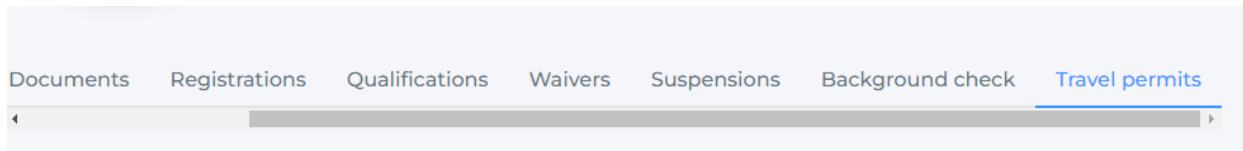# How to request a Travel / Exhibition Game Permit

1. Go to Hockey Canada and login. Then go to your HCR profile (and not your Login Profile). It is the one with the long 8-10 digit number right under your name. Underneath your name, you will see menu items, scroll over till you see Travel Permits

Documents	Registrations	Qualifications	Waivers	Suspensions	Background check	Travel permits

2. To the right you will see Add, click on that and a pop up screen will show, fill in the details
   a. Choose your team in the drop down menu
   b. Enter title as per below
      TRAVLE PERMIT or
      EXHIBITION GAME PERMIT
      then add what it is Tournament, AWAY Exhibition Game or HOME Exhibition Game, and then Include Who it's vs or tournament Dates and name or city
      For Example
      TRAVEL PERMIT Exhibition AWAY Game vs Chebucto
      TRAVEL PERMIT Tournament Dec 2-4 Moncton

   c. Event type is Home or Away
   d. Travel Type is Tournament or Exhibition Game
   e. Fille in Host team
   f. Put number of games, for exhibition games it will only be one as you need to get a permit for each one, for tournaments put the guaranteed # of games Usually 3
   g. Enter Host Division and Class, for example U11 & AA
   h. Choose Host province and province
   i. Enter Host city, host MHA and Arena

Add travel permit ✕

Team *
🏒 DWMHA TEST TEAM (DWMHA TEST)   ⌄

Title *
TRAVEL PERMIT Exhibition AWAY Game vs Chebucto

Event Type *   Travel Type *
Away   ⌄   Exhibition Game   ⌄

Host Website

Host Team Name   Nb of Games
Chebucto U11 AA   1

Host Division   Host Class   Host Category
U11   A

Host Country *   Province / Province *
Canada   ⌄   Nova Scotia   ⌄

Host City   Host Organization
Halifax   Chebucto MHA

Host Arena *
Spryfield Arena

Next   Cancel

3. Then Click Next
4. Enter start and end date, if it's one game they will be the same date
5. Enter any other notes that are important
6. Click Add
7. Last Step

Next, you have 2 options:
- Submit the permit (will be available for approbation)
- Submit later (you can make changes and submit the permit later)

Click 'Confirm'.

Add travel permit ✕

📄 **Submit permit**
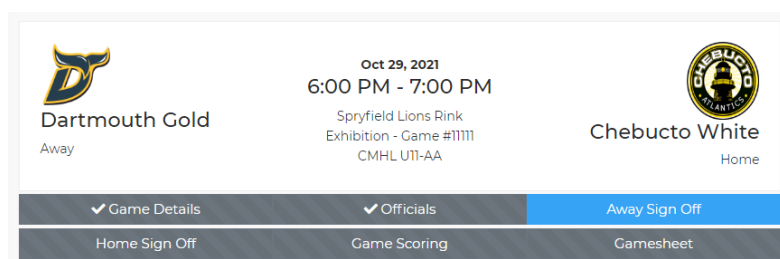The permit will be available for approbation

📄 **Submit later**
You can bring changes to the permit and submit it later

Confirm   Cancel

Exhibition Home Game Process

This pertains to _ALL NON-LEAGUE GAMES ONLY_. Please follow the below process for all exhibition games:

1. Request exhibition game permit. <mark>CLICK HERE</mark> for the "How to " instructions to request travel and exhibition game permits
   **PLEASE NOTE below for when to request what type of permit:
   - **Exhibition game** permits are to be requested when hosting games outside of regular season
   - **Travel permits** are for Tournaments and when travelling to an exhibition game being hosted by another MHA

2. Once permit is requested, Home team is to then add an EXHIBITION GAME to grayjay for their team and email those listed below to let them know an exhibition game was added to Grayjay and include date and time

3.
   Pete Boutin referee-in-chief@whalers.org
   Referee Assignor assignor@whalers.org
   <mark>**PLEASE NOTE REQUEST TO CREATE GAME AND REFS SHOULD BE AT LEASE 5 DAYS IN ADVANCE OF GAME DATE!</mark>

4. Ref in Chief /Ref Assignor will assign Officials and Timekeeper. Once officials are assigned and the assignments are accepted, if you look at the game in Grayjay, Officials will show a check mark by them

5. Please ensure to have correct payment amount for officials in cash and in an envelope for each official and timekeeper. They are to be paid before the game begins.   To view the correct official rates, please go to whalers.org and click on Officiating on the menu then choose rates or click on following link.
   https://whalers.org/l/9/CMHL-U15-AA/pages/1973/OFFICIATING--Fees/

<mark>*****PLEASE NOTE*****</mark>

Teams should never be adding any games in system under Games - Regular Season

If you need to enter a game for a team that is not in your league, like a tournament game, go to Team events, add an event and choose Tournament Game for Event Type. These games are with teams not in the system and that would require a Paper Game sheet .