



BC HOCKEY BULLETIN

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TO: BC Hockey Membership

**FROM: Barry Petrachenko
Chief Executive Officer**

SUBJECT: Tournament and Tour Processes

Please note the following BC Hockey / Hockey Canada administrative processes in place for the 2016-2017 season. BC Hockey members intending to host a tournament must complete the online tournament sanction permit request form.

Tournament Sanction Permit

Applying for a Tournament Sanction Permit:

- Go to the BC Hockey tournaments homepage and click "Apply to Host a Tournament"
<http://www.bchockey.net/Tournaments/Tournaments.aspx>
- A reference number will be assigned to each tournament request; this is your tournament sanction permit reference number and must be on all correspondence relating to this application.
- Review items below and submit any additional forms that may be necessary.

Printing the Tournament Sanction Permit:

- Please allow **7 to 10 business days** for the processing of your tournament request.
- Once the sanction request has been approved, notification will be sent to the email address provided on the request form. The email will include the hyperlink for the sanction permit. A link to the sanction permit will also appear on the main BC Hockey tournaments webpage.

Tournament Completion and Follow-Up Report:

- On the last day of the tournament, an email will be sent to the tournament contact advising that the tournament follow-up report is due.
- Complete the online tournament follow-up report as indicated in the email. BC Hockey will utilize the follow-up report information provided for invoicing.
- If the tournament contact does not receive the follow-up report email, they should contact the BC Hockey office at tournaments@bchockey.net.

Important Notes:

- Please note that there is a \$50 administration fee for all applications submitted and subsequently cancelled.
- If all teams participating are members of Hockey Canada and/or USA Hockey and no more than two (2) Hockey Canada Branches are represented, the tournament sanction application must be completed **at least 30 days prior** to the start of the tournament.





- If the tournament will include one (1) or more teams from outside of Hockey Canada and USA Hockey, or include teams from three (3) or more Hockey Canada Branches, the tournament sanction application must be submitted **at least 90 days prior** to the start of the tournament.
- A list of officials to be used in the event is to be submitted to your Minor Officiating Facilitator 30 days in advance of the tournament. A copy should be kept with the host Association. Failure to comply may result in disciplinary action by BC Hockey.
- All BC Hockey sanctioned tournaments are posted to the BC Hockey website at www.bchockey.net/Tournaments/tournaments.aspx.

Interbranch Tournament

- BC Hockey members requesting to host an interbranch tournament must apply to host the tournament using the process outlined above in *"Tournament Sanction Permit"*. In addition, if the tournament involves teams from three (3) or more Hockey Canada Branches (i.e. BC Hockey teams and teams from two (2) other provinces), the host must complete the [Interbranch Tournament Sanction Form](#) 90 days prior to the start of the event.

International Tournament

- BC Hockey members requesting to host an international tournament must apply to host the tournament using the process outlined above in *"Tournament Sanction Permit"*. In addition, if the tournament will include teams from any country other than Canada and the United States, the host must complete the [International Tournament Sanction Form](#) with the additional requested material **at least 90 days prior** to the start of the event.
- Please note that if the incoming international team (from a country other than the USA) will be playing any games other than those in the tournament, an IIHF Tour Sanction Form must also be completed and submitted to the BC Hockey office. Please see the section below called *"IIHF Tour (Incoming and Outgoing)."*

IIHF Tour (Incoming and Outgoing)

- [IIHF Tour Sanction Form](#) must be completed by IIHF teams (other than USA Hockey) traveling to play in Canada or by BC Hockey teams traveling to play outside Canada or the United States. It is recommended that the form and all additional requested material be submitted to the BC Hockey office **at least 120 days prior** to the team leaving or entering the country.
- BC Hockey teams traveling to the United States to play should refer to section *"Traveling to Tournaments outside Your District, Province or to the United States"* below.

Traveling to Tournaments Outside Your District, Province or to the United States

- BC Hockey teams traveling to tournaments outside their District, to other provinces or to the United States must complete an [Interdistrict & USA Hockey Tournament Travel / Exhibition Game Sanction Request Form](#) and submit it to the BC Hockey office **7-10 days prior** to the first day of travel.

If you have any questions regarding the above processes, please contact the BC Hockey office.

