

## Information Bulletin: 2016-21

☒ **Via Email**



## ALLIANCE HOCKEY

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**To:** ALLIANCE Hockey Associations

**Date:** October 6, 2016

**Subject:** ALLIANCE Hockey Suspension Report Form

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In response to the revised minimum suspension list and the changes to accumulated suspensions for Players and Bench Staff ALLIANCE Hockey now has an online suspension report form. The form can be completed on either the regular (desktop) version of the ALLIANCE Hockey website or from the mobile version. The online form includes the ability to attach a photo or scanned copy of the game sheet within the report. Associations MUST still forward the physical white copy of the game sheet for home games to the ALLIANCE Hockey Office as soon as possible. The online form simply allows the Office to review the game sheet in an efficient time frame and assist with tracking suspensions. Associations must use this form for all games, including exhibition, tournament, regular season and post season and for all team members; Players and Bench Staff.

Reporting protocols are still the responsibility of the local Association so they shall appropriately direct their appointed designate(s) to complete/submit the form.

*Note: MATCH PENALTIES are submitted by the Game Official.*

The form may be found in a variety of locations:

- a)** On all Pavilion, Seeded and MD Group Pages along the left side of the page (i.e. Atom MD home page)
- b)** On the score reporting screen of the individual Association sites

These access locations have been designed to assist Associations whose score reporter also reports game suspensions and for Associations who have a single designate (i.e. Convenor) who is responsible for reporting suspensions.

There is also a feature on the form that includes a required field for an Association Representative email address so that multiple reports are provided.

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## How to Locate the ALLIANCE Hockey Suspension Report Form

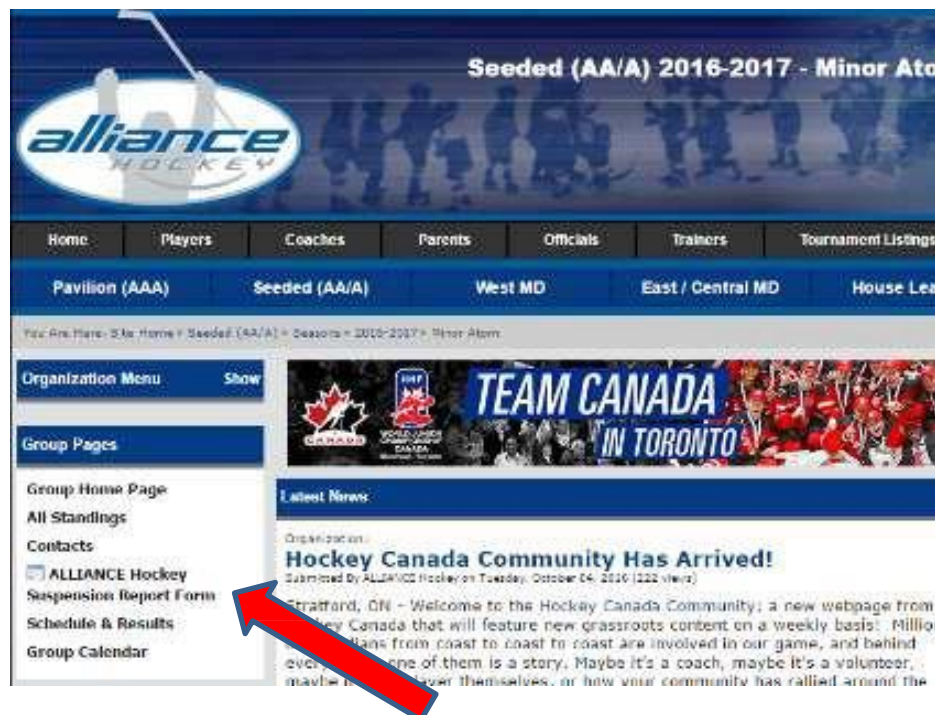
The online ALLIANCE Hockey Suspension Report Form can be found in the following places:

### 1) On the Group-Level Site within the ALLIANCE Hockey website

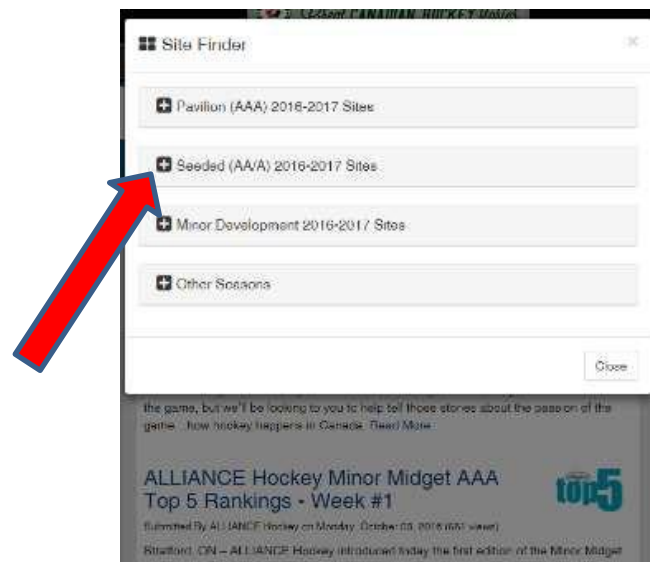
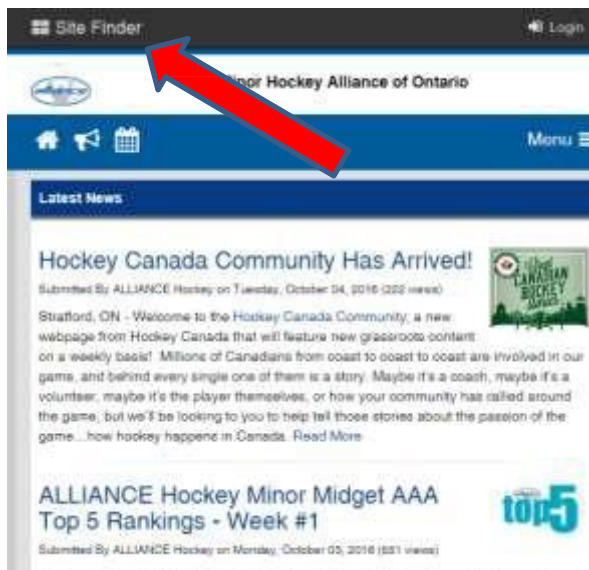
On the desktop version, visit [www.alliancehockey.com](http://www.alliancehockey.com), then click the appropriate Groups Menu (Pavilion, Seeded or MD) and choose your specific group (i.e. Minor Atom, Bantam, etc.) from the list.



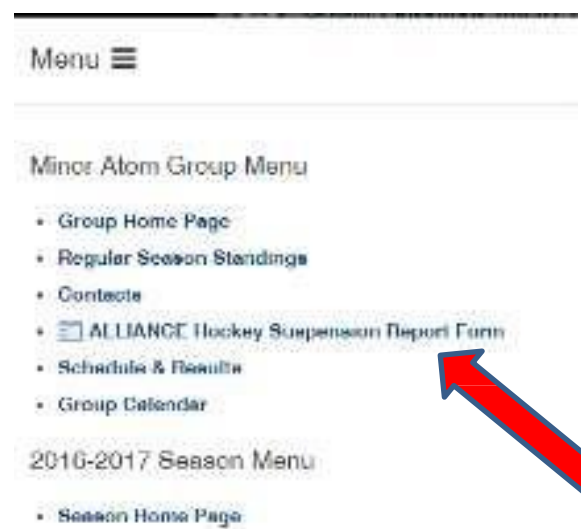
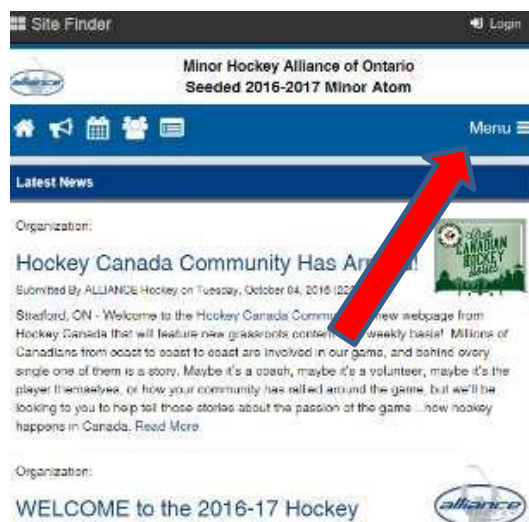
Once on the specific group site, in the Group Pages menu on the left side of the page, there will be a link to the online form entitled "ALLIANCE Hockey Suspension Report Form".



On the mobile version, visit [www.alliancehockey.com](http://www.alliancehockey.com) on your phone, then click the Site Finder link in the very top-left. Tap on your group from the list (i.e. Pavilion, Seeded or MD), this will then open a menu from which you can select your specific group (i.e. Minor Atom, Bantam, etc.) from the list.



On the group site, tap the Menu link on the top right to open the full menu, and there should be a link to the Suspension Report online form.

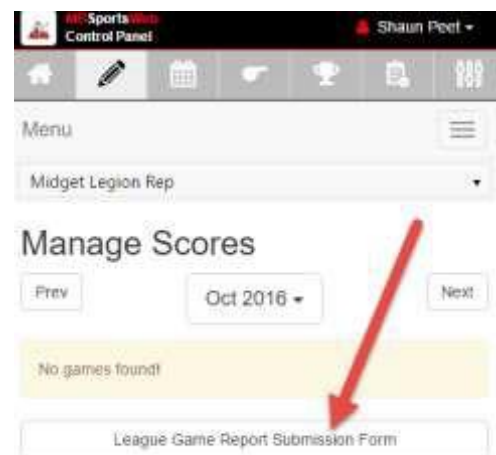


## 2) Within the Control Panel of your Association website

On the desktop version of your association website, login and go to Control Panel -> Manage Site Content. From your team's Manage Site Content area, go to Manage Page Content -> Schedule & Results. There will be a link to the "league game report submission form" at the bottom of the list of games:



On the mobile version of your Association website, login and tap your name in the top-right, then tap the Control Panel link. Tap the Manage Site Content option. From your team's Manage Site Content area, tap the Manage Scores option. At the bottom of the list of games will be an "League Game Report Submission Form" button.



## 3) Your Bookmarks / Favourites

Once you've been to the ALLIANCE Hockey Suspension Report Form on the ALLIANCE Hockey website, we'd recommend bookmarking it for later.

Screen shot of the ALLIANCE Hockey Suspension Report Form:

**LIANCE Hockey Season Report Form**

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Game # :"  
i.e. SNAPS or Indicate N/A if you don't know the game number"

Division:\* Select One...  
Please indicate Division.

Date/Time of Game:\* [Calendar Icon] [Clock Icon]

Home Team:\* [Text Field]  
i.e. Stratford Warriors

Away Team:\* [Text Field]  
i.e. London Bandits Black

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Suspension Information-----

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**Contact Information**

Please complete in full.

**Your Name:**

Please indicate first and last

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**Your Phono Number:**

In case we need to contact you with any questions:

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