



Vancouver Island Amateur Hockey Association

2301-E McCullough Road Nanaimo BC V9S 4M9

info@viaha.org www.viaha.org

Ph: 250-751-8811 Fax: 250-751-8812

MEMORANDUM

October 6, 2025

TO: VIAHA Membership
FROM: David Beatty, Director of Hockey Operations
SUBJECT: Online Interdistrict Travel Permits

We are now ready to transition to Online Travel Permits from the current paper Interdistrict Travel Forms. This should help speed things up and get the necessary consent back to the teams requiring them in a more timely manner.

Rather than filling in the Interdistrict Travel Form, getting it signed by MHA President then sending it to me so I can complete it and send it back, the team Manager or Coach can complete the request in "My Account" on the HCR. The form will be sent electronically to the MHA President or their designate and to me. When the form has been approved by both people it is returned to the person submitting the request and a .pdf of the approval can be printed off. I will send a copy of the .pdf to the Managing Director/Commissioner.

Attached to the cover e-mail are instructions for the Coaches/Managers on how to request a travel permit. Also attached are instruction on how the MHA President or their designate can approve the requests. I will require specific dates for travel and not just tournament sanction numbers. Permit requests without dates will be returned to the team for proper completion. BC Hockey has prepared these forms and the contact e-mail for them if you have any questions is listed on the bottom.

I will continue to process any paper forms that are currently being processed. Any new forms will have to be submitted online.

Thank you for your cooperation in this matter.

Yours sincerely.

David Beatty, Director of Hockey Operations