



I am a RETURNING 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

Hockey Canada ID



Do you have your HCR ID number handy?

Coaches require their HCR # in order to complete the TeamSnap registration for your coaching application.

If you need to find your HCR ID log into your [RIS Activity Leader account](#).

- You can also double check your RIS Activity Leader expiry date as well.

PART 2

Register to Coach

During the Registration Process → Note the following:

1. When the system says → "Player" → **Enter → "X"**
2. Questions referring to → "Parent" → **Enter → "X"**
3. **Your division is → "ADULT"**
4. Use your **LEGAL FIRST AND LAST NAME** → This **MUST** match for the Police Information Check.
5. There are **NO FEES** to pay in TeamSnap for the coaching application.
6. **FINALIZE** the coach application by → **CLICKING FINISH** at the **CHECKOUT** stage.



If the 'REGISTER TO COACH' process was done CORRECTLY, the following should happen:

1. You will receive an **auto-notification of completion!**
 - a. **IF NO auto-notification → Return to your account:**
 - b. **Check your cart.** If it's there, then complete the form from that point.
2. **When properly completed**, the Registrar will receive the same auto-notification.
3. The Registrar will then email you identifying what **minimum certifications are required**.
4. **If a Police Information Check (PIC) is required, the Registrar will provide a "PIC Voucher #"**.

PART 3

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.

	<p><i>Calgary Police Service has moved to a new system.</i></p> <p><i>For details on the PIC process → Click Here</i></p>
	<p><i>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.</i></p> <p><i>You can upload it to your HCR account</i></p>

PART 4

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.

If you need to book an interview, visit: <https://www.southwesthockey.ca/coaches/>

PART 5

Verifying Certifications

There are **minimum certifications that are required** in order for coaches to be rostered to a team.

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

Important Dates

- **There are TWO (2) different deadline dates!**
- **PLEASE ensure you review the requirements for EACH deadline date!**

Reimbursement Process: If reimbursement is important to you, please review the Reimbursement Form, located on the SW Hockey website, and contact the Registrar or Director of Coaches if you have questions.

To ‘Register to Coach’ – CLICK HERE