

# YELLOWKNIFE MINOR HOCKEY ASSOCIATION

## TEAM TRAVEL

### POLICY AND PROCEDURES

Approved: 21 January, 2010

#### 1.0 INTRODUCTION

The Association encourages teams to participate in tournaments or exhibition games outside of Yellowknife provided that the travel arrangements are planned in an efficient and responsible manner and the travel does not have a negative impact on other Association programs.

This policy is intended to reduce disruption to the League Program and to ensure that team travel is in accordance with HC guidelines.

#### 2.0 DEFINITIONS

“Development Team” refers to a team of select players that have been chosen from a particular division or age group to pursue advanced competitive opportunities.

“Governor” refers to the governor of the division or age group of the team.

“Hockey North” refers to the Branch which is responsible for both NWT and Nunavut.

“Host Committee” refers to the organizing committee for the event that the traveling team will attend.

“Hockey NWT” refers to the zone of Hockey North which is responsible for the development of hockey in the Northwest Territories.

“League Team” refers to a team which plays in the League Program.

“Team Officials” refers to the coach, manager or other person(s) with overall responsibility for the team.

#### 3.0 SCOPE

This policy is in effect throughout the Association operating season – 01 September to 30 April.

This policy applies to all League and Development teams.

#### 4.0 POLICIES

##### 4.1 Annual Travel Limits

Hockey North will not issue more than four travel permits per team per season without the written approval of the Association Executive Committee.

Team officials may seek approval for additional travel beyond the annual allotment. However, the Executive Committee will not consider the request unless there is evidence that the majority of the players’ parents support the additional travel and that the request has been submitted in a timely manner.

In all cases, the team must strive to ensure that there are no substantive impacts on other Association programs.

## 4.2 Appropriate Competitive Opportunities

Team officials must seek competitive opportunities which are at a suitable level for their team. They should seek advice, as required, from other coaches who are familiar with the tiered system of minor hockey in Alberta and other provinces.

Team officials should inform the players' parents of the proposed travel plans in sufficient time and detail for the parents to make an informed decision about their level of participation. It is recommended that the parents be provided with the pertinent details in writing.

League teams shall travel under their Association team name and wear the team uniforms which are supplied by the Association. The team should promote the team sponsor where possible.

League team officials should inform the host committee that the team has only one set and colour of uniforms. This will allow the host committee to provide appropriate notice to other teams.

## 4.3 "Picked-up" Players

**League teams** may amalgamate their players if there are an insufficient number of players to form a competitive team for the planned event.

Team officials may add additional players to their League team under the following conditions:

- the "picked-up" players must be "shared" (through the Hockey Canada Registry) with the travelling team before participating in the event.
- a completed and signed team roster sheet must be submitted with the application for a travel permit.

**Development teams** may add players to their roster consistent with the Association policy on affiliated players.

All teams must also adhere to the Association policy on player movement.

## 5.0 EXCLUSIONS

If ice time for a division is cancelled due to a special event, all teams from that division are permitted to travel during that period. The required applications must be submitted in accordance with this policy.

If the ice time for a division is cancelled on short notice, the Governor may, at his or her discretion, relax the deadlines for submitting the required applications. All other elements of this policy continue to apply.

These exclusions do not alter the annual limits for team travel. Travel, under these circumstances, will be considered as part of the annual allotment.

## 6.0 PROCEDURES:

### 6.1 Application Process

A Team Travel Permit is required when an Association team wishes to play an exhibition game or participate in a tournament that will take place outside of Yellowknife.

**Team officials must submit a written request to the Governor, for permission to travel**, at least twenty-eight (28) days prior to the date of travel. This will allow sufficient time for the Governor to reschedule ice time if required.

The written request for permission to travel should include: dates and location of the event, contact information for the host committee and the host Branch sanction number for the event.

**Team officials must submit their application for a Travel Permit, to the Governor,** at least twenty-one (21) days prior to departure. The permit application must be accompanied by a completed Hockey NWT Team Registration form which requires a full list of team players and additional documentation for both team players and team officials. The application must include the tournament sanction number from the host Branch.

The name, address, e-mail address and phone number of the chairperson of the tournament organizing committee must be provided with the application for a Travel Permit.

**The Governor must ensure that the application is accurate and complete before it is forwarded to the President** (or his or her designate) for endorsement.

**The President (or his or her designate) will submit the application to the Registrar, Hockey NWT** who will issue the Travel Permit to the Association and to the team officials listed on the application. The Registrar requires seven days to process the application.

## 6.2 Sanctions

Any Association player, coach, or team official who is not registered with Hockey NWT when participating in a game revokes the insurance coverage of all participants and makes the travel permit void.

Such persons may be subject to sanction in accordance with the Association Code of Conduct.

If the Association allows players, coaches or other team officials to participate in a game, when not registered or not on the Hockey NWT Registrar's team list, it may be subject to disciplinary action by Hockey North.

## 7.0 GENERAL

Teams who chose to travel outside Yellowknife will forfeit the ice time that would have been allotted to the team during the period of travel.

Players, who are unable to travel with their League team, may be temporarily assigned to another team in the division. The Governor will endeavour to assign the player to another team that is scheduled to practice or play during that period.

A player who chooses to play in a lower division **may not** be eligible to participate in tournaments outside of the Association. This should be confirmed by the team officials at time of registration in the tournament.

The Tournament Organizing Committee must be provided with a copy of the travel permit including the list of approved players.

The Head Coach must ensure that only players on the team list, as approved by the Hockey North Registrar, participate in any game.

With respect to exhibition games, the Head Coach of the home team must ensure that the referee of the game is provided with a copy of the approved list of players for both teams participating in the game.

The Head Coach must obtain the official game report of each game, in which his team participated, and provide them to the relevant governor within three days of returning to Yellowknife.



**Request for Travel Permit**

Head Office  
47 Pine Crescent  
Hay River, NT X0E 0R5  
1-867-874-6903 (Home) 1-867-875-7422 (Cell)

**TEAMS THAT REQUIRE A TRAVEL PERMIT MUST COMPLETE THIS FORM WITH ALL THE APPLICABLE SIGNATURES AND EMAIL IT TO HOCKEY NORTH EXECUTIVE DIRECTOR TO OBTAIN A CERTIFIED TRAVEL PERMIT, WHICH WILL BE RETURNED TO THE TEAM OFFICIAL INDICATED BELOW.**

Team name : \_\_\_\_\_

Association: \_\_\_\_\_

Division: Male  Female  Adult Rec/ OT  Jr.  Minor

Novice  Atom  Pee wee  Bantam  Midget

Category: House/"D"  "C"  "B"  "A"  "AAA"

**Tournament / Exhibition**

Games: \_\_\_\_\_

City & Province: \_\_\_\_\_

Travel Dates: \_\_\_\_\_

**The following signatures are required to obtain a Travel Permit:**

Team Official (Coach/Manager): \_\_\_\_\_  
(Name) (Signature)

\*\*\* A copy of the travel permit will be returned to Team Official\*\*\*

Fax: \_\_\_\_\_

e-mail: \_\_\_\_\_

Minor Hockey President: \_\_\_\_\_  
(Name) (Signature)

League Coordinator: \_\_\_\_\_  
(Name) (Signature)

**Regulation 20 - Travel Permits**

20.01 A Team Travel Permit is required when a team wishes to play in a sanctioned tournament or exhibition series that takes place outside of their home community Zone. Each team will be issued not more than four (4) travel permits per season excluding hockey regional/national championships without the written permission of their local league executive.

20.02 The traveling team must fill in a Hockey North "Travel Permit Application" form with the specified details including the sanction number, and attach the team list, including all players and bench personnel, trainer and team manager, have the application and list approved by the league director, LMHA president, and then submit the application to **HOCKEY NORTH EXECUTIVE DIRECTOR** or their designate for approval.

20.03 Hockey North will return the approved Travel Permit to the team member indicated on the application.

20.04 The coach or his designate must submit a copy of all game sheets from their event to their league director and the Hockey North Executive Director upon their return.

20.05 No team may have more than one authorized travel permit at a time without the written permission of their LMHA President and the president of Hockey North.

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**FOR OFFICE USE ONLY:**

Date Received: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ Travel Permit # Issued \_\_\_\_\_  
(Month/Day/Year)

