



## PGMHA SPECIAL EVENT SANCTION REQUEST FORM

### Completing This Form

1. This form must be completed **in full** and submitted to the PGMHA office at least **10 to 14 business days prior** to the start of the scheduled event.
2. Type into the fields on the form.
3. To prevent delays in processing, please make sure to complete all fields and include a **full description** of the event.
4. Submit the form to the PGMHA Office by email, fax or regular mail.
5. The processed form will be returned to you via the mailboxes located in the PGMHA Office.

PART 1 MEMBER INFORMATION			
TEAM DIV - #		ASSOCIATION	
ADDRESS: NUMBER AND STREET	TOWN / CITY		POSTAL CODE
CONTACT PERSON	EMAIL	PHONE NUMBER	
POSITION WITHIN MHA OR TEAM			

PART 2 EVENT INFORMATION
TYPE OF EVENT
DATE(S) AND TIME(S) OF EVENT
LOCATION OF EVENT
ADDRESS OF EVENT
DESCRIPTION OF EVENT (PLEASE INCLUDE DETAIL)

Please note the following with respect to insurance coverage for BC Hockey members who enlist the services of entrepreneurial or private instructors and groups (ie, power skating instructors, goaltender experts, dryland instructors, etc.).

In order for activities involving entrepreneurial or private instructors and groups (for example: Dryland Training) to be sanctioned by BC Hockey, the following must apply:

1. All participating organizations and individuals must be members of BC Hockey.
  - a. Entrepreneurial or private instructors and groups can become Associate Members by way of the process set out below.
  - b. If an individual is already a member of BC Hockey, such as through a minor hockey association, they can still submit an Associate Member application to be posted on the list, but they will not be charged the insurance fee.
2. All instructors must be certified in Speak Out! / Respect in Sport.
3. All instructors must fulfill Branch Criminal Record Check requirements.
4. Associations and teams wishing to use entrepreneurial or private instructors and groups must submit a Special Event Sanction Form for the planned activities.

Minor hockey teams should contact their Association to find out if an instructor or group is an Associate Member.