

# HOCKEY SANCTIONS & PERMIT PROCEDURE

Get Team ID from Registrar or director. Get log in and password from President.  
The current login is **Vermilion**. The password is **Vermilion19**.  
Go to [www.hockeyalberta.ca](http://www.hockeyalberta.ca), then Centre ice portal log in. Scroll down to log in.

Once logged into the Portal (on a PC) the menu will be at the top PERMITS AND SANCTIONS, & INTRO TO HOCKEY, this is all you will use. On a smart device you'll have to click on the 3 lines at top right corner, then ACCOUNT in there is the menus for PERMITS AND SANCTIONS (U11-U18) & INTRO TO HOCKEY (U7 & U9)

## **U7 & U9:**

**Effective for the 2023-24 season, a Travel Permit is not required for One-Time Events hosted within Alberta. Travel Permits are still required for all Festivals, and for One-Time Events outside of the province.**

There are no league games, all games are exhibitions. These groups will need sanctions for all games they host, unless they are playing each other. Some managers may give you the whole list for the year to get the sanction # completed early. Some may give the info to you in small bits.

### **Use Intro to hockey for drop down list:**

**One time Sanction:** for home games

Info Req (follow the form): Team, Manager email & cell, (additional email put yours) Visiting team email and ID#, & date. Location is Vermilion Stadium/Arena, 5510 College Drive, Vermilion

**Travel Permit:** Required for all out-of-town tournaments

Info Req: Date? Amt of games approx.? Location? HA#? (the HA# will be given by the other team)

**Festival Sanction:** for home tournaments (apply for a sanction # which is used for other teams needing a travel permit)

Info Req: Who? When?

## **U11 &Up:** (nothing required for regular league games)

**Effective for the 2023-24 season, a Travel Permit is not required for exhibition games hosted within Alberta. Travel Permits are still required for all tournaments, and for exhibition games outside of the province.**

### **Go to Permits & Sanctions for drop down list:**

**Travel Permits:** (For tournaments only)

Info Required: Date?, Travel to?, Amt of games? HA#? Exhibition or tournament?

\*Out of province Sanction details will need to upload the file with the sanction info from other team.

**Tournaments:** require a sanction # for home tournament to give attendees for their travel permits

**Exhibition Games:** (req a sanction number)

Info req: Date? Visiting Team email and ID#?

**Special Event Sanctions:** used for our **Pond Hockey Event**. Have a write up of the event Description. Select Recruitment (Bring a Friend as there isn't currently an option for this type of event. Fill rest of form out. Keep a list of everyone who attended and then email that report back to Hockey Alberta ([disciplineNE@hockeyalberta.ca](mailto:disciplineNE@hockeyalberta.ca)) after.

**Other info:**

When you submit request of the forms through Hockey Alberta you will receive an email (that's why you put the additional email as yours) that it has been requested. This is not the approval. The approval email should come anywhere from an hour to 2 days. Usually pretty quick tho. Keep all the approval emails in a Folder in your email. There may be some managers that ask for another copy of it as they may lose the emails from time to time. For out of Province Tournaments have an uploaded picture of the sanction permit# to upload into form. # of Games is amt of games played and can be estimated (2-3).

If a mistake is made on an E Game Sheet submission just email the discipline at Hockey Alberta with the sanction # to reset it so you can submit the corrected game sheet.

Editing info if incorrect on an approved sanction or travel permit is easy to do. Just click the + sign on the approved permits area and you will see an edit box. Edit your info, then scroll to bottom and update Request

Canceling sanctions & travel permits is also easy and straightforward on the website. Click on the edit area as per above and then scroll down to the bottom to cancel the request.

**If U7 or U9 Vermilion teams are playing each other then sanction # aren't necessary.**

2022-2023 by Tammy Richardson

*Example of Team ID # from 2022-2023 (received from Registrar) This will change every year.*

-  VERMILION FEMALE U15-1  
#202228100032469 >
-  VERMILION FEMALE U18-1  
#202228100032470 >
-  VERMILION U7  
#202228100032464 >
-  VERMILION U9  
#202228100032465 >
-  VERMILION U11-1  
#202228100032466 >
-  VERMILION U11-2  
#202228100032472 >
-  VERMILION U13-1  
#202228100032467 >
-  VERMILION U15-1  
#202228100032468 >
-  VERMILION U18-1  
#202228100032471 >