

myTTM Suspension Reporting for Teams

This document is intended for myTTM team users. It provides information specifically for teams when using the myTTM Suspension Reporting web service.

The following topics will be discussed in this document:

[Report Suspendable Infractions](#)

[Report Games Served](#)

[Show Team Suspensions Report](#)

[Review Minimum Suspensions for Infractions](#)

Please refer to the following help documents for additional information for teams:

myTTM General Help for Teams

myTTM Affiliation Reporting for Teams

myTTM Game Schedules for Teams

These can be found in the **Help** menu on the myTTM Web Service portal.

Report Suspendable Infraction

Teams are responsible for reporting specific infractions that occurred during a game. These include misconducts, game misconducts, gross misconducts and match penalties.

This is done by selecting **Enter Suspendable Infraction** from the **Suspension Reporting** menu as shown below.



When entering infractions you will be required to provide information for various sections as shown below.

Reported By

Name:

Email:

Phone Number:

In this section you must enter contact information about you the reporter. The fields will be pre-filled with the information last entered.

Team Member Being Reported

Name:

Jersey Number:

Team Position:

In this section you must identify the team member that the infraction is for. Depending on the way your league's account has been setup, you might be required to fill in fields or select a team member from a list.

Infraction Information

Infraction Date:

Venue:

Period:

Clock Time:

Game Number:

Game Type:

Jurisdiction:

Infraction:

Comments:

In this section you must enter specific infraction information primarily collected from the game sheet where the infraction occurred.

Game Sheet Information

Please scan or take a picture of the most legible copy of the game sheet. Valid file formats include jpg, gif, png or pdf only. **Try to keep the filesize under 2Mb to reduce upload time.**

Upload Game Sheet: No file selected.

Upload Part 2 of Game Sheet (if necessary): No file selected.

In this section you can upload a scanned copy or a photo of the actual game sheet. If the entire game sheet cannot fit in one file then provide the game sheet in two sections. It is important that the game sheet uploaded will be easily viewable, so ensure the uploaded file is of good quality before sending.

Once the form has been completed click on the button. You will then be directed to a suspension summary page indicating the minimum suspension for the team member based on the information that you provided. Additionally, a suspension entry notification will be emailed to your team email addresses and all league discipline representatives.

Report Games Served

For infractions where a team member has been suspended, it is important to record all games where the team member served their suspension. This will allow the league to be aware of the team members status.

This is done by selecting **Show Games Served Information** from the **Suspension Reporting** menu as shown below.



You will presented with a list of all reported suspensions for your team as shown below.

Games Served Information




SORT: NAME (A-Z) ▾

ROW#	ACTION	NAME	GAME DATE	GAME NUMBER	INFRACTION	GAMES SUSPENDED	RECORDED GAMES SERVED
1	Options ▾	Klien, Charlie	2015-09-01	55221	GM42 (HEO Minor) - Fighting <Ref. HC 6.7(a/b)>	1	0

To provide game served information for a team member, select **Add Game Served** from the **Options** menu next to the team member in the list as shown below.

ROW#	ACTION	NAME	GAME DATE	GAME NUMBER	INFRACTION
1	Options ▾	Klien, Charlie	2015-09-01	55221	GM42 (HEO Minor) - Fighting <Ref. HC 6.7(a/b)>
		View Suspension Details			
		Add Game Served			

Next, enter the game information for the game that was served by the team member and click the **Save** button. A game served notification will be emailed to your team email addresses and all league discipline representatives.

You will be returned to the list of suspensions where the Recorded Games Served will be updated for the team member as shown below.

Games Served Information




SORT: NAME (A-Z) ▾

ROW#	ACTION	NAME	GAME DATE	GAME NUMBER	INFRACTION	GAMES SUSPENDED	RECORDED GAMES SERVED
1	Options ▾	Klien, Charlie	2015-09-01	55221	GM42 (HEO Minor) - Fighting <Ref. HC 6.7(a/b)>	1	1

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For suspensions that have games served, you can list these games by selecting **List Games Served** from the **Options** menu next to the team member in the list as shown below.

ROW#	ACTION	NAME	GAME DATE	GAME NUMBER	INFRACTION
1	Options -	Klien, Charlie	2015-09-01	55221	GM42 (HEO Minor) - Fighting <Ref: HC 6.7(a/b)>
		View Suspension Details			
		List Games Served			

You will be presented with a list of all reported games served for the suspension as shown below.

List of Games Served

Charlie Klien
GM42 (HEO Minor) - Fighting

SORT: GAME SERVED DATE ↑

ROW#	ACTION	GAME SERVED DATE	GAME SERVED COUNT	VENUE	GAME NUMBER	GAME TYPE
1	Options -	2015-09-02	1	Polvin	541	League

For each game served, you can view the game sheet, modify the entry or delete the entry (if it was incorrectly entered). This is done from the **Options** menu next to each game in the list as shown below.

ROW#	ACTION	GAME SERVED DATE	GAME SERVED COUNT
1	Options -	2015-09-02	1
		View Game Sheet	
		Modify Game Served	
		Delete Game Served	



Show Team Suspensions Report

You can easily view a list of suspensions entered for all team members by selecting **Show Team Suspensions Report** from the **Suspension Reporting** menu as shown below.



You will be presented with a list of all reported suspensions for your team as shown below.

Team Suspensions Report

SORT: NAME (A-Z) ▾

ROW#	ACTION	NAME	GAME DATE	GAME NUMBER	INFRACTION	MINIMUM SUSPENSION	GAMES SERVED
1	Options ▾	Klien, Charlie	2015-09-01	55221	GM42 (HEO Minor) - Fighting <Ref. HC 6.7(a/b)>	1 game suspension	1

For each suspension, you can view suspension details, view the game sheet or modify the entry. This is done from the **Options** menu next to each suspension in the list as shown below.

ROW#	ACTION	NAME	GAME DATE	GAME NUMBER	INFRACTION
1	Options ▾	Klien, Charlie	2015-09-01	55221	GM42 (HEO Minor) - Fighting <Ref. HC 6.7(a/b)>
	View Suspension Details				
	View Game Sheet				
	Edit Suspension				

Review Minimum Suspensions for Infractions

If you need to determine what the minimum suspensions might be for a given infraction for a given jurisdiction you can easily review this by selecting **Review Minimum Suspensions for Infractions** from the **Suspension Reporting** menu as shown below.



Next, enter the infraction information that you require the minimum suspensions for as shown below.

Minimum Suspensions for Infractions (from Code of Discipline)

Use this form to review minimum suspensions for suspendable infractions.

Infraction Information

Team Member:

Jurisdiction:

Infraction:

Did penalty occur in last 10 minutes of game? No Yes

Was penalty called for pre-game or post-game altercation? No Yes

Was an Instigator Penalty assigned with Fighting Penalty? No Yes

Was an Aggressor Penalty assigned with Fighting Penalty? No Yes

Did player remove his/opponents helmet or chinstrap? No Yes

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Click the [Get Minimum Suspensions](#) button and you will be presented with the minimum suspension information as shown below.

HEO Minor Minimum Suspensions for Infraction GM42	
1st Occurrence:	1 game suspension
2nd Occurrence:	2 game suspension and until a District Disciplinary Hearing
3rd Occurrence:	Suspended until a HEO Minor Disciplinary Hearing
4th or more Occurrence:	Suspended until a HEO Minor Disciplinary Hearing

myTTM Evaluation Minimum Suspensions for Infraction GM42	
1st Occurrence:	1 game suspension
2nd Occurrence:	2 game suspension and until a District Disciplinary Hearing
3rd Occurrence:	Suspended until a HEO Minor Disciplinary Hearing
4th or more Occurrence:	Suspended until a HEO Minor Disciplinary Hearing

The minimum suspensions are listed for the jurisdiction as well as for your league as your league may impose a stricter suspension.