

PERMITS FOR HOCKEY EDMONTON TEAMS PLAYING IN EFHL FOR 2023/24

Your EFHL Team login will get you access to request a Hockey Edmonton Permit. The league (EFHL) does not do permits, but requests are done via the EFHL website...

Out of Town Practice Permit

Basic permit for an out-of-town practice. All fields on the permit are to be completed.

Here is a tip! If the out-of-town practice is an on-going/regular slot, all the practice slots/days can be submitted on one (1) permit. In the comment section at the bottom of the permit request, list all the dates of the on-going/regular out of town practice.

Exhibition Game Permit – HOCKEY EDMONTON TEAMS WILL STILL REQUIRE TO OBTAIN A PERMIT EVEN THOUGH HOCKEY ALBERTA HAS CHANGED PERMITTING FOR “RURAL” TEAMS (TEAMS NOT IN EDMONTON)

This can be a bit more confusing!

Make sure a request to play an exhibition game does not conflict with a regular season game!

REFS will be needed!

REQUESTS FOR REFS MUST BE SUBMITTED TUESDAY FOR GAMES ON SATURDAY BUT CAN BE ACCEPTED AT LEAST 72 HOURS BEFORE THE GAME...BUT NO GUARANTEE REFS WILL BE ASSIGNED WITH SHORT NOTICE.

WHERE is the game being played?

The game is being played on ice in the City of Edmonton/Hockey Edmonton Ice and BOTH teams are Hockey Edmonton Teams.

ONLY THE HOME TEAM WILL send an email to the association/district RIC (REF IN CHIEF) to request refs be assigned for an exhibition game.

ONLY THE HOME TEAM WILL request the exhibition game permit. In the comment section at the bottom of the permit request, HOME TEAM will add a comment i.e.: **“REFS REQUESTED FROM GARY G”**.

The game is being played on ice in the City of Edmonton/Hockey Edmonton Ice and ONE of the teams is a Hockey Edmonton Team and the other is a team from outside the city.

IF THE HOCKEY EDMONTON TEAM IS THE HOME TEAM, THEY WILL send an email to the association/district RIC (REF IN CHIEF) to request refs be assigned for an exhibition game.

HOCKEY EDMONTON TEAM WILL request the exhibition game permit. In the comment section at the bottom of the permit request, HOME TEAM will add a comment i.e.: **“REFS REQUESTED FROM GARY G”**.

VISITING TEAM (for example is from Beaumont) will need to contact their ASSOCAITON / HA-MDC for their RSC.

In the comment section, please add ice slot details that should include:

- Start and end time of game
- Length of actual ice slot

The game is being played on ice that is **NOT** in the city (for example is in Beaumont) and ONE of the teams is a Hockey Edmonton Team and the other is a team from outside the city.

HOCKEY EDMONTON TEAM IS THE AWAY TEAM and will still need to request a permit to play this game.

HOME TEAM is other team, and they will need to request refs as well contact their ASSOCIATION / HA-MDC for their RSC.

Tournament Permit

This permit is also referred to as a Travel Permit.

This permit is used to apply for permission to attend a tournament. Minor Hockey Week games do not require a permit.

Before you apply for a Tournament Permit, you **SHOULD** ensure there are no league game conflicts. however, Teams playing in EFHL have a couple of options when applying for a permit to attend a tournament.

EFHL offers “pay per use” requests for Black out dates. This was discussed at the Coach/Manager meeting and can ensure a team will have no games on a weekend they are wishing to attend a tournament. Please note, EFHL has deadlines for BLACKOUT REQUESTS. Information on this option can be found on EFHL Website – Manager Meeting/Manual.

IF TEAM HAS APPLIED FOR A BLACKOUT... EFHL will send the team an approved Blackout notification. This notification has a # on it. When you apply for the permit, and you have been approved for a blackout, PUT THE APPROVED BLACKOUT # in the comments section of the permit.

One Option – permit will remain PENDING due to game conflicts NOT resolved

Hockey Edmonton teams playing in EFHL when applying for a TOURNAMENT permit should ensure all game conflicts are resolved. This can only be done once the schedule is released and if there are any games that the team should be playing when the tournament is on, the team will need to resolve those game conflicts. You can apply for a permit even before you resolve the game conflicts, a comment/note must be in the permit stating “**Schedule has not been released, game conflicts to be resolved**” Or “**Game conflicts to be resolved still**”, but it will NOT be approved until such time as you have resolved the game conflicts and let discipline@hockeyedmonton.ca know.

Another Option – permit will be APPROVED due to game conflicts being resolved

Hockey Edmonton teams playing in EFHL when applying for a TOURNAMENT permit should ensure all game conflicts are resolved. This can only be done once the schedule is released and if there are games that the team should be playing when the tournament is on, so, the team **WILL RESOLVE** those game conflicts and then apply for the permit. Team must put in the comment/note section: “**ALL game conflicts have been resolved**”.

Or – permit to be approved and team will resolve game conflicts or face EFHL fine

Hockey Edmonton teams playing in EFHL when applying for a TOURNAMENT permit should ensure all game conflicts are resolved. This can only be done once the schedule is released.

However, EFHL has advised teams, that they can apply for a permit regardless of if the schedule is released and the permit can be approved. It will then be up to the team to ensure that any game conflicts are resolved. If the team has been approved to attend a tournament, goes to the tournament, and has not resolved any game conflicts (misses a league scheduled game, whether regular season or playoff), EFHL will levy a fine to the team for missing the game. If a team chooses to request the Tournament permit be approved under this option, the team must make a note in the comment/note section stating **“Team is aware that any game conflicts are to be resolved before attending this tournament and if not, is aware the league, EFHL, will levy a fine against the team”**

Teams need to choose the best option as some tournaments have deadlines for registration and teams may need to make travel/accommodations plans.

Best way to get a reply to a question about your permit? Every time a comment is added in ramp to your permit by Sharlene, team contact will get an automated email from Ramp that will have the comments on that automated email. Simply **FORWARD (DO NOT REPLY TO)** that email to discipline@hockeyedmonton.ca with your question and or information you need shared about the permit. When you forward the email, make sure you send the full email, as it includes all the permit details.

Please note, once permit is submitted, teams can not make changes or add to the permit. IF there is information you forgot to add to the permit, contact discipline@hockeyedmonton.ca . Sharlene can add comments to the permit. **DO NOT RE-APPLY FOR ANY PERMIT YOU HAVE SUBMITTED** unless you have been asked to.

If you have any questions about your permit, please contact Sharlene at discipline@hockeyedmonton.ca

BASIC PERMIT STEPS:

- If an exhibition game:
 - find a team to play and make sure you have ice for the game
 - HOME TEAM contact the RIC to request refs
 - Apply for the permit
 - Ensure not league game conflicts
 - Can not be during Minor Hockey Week for 2023-24
- If a travel/tournament permit
 - If there is a league game conflict, solve that conflict first
 - Blackout request
 - Game reschedule
 - Submit the permit
 - If blackout approved, put the # for the approved request in the comment section of