



INFORMATION BULLETIN

Date: September 4, 2013
To: Junior club teams
From: Kevin Macrae
Manager, Member Services

SUBJECT: AFTER HOURS TRANSFER ASSISTANCE

For the upcoming 2013/14 season, 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 (status Approved or Pending).

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.

Please contact the Hockey Alberta office during regular business hours for any inquiry as we do monitor transfers over the course of each week day. Business hours are Monday to Friday 8:30am – 4:30pm.

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, players date of birth, outgoing and incoming team or association.

Remember, you can check the status of your transfers in HCR under Notices. 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, 2013 – January 11, 2014)

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 Michelle Skilnick at (403) 342-6777.