



IIHF Tour Application Incoming & Outgoing



Tour Information, Application & Process Checklist

Team/Association Checklist

Request Approval from the Member Partner (Include the following information):		Done
i.	Name of the Tournament or Exhibition Games	<input type="checkbox"/>
ii.	Location of the Tournament or Exhibition Games	<input type="checkbox"/>
iii.	Date of the Tournament or Exhibition Games	<input type="checkbox"/>
iv.	Team(s) Division and Team(s) Category	<input type="checkbox"/>
v.	IIHF Team(s) that will be played/traveled to/invited	<input type="checkbox"/>
vi.	IIHF Federation(s) and Countries that will be played/traveled to/invited	<input type="checkbox"/>
Upon Approval from the Member Partner, request the following:		
i.	Formal invitation from the Member Partner to the Incoming/Outgoing Team(s)	<input type="checkbox"/>
ii.	Official acceptance of the invitation from the Incoming/Outgoing Team(s)	<input type="checkbox"/>
iii.	The Complete Tour Itinerary of the Incoming/Outgoing Team(s)	<input type="checkbox"/>
iv.	Proof of Medical Insurance for the Incoming/Outgoing Team(s)	<input type="checkbox"/>
Forward all information to the Member Partner		<input type="checkbox"/>
Payment of Tour Fee (as per the Fee Structure and Member Partner Fees)		<input type="checkbox"/>
Submission of Financial Statement of Income and Disbursements to Member Partner within 30 days of completion of tournament		<input type="checkbox"/>

Tour Information

Please indicate which one of the following you are making application for: Incoming Tour Outgoing Tour

Association: _____

Team: Division (i.e. Bantam, Minor Bantam): _____

Category: (i.e. AAA, AA, A, MD, HL): _____

Contact Name & Position: Name: _____

Position: _____

Contact Information: Name: _____

Position: _____

Which of the following events best describes the competition the teams will be playing in:
 Tournament
 Exhibition Game(s)
 Combination of Tournament and Exhibition Game(s)

Location of Events: _____

Date of Events: _____

IIHF Team(s) and Federation(s) that will be participating
Team 1 : _____

IIHF Federation 1: _____

Team 2: _____

Federation 2: _____



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1. All information requested on this form **MUST** be attached and sent to the OHF through the appropriate Member Partner. It is highly recommended the request be forwarded at least 120 days prior to the date in which the IIHF Team is entering the OHF. The HC will not guarantee approval for any applications received less than 60 days prior to the first game of the event.

Required steps of the Host Association/Team for application of Incoming IIHF team:

- a) All Associations playing an international team (excluding USA HOCKEY) must request approval of the Member Partner by informing the Member Partner of the proposed International Tournament or Exhibition Games information (including the following):
 - i. Name of the Tournament and/or Exhibition Game(s)
 - ii. Location of the Tournament and/or Exhibition Game(s)
 - iii. Date of the Tournament Exhibition Game(s)
 - iv. Age Category
 - v. The name(s) of the IIHF team(s) to be invited
 - vi. The respective home Country of the Incoming Team(s)
- b) Once the Tournament or Exhibition Games are approved by the Member Partner, submit a request to the Member Partner for a formal invitation to be sent to the respective International Team(s)
- c) Forward the following Information to the Member Partner upon receipt:
 - i. Official acceptance of the invitation from the Incoming Team(s)
 - ii. Complete Itinerary
 - iii. Proof of Medical Insurance for the Incoming Team(s)
- d) Pay the required fee to the Member Partner (see below for fee structure)
- e) Submission of Financial Statement of Income and Disbursement to the Member Partner within 30 days of completion of the event

Required Information to be forwarded to the OHF Office by the Member Partner for Council, Board and CHA approval:

- a) Complete Tournament and/or Exhibition Games Information (Event Name, Location(s), Date, Age Category)
 - b) Letter of approval from the Member Partner
 - c) Copy of Invitation sent to the International Team(s)
 - d) Copy of Acceptance of invitation from the Incoming Team(s)
 - e) Complete Itinerary of the Incoming Team(s)
 - f) Proof of Medical Insurance for the Incoming Team(s)
 - g) Payment of fee to OHF (upon receipt of invoice)
2. Once all information is obtained by the OHF, the appropriate Council and OHF Board **MUST** approve the application prior to forwarding it to the HC.
 3. The HC requires that applications **MUST** be forwarded to the HC 60 days prior to the IIHF entering the OHF. Any application made less than 60 days prior to the event cannot be assured of approval. Please note that fees may increase proportionally for untimely applications.
 4. It is highly recommended that all parties involved thoroughly review all regulations pertaining to IIHF Incoming Teams wishing to compete in the OHF.

Fee Structure

FEE TYPE	HC	OHF	ALLIANCE	TOTAL
IIHF TOURS				
IIHF Tours & Exhibition Games (60 days prior to the event)	\$ 75.00	\$ 75.00	\$ 150.00	\$150.00
IIHF Tours & Exhibition Games (30 – 59 days prior to the event)	\$ 150.00	\$ 150.00	\$ 300.00	\$300.00
IIHF Tours & Exhibition Games (15 – 29 days prior to the event)	\$ 250.00	\$ 250.00	\$ 500.00	\$500.00
IIHF Tours & Exhibition Games (Less than 15 days)	Fee Up to \$ 5,000.00			\$5,000.00
INTERNATIONAL ALLIANCE-HOSTED TOURNAMENT				
Sanction Fee (One Per Tournament – HC Regulation Q18c)	\$ n/a	\$ n/a	\$ 100.00	\$100.00
Number of International Teams at Tournaments (USA HOCKEY Included)	\$ n/a	\$ n/a	\$50.00/team	\$50.00/team
Number of Teams from other HC Branches	\$ n/a	\$ 0.00	\$10.00/team	\$10.00/team
INTER BRANCH TOURNAMENTS				
Sanctioned Inter Branch Tournaments (HC reg. Q18b)	\$ n/a	n/a	\$50	\$50.00
Number of teams from out of Branch	\$ n/a	n/a	\$10.00/team	\$10.00/team
TOTALS				

Please consult your Member Partner Office or the OHF Office for more information on Incoming/Outgoing Tours.