

YELLOWKNIFE MINOR HOCKEY ASSOCIATION

TEAM TRAVEL

POLICY AND PROCEDURES

Approved: 13 November, 2007

1.0 INTRODUCTION

The Association encourages teams to participate in tournaments or exhibition games outside of Yellowknife provided that the travel arrangements are planned in an efficient and responsible manner and the travel does not have a negative impact on other Association programs.

Hockey Canada (HC) guidelines do not allow for the addition of “picked-up” players or the creation of Development teams. Accordingly, it is essential that team officials respect the following policies and procedures to avoid possible sanctions by the host committee. A HC sanction could prevent team officials and players from participating in HC sanctioned programs for up to three years.

This policy is intended to reduce disruption to the League Program and to ensure that team travel is in accordance with HC guidelines.

2.0 DEFINITIONS

“Development Team” refers to a team of select players that have been chosen from a particular division or age group to pursue advanced competitive opportunities.

“Governor” refers to the governor(s) of the division or age group of the team.

“Hockey North” refers to the Branch which is responsible for both NWT and Nunavut.

“Host Committee” refers to the organizing committee for the event which the traveling team will attend.

“Hockey NWT” refers to the zone of Hockey North which is responsible for the development of hockey in the Northwest Territories.

“League Team” refers to a team which plays in the League Program.

“Team Officials” refers to the coach, manager or other person(s) with overall responsibility for the team.

3.0 SCOPE

This policy is in effect throughout the Association operating season – 01 September to 30 April.

This policy applies to all League and Development teams.

4.0 POLICIES

4.1 Annual Travel Limits

League teams are permitted to travel up to two (2) times per season, excluding Hay River, provided that all application procedures are addressed in a timely manner and there are no substantive impacts on other Association programs.

Development teams are permitted to travel up to three (3) times per season provided that all application procedures are addressed in a timely manner and there are no substantive impacts on other Association programs.

Team officials may seek approval for additional travel beyond the annual allotment. However, the Executive Committee will not consider the request unless there is evidence that the majority of the players' parents support the additional travel and that the required applications have been submitted in accordance with this policy.

4.2 Appropriate Competitive Opportunities

Team officials must seek competitive opportunities which are at a suitable level for their team. They should seek advice, as required, from other coaches who are familiar with the tiered system of minor hockey in Alberta and other provinces.

Team officials should inform the players' parents of the proposed travel plans in sufficient time and detail for the parents to make an informed decision about their level of participation. It is recommended that the parents be provided with the pertinent details in writing.

Team officials should inform the host committee that the Association does not have tiered League teams. They should obtain written permission from the host committee that the team is participating with "picked-up" players or is a Development team which consists of the best players in the division. The host committee must clearly understand the skill level of the team which is applying for the tournament so that there are no negative surprises when the team arrives at the tournament.

League teams shall travel under their Association team name and wear the team uniforms which are supplied by the Association. The team should promote the team sponsor where possible.

Team officials should inform the host committee that the team has only one set and colour of uniforms. This will allow the host committee to provide appropriate notice to other teams.

4.3 "Picked-up" Players

League teams will not be permitted to travel unless at least half of the players on their regular roster are participating.

Team officials may add additional players to their League team under the following conditions:

- a signed statement or e-mail, by the relevant parent(s), indicating that their child is unable to participate.
- a signed statement or e-mail, by the coach of the picked-up player, indicating that he is aware that the player will be traveling with another team.

5.0 EXCLUSIONS

If ice time for a division is cancelled due to a special event, all teams from that division are permitted to travel during that period. The required applications must be submitted in accordance with this policy.

If the ice time for a division is cancelled on short notice, the Governor may, at his or her discretion, relax the deadlines for submitting the required applications. All other elements of this policy continue to apply.

These exclusions do not alter the annual limits for team travel. Travel, under these circumstances, will be considered as part of the annual allotment.

6.0 PROCEDURES:

6.1 Application Process

A Team Travel Permit is required when an Association team wishes to play an exhibition game or participate in a tournament that will take place outside of Yellowknife.

Team officials must submit a written request to the Governor, for permission to travel, at least twenty-eight (28) days prior to the date of travel. This will allow sufficient time for the Governor to reschedule ice time if required.

The written request for permission to travel should include: dates and location of the event, contact information for the host committee and the host Branch sanction number for the event.

If two teams apply to travel on the same dates (e.g. League Program team and a Development team which could include some of the same players) the earliest application will take precedence. Approval of the second or additional requests will be at the discretion of the Governor.

Team officials must ensure that each player completes an Association Player Travel Form which outlines the Association expectations and responsibilities of the players and parents while traveling.

Team officials must submit their application for a Travel Permit, to the Governor, at least twenty-one (21) days prior to departure. The permit application must be accompanied by a completed Hockey NWT Team Registration form which requires a full list of team players and additional documentation for both team players and picked-up players. The application must include the tournament sanction number from the host Branch.

The Governor must ensure that the application is accurate and complete before it is forwarded to the President (or his or her designate) for endorsement.

The President (or his or her designate) will submit the application to the Registrar, Hockey NWT who will issue the Travel Permit to the Association and to the team officials listed on the application. The Registrar requires seven days to process the application.

6.2 Sanctions

Any Association player, coach, or team officials who are not registered with Hockey NWT when participating in a game revoke the insurance coverage of all participants and makes the travel permit void.

Such persons may be subject to sanction consistent with the Association Code of Conduct.

If the Association allows players, coaches or other team officials to participate in a game, when not registered or not on the Hockey NWT Registrar's team list, it may be subject to disciplinary action by Hockey NWT.

7.0 GENERAL

Teams who chose to travel outside Yellowknife will forfeit their ice time which would have been allotted during the period of travel.



Players, who are unable to travel with their League team, may be temporarily assigned to another team in the division. The Governor will endeavour to assign the player to another team that is scheduled to practice or play during that period.

A player who chooses to play in a lower division **may not** be eligible to participate in tournaments outside of the Association. This should be confirmed by the team officials at time of registration in the tournament.

The Host Committee must be provided with a copy of the travel permit including the list of approved players.

The Head Coach must ensure that only players on the team list, approved by the Hockey NWT Registrar, participate in any game.

With respect to exhibition games, the Head Coach of the home team must ensure that the referee of the game is provided with a copy of the approved list of players for both teams participating in the game.

	HOCKEY NORTH REQUEST FOR TRAVEL PERMIT HN Travel Permit #: _____	
Host Branch Tournament Sanction Number:		
HNWT Local Minor Hockey Association:		
Team Name:	Division/Category:	
Head Coach Name:	Head Coach Signature:	
We request authority to travel to _____ and participate in the Tournament/exhibition game(s), indicated below, on the date(s): _____		
Host Association:		
Host Team Name:	Division/Category:	
Head Coach Name:	Head Coach Signature:	
The Hockey NWT Registrar's team list and authorized permit can be faxed to the following numbers: Home Association/Team Name: _____ Coach Name: _____ Fax Number: _____		
Visiting Association/Team Name _____ Coach Name: _____ Fax Number: _____		
Hockey NWT hereby sanctions travel to this tournament or exhibition game(s).		
Hockey NWT Representative :	Date:	
Print name and position.		

YELLOWKNIFE MINIOR HOCKEY ASSOCIATION

PLAYER TRAVEL FORM

01 November, 2007

Dear Parent/Guardian:

Yellowknife Minor Hockey Association is pleased to provide a competitive hockey opportunity for your child. As registered member of the Yellowknife Minor Hockey Association, an athlete is expected to conduct him or herself in a manner consistent with our Code of Conduct and which reflects positively upon Yellowknife and our Association. This agreement is intended to reinforce the Association expectations and the potential repercussions arising from violations of our Code of Conduct.

The Association expects that a player will:

- 1) Behave in an appropriate manner, in relation to coaches, chaperones, and fellow teammates.
- 2) Obey requests and instructions from coaches without argument.
- 3) Avoid any activity that may compromise your position as a contributing member of your hockey team.

Any player who has engaged in a serious violation, (possession or use of alcohol or drugs; curfew violation, incidents of violence or behavioural infractions) may be required to return home before the end of the trip. The parent or guardian will be responsible for the travel costs.

We hope that the Code will be respected and that each player appreciates the opportunity being offered.

Player Signature: _____

Parent/Guardian Signature: _____

Coach Signature: _____

Date: _____