



Southwest Hockey Association

MANAGER MEETING

WELCOME



MEETING AGENDA

- Role of the SWH Board
- Manager Key Responsibilities
- Start-Up Checklist
- Team Roles / Volunteer Bond
- Parent Meeting
- Medical Forms
- Schedules
- Attendance Policy
- Conflicts & Incidents
- Communication Tree
- Coach Certifications
- Official Rosters
- Affiliations
- Game Play Guidelines
- Game Sheets
- Time & Score Keepers
- Dressing Room Supervision
- Jerseys & Apparel
- 3rd Jerseys & Name Bars
- Team Budget
- Attack Sports & Pinnacle
- Picture Day
- Resources
- FAQ



SOUTHWEST HOCKEY BOARD OF DIRECTORS

The Southwest Hockey Board of Directors is comprised of volunteers who graciously devote their time and energy to support the betterment of the game of hockey within our Association.

Southwest Hockey is a Community Minor Hockey Association under the following governing bodies:





ROLES & RESPONSIBILITIES



Scheduling

Coordinate off-ice tasks as per HC

Confirm schedules are ALWAYS accurate:
OneClickIce,
TeamSnap &
Hockey Calgary

Monitor Deadlines



Communicate

Responsible for timely team communications

Ensure there are respectful communications

Liaise with HCAL League Chair & SWH Div Lead



Administrative (High Level)

Policies are followed

Request Tournaments

Request Exhibition

Travel Permits

Special Events Sanction

Game Sheet Entry

Suspensions



Delegate

TeamOps should be covered by an array of parents, not only 1 or 2.

Managers are to make sure jobs are being completed, not that THEY are doing it all.



Conduct

Liaise between parents regarding concerns / incidents.

Updated Game & Conduct Policy as well as an updated Communication Tree

MANAGER LOGINS

You will receive logins / access to:

- OneClickIce (OCI), Hockey Calgary and TeamSnap

OCI – Is with regards to team practices

TeamSnap – Is with regards to team communications, and additional activities.

Hockey Calgary: You will have access to the following:

- Team Roster
- Coach Contacts
- Entering Game Sheets
- Request Tournaments
- Exhibition Games
- Travel Permits
- Special Events

LEAGUE CHAIR / GOVERNORS

Each Age Division is assigned a League Chair.

Each Age Group also has a League Governor.

Contact your League Chair, if they have not reached out to you yet.
Keep their information on hand, and easily available.

Do not contact Hockey Calgary Office Staff.

Your Association or your League Chair, is ALWAYS your FIRST contact.

SW HOCKEY DIVISION LEADS

Your 1st (main) Association contact will be your Age Group Division Lead.

This position has been reintroduced for the 2023-2024 season.

You will be connected with your Age Group Div Lead over the coming days.

Teams → Div Lead → Administrator / Director of Coaches

UPDATED!

TEAM MANAGER
NOW WHAT?!

YOU'RE THE TEAM MANAGER! NOW WHAT?!

We understand that being a Team Manager can feel overwhelming at times. The SW website, and the resources that are offered → are meant to help you navigate through the season.

The purpose of this 'Manager Important Date Calendar' is to provide some general guidance to Team Managers at the start of the season.

This is a “high-level” overview of various dates.

Should be used in combination with the following:

- ❖ SWH – TeamOps / Manager / Coach pages
- ❖ HCAL – Important Dates

NOTE: This is considered a “living document”, and may be updated as needed.

TEAM ROLES & VOLUNTEER BOND

Positions that need to be filled at the team level are as follows. A breakdown of the responsibilities can be found on the website under the [TeamOps tab](#):

- Head Coach (1) & Assistant Coaches (*up to 4*)
- Team Manager (1) & Assistant Team Manager (1)
- Team Treasurer (1)
- Jersey Parent (1): for 'home' jerseys & Jersey Parent (1): for 'away' jerseys
- Tournament Coordinator (1)
- Raffle Liaison (1)

[VOLUNTEER BOND](#) – Specific questions about the bond must go to our Director and Assistant Director of Volunteers. They can be reached at:

- Director of Volunteers (Rebecca): volunteers@southwesthockey.ca
- Asst. Director of Volunteers (Cathryn): asst-volunteers@southwesthockey.ca



Expectations: Parent Code & Team Rules

Team culture is critical to player and team success; therefore, 'norms', boundaries and guidelines should be established and reviewed at the very start of the season.

NEW THIS SEASON

Members were required to acknowledge these expectations during registration; where the member is making a commitment to all participants and coaching staff, and will be supportive when it comes to Association expectations

Coaches were sent a copy of these expectations in the Welcome email.

A copy of the of these expectations can be found at:
<https://www.southwesthockey.ca/incident-resources/>

PARENT MEETING

A Team (Parent) Meeting is critical to the successful operation of any team, and as such is a *requirement* of the Association.

A sample/templated “Parent Meeting Agenda” is available to utilize.

This can be found on the Resource page: [TeamOps > Coach Resources > Forms & Templates](#)

Topics included:

- Introductions
- Team & Player Expectations
- Attendance Policy
- Volunteer Positions
- Picture Day
- 3rd Jerseys & Name Bars
- Medical Forms
- Dressing Room Etiquette & Supervision
- Tournaments / Exhibition Games
- Budget (*must be approved by 75%*)
- Fundraising options / decisions
- Score Keeping / Time Keeping
- Q&A

MEDICAL FORMS

Medical forms are required, as per our Governing bodies.

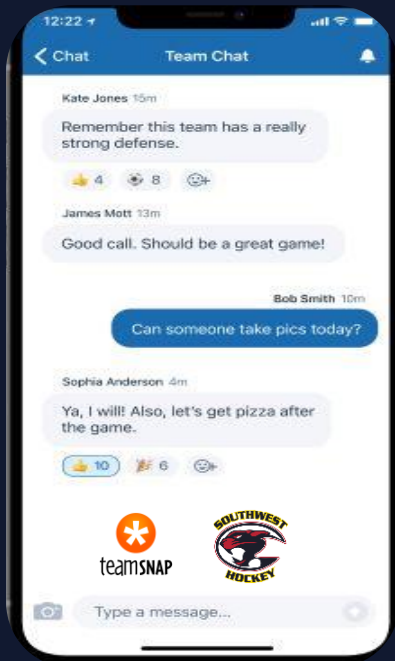
Either print off enough forms, or send each family the Medical Form.

Deadline to complete this – Refer to the Manager Checklist

Two (2) copies required. One will be kept with the Team Manager and one in the First Aid Kit (with the Head Coach). These must be on hand for every on and off ice activity.

Would be a good idea to put the Head Coach copies in a waterproof sleeve.

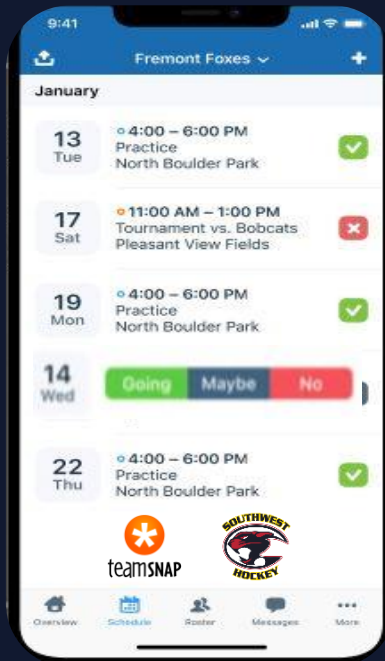
Communication Center



Easily communicate with your team

Mobile App
Messages
Roster

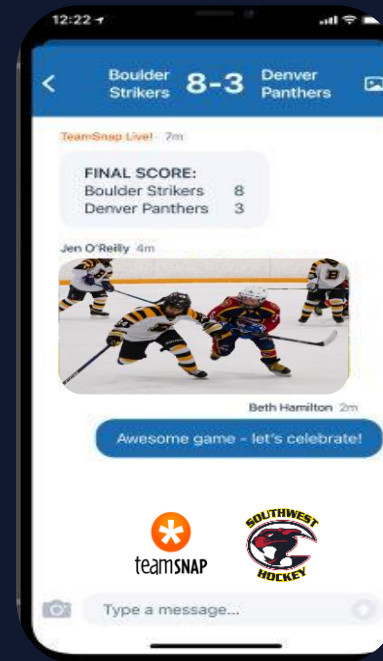
Schedules Availability



Know where to go, who's going, and when

Schedules
Availability
Assignments

Share & Connect



Share photos, and stay connected

Photo Sharing
TeamSnap Live

SCHEDULES



Team schedules will be uploaded to your TeamSnap account by the SW Ice Scheduler.

You must verify the ice times and ensure the following:

- ❖ OCI and TeamSnap → Practices all match
- ❖ OCI, TeamSnap & HCAL → Games all match

Practices – Can be traded; with the exception of the Attack sessions. Pinnacle schedules should not be changed once booked with Mickey.

Games – Can NOT be traded or rescheduled

If discrepancies are found ... contact the Ice Scheduler immediately at:

ice@southwesthockey.ca

SCHEDULES

Team schedules will be uploaded to your TeamSnap account.

U7

Practice schedules will be fairly consistent, based on the chart provided on the [website](#). League games are scheduled by Hockey Calgary. So, there could be variances as Southwest can't control when 'away' Association have ice available. Home games would be scheduled during the same timeframe that practices will aim to be scheduled.

U7 teams will be scheduled on Saturdays & Sundays

Further details for the U7 Program can be found at this link: [CLICK HERE](#)

U9

As U9 transitions from U7 (with *having a consistent practice schedule*), to U11 (*where the schedule is not consistent*) - the goal for the U9 age division is to provide as much consistency as possible from week to week.

U9 teams will also not be scheduled practices on Thursdays - due to the U9 Academy and U9 Power Skating Program.

ONECLICKICE (OCI)

This is the scheduling software that is used to schedule practices, and other association events / camps / clinics etc.

Each Manager will receive a login.

With that login you can:

- ❖ Review your schedule
- ❖ 'Take & Give' Ice (instructions in the Team Portal Guide)
- ❖ Request trades with other SW teams

Ensure your email and the Head Coach email is entered. You will then receive notifications.

The 'Team Portal Guide' was provided with the ICE – Brief Overview email.

ICE SCHEDULING - FAQ

If you have questions specific to ice scheduling, I want to encourage you to FIRST review the FAQ that is available on the Team Manager page.

There is information about:

- ❖ Returning Ice
- ❖ Ice Allocations
- ❖ What a P90 is?
- ❖ Scheduling Guidelines, and more.....

[Click Here to review....](#)

IMPORTANT DATES

To 'Play in a Tournament' Managers MUST submit a request through their Hockey Calgary account.

- ❖ Schedule Window request(s) MUST be submitted BEFORE the deadline.
- ❖ Familiarize yourself with the [Hockey Calgary 'Important Dates'](#) calendar.
- ❖ If you apply for a Travel Permit, this should be approved at the same time as the Schedule Window.
- ❖ Tournaments are NOT permitted during the Seeding Round
- ❖ Seasonal Break and Winter Break can be used to Play in a Tournament
- ❖ Teams are permitted ONE (1) Schedule Window during the Regular Season (DEC 4 – DEC 21 or JAN 3 – FEB 25). This is for the entire Regular Season. There is the Winter Break between (DEC 22 – JAN 2). Teams can do a Winter Break tournament.
- ❖ Add your Tournament dates into OCI so you are not scheduled team practices.

SCHEDULE WINDOWS / BLACKOUTS

What is a Schedule Window / Blackout?

- ❖ These are used to Play in a Tournament.
- ❖ Is required so teams are not scheduled a game / practice.
- ❖ There are no Schedule Windows or Blackouts permitted in the Seeding Round in order to get through this first stage of games; which don't count towards the regular season.
- ❖ The Seeding Round games help determine if a team needs to be moved to another tier. So, the sooner that happens, the sooner teams can get to 'more meaningful' games in the Regular Season. And to do that, teams can't be going on tournaments in the Seeding Round in order to get through those games.
- ❖ Blackouts are so teams are not scheduled practices.
- ❖ You **NEED** to add **BOTH** the 'window' and the 'blackout' dates to OCI.

SCHEDULE 'SEGMENTS'



There are five (5) 'segments' when it comes to scheduling:

- 1) Pre-Seeding → Up to and including OCT 20
- 2) Seeding Round → OCT 21 to NOV 19 (*released by approx. OCT 17*)
- 3) Seasonal Break → NOV 20 to DEC 3 (*released by approx. OCT 20*)
- 4) December & Winter → DEC 4 to JAN 2 (*released by approx. DEC 2*)
- 5) Regular Season → JAN 3 to FEB 25 (*released by approx. DEC 15*)
 - a) NOTE: Releasing the Jan 3 – Feb 25 schedule depends on the status of EMHW (*Esso Minor Hockey Week*) scheduling.

NOTE: Playoffs → Although U7 and U9 do not participate in playoffs, ALL teams are scheduled practices till approximately MAR 17th

EXHIBITION GAMES

Travel Permit / Sanction is required to play in or host.

- ❖ Managers will complete these requests through their HCAL Dashboard.
- ❖ For requesting an Exhibition Game --- 48 hours notice is required, to allow time for booking the Referees. Once approved, you will receive further details in that email about paying Referees.
- ❖ Teams are NOT permitted to use “their own” Referees. Need to follow the proper sanctioning guidelines to ensure the ice is insured.
- ❖ Host team requests the Exhibition, and if you are the visiting team → you still enter the information through your Dashboard login.

TRAVEL PERMIT

Make sure you have a copy of your Travel Permit WITH you if the exhibition game or tournament is outside of Hockey Calgary boundaries.

- ❖ Travel Permits are auto-generated. This does not mean your tournament has been approved. That would be a different approval that you should receive.

There are Hockey Calgary boundaries and City of Calgary boundaries. If you are unsure
→ ask your League Chair!

- ❖ Seven Chiefs, Springbank are considered within Hockey Calgary boundaries. Scott Seaman, Chestermere (for example) are outside Hockey Calgary boundaries and would require a Travel Permit.

HOCKEY IS A TEAM SPORT



ATTENDANCE EXPECTATIONS

ATTENDANCE POLICY



Southwest Hockey recognizes that regular participation in practices and games is integral to the development of our hockey participants, and the success of our hockey program.

COMMUNICATION



- Non-communications can negatively affect the coach practice plans.
- ALL families are expected to inform the coach of absences.
- Minimum 48-hours notice.

EXCUSED vs. UNEXCUSED



- Excused: Injuries, sick, medical, family matters, school event, affiliation.
- Unexcused: No shows, less than 48-hours notice, holidays.

COMMITMENT EXPECTATIONS



- If more than 40% of games & practices are missed in any given calendar month, which are unexcused – may have playing time adjusted.
- Excessive absences → Meeting with Head Coach & Southwest Hockey.

ATTENDANCE POLICY



Southwest Hockey recognizes that regular participation in practices and games is integral to the development of our hockey participants, and the success of our hockey program.

The Attendance Policy was reviewed by the Association and was updated effective the 2023-2024 season.

Please review so you have a general idea, and would recommend having a copy in your Manager Binder.

ONE (1) designated Assistant Coach must be responsible for tracking and submitting this attendance to the Association Administrator.

There is a specific Google Doc – Attendance Spreadsheet that must be used, by the Assistant Coach.



ON OR OFF THE ICE, THESE DON'T BELONG.

~~RACISM~~

~~EMOTIONAL ABUSE~~

~~DISCRIMINATION~~

~~VERBAL ABUSE~~

~~SEXUAL MISTREATMENT~~

~~SEXUAL HARASSMENT~~

~~PHYSICAL ABUSE~~

We want to ensure our community is a safe and happy place for everyone. If you see something that does not feel right, say something. Talk to your Coach or Team Manager.

This is our Hockey Family, and EVERYONE belongs here!

24 HOUR RULE

TEAM LEVEL

BOARD

GAME AND CONDUCT COMMUNICATION TREE

Standard of Conduct

- Southwest Hockey is committed to providing an environment where all individuals are treated with respect.
- Members of Southwest Hockey shall conduct themselves in a fair and responsible manner.

Reporting Process

- There is an established process to deal with incidents.
- Full process is available on the website at: <https://www.southwesthockey.ca/incident-resources/>

COACH CERTIFICATIONS & ROSTERS

While Managers are not expected to manage coaching certifications, some initial information is being passed on because Coaches seem to go to the Manager.

- Coaches are not added to the roster until the minimum certifications are met.
- If a Coach is not showing on your roster, they need to go to the Director of Coaches and Registrar to confirm what is still outstanding.
- If they are not on a roster, they are NOT permitted on the ice OR the bench. If anyone is on the bench or ice who is not rostered – affects the team's insurance.

If Coaches do not meet the NOV 15th certification deadline, the TEAM BECOMES INELIGIBLE to go on the ice.

OFFICIAL ROSTERS


Official Rosters are being worked on. Once they are completed, you can view them on the HCAL website.

If you require a hard copy of your roster (some tournaments require them), you can contact the SW Registrar at:

registrar@southwesthockey.ca

Coaches are only added to the roster AFTER they have completed all their certifications. So if you don't see them listed on the paper copy or on the HCAL website; that is why. They need to follow up with the SW Registrar and Director of Coaches.

OFFICIAL ROSTERS




Team: SOUTHWEST PEE WEE 4
League: SOUTHWEST PeeWee
Division: PeeWee
Category: A

Official Team Roster

Status: Pending
Conference: ---
Class: -
Type: Standard

Playoffs: No
Tournament Number:
Season:
Print Date:

Team ID



PLAYERS								
TEAM: SOUTHWEST PEE WEE 4 (2174185)								
NO	LAST NAME	FIRST NAME	SEX	DOB (dd-mm-yyyy)	HOCKEY ID	POSITION	RELEASED	STATUS
	Qualification: - *Respect In Sport	Parent (CERTIFIED); HCAl-42-X0000X	Male	19-04-2004	140000#####	FORWARD		Pending
	Qualification: - *Respect In Sport	Parent (CERTIFIED); HCAl-42-X0000X	Male	20-01-2005	140000#####	DEFENCE		Pending
	Qualification: - *Respect In Sport	Parent (CERTIFIED); HCAl-42-X0000X	Male	29-03-2005	140000#####	FORWARD		Pending
	Qualification: - *Respect In Sport	Parent (CERTIFIED); HCAl-42-X0000X - *Respect In Sport	Male	11/1/2005	150000#####	FORWARD		Pending A
	Qualification: - *Respect In Sport	Parent (CERTIFIED); HCAl-42-X0000X	Male	19-08-2005	150000#####	FORWARD		Pending A
	Qualification: - *Respect In Sport	Parent (CERTIFIED); HCAl-42-X0000X						APPROVED
	Qualification: - *Respect In Sport	Parent (CERTIFIED); HCAl-42-X0000X						APPROVED
TOTAL PLAYERS: 28								

TEAM OFFICIALS								
TEAM: SOUTHWEST PEE WEE 4 (2174185)								
NO	LAST NAME	FIRST NAME	SEX	DOB (dd-mm-yyyy)	HOCKEY ID	POSITION	RELEASED	STATUS
			Male	13-06-1968	140000#####	ASSISTANT		Pending
			Male	17-09-1973	150000#####	ASSISTANT		Pending
			Male	17-11-1972	150000#####	ASSISTANT		Pending
			Male	1/7/1971	140000#####	ASSISTANT		APPROVED
			Male	8/10/1967	140000#####	HEAD COACH		APPROVED
TOTAL TEAM OFFICIALS: 5								

Team

Each player has a unique Hockey ID

Age Divisions that identify position will show here. Otherwise it would only say 'Player'

Status: First roster you receive will say 'Pending' for your players and 'Pending A' for your affiliates.

Player Last/First Name will appear here

Qualification: Certified Respect in Sport # will show in the line AFTER the player

If you have a player that leaves the team, the date of 'release' will show here. The name will not ACTUALLY be removed. The term release is a general term used when a player is no longer associated with that team.

Status: Once your roster has been approved by Hockey Calgary, it will show 'Approved'.

Coaches will be listed in the "Team Officials" section.

Coaches will have the same information recorded, as above in the Player columns. Qualifications: Will show the Coach Respect in Sport, and all other required coaching certifications.

AFFILIATIONS (U9 TO U18)

Seeding Round

Affiliates may NOT be approved prior to the start of the Seeding Round – teams may have to play 'short' or utilize the 'Substitute Goaltender Procedure'.

U7 & U9

There will be no affiliations allowed within the division of U7.
There will be no affiliations allowed from U7 (Timbits) up to U9.

Utilizing affiliates

Affiliates are NOT to be used to replace a suspended player.
Affiliation is NOT for the purpose of making your team stronger.

Viewing Affiliates

Affiliates MUST be on your Official Team Roster.
Do NOT play an affiliate until you see them listed.
Name not there? → CANNOT USE! Contact the Director of Coaches

AFFILIATIONS (U9 TO U18)

Coaches must know the affiliation game limits! There ARE limits to how many times an affiliate can play.

- Refer to the [HCAL Rules and Regulations](#).
- [Your League Chair must be notified **IN ADVANCE** of your game.](#)

Any player participating in any game as an affiliated player without the approval of Hockey Calgary shall be considered an Ineligible player and team officials shall be subject to applicable discipline.

There is a [SW Hockey Affiliation Guideline](#) provided to help determine use of an affiliate; specifically if the schedules of the higher tiered team and lower tiered team's conflict.

This is available through the SW Coach/Manager Resource page, under 'Rosters / Affiliates'

[Team Requesting Use of an Affiliate](#)

AFFILIATIONS (U11 TO U18)

SUBSTITUTE GOALTENDER RULE

- Hockey Calgary may allow, during any scheduled exhibition, league, provincial, or tournament game, the use of a goaltender from another hockey team of equal or lower, division or category, if medical evidence or extenuating circumstances, as determined by the Age Category Governor, show that a replacement goaltender is required by the hockey team concerned.
- **Permission MUST BE obtained from the Hockey Calgary Age Category Governor or designate via your Hockey Calgary League Chair.**

GAME PLAY GUIDELINES

Head Coaches are responsible for their game maximums.

There are game maximums for some age divisions:

- **U7 JR – Max 16 games** (*Tournaments / Jamborees, & exhibition – HCAL Jamboree excluded.*)
- **U7 SR – Max 20 games** (*Tournaments / Jamborees, & exhibition – HCAL Jamboree excluded.*)
- **U9 – Max 32 games** (*6 Seeding, 10 Regular, 2 EMHW, 3 Tournament, 2 Exhibition (approx.)*).
- **U11 – Max 45 games** (*6 Seeding, 12 Regular, 1 EMHW, 3-4 Tournament, 4-11 Exhibition (approx.)*)
- **U13 to U18 – No Max.** Hockey Calgary suggests between 40 – 50 games in total.

There is a Game Play Guideline available on the Hockey Calgary website:
[REVIEW HERE.](#)

Hockey Calgary Rules & Regulations Document: [REVIEW HERE.](#)

GAME PLAY – U7 & U9

There is also more specific Game Play Guidelines for U7 and U9, and I would highly encourage you to review this information.

The additional documents can be found on the HCAL website under the 'Programs' tab. Then either select '[U7 Timbits Program](#)', or the [U9 Development League](#).

There is also a [U7 / U9 Intro to Hockey Resource Guide](#)

U9 RINK BOARDS

With generous support from the Flames Foundation. Hockey Calgary has been able to purchase 12 sets of Rink Board Divider Systems to go across the city. Approximately 90% of all U9 games will be played using the Rink Board Divider Systems.

If Rink Boards are not available, then there should be bumpers that can be used.

Document is available to review: [Handling Procedures](#)

Also on the HCAL website, there will be a [U9 Rink Board Responsibilities Schedule](#) which will identify the teams who do the set up, and which team is responsible for the take down.

It is the responsibility of the Coaches and Parent helpers to work together to ensure this task is done carefully and timely.

TIME KEEPERS & SCORE KEEPERS

These roles are considered Off-Ice Officials.

The Manager should set up the initial schedule. If a parent can no longer work their slot – **THEY** must find a replacement.

U9 Teams → Home Team will be responsible for the Time Keeper and (1) Score Keeper. The Visiting Team will be responsible for (1) Score Keeper.

U11 to U18 Teams → Each provide two (2) Off-ice Officials, for all games.

- ❖ Home Team provides the Time Keeper and (Home) Penalty Box.
- ❖ Visiting Team provides the Score Keeper and (Visiting) Penalty Box.

TIME KEEPERS & SCORE KEEPERS

As per Hockey Calgary Regulations:

“All off-Ice officials are responsible for conducting their duties in a manner that displays sportsmanship and shows fair play and respect to all participants”.

“As neutral off-ice officials assisting the referee in proper conduct of the game, they are significant contributors to the management of the game. Should their behavior warrant disciplinary action they may be relieved of their duties by the Referee or other Hockey Calgary official. The minimum age for an off-ice official is 14 years old.”

GAME SHEETS (U9 TO U18)

Home team is responsible for providing the game sheet.

ALL game sheets MUST be entered with 24-hours of a game. This is especially important if there are suspensions.

- ❖ If you can't submit within this window → Contact your League Chair and send them a photo of the game sheet, explaining why you're not able to.

Players / Goalies who are not playing in the game, must be crossed off.

- ❖ Indicate if they are injured (INJ), or suspended (SUSP)

If you have affiliates playing, you MUST write them on your game sticker and put (AP).

NOTE: Affiliates are NOT permitted to replace players who are suspended.

Officials must sign the game sheet

GAME SHEETS (U9)

U9 use a different game sheet, due to the ½ ice games.

Hockey Calgary has provided a [“Cheat Sheet”](#) to assist you.

Game Sheet Stickers – Template

❖ This is also available on the Resource Page, under [Forms & Templates](#)

ALL hard copies of the game sheets MUST be submitted to the SW Administrator by April 30th.

MINIMUM SUSPENSION GUIDELINES

These are set by Hockey Alberta / Hockey Canada.

The minimum suspension rulings applied are not appealable.

You must contact your League Chair for ANY and ALL write-ups. They will then confirm the length of suspension.

Even if the suspension is not your player, contact your League Chair.

Minimum Suspensions

Hockey Calgary – Section 28

DRESSING ROOMS

To provide a safe and comfortable dressing room environment with proper supervision for participants, and coaches.

Limiting the number of people in these areas aims to avoid accidents and overcrowding.

Time spend in the dressing room with just the players and coaches is a critical bonding time for the team.



U7 to U11: Only the participant and one (1) family member.

U13 to U18: NO family members. Unless there is an extenuating circumstance.



Once the participant is ready, family member should leave. There is no “hanging out”. Family member(s) have the lobby / spectator area to visit.



Participants should be dressed and ready to go on the ice a minimum of 15-minutes prior to the start of the ice time, unless otherwise noted by the Head Coach. This is bonding time for the team.

Mandatory

Dressing Room Supervision

SWH Policy 26.0 & Hockey Calgary Rule 27:

The Dressing Room Supervision Policies are applicable to ALL age categories, and are as follows:

The Head Coach will be responsible to ensure there is at least one (1) and preferably two (2) responsible adults monitoring the team dressing room before and after each ice time.

They will endeavor to prevent disorderly conduct, bullying, and vandalism in any form. These adults may be any team official or adult selected by the Head Coach or Team Manager. Failure to comply with this supervision may result in the suspension of the Head Coach for a period of at least one (1) game.

Any adult found complicit with any undesirable activity will be suspended for a period of at least one (1) year.

NO excuses for not ensuring there is supervision!

Coordinate & Communicate!

JERSEYS & SOCKS

Teams assume financial responsibility for all equipment and jerseys that are issued to them.

Jerseys can only bear Association sponsorships. There will be NO team level sponsorships (crests) permitted on any SW game or practice jersey

Alterations are NOT permitted without PRIOR consent from the Director of Branding.

One (1) jersey set & socks will be provided to U7.
Home / Away jerseys & socks are provided to U9.

ALL teams are required to wear the jerseys supplied by SW Hockey. Teams are NOT permitted to wear jerseys that have not been approved by the SW Board.

Jersey Parents are to properly care for the jerseys, and follow washing instructions provided on the website.



APPAREL

Adrenalin Source for Sports is the official outfitter of Southwest Hockey

- There is an online store available on our website: [Parents>Apparel](#)

In order to preserve the SW Hockey brand, **only SW Hockey approved suppliers** are to be used for ordering team apparel.

Apparel refers to items such as, but not limited to: jackets, t-shirts, hoodies, track pants etc.

If a team fails to use an approved supplier, and obtains unapproved apparel from another company, disciplinary action *MAY* occur.

If in doubt → Contact our Director of Branding



3RD JERSEYS

SW Hockey will allow, at a TEAM's expense, the OPTION to purchase approved 3rd Jerseys **through Southwest Hockey ONLY!** Teams are NOT permitted to purchase from any other supplier.

If teams wish to purchase, there is an order form that MUST be filled out and submitted to Hugh Lasham, Director of Branding.

NAME BARS

SW Hockey will allow at a TEAM's expense, the OPTION to purchase and add Name Bars to game jerseys.

Teams MUST use Cal-Crest Ltd.

If teams wish to purchase, there is an order form that MUST be filled out and submitted to Hugh Lasham, Director of Branding.

Team Budgets

There were Team Treasurer Meetings held; hosted by our SW Treasurer.

Review the TeamOps page for further information. There is a specific [Team Treasurer](#) section.

Team Budgets must be approved by a minimum of 75% of the families.

Team Managers and Treasurers need to work together to ensure the budget remains reasonable, and is regularly communicated to the team. There should be no “surprises” at the end of the season.

Difficulties expressed from some teams last season; therefore, more guidance has been provided around Cash Calls. This is also on the link provided here.

TEAM FINANCES

1

General

Additional activities such as: tournaments, exhibition games, team social events, apparel; fall outside the scope of the SWH Program. These are team level expenses.

2

Team Budget

Budget discussions happen at the team level, and are to be approved by 75% of the parent group. Teams should be reasonable when determining a budget.

3

Budget Models

Teams can use a combination of the following to support the team budget:

Fundraising Model
Parent Funded Model
Sponsorship Model

4

Cash Call Policy

A Cash Call is a dollar amount paid by the parent to the team to help fund the team budget.

OCT 31st is the deadline to have this paid to the team bank account.



GROWTH PASSION



PROGRESS FUN



SW Hockey has partnered with Attack Sports. Letters will be sent to the teams with regards to what they can expect, including new options available for U11 and U13.

U7 & U9:

- Four (4) on-ice sessions
- Scheduled in → OCT, NOV, JAN, & FEB

U11 & U13:

- 2 on-ice sessions. Power skating (OCT). Skating with the puck (NOV).
- Two (2) Coach selection. Can choose another on-ice session and select from a list of topics OR can do a Dryland Training Session
- All training sessions completed by February 29, 2024



GROWTH PASSION



PROGRESS FUN



Southwest Hockey is partnering again with Pinnacle Hockey Development due to the previous positive reviews received from members.

U15 & U18 teams will each receive four (4) sessions this season.

Mickey Kluner will reach out to the Head Coaches directly with regards to the ice time that they will attend.

PICTURE DAY – SUNDAY OCT 15TH

Your team's Picture Day time will be added to TeamSnap.

Information Sheet is posted to the SW Website via TeamOps > Manager tab, or by [CLICKING HERE](#).

U7 will wear the designated Tim Hortons jersey.

U9 will wear **WHITE** jerseys and **WHITE** socks for this season. Jersey colours alternate each season.



SPECIAL EVENTS

Are for any activities the team is doing, outside of scheduled practices and games, where the players are involved, you must submit a Special Event Permit. A few examples are:

- ❖ Parent / Family Skate
- ❖ Bottle Drives
- ❖ Dryland

When you submit, you may get a response that the event is not approved, and the reason should be provided --- but this doesn't mean you can't participate, it means the event is not insured.

[Event Sanctioning Guidelines](#) – Then click on 'Safety, Injury & Insurance'
[Hockey Calgary – Special Event Sanction](#) > Login to your HCAL Dashboard > Forms.

HOCKEY CALGARY – TIMBITS JAMBOREE

Event Date: Saturday March 2, 2024

Location: Cardel Rec South

Every Timbits team is invited to join Hockey Calgary for this **FREE**, family fun, event that celebrates our Timbits hockey players. The event will feature family-friendly activities off the ice and action-packed Timbits Hockey on the ice.

This event is hosted by Hockey Calgary, and Team Managers would register your team once registration opens.



HOCKEY CALGARY



OTHER ASSOCIATION TEAM CONTACT INFORMATION

On the Hockey Calgary website under the Age Division (top of the screen, or in a drop-down menu), you can select the division and team you are looking for.

Example: [Hockey Calgary website](#) > U11 Tier 3 South > [Wolverines 3](#)

At that link, you'll see the Team Officials, along with the Team Manager and an email contact.

This is a great way to reach out to teams to set up Exhibition games and/or invites to tournaments.

ASK QUESTIONS!

Please don't 'guess' or 'assume'!

Here is contact information of those you'll likely contact the most:

Administrator: admin@southwesthockey.ca

Age Group Division Lead: E.g. → u11lead@southwesthockey.ca

Ice Scheduler: ice@southwesthockey.ca

Director of Volunteers: volunteers@southwesthockey.ca

Assistant Director of Volunteers: asst-volunteers@southwesthockey.ca

Director of Coaches: coaches@southwesthockey.ca

Assistant Director of Coaches: asst-coaches@southwesthockey.ca

RESOURCES

Here are resources that should be helpful:

SW Hockey: www.southwesthockey.ca

Hockey Calgary: www.hockeycalgary.ca

Hockey Alberta: www.hockeyalberta.ca

Social Media

Instagram: <https://www.instagram.com/southwesthockeyassociation/>

Facebook: <https://www.facebook.com/southwesthockeycalgary/>

Twitter: <https://twitter.com/SWHockeyassoc>



Thank
You

