



# Online Game Incident Reporting System MINOR



## MANUAL





## REPORTING PROCEDURES

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Penalties incurred during BC Hockey Games shall be reported as follows:

**a) GAME MISCONDUCTS AND MISCONDUCTS IN THE LAST TEN MINUTES:**

**Rule 4.6 (c), Rule 4.5 (b) and all Game Misconducts listed in Section II of this bulletin**

In games played under the jurisdiction of a League, District or Local Associations; Misconduct Penalties in the last ten (10) minutes of a game and all Game Misconducts **shall be reported by using the online Hockey Canada game incident reporting system. This submission must be inputted no later than 8:00 am on the day following the incident.** Officials have the option of taking a third or fourth generation carbon copy of the game sheet or capture a clear and legible image of the game sheet using their smart phone or tablet for their reference. There is no longer a need to take an original copy of the game sheet and physically mail in their report.

**b) MATCH PENALTIES AND GROSS MISCONDUCTS:**

In all instances in which a Match or Gross Misconduct Penalty is assessed; the Referee **shall report the incident by using the online Hockey Canada game incident reporting system. This submission must be inputted no later than 8:00 am on the day following the incident.**

Those failing to abide by this ruling will be subject to suspension. For certain offences and/or where appropriate, BC Hockey will notify the local Association, League or Team responsible for ensuring the suspension is served. Should you have any questions please contact the BC Hockey office [info@bchockey.net](mailto:info@bchockey.net).

PLEASE FIND THE FOLLOWING INSTRUCTIONAL VIDEO REGARDING INPUTTING YOUR GAMEINCIDENT REPORT ONLINE. GAME REPORTS WILL NO LONGER BE SUBMITTED USING A PHYSICAL MAILING SYSTEM.

[ONLINE GAME INCIDENT REPORTING SYSTEM TUTORIAL – MINOR HOCKEY](#)

<https://www.youtube.com/watch?v=YIZARhZ3iRs&feature=youtu.be>



# SUBMITTING AN ONLINE GAME INCIDENT REPORT



## GAME INCIDENT REPORTING

1. Go to the following website: <https://ehockey.hockeycanada.ca>
2. Login using your Hockey Canada eHockey account

**SIGN IN HERE**

Email:

Password:

3. Click 'View' under your profile

PARTICIPANTS							
	First Name	Last Name	Date of Birth	Hockey ID	Gender	Association	Actions
	JOHN	GRETZKY	01/01/1998	1500000376177	M	VICTORIA MINOR HOCKEY ASSOCIATION	<a href="#">View</a>
	JOSEPH	GRETZKY	01/02/1995	1500000482069	M	BC HOCKEY	<a href="#">View</a>
	JOE	SMITH	09/07/1986	1500000342580	M	BC HOCKEY	<a href="#">View</a>

4. Select the 'Game Incidents' Tab

**PARTICIPANT PROFILE**

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**JOE SMITH**  
 9/7/1986 | MALE | ENGLISH

Hockey ID: 1500000342580  
 PARTICIPANT OF: HOCKEY CANADA / BC HOCKEY / REGION 1 / DISTRICT 11 / BC HOCKEY

5. Select "Create New Report"

**GAME INCIDENT REPORTING SYSTEM**

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[Create New Report](#)



## ENTERING GAME INCIDENT REPORT INFORMATION

**GAME INFORMATION**

Date:  Time:

Location:

Class:   Division:   Category:

League:

- **DATE & TIME:** As scheduled
- **LOCATION:** As it appears on the game sheet
- **CLASS:** **MINOR** (all reports will be entered under this class)
- **DIVISION:** Select the appropriate level of play
- **CATEGORY:** Choose one (1) of the following

CATEGORY	
MALE REP	<b>A</b>
MALE REC / HOUSE	<b>C</b>
FEMALE REP	<b>FEMALE A</b>
FEMALE REC / HOUSE	<b>FEMALE C</b>
Canadian Sport School Hockey League (CSSHL)	<b>ACADEMY</b>

- **LEAGUE:** Choose one (1) of the following Leagues to input

District	LEAGUE
Vancouver Island	VIAHA
Lower Mainland	PCAHA
Okanagan	OMAHA
West Kootenay	West Kootenay MHA
East Kootenay	East Kootenay MHA
North Central	Cariboo AHA
North West	North West District
North East	Peace River District MHA
Yukon	Yukon AHA



TEAM INFORMATION				
	TEAM NAME	COACH	MANAGER	OFFICE
Visitors Team	Victoria Royals	R. Smith	S. Smith	REGION 1
Home Team	Kelowna Rockets	N. Nelson	R. Nelson	REGION 2

- **TEAM NAME:** Include the full team Name
- **COACH:** As it appears on the game sheet
- **MANAGER:** As it appears on the game sheet
- **OFFICE:** **IMPORTANT** – you must indicate the correct 'OFFICE'

District	OFFICE
Vancouver Island	REGION 1
Lower Mainland	REGION 1
West Kootenay	REGION 1
East Kootenay	REGION 1
North Central	REGION 1
North West	REGION 1
North East	REGION 1
Yukon	REGION 1
Okanagan	REGION 2

OFFICIALS INFORMATION					
	NAME	LEVEL	OFFICE	TELEPHONE	EMAIL
Referee	JOE SMITH	Level 3	REGION 1	(250) 555-1234	officiating@bchockey.net
Referee					
Linesman	Kiel Murchison	Level 4	REGION 1	(604) 555-1234	murch@email.com
Linesman	Trevor Hanson	Level 6	REGION 1	(778) 555-1234	thanson@email.com

- Ensure that your contact information is current / up to date
- Please include the contact information for your fellow officials



**INCIDENT INFORMATION**

PLAYER INFORMATION			PENALTY INFORMATION				OTHER	
HOME/VISITORS	JERSEY	PLAYER NAME	PERIOD	TIME	PENALTY	NOTE	INJURY	
1 Home	99	Wayne Gretzkey	First	10:00	6.4 - HC 6.4 Checking From Behind (Rule 53)	MINOR / GM	No	
2 Visitors	87	Sidney Crosby	Second	8:50	6.5 - HC 6.5 Head Contact (Rule 86)	MAJOR / GM	Yes	
3 Home	91	Steven Stamkos	Third	6:00	7.4 - HC 7.4 Tripping (Rule 85)	DBL MIN / GM	No	
4 Home		Coach: N. Nelson	Third	6:00	9.2 - HC 9.2 Harassment of Officials/Unsportsmanlike	GM  x	No	

- Input the player / coach information in regards to the reportable incidents
- Include the full name of the offending parties as shown on the game sheet
- **PENALTY:** **IMPORTANT** – The correct Casebook reference is required
- **NOTE:** Please indicate which reportable penalty was assessed (e.g.):
  - Misconduct (MISC.)
  - Game Misconduct (GM)
  - Gross Misconduct (GROSS)
  - Match Penalty (MATCH)
  - Other
- **INJURY:** Check 'YES' or 'NO'
- : For additional incidents within the same game, click the blue button
- **IMPORTANT** - It is highly recommended that after filling in the “incident information” section of the form that you save the status of your report as “IN PROGRESS.” You are limited to twenty (20) minutes in regards to how long your report page can be open. Saving your report at this point with the “Send Email” button left unchecked, will allow you to then re-open your report to insert your written synopsis in detail with less possibility of the report timing out on you.

Status:

Send Email



## REPORT

Include ALL RELEVANT INFORMATION regarding the above referenced game incident(s). This report must include:

- All events that may have led up to the incident(s), and all events which followed the incident(s).
- A detailed, clear and concise explanation of the incident(s) so that a person not at the game would understand.

- Input your written synopsis of all incidents being reported in the space provided
- **IMPORTANT** – We highly recommend that you copy the content of your report to your computer's memory by using the [Ctrl + C] function or potentially write your report in a separate word document prior to putting it in your report to allow you enough time to review the contents. As a reminder, you do not want to do your proof reading of your written report while actually in the form, as it may lead to your form timing out.
- Once you are finished your report, simply choose the status as 'Completed'

Status:

Send Email

- Ensure that the 'Send Email' button is checked and Save your report
- Your report will be automatically send to the recipient and no further action will be required unless you are contacted by a representative from BC Hockey.
- Your reports will be archived under the main menu of your Game Incident Report home page.