



Missouri Hockey requires teams traveling out of the immediate St. Louis area to obtain a travel permit from the Missouri Hockey registrar. Travel permits are required for all tournaments. Travel permits are required for practice games and friendship games if one of the teams is not playing in the Missouri Hockey League. Travel permits are not required for Missouri Hockey League games. A travel permit is required when a team participates in a tournament or practice games and league game during the same trip. Click the form name to download the appropriate form.

**FAILURE TO OBTAIN A TRAVEL PERMIT WILL RESULT IN \$100 FEE PER INCIDENT and the possibility of additional Rules and Discipline action.**

### **Travel Permit Procedures for USA Destinations**

In order to receive a travel permit you must submit to Missouri Hockey, Inc. the following:

1. Name of club requesting travel permit. Example: Meramec
2. Name of division. Example: Mite AA
3. Dates of the event. Example: October 18 – 20, 2010
4. City and State of the event. Example: Holland, Michigan
5. State the nature of the event: Example: practice games or tournament
6. Include the name of the person who will receive the permit, include their address, zip, telephone number and a fax number (we will fax the travel permit if possible).
7. Send a copy of your **USA Team membership form** and your **USA team roster**. (This is prepared off of the cyber disk from your club's registrar. Please contact your registrar for this information.)
8. Cost of the travel permit is:
  - **\$10 Fee if permit requested three weeks or greater prior to need.**
  - **\$20 Fee if permit requested less than two weeks but more than one week prior to need.**
  - **\$30 Fee if permit is requested one week or less prior to need.**

**Please mail completed request and check made payable to: Missouri Hockey, Inc. mail to: Deb Hellwig, 539 Southern Hills Dr., Eureka, MO 63025**

9. Fax or mail all the above information to Debbie Hellwig.

**10. Fax number is (636) 938-7685.** If faxing your request, please mail your check to the address below.

11. Mailing address is: **Debbie Hellwig, 539 Southern Hills Dr., Eureka, MO 63025-3612**

After the above information has been received, a travel permit will either be faxed or mailed to the person listed in #6. If you include an email address, you will be emailed a confirmation and the date the permit will be mailed.

### **Travel Procedures for Canadian Destinations**

1. You will need to complete the same steps for the USA travel permit plus the items listed below.
  2. You will need to fill out a Canadian travel permit (They are available at Missouri Hockey office or can be mailed to you). (The Registrar will pre-approve the Canada permit before sending it to the club.)
  3. The white copy of the Canadian permit is sent to Tom Hansen, the Central District USA Registrar. His address is on the back of the permit. **Tom needs to receive the travel permit three weeks before your trip.**
  4. The yellow copy will be retained by the traveling team, and should be attached to your travel permit issued By Missouri Hockey, Inc.
  5. The pink copy should be sent to Debbie Hellwig at Missouri Hockey, Inc.
- If you have any questions, please call the Missouri Hockey, Inc. office at 314-842-6466.

# FAQ on travel Permits

## When do I need a travel permit?

A travel permit is needed for practice and tournament games out of town with teams that are not registered with Missouri Hockey.

**CS teams do not need a travel when traveling to play registered other registered CS teams. If, however you play non-Central teams on the same travel weekend as a registered CS team you need a Travel Permit. This includes tournaments and well as travels for league games where you play non-CS teams on the same trip.**

## What clubs are registered with Missouri Hockey?

The following clubs are listed with Missouri Hockey:

Affton Americans

Chesterfield Hockey Association

Kirkwood Stars Hockey Association (includes Stars AA)

Meramec Hockey Club

Mid-Missouri Tigers

St. Louis Amateur Blues AAA

St. Louis Girls Youth Hockey (Cyclones/Lady Blues, Lady Lightning)

St. Louis Rockets (includes Stars AA)

St. Peters Hockey Club (Spirit/Selects)

Southern Illinois Ice Hawks

Springfield Jr. Spirit (Missouri)

Springfield Kings Hockey (Illinois)

Twin Bridges Lightning

*If you are unsure if the team you are playing is Registered with MO Hockey contact Debbie Hellwig.*

## How long does it take to get a travel permit?

All paper work should be in the Missouri Hockey office more than three weeks before the trip.

## How much does a travel permit cost?

- **\$10 Fee if permit requested three weeks or greater prior to need.**
- **\$20 Fee if permit requested less than two weeks but more than one week prior to need.**
- **\$30 Fee if permit is requested one week or less prior to need.**

**Please mail completed request and check made payable to: Missouri Hockey, Inc. mail to: Deb Hellwig, 539 Southern Hills Dr., Eureka, MO 63025**

## How do I get a travel permit?

In order to receive a travel permit you must submit to Missouri Hockey, Inc. the following:

1. Name of club requesting travel permit. Example: Meramec
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5. State the nature of the event: Example: practice games or tournament
6. Include the name of the person who will receive the permit, include their address, zip, telephone number and a fax number (we will fax the travel permit if possible).
7. Send a copy of your **USA Team membership form** and your **USA team roster**. (This is prepared off of the cyber disk from your club's registrar. Please contact your registrar for this information.)
8. Cost of the travel permit, see above. Make checks payable to **Missouri Hockey, Inc.**
9. Fax or mail all the above information to Debby Hellwig.
10. **Fax number is 636-938-7685.** If faxing your request, please mail your check to the address below.

11. Mailing address is: **Debbie Hellwig, 539 Southern Hills Dr., Eureka, MO, 63025**

After the above information has been received, a travel permit will either be faxed or mailed to the person listed in #6.

**Travel Procedures for Canadian Destinations**

You will need to complete the same steps for the USA travel permit plus the items listed below.

1. Jefferson City Youth Hockey Inc
2. You will need to fill out a Canadian travel permit (They are available at Missouri Hockey office or can be mailed to you). (The Registrar will pre-approve the Canada permit before sending it to the club.)
3. The white copy of the Canadian permit is sent to Tom Hansen, the Central District USA Registrar. His address is on the back of the permit. **Tom needs to receive the travel permit three weeks before your trip.**
4. The yellow copy will be retained by the traveling team, and should be attached to your travel permit issued by Missouri Hockey, Inc.
5. The pink copy should be sent to Debbie Hellwig at Missouri Hockey, Inc.

If you have any questions, please call the Missouri Hockey, Inc. office at 314-842-6466. Please ask for Debbie Hellwig or Sue Cooper.

**Is there a form I should use to request a travel permit?**

There is no official form but there is a sample of one on the Missouri Hockey website.



## Travel Permit Request Form

Name of club requesting travel permit;

Club Name: \_\_\_\_\_

Club Address: \_\_\_\_\_

Date: \_\_\_\_\_

We are requesting a travel permit for the following team:

Team: \_\_\_\_\_

Coach: \_\_\_\_\_

Travel Dates: \_\_\_\_\_

Destination: \_\_\_\_\_

Sponsor: \_\_\_\_\_

Purpose: (circle one)      Practice Game      Tournament

**Please send the completed travel permit to:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, ST, Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

*It is imperative that your e-mail is legible as travel permits are sent electronically whenever possible!*

- **\$10 Fee if permit requested three weeks or greater prior to need.**
- **\$20 Fee if permit requested less than two weeks but more than one week prior to need.**
- **\$30 Fee if permit is requested one week or less prior to need.**

**Please mail completed request and check made payable to: *Missouri Hockey, Inc.* to:**

Deb Hellwig, 539 Southern Hills Dr., Eureka, MO 63025

Requests that need to be expedited may be faxed to (636) 938-7685 or emailed to: [dahellwig@att.net](mailto:dahellwig@att.net)

*Original request with payments must still be mailed.*



# CANADA/UNITED STATES

## Travel Permit



Proposed Games (Dates) \_\_\_\_\_ Location \_\_\_\_\_  
 Sponsoring Organization \_\_\_\_\_  
 Chief Officer \_\_\_\_\_  
 Address \_\_\_\_\_

CHA Team \_\_\_\_\_

Category/Division \_\_\_\_\_

Executive Director \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_

Fax \_\_\_\_\_

Approved \_\_\_\_\_

Title \_\_\_\_\_

Date \_\_\_\_\_

USA Hockey Team \_\_\_\_\_

Classification \_\_\_\_\_

Chief Officer \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_

Fax \_\_\_\_\_

Approved \_\_\_\_\_

Title \_\_\_\_\_

Date \_\_\_\_\_

VERIFICATION OF IMPORTANT INFORMATION

FORM TP-1  
revised 2/02

## USA HOCKEY DISTRICT REGISTRARS

**ATLANTIC DISTRICT:** TONY MONTAGNA, 1374 Whitney Road, Southampton, PA 18966-3547; 215-322-4320

**CENTRAL DISTRICT:** NORM SPIEGEL, 8511 Laramie Avenue, Skokie, IL 60077-2123; 847-676-2922

**MASSACHUSETTS DISTRICT:** RON DIFILIPPO SR., 83 Maple Street, Wenham, MA 01984-1924; 978-774-2813

**MICHIGAN DISTRICT:** RALPH BMMERT, 234 Tamarack Street, Laurium, MI 49913-2114; 906-337-2370

**MID-AMERICAN DISTRICT:** KEITH KENITZER, 6511 Ridge Cliff Road, Louisville, KY 40228-1343; 502-239-7167

**MINNKOTA DISTRICT:** GERRY BROWN, 3327 Yosemite Avenue S., Saint Louis Park, MN 55416-2141; 952-929-5565

**NEW ENGLAND DISTRICT:** WAYNE LETOURNEAU, 85 Dale Road, Burlington, VT 05401-2672; 802-863-8009

**NEW YORK DISTRICT:** THOMAS BRANDEN, P.O. Box 270, Cheektowaga, NY 14924-0270; 716-685-2171

**PACIFIC DISTRICT:** DAN ROGNESS, 2220 Sorbus Way, Anchorage, AK 99508-4051; 907-278-1924

**ROCKY MOUNTAIN DISTRICT:** BRUCE KARINEN, 6379 Senoma Drive, Salt Lake City, UT 84121-2764; 801-278-8865

**SOUTHEASTERN DISTRICT:** CHRIS DERNETZ, 1436 Putty Hill Avenue, Baltimore, MD 21286-8025; 410-321-9757

This form is to be originated by the **TRAVELING TEAM**.

**Complete and send all 3 copies to your USA Hockey District Registrar.**

That office will execute and forward to the Branch Office of the Home Team.

### AFTER COMPLETE APPROVAL:

The **PINK COPY** shall be retained by the Branch Office of the Home Team.

The **WHITE COPY** shall be retained by the USA Hockey District Registrar.

The **YELLOW COPY** shall be retained by the Traveling Team.



## MISSOURI HOCKEY, INC.

OFFICIAL TEMPORARY TRAVEL PERMIT # \_\_\_\_\_

This is to certify that the amateur ice hockey team stated below is a duly registered with USA Hockey and its Missouri sanctioned affiliate, Missouri Hockey, Inc. and is covered by the USA Hockey Insurance program. As such, the team stated below is entitled to all rights and privileges granted by USA Hockey, Missouri Hockey, Inc., and CAHA and is subject to all rules and regulations of the respective amateur hockey associations.

The permit grants the team stated below the privilege of participating in amateur hockey activity outside the state of Missouri, including Canada, with other teams duly registered with the appropriate local and national governing bodies.

**ASSOCIATION:** \_\_\_\_\_

**DIVISION AND LEVEL OF TEAM:** \_\_\_\_\_

**PURPOSE OF TRAVEL-** Tournament ☐, Practice Game(s) ☐

**LOCATION OF GAME(S) :** \_\_\_\_\_

**TIME FRAME:** \_\_\_\_\_, 20\_\_ TO \_\_\_\_\_, 20\_\_.

Attached to this permit is the complete roster of this team indicating any currently suspended players. Any game misconduct, match penalties, gross misconduct, or other violations should be reported immediately to either of the parties below:

Debbie Hellwig  
USA Associate Registrar  
11648 Gravois, Ste 110  
St. Louis, MO 63126  
Phone (314) 842-6466  
Fax (314) 842-6227

\_\_\_\_\_  
Debbie Helwig  
USA Associate Registrar

Date: \_\_\_\_\_