



I am a NEW Coach to Southwest Hockey

APPLICATION PROCESS

To avoid unnecessary delays in the coach registration process, **PLEASE** complete the process as instructed below.



SW Hockey Application



Completed in TeamSnap



Communicates with Hockey Canada Database



Confirms if there are existing Certification(s), Police Checks, Playing History, and / or Officiating.

PART 1

Coach Information

You must email the following information to: registrar@southwesthockey.ca

NOTE: Do NOT create a new HCR ID! This WILL DELAY the coach application process.

Email Subject Line	Coach Applicant - <Insert> Last Name, First Name
Government Issued ID	Scan a copy of YOUR Birth Certificate OR Passport
Proof of Mailing Address	Scan a copy of any bill that shows your complete mailing address.
Hockey Canada ID (HCR#)	Put your HCR ID# in the body of the email. <ul style="list-style-type: none"> - If you don't have an existing HCR #, the SW Registrar will create an HCR# for you. - If you do have an existing file, the SW Registrar will request a transfer of the file from your previous organization.
Contact Information	Email address: Which is checked on a regular basis. Phone number(s): Identify each as either; cell, work, home.
RIS Certification	Put the RIS # in the body of the email, OR attach a scan of the certificate.

AFTER you have emailed the Registrar the required information in the chart, **the Registrar will:**

1. Email you an HCR ID#
2. Email you the "Register to Coach" link, with further instructions that must be completed.

PART 2

Police Information Check (PIC)

To help provide a **SAFE** environment for participants, Southwest mandates that **ALL** Bench Staff **MUST COMPLETE AND PASS** a Police Information Check **BEFORE** being added to a team roster.



Calgary Police Service will be moving to a new system at the end of June.

Due to the pending changes → Coaches will be able to complete all the steps except the Police Check until the Registrar advises otherwise.



If you have a completed PIC that includes the “Vulnerable Sector Check” from another organization, you can share this with Southwest Hockey as part of your hockey coaching certification.

PART 3

Booking an Interview

Coach Applicants applying for a Head Coach position, **MUST** book an interview, **if any of the three (3) statements apply:**

1. I have not previously served as a Head Coach with SW Hockey.
2. I have not served as a Head Coach with SW Hockey within the past two (2) seasons (2023/24 or 2022-23).
3. I am a NON parent applicant.

To book an interview, visit: <https://www.southwesthockey.ca/coaches/>

PART 4

Verifying Certifications

For coaches to be rostered to a team → **minimum certifications are required.**

To **CONFIRM** and **VERIFY** your coaching certifications: <https://www.southwesthockey.ca/coach-certifications/>

Important Dates

- **There are TWO (2) different certification deadline dates!**
- **ENSURE the requirements for EACH deadline date is reviewed!**

Reimbursement Process: If reimbursement is important to you → Review the Reimbursement Form, located on the website. Or you can contact the Registrar or Director of Coaches if you have questions.