**TRAVEL PERMITS**

Are required anytime you are attending a tournament outside of Okotoks YOU DO NOT NEED A TRAVEL PERMIT FOR ANY GAMES SCHEDULED BY THE LEAGUE

**How to apply for a permit:**

Email (Lindsay Graw- [lindsaygraw@shaw.ca](mailto:lindsaygraw@shaw.ca)) the following information.

ALL information is required for me to apply for the permit. Please do not send me the request until you have gathered all of the information.

* Your teams name ie Okotoks U13 Tier 1
* Your teams manager’s name
* Your teams manager’s email address
* Your teams manager’s phone number
* Your teams Hockey Canada ID number (located on the top middle of your official Hockey Canada roster)
* The Division ie U13 The level ie. Tier 1
* Date of the tournament
* Location of the tournament
* Number of games
* The tournament sanction number- the tournament organizers can supply you with this number

Please follow the instructions on the approval for how to submit your gamesheets.

If there is any major penalties during the game. Please email the gamesheet to Angela Sellwood, at Hockey Alberta ASAP.

Angela’s email address is [disciplinesouth@hockeyalberta.ca](mailto:disciplinesouth@hockeyalberta.ca)

If you do not hear back from Angela on the suspension it is always best to sit the player for your next game until you hear back.