



# CENTRE ICE PORTAL

MHA and Club Team User Guide  
Account Profile, Contacts, Permits & Sanctions

Updated December 2022

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# Centre Ice Portal – User Guide

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# Centre Ice Portal – User Guide

## Introduction

Welcome to Hockey Alberta's Centre Ice Portal. This User Guide outlines the sections of the Portal and provides visual and written assistance on how to use the Portal to the full benefit of your organization.

The Centre Ice Portal is a key part of the Hockey Alberta website, providing a hub for Minor Hockey Associations, Club Teams, and Hockey Alberta Operations Volunteers to access key services from Hockey Alberta, and share documents and files.

An integral part of the Centre Ice Portal is the Permits and Sanctions platform. Each Club Team and MHA has an account to access Permits and Sanctions.

## **WHO TO CONTACT:**

Please know the name and contact info of the Regional Minor Discipline Coordinator, Division of Hockey Chair or Hockey Alberta staff member responsible for processing Permits and Sanctions for your organization. If there are questions about submitting a request for a permit, s/he is your first resource.



# Centre Ice Portal – User Guide

## LOGGING IN

To access the Centre Ice Portal, click LOGIN in the top right corner of any page on hockeyalberta.ca, or go to the Members menu tab, and scroll down to Centre Ice Portal.

On the Login Page, enter your Account User Name and Password. Each MHA, Club Team and Sports School has been assigned a User Name and Password for its organization.

If you have forgotten your password, you have two options:

1. Click Forgot Password and enter the email that is on your Account Profile page. A link will be sent to you to reset your password. **You must enter the email address that appears on your Account Profile page to utilize the Forgot Password option.**
2. Contact Hockey Alberta at [info@hockeyalberta.ca](mailto:info@hockeyalberta.ca), or go to the Contact Us page at <http://www.hockeyalberta.ca/contact/>, and submit your request to have your password reset. Hockey Alberta Communications staff may reach out to your organization to confirm that the password change request is authentic.

### Contact Us

Contact us by any of the means provided below, or get in touch directly with one of our staff contacts.

[STAFF CONTACTS](#) | [VOLUNTEER CONTACTS](#)

**HOCKEY ALBERTA – ALBERTA AMATEUR HOCKEY ASSOCIATION**  
201, 120 College Circle  
Red Deer, AB  
T4R 0T7

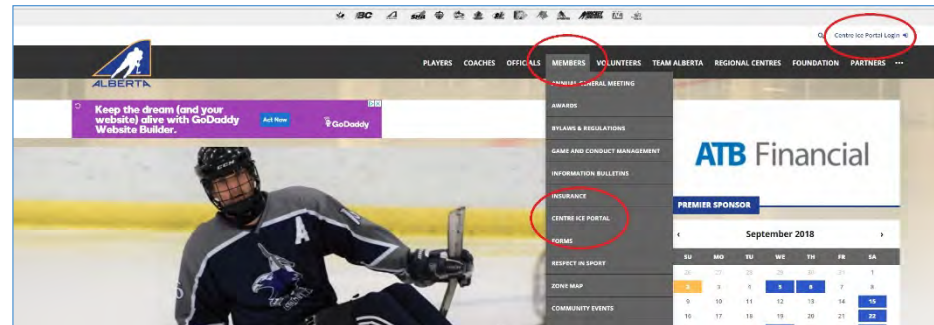
Phone: (403) 342-6777  
Fax: (403) 346-4277  
Email: [info@hockeyalberta.ca](mailto:info@hockeyalberta.ca)

### Ask A Question

\* Required Field

Your Name*	Your question or message*
Your Email*	
Your Phone	
Your Association/Club	

[Send Message](#)



### Account Login

#### WELCOME TO HOCKEY ALBERTA'S CENTRE ICE PORTAL LOG-IN PAGE:

HOCKEY ALBERTA MEMBER ORGANIZATIONS (MHAs, CLUB TEAMS AND ACCREDITED SCHOOLS) CAN LOG-IN TO REQUEST PERMITS AND SANCTIONS, SUBMIT A JOB POSTING, AND UPDATE CURRENT ORGANIZATIONAL CONTACT INFORMATION.

If you are having issues accessing your organization's account, please contact [info@hockeyalberta.ca](mailto:info@hockeyalberta.ca).

#### COACH CLINICS:

IF YOU ARE LOOKING FOR INFORMATION ON YOUR COACH CREDENTIALS OR COACH CLINICS:  
Please go to [Hockey Canada's MCR site](#).  
DO NOT try to log-in here.

#### RESPECT IN SPORT:

IF YOU ARE LOOKING TO COMPLETE REQUIRED RESPECT IN SPORT CERTIFICATION:  
PARENTS: Please go to the [Respect In Sport PARENT](#) site.  
COACHES/TEAM OFFICIALS: Please go to the [Respect In Sport COACH](#) site.  
DO NOT try to log-in here.

#### COACH AND MANAGER HANDBOOK - MINOR DISCIPLINE:

IF YOU ARE A TEAM COACH OR MANAGER, ENSURE THAT YOU ARE FAMILIAR WITH YOUR RESPONSIBILITIES WHEN IT COMES TO SUSPENSIONS LEVIED AGAINST MEMBERS OF YOUR TEAM.

[DISCIPLINE HANDBOOK](#)

Sign in to your Hockey Alberta Centre Ice Portal account here:

<input type="text" value="blvon"/>	<input type="password" value="*****"/>
<input type="checkbox"/> Remember Me	
<a href="#">Login</a>	

Please note that Hockey Alberta staff will respond to your inquiry as quickly as possible. However, during the evening and on weekends, delays of up to 24 hours or more are possible on general inquiries. Please ensure that any permits that you require are requested well in advance of the date required.



# Centre Ice Portal – User Guide

## CENTRE ICE PORTAL OVERVIEW

The welcome page is used to provide news or updates pertaining to the Centre Ice Portal. The blue menu bar at the top of the page contains links to everything that can be accessed in the Portal. Included on this page are links to this User Guide (PDF file), which can be downloaded by any member of your organization who needs this information.

### Centre Ice Portal Overview

#### Welcome to the *Centre Ice* portal - your hub to access a number of services from Hockey Alberta.

The Centre Ice Portal is a key part of the Hockey Alberta website and the overall communications strategy for Hockey Alberta, providing a central hub for Minor Hockey Associations, Club Teams, Accredited Schools and Volunteers to access key services from Hockey Alberta, and streamline the process for submitting forms and updating organizational Contact Information.

All MHAs, Club Teams and Accredited Schools are to use the Centre Ice Portal to request Permits or Sanctions for Tournaments, Travel or Exhibition Games, as well as to update their Contact information. The user name and password to access Permits and Sanctions is also the login for the Centre Ice Portal.

Each MHA, Club Team and Accredited School has been provided with a Centre Ice Portal account and log-in credentials for their organization by Hockey Alberta. All permits and sanctions must be requested through that account. ONLY HOCKEY ALBERTA STAFF CAN CREATE NEW ACCOUNTS.

[CENTRE ICE PORTAL USER GUIDE >](#)

[INTRO TO HOCKEY - PERMITS AND SANCTIONS - USER GUIDE >](#)

You can receive alerts when a Permit/Sanction or Job Posting has been approved, or when there are new Member Forum posts or comments by clicking to allow Push Notifications on your Account Profile page.

#### FOR ASSISTANCE:

**CONTACT YOUR REGIONAL MINOR DISCIPLINE COORDINATOR OR DIVISION OF HOCKEY CHAIR.**



# Centre Ice Portal – User Guide

## ACCOUNT PROFILE TAB - MHAs

The Account Profile page must be reviewed and updated each year. The Account system for Permits and Sanctions is reset each year as of May 1. Prior to requesting a Permit or Sanction for the new season, contact information must be updated OR confirmed as unchanged.

If there is new/updated official contact information for an MHA, add it on this page. When contact information is updated, Hockey Alberta is notified by email.

MHAs are to use the Account Profile and Requested/ Required Contacts pages to update organizational contact information and submit to Hockey Alberta.

Following is the information that should appear on the Account Profile page for each organization:

- **User Name:** Name of organization (for example, RDCF or RedDeer). One-word user names were created when accounts were set up. Please do not change to an individual's name; the accounts are for the organization and are to be used from year-to-year.
- **Email:** Official contact email for the organization. NOTE: this is the address that will receive notifications for a forgotten password etc from Hockey Alberta.
- **First/ Last Name:** (First) Name of Organization; (Last): MHA (for example, Lacombe MHA, or RedDeer MHA).
- **Association/Club:** Name of Association (for example, Whitecourt, or RedDeer). This name may automatically populate into the request forms in Permits and Sanctions.
- **Address information:** Official mailing address for the organization.

The screenshot shows the 'Account Profile' form with the following fields and values:

- Username:** blyon
- Email:** blyon@hockeyalberta.ca
- First Name:** Brad
- Last Name:** Lyon
- Association/Club:** Hockey Alberta
- Phone Number:** 403-342-6777
- MHA/Club Team Address Line 1:** 100 College Blvd
- MHA/Club Team Address Line 2:** Box 5005, Room 2606
- MHA/Club Team City:** Red Deer
- MHA/Club Team Province:** AB
- MHA/Club Team Postal Code:** T4n5H5
- MHA/Club Team Country:** Canada

The 'PUSH NOTIFICATIONS' section is checked, with a note: 'Please click "Allow" when prompted by your browser after saving your profile to allow for push notifications. You will need to grant permissions for push notifications on each browser/computer you access Hockey Alberta from.'

A 'Save Changes' button is located at the bottom of the form.

- **Push Notifications:** We have added a push notifications option to the portal, which will provide you with an alert when you have had a permit/sanction approved, a job posting approved, or when someone has posted to the Member Forum message board. Clicking the check box in the Account Profile, and under each individual MHA contact, will allow your organization to receive Push Notifications.
- **Password:** Your organization's password. Please protect your password as you would to a bank or other personal account and limit the number of individuals who have access. We rely on your efforts to maintain the security of the Hockey Alberta website, and the information it contains.



# Centre Ice Portal – User Guide

## ACCOUNT PROFILE TAB – Club Teams, Schools

The Account Profile page must be reviewed and updated each year. The Account system for Permits and Sanctions is reset each year as of May 1. Prior to requesting a Permit or Sanction for the new season, contact information must be updated or confirmed as unchanged.

Club Teams, Sports Schools and College/University teams have a new type of account. When logging in for the first time, teams are directed to their new account profile page, where they will be required to update official contact info, and specified contact people. This information can be updated again at any point during the season under the Account Profile tab in the blue menu bar.

Each organization's account includes a one-word user name, team name (first and last name), and a password. DO NOT change this information; the accounts are for the organization and are to be used from year-to-year.

Following is the information that should appear on the Account Profile page for each organization:

- **First/ Last Name:** Name of organization (for example, StAlbert Merchants).
- **Email:** Official contact email for the organization. NOTE: this is the address that will receive notifications for a forgotten password etc from Hockey Alberta.
- **Association/Club:** Name of Association (for example, JagsJRF or JR Vegreville). This name will automatically populate into the request forms in Permits and Sanctions.
- **Address information:** Official mailing address for the organization.
- **Push Notifications:** Push notifications will provide you with an alert when you have had a permit/sanction approved, a job posting approved, or when someone has posted to the Member Forum message board. Clicking the check box in the Account Profile, and under each individual MHA contact, will allow your organization to receive Push Notifications.
- **Password:** Your organization's password. Please protect your password as you would to a bank or other personal account and limit the number of individuals who have access. We rely on your efforts to maintain the security of the Hockey Alberta website, and the information it contains.

The screenshot displays the 'All Contacts' section of the account profile page. It features four contact entry forms, each with a red circle highlighting the 'Contact information has not changed' checkbox. The forms are for 'Head Coach', 'Team/School Contact', 'President', and 'Manager'. Each form includes fields for 'Email', 'First Name', and 'Last Name', and a 'Phone Number' field. Below these forms is a 'Confirm Contact Information' section with a 'First Name' field and a 'Club' dropdown menu. At the bottom, there is a 'PUSH NOTIFICATIONS' section with a checkbox to 'Allow browser push notifications for permit/sanctions, job board approvals, and member forum password reminders'. A 'Save' button is located at the bottom left of the form area.





# Centre Ice Portal – User Guide

## CONTACTS TAB - MHAs

The Contacts page, along with the Account Profile page, is where each MHA is required to update the key contacts for your organization.

Please fill in contact information for as many directors, Board and executive members as possible. Please double check spelling and accuracy. This is Hockey Alberta’s way to contact your association with important news pertaining to bylaws, rules, coaching and other areas

**MHA Contacts**  
Enter the contact information for the following positions in your Minor Hockey Association below.

Required Requested

**President**  
Email: \*  
shou357@shaw.ca  
First Name: \*  
Shawley  
 Receive email notifications for permits, sanctions and new zone files

**Treasurer**  
Email: \*  
First Name: \*  
 Receive email notifications for permits, sanctions and new zone files

**Registrar**  
Email: \*  
First Name: \*  
 Receive email notifications for permits, sanctions and new zone files

Hockey Alberta uses the Account Profile and Contacts pages for MHAs to submit updated contact information. We also will use the contact information to direct updates and news during the season to the appropriate individual(s) in your organization.

If the person holding a specific position has not changed from the previous season, click the checkbox for that position.

For MHAs, there are two types of MHA Contacts – Required and Requested:

- **Required Contacts:** President, Treasurer, Registrar, Coach Director, Female Director, and Officials/RIC. Please provide accurate information and double check spelling.
- **Requested Contacts:** Other members of your executive, division directors etc. Please fill in all that are applicable to your organization. If you are not going to enter any Requested Contacts, click the box at the top of the page.

**Push Notifications:** Push notifications will provide you with an alert when you have had a permit/sanction approved, a job posting approved, or when someone has posted to the Member Forum message board. Clicking the check box in the Account Profile, and under each individual MHA contact, will allow your organization to receive Push Notifications.

**MHA Contacts**  
Enter the contact information for the following positions in your Minor Hockey Association below.

Required Requested

I am not entering any contact information for Requested Contact Positions

**Vice President**  
Email:  
First Name:  
 Receive email notifications for permits, sanctions and new zone files

**Secretary**  
Email:  
First Name:  
 Receive email notifications for permits, sanctions and new zone files

**General Manager/Manager**  
Email:  
First Name:  
 Receive email notifications for permits, sanctions and new zone files

**Midget Director**  
Email:  
First Name:  
 Receive email notifications for permits, sanctions and new zone files

**Bantam Director**  
Email:  
First Name:

When you are done updating your contacts, click Save Contacts, and Hockey Alberta will be notified to update our records.





# Centre Ice Portal – User Guide

## PERMITS AND SANCTIONS TAB

### Travel Permits

The Travel Permits tab links to a fillable webpage to request a Travel Permit for an individual team travelling anywhere (within or outside its zone) for a tournament or exhibition game. All fields must be filled.

For Exhibition Games, the host team is required to include an email address for the visiting team so the team receives the Sanction Number for its Travel Permit application.

- **Association:** Auto-fills with the name from your Account Profile (in this example, Test)
- **Contact Person, Email, Phone:** The contact person for the team requesting the permit; the permit is sent directly to that person.  
OR  
The individual, in some MHAs, who applies for and distributes the permits for all teams.
- **Additional Contact Email:** You can add an additional email address that will receive the permit once it is approved. For example: contact info for a team rep and for someone with the MHA could be entered to ensure timely receipt of Permit by all required parties.
- **Division, Team, Team ID#, Travel To, Dates:** The details about who is travelling (Division and Team), where and when. You must include your Team's HCR # to allow for accurate tracking of the team receiving the Permit.
- **Permit Type:** select Exhibition Game or Tournament

- **Sanction #:** The sanction number obtained by the host of the tournament or exhibition game. In Alberta, a sanction number is required. Other Branches may issue a letter or other document to hosts. If the host has a sanction number, enter it in this field. If the host provides a letter or other document, click Choose File, and upload a PDF copy.
- **Number of Games:** If you don't have an exact number of games to be played, please include a range so the Minor Discipline Coordinator or Chair of the Hockey Division can ensure s/he receives all game sheets for your team.

Upon clicking to Submit, an email notification is received by the appropriate Regional Minor Discipline Coordinator or Division of Hockey Chair. The Contact Person(s) listed in the permit also get an email notification.



(Travel Permits continued)

After the Permit request is submitted, it will appear on the MHA's Travel Permits page under Pending Permits.

All Pending, Approved or Denied Travel Permit requests for the year for the organization will be listed here.



When the request is approved, the approval email, with the permit number, will go to the contact(s) email(s) in the request.

**THIS EMAIL IS YOUR PERMIT.** Please make sure the team carries the permit with them when travelling.

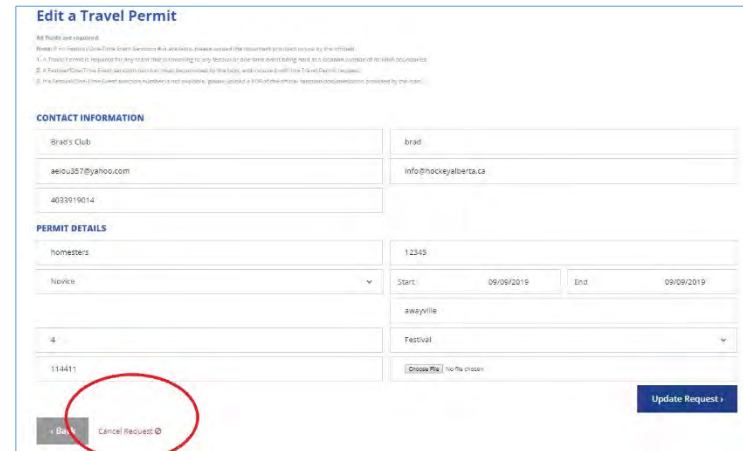
# Centre Ice Portal – User Guide

## EDIT A TRAVEL PERMIT REQUEST

The content of any Approved permit can be edited, if information has changed or a mistake was made. Click on the permit in the Approved Permit list, and then click the EDIT button.

The original information submitted will appear. Make any necessary changes, Validate and click Update Request. The request will be resubmitted to the Minor Discipline Coordinator or Chair of Hockey Division for approval. The request will go back to PENDING until it is approved again.

If you are updating a permit that was already approved, the new approval will have the same Permit Number.



You may also cancel your Travel Permit at any time after the request has been submitted until the date of the event. Click on the permit to Edit, and then click Cancel Request in the bottom left hand corner of the page.



# Centre Ice Portal – User Guide

## Tournament Sanctions

The Tournament Sanctions tab is used to request Hockey Alberta sanction to host a tournament.

Once a Tournament Sanction number is granted, the tournament will automatically appear on the Tournament Listings page at [hockeyalberta.ca/tournaments](http://hockeyalberta.ca/tournaments). Include as much information about your tournament as possible, so that teams have the information they require.

The tab links to a fillable website form which is filled out to submit the request for a Tournament Sanction. All fields must be filled in.

- **Association:** Auto-fills with the organization's name from your Account Profile (in this example, Test)
- **Contact Person, Email, Phone:** This information is for the tournament's coordinator or contact person and will appear in the Tournament listings section. Please ensure the email address is correct.
- **Additional Contact Email:** You can add an additional email address that will receive the permit once it is approved.
- **Stream:** Checkbox menu. When you select Minor or Minor Female, you will be prompted to pick a Division.
- **Division:** Checkbox menu with options for U18, U15, U13 or U11. You can select more than one division.
- If you select Minor, and U15 or U18, you will need to pick a Bodychecking option.
- **Bodychecking:** select the option most appropriate for your tournament.
- **Categories:** Select at least one, and as many as are appropriate for your event.
- **Host Team, Location, Out of Province Teams, Additional Details:** This section is where you provide as much information as possible about the tournament - for the Sanction and for teams interested in participating.

All information in this section will appear on the Tournament Listing page at [hockeyalberta.ca/tournaments](http://hockeyalberta.ca/tournaments).

- Location includes the main arena where you are hosting the tournament, and its address.
- **Out of Province Teams Participating?** If you are accepting teams from outside of Alberta, click YES.
- **Additional Details:** Include such things as Entry Fee, Number of Teams, Deadline for Registration, Other Arenas being used, etc.



# Centre Ice Portal – User Guide

## (Tournament Sanctions continued)

Upon clicking to Submit, an email notification is received by the Minor Discipline Coordinator or Division of Hockey Chair. The Tournament Contact Person listed in the contact info also gets an email notification. After the Permit request is submitted, it will appear on the Tournament Sanctions page under Pending Permits.

When the request is approved, the approval email, with the permit number, will go to the contact email(s) in the request. **THIS IS YOUR PERMIT.** Please ensure the permit is on site during the tournament.

## EDIT A TOURNAMENT SANCTION REQUEST

The content of a permit request can be edited, if information has changed or a mistake was made. Click on the permit, and then click the EDIT button.

The original information submitted will appear. Make any necessary changes, Validate and click Update Request. The request will be resubmitted to the Regional Minor Discipline Coordinator for approval. The request will go back to PENDING until it is approved again.

**Your updated permit will have the same Permit Number.**

## HOCKEY CALGARY/ HOCKEY EDMONTON

Hockey Calgary or Hockey Edmonton provide Tournament Sanctions for their teams, and only use the Centre Ice Portal to have the tournament appear in the Hockey Alberta tournament listings. When using the Centre Ice Portal, include your Hockey Calgary or Hockey Edmonton tournament sanction number in the Other Details section.

Hockey Calgary community associations access the Centre Ice Portal directly to complete the tournament sanction form. Each association has its own account.

Hockey Edmonton staff enter the required information into the Centre Ice Portal on behalf of the requesting organization. Hockey Edmonton organizations are reminded to contact the Hockey Edmonton office with any questions on this process, and not the Hockey Alberta office.

The item will also shift from Pending to Approved on the Association page.

If a Permit is denied, the Minor Discipline Coordinator or Division of Hockey Chair can include the reason for the denial, which will appear in the summary.

All Pending, Approved or Denied Travel Permit requests for the year for the MHA will appear here.

**Tournaments**

If you're experiencing any issues with the Permits and Sanctioning System, please contact your Zone Sanctioning Coordinator.

**PENDING PERMITS**

Date	Contact	Dates	Host Team	Stream	
09/07/2019	brad	09/09/2019 - 09/09/2019	test	Minor Female	-

**More Details**

Division	Peewee	
Category	B	
Location/Facility	test place, test address, test city	<a href="#">Edit</a>
Special Requests	nothing to see here	

**APPROVED PERMITS**

You have no approved tournament sanction requests.

**DENIED PERMITS**

Date	Contact	Dates	Host Team	Stream	
02/08/2018	Bradley Lyon	06/06/2019 - 07/06/2019	Red Deer	Minor	+
02/08/2018	Bradley Lyon	06/06/2019 - 07/06/2019	Red Deer	Minor	+



# Centre Ice Portal – User Guide

## Exhibition Games

The Exhibition Games tab links to a fillable webpage to request a permit for an individual team to host an exhibition game.

A contact email and the HCR Team Number is required for the visiting team. The visitors will receive a copy of the Sanction, so they can apply for a Travel Permit.

Please ensure the sanction is requested with enough advance time for the other team to obtain its Travel Permit. All fields must be filled in.

- **Association:** Should auto-fill with the organization’s name from your Account Profile.
- **Contact Person, Email, Phone:** The contact person for the team requesting the permit; the permit is sent directly to that person.  
OR  
The individual, in some organizations, who applies for and distributes the permits for all teams.
- **Additional Contact Email:** You can add an additional email address that will receive the permit once it is approved.
- **Visiting Team Contact Email:** See Note above.
- **Teams and Team ID Numbers:** Name and HCR Team Number of Home Team; Name and HCR Team Number of Visiting Team
- **Stream:** Select the appropriate stream of hockey from the checkbox menu. If you select Minor or Minor Female, you will be prompted to pick a Division.
- **Division:** Checkbox menu with options for U18, U15, U13, or U11. If you select Minor, and U15 or U18, you will be prompted to pick a Bodychecking option. Select the option most appropriate for your game.
- **Category:** Select the one most appropriate for your game.
- **Date, Location, Address, Comments:** This section is where you provide the details about the Exhibition Game, including when and where. Any special information can be noted in the Comments section.
- THE APPROVAL EMAIL, WITH THE PERMIT NUMBER, IS YOUR EXHIBITION GAME PERMIT. Ensure it is available at the game, if required.

*(Exhibition Games continued)*



# Centre Ice Portal – User Guide

(Exhibition Games continued)

## EDIT AN EXHIBITION GAME PERMIT

After submitting your request, you can edit if information has changed or a mistake was made. Click on the permit in the Approved Permits list, and then click the EDIT button.

The original information you submitted will appear. Make any necessary changes, Validate and then click Update Request. An update for a Minor or Minor Female Exhibition Game will be approved automatically.

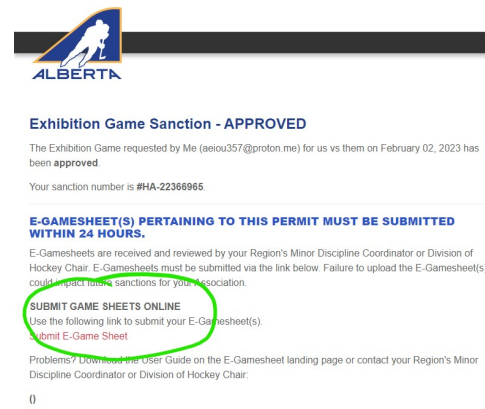
The new approval will have the same Permit Number as the original.

**Exhibition Games**

APPROVED PERMITS

#	Date	Contact	Game Date	Home Team	Visiting Team	
HA-18324572	02/08/2018	Bradley Lyon	06/06/2019	Joe	Fred	-
<b>More Details</b>						
Stream	Minor					
Category	Tier 2					
Location/Facility	fjoe's place, test, Red Deer					<a href="#">Edit</a>
Special	this is a test of the permit system... please ignore					
Requests						
Comments	<a href="#">Submit E-Gamesheet</a>					
HA-19337369	09/07/2019	brad	09/09/2019	Canada	testtest	+
HA-19337371	11/07/2019	Bradley Lyon	09/09/2019	Homesters	Awaysters	+

**Please note that Exhibition Game and Tournament Sanction approval emails include a link to the e-gamesheet platform. All exhibition and tournament games associated with the sanction number must be submitted by clicking on this link. A separate user guide has been created to assist in successfully submitting e-gamesheets.**







# Centre Ice Portal – User Guide

## Special Event Sanctions

Minor Hockey Associations or registered programs may host Special Events designed to recruit new players or developing existing players outside of the traditional 'hockey season'. To request a permit for these Special Events, use the Special Events fillable form in the blue menu bar in the Centre Ice Portal.

All fields are mandatory. Host Association/Team will auto populate with your organization name (in this example, Test).

Upon clicking to Submit, an email notification is sent to Hockey Alberta. The Event Contact Person listed in the contact info also gets an email notification.

When the request is approved, the approval email, with the permit number, will go to the contact email in the request. **THIS IS YOUR PERMIT.**

If the request is Denied, you will get a notification email that the request has been unsuccessful. In most cases, the reason for the denial will be included. You will need to resubmit the request with the required information.

### Special Event Sanctions

This form **MUST** be submitted by any member MHA or registered program that wishes to host a Special Event recruiting new players or developing existing players outside of the traditional 'hockey season'.

Required fields \*

#### HOST INFORMATION

MHA/Program: \*  Contact Name: \*

Contact Position: \*  Contact Email: \*

Contact Phone: \*

#### EVENT INFORMATION

Event Dates: \*   Facility/Location: \*

Address: \*  City: \*

Type of Sanction Requested \* (select all that apply)

- Recruitment Initiative (Unregistered Players)
- Recruitment Initiative (Bring a Friend)
- 3-on-3 or 4-on-4 Tournament
- Skills/Development Camp

Event Details: \*

Please describe the activities planned and types of participants

Event Schedule Upload: \* (PDF, DOC)

A full event schedule must be uploaded as part of the application.

No file chosen

Age Groups Involved \* (select all that apply)

- Initiation
- Novice
- Atom
- Pee wee
- Bantam
- Midget
- Junior
- Senior
- ACAC/USport
- Other (please specify below)

Type of Activities Planned \* (select all that apply)

- On-Ice
- Off-Ice

CONDITIONS

1. Must have permission of Hockey Alberta before conducting such an event to be applicable for Hockey Canada Insurance Coverage. Sanction request must be submitted one (1) week prior to the event date.
2. The approved permit must be on site with the MHA/Program at all times during the event. The email containing confirmation of approval of the Permit.
3. A list of all participants (name, address, date of birth) must be submitted to Hockey Alberta within 48 hours of the conclusion of the event.
4. Copies of all Game Sheets and Officials' Reports must be sent to Hockey Alberta within 48 hours of Game(s).
5. Copies of Injury Reports must be sent to the Hockey Alberta office within 48 hours of the conclusion of the event.
6. Events must adhere to Risk Management Guidelines as set out by Hockey Alberta.



# Centre Ice Portal – User Guide

## MY JOBS TAB

If you have a vacant position in your organization (coach, director, executive, trainer etc), you can advertise the position by submitting a job posting through the My Jobs page. The posting will appear on the Jobs in Hockey job board on the Hockey Alberta website.

Complete all fields in the fillable form and upload a jpeg of your organization logo. The fields are formatted to appear as a typical job posting on the website. Once submitted, postings are reviewed by Hockey Alberta Communications Staff prior to appearing on the website.

The screenshot shows a web browser window with the URL `keyalberta.ca/account/jobs/`. The page title is "New Job Listing". Below the title, there is a note: "Please fill out all required fields (\*)". The form consists of several input fields:

- Title/Position\*** (required)
- Organization\*** (required)
- Competition/Ref #**
- Application Deadline\*** (required, includes a calendar icon)
- Contact Name\*** (required)
- Contact Email\*** (required)
- Contact Phone**
- Contact Fax**
- Short Summary**
- Validate\*** (required, has a handwritten "K RLES" next to it)

Below the form is the **ORGANIZATION LOGO** section, which states "Image must be a JPG. Recommended size of 300x300" and includes a "Choose File" button with the text "No file chosen".

The **LISTING CONTENT\*** section features a rich text editor with a toolbar containing icons for undo, redo, bold, italic, underline, bulleted list, numbered list, link, unlink, and text color. The text area is currently empty, with a "p" at the bottom left and "Words: 0" at the bottom right.

A blue "Submit Listing" button is located at the bottom right of the form.