

Special Events Permits

Procedure for Special Event Sanctioning

Team officials are to follow the following procedure for permission to participate in and/or organize 'Special Events' outside the "normal" hockey program. This does NOT include Travel Permits, as that has its own procedure separate from Special Events. Examples of special events would include: team bus rentals, fundraising, bottle drives, donation drives, equipment exchange, team events at a private residence, other team sport activities (laser tag), etc. These kinds of activities usually occur away from the arena venue and in the surrounding community where opportunities exist to enhance the programs offered to our teams. Here are the steps to follow:

1. Email the Director of Administration, Michael Wilson, at willyreject@gmail.com for approval of special event.
2. Teams may be given the option to apply for insurance or required to request additional insurance by completing the on-line document at [BFL CANADA](#).
3. Teams must provide the following information to the Director of Administration: name of the team, description of the activity, location of activity, date of activity, number of players and team officials to attend and whether the team would like additional insurance. Please Note: *The Director of Administration will determine whether additional insurance is required.*
4. Team activity must be approved by the Director of Administration prior to the event taking place.
5. A minimum of 7 days advance notice is required.

Failure to abide by the above procedures automatically negates support from the KVMHA Board and the event will NOT be considered sanctioned by KVMHA.

If you have any questions, please contact the Director of Administration at

willyreject@gmail.com.