



Tournament Approval Process

Purpose

To ensure that all team travel aligns with approved budgets, complies with blackout dates, and maintains smooth on-ice scheduling.

Manager Responsibilities

1. **Tournament Selection:** Select a tournament that aligns with the agreed-upon parent meeting and fits the approved budget.
2. **Travel Permit Submission:** Submit a travel permit request via the FMMHA website.
3. **Post-Tournament Documentation:**
 - Submit copies of all out-of-town game sheets to the Division Director.
 - Complete the tournament feedback survey on the FMMHA website.

Director Responsibilities

1. **Travel Request Review:**
 - Verify that the request aligns with the team's tier.
 - Ensure the travel dates fall outside any blackout periods.
 - Confirm budgetary alignment based on the approved team budget.
2. **On-Ice Impact Assessment:**
 - **No Ice Affected:** Approve the request and forward it to Hockey Ops for permit issuance.
 - **Half Ice Practice Affected:** Assign comment on the master schedule to the ice allocator to make the practice full-ice for the other team, then forward the request to Hockey Ops for permit issuance.
 - **Full Ice Practice Affected:** Assign comment on the master schedule to the ice allocator that the ice will now be available then forward the request to Hockey Ops for permit issuance. (Make up Practice cannot be guaranteed)
 - **Game Affected:** Request a schedule review from the On Ice Allocator for a potential makeup game. Only after their confirmation should the request be forwarded to Hockey Ops for permit issuance.





On Ice Allocator Responsibilities

- Review schedule for makeup game availability when a game is affected by team travel and inform the Director of any available options.

Hockey Ops Responsibilities

- Issue the travel permit through HA correspondence upon receiving Director approval.





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