

## Exhibition Home Game Process

This pertains to **ALL NON-LEAGUE GAMES ONLY**. Please follow the below process for all exhibition games:

1. Request exhibition game permit. Currently this function is not active yet in HCR. For all other games, for **ALL TEAMS**, including exhibition (home or away), tournaments, etc., an email will need to be sent to the local Regional Director, Sarah Holman for the Dartmouth Zone region at [holmans@hockeynovascotia.ca](mailto:holmans@hockeynovascotia.ca) by the home team manager which **MUST** include the information below. All permits requested will be considered to be approved, unless notified by the Regional Director.

The following info is to be included with the permit request:

Team name

Name, Level and Division of team playing against

Time and Date of Game

Venue

### EXAMPLE

**Bedford U13AAA**

**Truro U13AAA**

**11:00 am October 22**

**RECC**

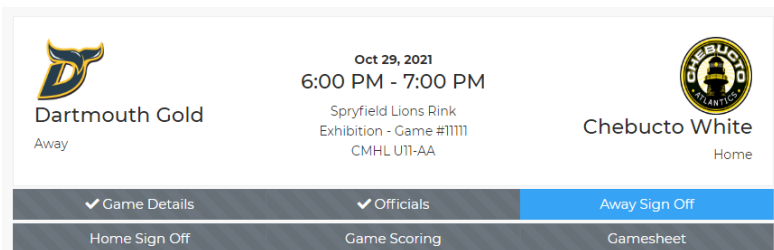
2. Once email is sent, Home team is to then forward the email to the below listed people with all game details and to request the game be created in GrayJay and to book officials for game **(TEAMS ARE NOT CREATE THE GAME IN GRAYJAY)**

**CMHL Rep teams** – Email Beth MacMullin – [Registrar@whalers.org](mailto:Registrar@whalers.org) & Pete Boutin [referee-in-chief@whalers.org](mailto:referee-in-chief@whalers.org)

**Recreation teams** – Email Pat Kameron – [recdirector@whalers.org](mailto:recdirector@whalers.org) & Pete Boutin [referee-in-chief@whalers.org](mailto:referee-in-chief@whalers.org)

**\*\*PLEASE NOTE REQUEST TO CREATE GAME AND REFS SHOULD BE AT LEASE 5 DAYS IN ADVANCE OF GAME DATE!**

3. Beth / Pat will create the games in Grayjay and confirm back to team it's been created.
4. Once game is created, Pete Boutin will assign Officials and Timekeeper. Once officials are assigned and the assignments are accepted, if you look at the game in Grayjay, Officials will show a check mark by them



5. Please ensure to have correct payment amount for officials in cash and in an envelope for each official and timekeeper. They are to be paid before the game begins. To view the correct official rates, please go to [whalers.org](http://whalers.org) and click on Officiating on the menu then choose rates or click on following link. <https://whalers.org/l/9/CMHL-U15-AA/pages/1973/OFFICIATING--Fees/>

**\*\*\*\*\*PLEASE NOTE\*\*\*\*\***

Teams should never be adding any games in system under Games - Regular Season OR Games – Exhibition, these should be done by someone with League Admin Access, like Pat, Beth or Pete. If you need to enter a game for a team that is not in your league, like a tournament game, go to Team events, add an event and choose Tournament Game for Event Type. These games are with teams not in the system and that would require a Paper Game sheet .

**ALSO – if you need to have a game deleted due to cancellation, please email the same people that you emailed to create it**