
- Click submit and the score will show on the front end of the Hockey Edmonton website.

Game Sheet Entry

← → ↻ Ramp Interactive (Ramp Media Inc) [CA] | https://www.rampinteractive.com/msa/team/leaguegamesheetrosters?aWQ1=MTAyODUz0

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Underage_Player_Application_form.pdf
fcs.rampinteractive.com/hockeyedmonton/files/association/Underage_Player_Application_form.pdf

Game Score Roster Goals Penalties Goalies Officials Upload Files Plus Minus Game Stars

Season 2017-2018
Date 9/27/2017 9:45 AM to 11:45 AM
Home PEEWEE AA - CLAGGET - SG864 - SPRUCE GROVE BRONCOS (0)
Visitor PEEWEE AA - CLAGGET - 1 Test Team For Meeting (1)
Location Akinsdale Arena

Add Player

SG864 - SPRUCE GROVE BRONCOS

<input type="checkbox"/>	Jersey	Last	First	Suspended	AP
<input checked="" type="checkbox"/>	1	Boyko	Carson	<input type="checkbox"/>	No
<input checked="" type="checkbox"/>	3	Edl	Tyra	<input type="checkbox"/>	No
<input checked="" type="checkbox"/>	4	Ward	Jackson	<input type="checkbox"/>	No
<input checked="" type="checkbox"/>	5	Peel	Daymiene	<input type="checkbox"/>	No
<input checked="" type="checkbox"/>	6	Hogan	Tyler	<input type="checkbox"/>	No
<input checked="" type="checkbox"/>	7	Kucy	Caleb	<input type="checkbox"/>	No
<input checked="" type="checkbox"/>	8	Harper	Gavin	<input type="checkbox"/>	No

1 Test Team For Meeting

<input type="checkbox"/>	Jersey	Last	First	Suspended	AP
<input checked="" type="checkbox"/>	11	Messier	Mark	<input type="checkbox"/>	No
<input checked="" type="checkbox"/>	94	Smyth	Ryan	<input type="checkbox"/>	No
<input checked="" type="checkbox"/>	99	Gretzky	Wayne	<input type="checkbox"/>	No

- Both the Home and Visitor team rosters should appear here. If this is not the case either the Home or Visitor team have not entered their rosters as described above. In the event this is the Visitor team please follow the Communication Hierarchy to have the League Governor contact the team.
- Click the check box next to the names of each athlete that is listed on the game sheet. Please do not simply click the top box as this will check every name and may account for misleading information on games affiliate players have played.
- You are unable to move forward correctly in the process if this step is not completed.

Game Sheet Entry

← → ↻ Ramp Interactive (Ramp Media Inc) [CA] | https://www.rampinteractive.com/msa/team/leaguegamegoals?aWQ1=MTAyODUzO

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Gamesheet Goals

Game Score Roster Goals Penalties Goalies Officials Upload Files Plus Minus Game Stars

Season 2017-2018
Date 9/27/2017 9:45 AM to 11:45 AM
Home PEEWEE AA - CLAGGET - SG864 - SPRUCE GROVE BRONCOS (0)
Visitor PEEWEE AA - CLAGGET - 1 Test Team For Meeting (1)
Location Akinsdale Arena

SG864 - SPRUCE GROVE BRONCOS

There are no goals to be entered. In order to add goals, change the value of the home score in the "Final Score" section.

1 Test Team For Meeting

	P*	Min*	Sec*	Sc*	A	A	
1	3	10	10	99	11	97	EV ▾

Column Definitions

- P - Period
- Min - Minute
- Sec - Second
- Sc - Scorer by Jersey #
- A - First and Second Assist by Jersey #

Goal Type Definitions

- EV - Even Strength Goal
- PP - Power Play Goal
- SH - Short Handed Goal
- PS - Penalty Shot Goal
- EN - Empty Net Goal

* denotes a required field in order for the row to be saved
To Delete a row, clear all the required fields.

Save Goals Reset

- Please enter goal information exactly as listed on the game sheet.
- While Hockey Edmonton is not publicizing these results some of our association do and those that have RAMP websites are able to sync with ours to have the results entered on the back end of the Hockey Edmonton website appear on the front end of the association website.
- Please also keep this in mind in reference to the Goalie statistics filling in what information is available.

Game Sheet Entry

Visitor: PEEWEE AA - CLAGGET - 1 Test Team For Meeting (1)
Location: Akinsdale Arena

Home Penalties: # Visitor Penalties:

[Update # of Rows](#)

SG864 - SPRUCE GROVE BRONCOS

	P*	#	Serv.	Offence	Min*	Sec*
1	<input type="text" value="1"/>	<input type="text" value="4"/>	<input type="text" value="4"/>	Aggressor Minor (2 pim)	<input type="text" value="10"/>	<input type="text" value="44"/>
2	<input type="text" value="2"/>	<input type="text" value="5"/>	<input type="text" value="5"/>	Boarding 6.2a(2 pim)	<input type="text" value="9"/>	<input type="text" value="33"/>
3	<input type="text" value="3"/>	<input type="text" value="6"/>	<input type="text" value="6"/>	Body Contact Minor 6.2a /	<input type="text" value="8"/>	<input type="text" value="55"/>

1 Test Team For Meeting

	P*	#	Serv.	Offence	Min*	Sec*
1	<input type="text" value="3"/>	<input type="text" value="99"/>	<input type="text" value="99"/>	Cross Check Minor 8.2(2 p	<input type="text" value="4"/>	<input type="text" value="11"/>

Column Definitions

- P - Period
- # - Player Jersey #

- With the new Individual Accumulative Penalty System this step is incredibly important. ENTER THE PENALTIES EXACTLY AS THE APPEAR ON THE GAME SHEET.
- As soon as you enter the number of penalties for each team the corresponding number of rows will appear under each team's section.

Game Sheet Entry

The screenshot shows a web browser window with the URL <https://www.rampinteractive.com/msa/team/leaguegameuploadfiles?aWQ1=MTAyODUz0>. The page title is "Hockey Edmonton". The navigation bar includes "Change Theme / Skin", "View Website", and "Sign Out (sg864 - s886)". The left sidebar contains a menu with items: Dashboard, RAMP Team App, Settings, Logo, Content Pages, News Articles, Events, Ad Rotator, Players, Staff Members, Mail, League Games, Games, Practices, and Photos. The main content area has a breadcrumb trail: "Hockey Edmonton / 2017-2018 / Pee wee / PEEWEE AA - CLAGGET / SG864 - SPRUCE GROVE BRONCOS". Below this is a "Game Files" section with tabs: Game Score, Roster, Goals, Penalties, Goalies, Officials, Upload Files, Plus Minus, and Game Stars. The "Upload Files" tab is active, showing a form with fields for "File", "File Type" (set to "Gamesheet"), "Other Type", and "Notes". The "File" field has a "Choose File" button and the text "No file chosen". A "Submit" button is below the form. Below the form is a "Current Files" section with the text "No Records Found".

Hockey Edmonton / 2017-2018 / Pee wee / PEEWEE AA - CLAGGET / SG864 - SPRUCE GROVE BRONCOS

Game Files

Game Score Roster Goals Penalties Goalies Officials Upload Files Plus Minus Game Stars

Season: 2017-2018
Date: 9/27/2017 9:45 AM to 11:45 AM
Home: PEEWEE AA - CLAGGET - SG864 - SPRUCE GROVE BRONCOS (0)
Visitor: PEEWEE AA - CLAGGET - 1 Test Team For Meeting (1)
Location: Akinsdale Arena

Upload File

File: No file chosen
File Type: Gamesheet
Other Type:
Notes:

Current Files

No Records Found

- The game sheet and any write ups received must be uploaded here.
- The system will also not allow you to upload anything but a PDF file. Smart phone users can get an app which will take a picture and create a PDF for you on your phone (Tiny Scanner, World Scanner). These apps are free of charge.
- Please also ensure you have not used any symbols in the file name as that may cause an error.
- Best practice is to save the PDF with the file name as the game number.