



BC HOCKEY BULLETIN

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TO: **BC Hockey Membership**

FROM: **Barry Petrachenko**
Executive Director

SUBJECT: **Special Events Process**

As a reminder, Special Events are events that fall outside of regular hockey programming. For each of these events, teams must ensure that a [Special Event Sanction Request Form](#) is **submitted to the BC Hockey office at least 7 to 10 days prior to the start of the event** in order for the request to have Hockey Canada Insurance Program coverage extended to the event.

For all event sanction applications:

1. The Special Event Sanction Request Form can be found on the forms page of the BC Hockey website, <http://www.bchockey.net/Administration/Forms.aspx>.
2. All completed forms will be reviewed by BC Hockey and then emailed to the Minor Hockey Association's Special Event Contact, Junior or Senior Team President, or Major Midget League Team Manager for review and appropriate distribution.

A separate Special Event Sanction Request Form should be submitted for each different activity. However, if the same activity will occur multiple times such as dry land training, one request can be submitted for all the dates that activity will occur.

If a submitted form is incomplete or lacks appropriate descriptive detail, an email will be sent requesting further information – note that this may cause a delay in processing.

If you are using a private or entrepreneurial instructor that is not registered as a member of the team (such as dry land training, goaltender coaching or specialized skating training) the instructor must be registered as a BC Hockey Associate Member. You may contact your local registrar to find out whether or not the instructor is a BC Hockey Associate Member. If the instructor is not already a member, he or she should complete the Associate Membership Application form located on the applications page of the BC Hockey website:

<https://www.bchockey.net/AdminAppForms/Associate%20Membership%20Application.pdf>.

- Please note that Associate Members also need to complete Respect in Sport and Criminal Record Checks for BC Hockey. Private Instructors will not be approved for participation until all requirements are met.



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Please remember that not all activities are eligible for sanctioning. Please visit the Special Events page of the BC Hockey website at www.bchockey.net/RiskManagement/SpecialEvents.aspx for additional information regarding Special Event Sanctioning.

If you require further information regarding the above process, please contact the BC Hockey office at specialevents@bchockey.net.