



HOCKEY CALGARY



### **HOW DO I REQUEST A SANCTION?**

**For Joust in The South Tournaments run by parity teams (example – Atom 4 white – Atom 4 Grey) – please choose one email address for the requests to come to.**

All tournaments hosted by Calgary teams must be sanctioned by Hockey Calgary. Tournament sanction requests will be reviewed in 7-10 business days and once approved will be automatically added to the [Hockey Calgary Tournament Listing](#). When sanctioning a tournament prior your team being formed, you can sanction as an association and then make the changes through Hockey Calgary once the teams have been formed.

You will also receive an email notifying you of the updated status of your tournament as well as a user name and password that will allow you to manage your tournament at the Hockey Calgary website. If you do not receive this email, check your junk folder as sometimes the automatic emails sent from our website get caught in spam filters.

Enter your user name and password at the [Hockey Calgary website](#) to review the details of your tournament, add teams and games and also add content to your tournament homepage. The Hockey Calgary Tournament Listing displays all the pertinent information about your tournament as well as the number of avail spots remaining. As you add teams to your tournament, the number of avail spots will automatically be updated.

Teams can be added to the games right up to the day of the game however your schedule will be locked 48 hours after the tournament sanction deadline. Once the schedule is locked, you will not be able to make changes to the date, start time, duration or arena of any of the games so make sure you enter the games carefully. Schedule changes are subject to a \$15.00 per game charge by CZRC and a \$10.00 per game charge by Hockey Calgary. These changes can be very time consuming. If you do require a change after your schedule is locked contact Hockey Calgary who will make the changes at both the Hockey Calgary and CZRC websites for you.

[REQUEST A TOURNAMENT SANCTION](https://www.hockeycalgary.ca/tournament-request) - <https://www.hockeycalgary.ca/tournament-request>