



# INFORMATION BULLETIN

**Bulletin No: 16/10**

Date: September 13, 2016  
To: Club Teams  
Junior Leagues  
From: Michelle Skilnick  
Manager, Hockey Operations

**SUBJECT: After Hours Transfer Assistance – Junior teams**

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As per the Hockey Alberta Regulations, all Players, Coaches and Bench Staff (Official HCR record) MUST appear on the team's roster in the HCR prior to them being eligible to participate in any on ice activities such as regular season games and practices.

For clarification, participants that are in the process of a transfer will not be eligible to play in any games or practices until the transfer is approved and they are listed on the team roster in HCR.

Should you wish to inquire about a transfer request, we ask teams to check the status in HCR. We do monitor transfers over the course of each week day. If you have any further questions, you can contact the Hockey Alberta office during regular business hours, Monday to Friday 8:30am – 4:30pm. We are closed on weekends and holidays.

In order to serve you better if you require after hours assistance for transfers Hockey Alberta has set up the following email address:

[juniortransfers@hockeyalberta.ca](mailto:juniortransfers@hockeyalberta.ca)

Hockey Alberta will monitor this email inbox and address your inquiries between the hours noted below. Please note we require the following information to be included in your email: Name, players date of birth, outgoing and incoming team or association.

As a reminder, you can check the status of your transfers in HCR under Members. We ask that you ensure the proper steps have been completed before contacting Hockey Alberta to approve the transfer(s).

**After hours email assistance: (September 6, 2016 – January 7, 2017)**

Fridays: 5:30pm – 7:30pm

Saturdays: 1:00pm – 4:00pm

Please be advised this email address is for transfer inquiries only and we will only be answering questions based on transfers that have already been entered in HCR.

Should you have any questions please feel free to contact myself or the Hockey Operations staff at (403) 342-6777.