



BC HOCKEY BULLETIN

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TO: BC Hockey Membership

**FROM: Barry Petrachenko
Chief Executive Officer**

SUBJECT: Special Events Process

As a reminder, special events are events that fall outside of regular hockey programming. Teams must ensure that a [Special Event Sanction Request Form](#) is submitted to the BC Hockey office at least **7 to 10 days** prior to the start of the event in order for the request to have Hockey Canada Insurance Program coverage extended for the event.

For all event sanction applications:

1. The Special Event Sanction Request Form can be found on the forms page of the BC Hockey website, <http://www.bchockey.net/Administration/Forms.aspx>.
2. All completed forms will be reviewed by BC Hockey and then emailed to the Minor Hockey Association's Special Event Contact, Junior or Senior Team President, or Midget AAA Team Manager for review and appropriate distribution.

A separate Special Event Sanction Request Form is required for each different activity. However, if the same activity occurs multiple times such as dryland training, one (1) request can be submitted for all the dates in which that activity will occur.

An email will be sent requesting further information for any incomplete forms or forms requiring further descriptive detail – note that this may cause a delay in processing.

For activities with private or entrepreneurial instructors that are not registered as members of the team (e.g. dryland training, goaltender coaching, specialized skating training), annual BC Hockey Associate Membership is required. Contact your local registrar to find out whether or not the instructor is a BC Hockey Associate Member. The Associate Membership Application form is located on the applications page of the BC Hockey website:

- <http://www.bchockey.net/Administration/Applications.aspx>
- Associate Members also require Respect in Sport certification and a Criminal Record Check for involvement in BC Hockey activities. Private instructors will not be approved for participation until all requirements are met.

Please remember that not all activities are eligible for sanctioning. Visit the Special Events page of the BC Hockey website at www.bchockey.net/RiskManagement/SpecialEvents.aspx for additional information regarding Special Event Sanctioning or contact the BC Hockey office at specialevents@bchockey.net.

