



INFORMATION BULLETIN

Bulletin No: 16/16

Date: October 28, 2016
To: Junior Female Club Teams
Alberta Junior Female Hockey League
From: Allison Marriott
Coordinator, Operations

SUBJECT: After Hours Transfer Assistance – Junior Teams

In accordance with the Hockey Alberta Regulations, the official HCR record of all Players, Coaches and Bench Staff **MUST** appear on the team's roster in 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.

Hockey Alberta does monitor transfers over the course of each week day. Should you wish to inquire about a transfer request, we ask teams to check the status of the transfer in HCR under *Members*. If you have any further questions you may contact the Hockey Alberta office during regular business hours Monday through Friday between the hours of 8:30am and 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

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, player's date of birth, name of outgoing and incoming team/association.

As a reminder, teams can check the status of their transfers in HCR under Members. We ask that you ensure the proper steps have been completed prior to contacting Hockey Alberta for transfer approval.

**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 inquires 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.