



2024 - 2025 Manager Guide

www.southwesthockey.ca

**'MAKING HOCKEY FUN AND REWARDING,
FOR ALL PARTICIPANTS'**



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If there is a discrepancy between this Manager Guide and any of the following documents, including but may not be limited to; Hockey Calgary Rules & Regulations, Hockey Alberta Rules & Regulations, Southwest Hockey Rules & Regulations – those documents take precedence over the Manager Guide and any discrepancy should be brought to the Administrator's attention promptly.



WELCOME & THANK YOU!

MANAGER GUIDE PURPOSE

The purpose of the Manager Guide is to provide Managers with support and information to resources to be used as a stepping-stone to building a strong foundation for team operations. **The Manager Guide is not intended to be all encompassing when it comes to policies, and rather; it is a “high-level” reference on general process and where the additional information can be found, to ensure procedures are being followed.** There are current standing policies which are in place, and any discrepancies between this Guide and other materials; should be brought to the Administrators’ attention immediately.

There may be sections or points within this Guide that seem obvious or unnecessary for an experienced Manager, but could be very useful to first time Managers. There is a broad range this Guide needs to accommodate when it comes to experience. Please keep this in mind when reviewing the information.

In addition to this Manager Guide; the following are additional website resources to be utilized:

- ❖ **Southwest Hockey (SWH):** <https://www.southwesthockey.ca/>
- ❖ **Hockey Calgary (HCAL):** <https://www.hockeycalgary.ca/>
- ❖ **Hockey Alberta (HA):** <https://www.hockeyalberta.ca/>

For interpretation of specific rules, regulations and policies, it is recommended that you consult the applicable governing “handbooks” directly. If there is something that you would like added to this Guide, to be shared with your fellow Southwest Managers, please forward your request to the Administrator for consideration.

TEAM MANAGER ROLE

The Team Manager is a central figure in creating the flow of communication – not only within the team, but between the team, Southwest Hockey, Hockey Calgary and other teams. By taking on the operational aspect of the team, the Team Manager enables the Head Coach to focus on player development, and on-ice instruction in order to provide the players with rewarding hockey experiences.

Every team may organize themselves slightly differently; however, there are still many main tasks that all Team Managers will need to complete. While the Team Manager role is one of in-depth involvement – there is no reason to become overwhelmed. The team is there to support, and through delegation; a ‘divide & conquer’ approach can be very efficient. Focus on the primary roles of **ORGANIZING, PLANNING** and **OVERSEEING** and take advantage of the resources that are available to you, and the season can be a successful one!



GENERAL OVERVIEW

COMMUNICATION & CONTACT INFORMATION

As a Team Manager, you represent your team, as well as the Association. Email communications should be supportive, respectful, encouraging, and informative.

TeamSnap Communications

Encourage your team to use TeamSnap as the primary communication channel for your team. All emails you send through TeamSnap can be accessed readily **without digging**. In addition to using the TeamSnap email, Managers will be able to connect with the family's using; TeamChat, alerts, availability, assignments and real-time game sharing.

- ❖ **TIP** → The TeamSnap desktop/browser makes it easier to type longer/more detailed emails.
- ❖ **FYI** → There will be a SW Hockey Manager Group created in TeamSnap as well. The TeamChat is an excellent resource / support with asking other Team Managers for suggestions, advice, etc.

More information about TeamSnap is below and at this link: <https://southwesthockey.ca/teamsnap-tips/>

Association Communications

Team Managers facilitate information between our association, and its governing bodies and their team.

- ❖ **General / Non-Incidents** → Team Managers and Head Coaches can utilize their SWH Division Lead, the Administrator and/or the Director/Assistant Director of Coaches for any questions they may have throughout the season.
- ❖ **Issues / Incidents / Conduct** → Members MUST follow the process outlined in the Game and Conduct Communication Tree found on the website: <https://www.southwesthockey.ca/incident-resources/> If there are questions about this process, the Administrator can also be contacted.

Hockey Calgary League Chair Communications

Another important contact through the season will be with your Hockey Calgary (HCAL) League Chair. In a nut-shell, HCAL League Chairs supervise and direct the conduct of the teams, managers, coaches, players and spectators. They also have the authority to rule on any team, team official, player or spectator who contravenes rules and regulations established by Hockey Calgary.

Know your League Chair: <https://www.hockeycalgary.ca/stream/page/stream/community-council/page/contacts> and be sure to **SAVE** their contact information. This is especially important regarding questions about regulations, and any reporting of game suspensions.



TEAMOPS ROLES & RESPONSIBILITIES

At the team level, there are a number of positions needing to be filled, such as: Head Coach (1), Asst. Coaches (up to 4), Manager (1), Asst Manager (1), Team Treasurer (1), Tournament Coordinator (1), Raffle Liaison (1), & Jersey Parents (up to 2 for Community).

For each role listed, there is a separate tab of information provided on the website at:

<https://www.southwesthockey.ca/team-ops/>

Delegation is an important part of managing a team. However, even with delegation, Team Managers are the ones who are still responsible for ensuring and overseeing that tasks are being completed, and policies followed. With that being said, Team Managers **do NOT have 'free reign'** on running the team.

If Team Managers find they have families who are not completing their required tasks, especially if they are in an approved Volunteer Bond role – they should first have a discussion with that family and the Head Coach; and if the matter does not improve, Team Managers should contact their Div Lead and/or the Director of Volunteers.

VOLUNTEER BOND

The Association has a mandatory Volunteer Bond Policy in place. It is up to each family to track their bond, and report their credits to the Director and Assistant Director of Volunteers. Further information about this policy can be found at: <https://www.southwesthockey.ca/volunteers/>

ATTENDANCE POLICY

The Association recognizes that regular participation in practices and games is an integral part to the development of our hockey participants, and the success of our hockey program. Further information can be found at: <https://www.southwesthockey.ca/assistant-coaches/>

GAME AND CONDUCT

Team Level Disputes

Occasionally disputes arise within a team over various issues such as, but not limited to; behaviour, misunderstandings, and difference of opinions.

Do not ignore internal team issues, thinking they will just “go-away”. Many of these types of disputes can be avoided with proactive management.

It is important for Team Managers and Head Coaches to have a general understanding on how the Game and Conduct Policy process works because when an incident occurs at the team level, ***the 1st step in rectifying the situation is to begin at the team level.*** If attempts to finding a solution have failed at the



team level, then the Complainant can escalate the concern to the Association through the Game and Conduct Policy process.

- ❖ FYI → There is also a mandatory “24-Hour Rule” in place that must be followed. Often waiting the 24-hours before discussing issues helps with perspective.
- ❖ FYI → ***The Association will not address team issues unless there have been genuine attempts to resolving the concern(s) at the team level first; except in rare circumstances as indicated in the Game and Conduct Communication Tree.***

SW Hockey Game and Conduct Policy

These procedures have been implemented by SW Hockey in order to establish a process that assists members with understanding expectations relating to conduct on and off the ice; in order to allow members to participate in various activities and positions within the Association in a respectful environment free from disrespectful behaviours, harassment, bullying and abuse.

- ❖ Policy information can be found at: <https://www.southwesthockey.ca/incident-resources/>

APPAREL, BRANDING & EQUIPMENT

Game Jerseys / Equipment

Teams assume financial responsibility for all equipment and jerseys that are issued for the season.

- ❖ Both home / away jerseys for U9 – U18 will be provided, and
- ❖ One jersey will be provided to U7 and the House League teams.
- ❖ **Jersey Parents must follow the care instructions as provided by our Director of Branding.**
- ❖ ALL teams are required to wear the jerseys supplied by SW Hockey.

Name Bars & 3rd Jerseys

As an **OPTION**; teams can purchase name bars to add to game jerseys. Teams can also purchase 3rd Jerseys. Purchasing 3rd jerseys is **ONLY** available for Community U9 – U18. **There are specific guidelines that MUST be followed for both options.** Teams are to contact the Director of Branding for these procedures at: branding@southwesthockey.ca

Apparel & Logo Approval

In order to preserve the SW Hockey brand, **only SW Hockey APPROVED SUPPLIERS** are permitted to be used for ordering team apparel. Apparel are items such as; jackets, t-shirts, hoodies, toques, etc.

Logo usage MUST be APPROVED by the SW Hockey Director of Branding



SEASON START-UP & GENERAL!

MANAGER GUIDE LAYOUT

The balance of this Guide has been split into the following sections to help ease potential 'overload':

- ❖ Season Start-Up & General
- ❖ During the Season
- ❖ End of Season
- ❖ Online Resources

CHECKLIST & IMPORTANT DATES

Tracking dates and deadlines throughout the season is a **VERY important** part of managing. While not every date will be specifically applicable to every age group, there are two (2) main calendars that managers must review and track throughout the season.

- ❖ **TIP** → Have a printed copy of **EACH** calendar in your binder for quick reference.
- ❖ **HCAL Important Dates:** <https://southwesthockey.ca/managers/>
- ❖ **SW Hockey Checklist Dates:** <https://southwesthockey.ca/managers/>

MANAGER ACCESS

Once the Head Coach has selected a Team Manager, the Team Manager must contact the Administrator for their logins. Team Managers will receive the following access:

- ❖ Hockey Calgary – Login
- ❖ OneClickIce (OCI) – Login
- ❖ TeamSnap – Access

Hockey Calgary → Access to; the official roster, scheduling windows, travel permits, tournament & exhibition requests, special event sanctions, enter game sheets, reviewing penalties etc.

OneClickIce (OCI) → This is the scheduling tool utilized by the association for practices. Team Managers will be able to access the team practice schedules through OCI, which can also be used to request practice trades. Game schedules are also uploaded from Hockey Calgary to OCI.

TeamSnap → Team Managers will be invited via an email, and will be given "Owner" access in order to communicate through the teams' TeamSnap account.

More information about each of these accesses is provided within this guide.



TEAMSNAAP

All SW Hockey teams are provided with a **FREE** TeamSnap Account to be utilized for the season. The more organized your TeamSnap is for the team, the better the communications can be among the team. ***Better communications can lead to a better overall team experience.***

Family contact information will be uploaded based on the information provided through registration.

- ❖ **Parents to confirm information is correct** → If there are changes, families can update this in TeamSnap themselves, AND they should send their updated email(s) to the Administrator and Registrar so association communications are still being received.
- ❖ **Subscribe to the TeamSnap Schedule** → Members can add their TeamSnap schedule to their phone or desktop calendar. For information on how to subscribe:
<https://helpme.teamsnap.com/article/1245-subscribe-to-a-team-schedule>
- ❖ **TIP** → **Adding Family Members to TeamSnap**: Any additional family members that your parents want to have access to team schedules / communications can utilize information at this link:
<https://southwesthockey.ca/teamsnap-tips/> **NOTE: The Association does NOT add the additional family members.**
- ❖ **TIP** → Make sure all team members have downloaded the TeamSnap App, and for families who already have the app, they need to ensure they are using the latest version of the app.

Team Managers will be assigned as the “Team Owner”, and the Head Coach can have “Manager” access. No other team officials will have additional access, as there can sometimes be ‘private’ information that others on the team should not be privy to.

Once Team Managers have access to the account, they will have access to the following tabs:

- ❖ **Roster** → Within TeamSnap is where “Players” & “Non-Players” are listed. Non-Players are Coaches & Managers. Family contact information will also be listed.
- ❖ **Schedule** → ALL practices, games (league & exhibition), events (team social, dry-land etc.), and tournaments MUST be entered into the TeamSnap site.
- ❖ **Availability** → Utilize TeamSnap’s availability function to help determine who is / is not attending. When requesting this information, make sure you are giving families a deadline to respond. Coaches can also find this helpful for practice and game planning.
- ❖ **Tracking** → This tab lets you keep track of tasks, such as; medical forms, paid cash calls, hotel booked, and other “yes” / “no” types of items.
- ❖ **Messages** → Communications can happen through TeamSnap features using email, and TeamChat.
- ❖ **Naming Convention** → **DO NOT change the name of your team!** If the name does not **EXACTLY** match what I have on file, the upload for practices, games and association events will not happen.
- ❖ **Assignments** → This can be used for the Time Keeping, Score Keeping and Penalty Box scheduling.



YOU'RE THE TEAM MANAGER – NOW WHAT?

The first few days of being a Team Manager might feel overwhelming because there are a number of tasks and deadlines that are needing to be met within the first month. Many of the tasks and deadlines need to be completed simultaneously, and sometimes unavoidable.

- ❖ **Manager Meeting** → Dates are noted on the website under the TeamOps > Manager tab.
- ❖ **Welcome Letter** → Head Coaches received an initial letter to get the team rolling. You can request the letter from the Head Coach and assist with the areas you can.
- ❖ **TeamOps Contacts** → Within the Welcome Letter is a NON-Rostered TeamOps Contact Information link. This can be filled out by either you or the Head Coach. This is a form confirming who is volunteering in your TeamOps positions.
- ❖ **TIP** → **Manager Binder**: 1st item to put together is a Manager Binder. As Team Managers work through each task, take notes and add items to the binder. The 1st items being the **SW Hockey Important Dates and the Hockey Calgary Important Dates**.

MANAGER TEAM BINDER

It is recommended that you create either a binder or other organizational tool for yourself to have handy at all times. Suggestions of what to include, in no particular order:

- ❖ **Important Dates Calendar for BOTH SW Hockey & Hockey Calgary**
- ❖ **Official Team Roster** (physical copy will come from the SWH Registrar when they are ready)
- ❖ **Player / Parent Contact Cards** if you want something handy outside of the TeamSnap app
- ❖ **Ensure there is emergency contact information handy for BOTH COACHES AND PLAYERS.**
- ❖ **Game sheets** (U9 – U18)
- ❖ **Game sheet labels (U9 – U18)**
- ❖ **Medical Forms**
- ❖ **Injury Report & Log**
- ❖ **Emergency Response Plan**
- ❖ **Game Play Guidelines** specific to your age division
- ❖ **U9 Goalie Rotation Form**
- ❖ **U9 Rink Board Procedures / Schedule**

PICTURE DAY

October 20 is Picture Day for the ENTIRE association.

Further details about what players should and should not wear has been provided on the website on the Manager page. Your specific Picture Day time will be added to your teams' TeamSnap.



BOOK A PARENT MEETING

With the Head Coach, determine a date and communicate these details to the Parents (through TeamSnap). There is a [Parent Meeting Agenda](#) available on the website that can be utilized.

Take 'meeting minutes' in the event there are any discrepancies on what was discussed.

TEAM BUDGETS

Information about Team Budgets & the Cash Call Policy can be found on the [Team Treasurer page](#), under TeamOps.

Team Managers and Team Treasurers are the two (2) signing authorities for the team bank account, and is very important that Managers and Treasurers review the information provided to ensure proper procedures are followed throughout the season with regards to team funds.

MEDICAL FORM

This is a Hockey Canada mandate for insurance requirements. Send the Medical Form to each family on the team and let parents know they can scan and send them back to you before the parent meeting. Also bring additional blank forms to the first parent meeting to ensure everyone completes them at that time.

The Medical Form can be found on the SW Hockey website, on the [resource tab](#).

COACH CERTIFICATIONS

Coach certifications is the responsibility of the Head Coach to ensure ALL the Assistant Coaches are 100% certified. Your Head Coach will work with the Director / Assistant Director of Coaches and our Registrar to confirm coaches are certified **by November 15th**.

Coaches are **NOT** permitted on the ice without having [the minimum requirements](#). If non-insured coaches are on the ice – they jeopardize the insurance for the entire team.

HOCKEY CANADA INSURANCE

Hockey Canada is strictly a supplemental insurer. If a member has access to other insurance, they must pursue that company first. Hockey Canada may cover costs not covered by their primary insurance up to Hockey Canada policy limits. Additional information about Hockey Canada Insurance can be found on the SWH website, under the Manager Resource page in the '[Injury, Insurance & Safety](#)' section.



RETURN TO PLAY POLICY

Southwest Hockey wants to reduce the number of injuries by minimizing the occurrences of players participating in games or practices when they are not “Return/Fit to Play” due to illness or injury.

Team Managers should review this policy; to help support their Coach to ensure process is followed. If any parents/guardians have questions, you can also direct them to this link: [‘Injury, Insurance & Safety’](#).

SPECIAL EVENT SANCTIONS & TEAM SOCIAL EVENTS

Through the HCAL Manager login, a Special Event Sanction Form must be filled out for any event that the team is participating in, that is not considered “regular hockey programming”.

There is a list of sanctioned events **that ARE and ARE NOT covered**. This package can be viewed on the [Manager Resource](#) page.

- ❖ **If the form is not filled out**, and it was an event that could have been covered under insurance, and if there was an injury / accident, insurance coverage might not apply because the Event wouldn’t have been sanctioned.
- ❖ **If the form is filled out, and it is NOT approved** – this doesn’t mean the team can’t participate in the event, it just means that everyone needs to be aware there is no insurance coverage and they are **ALL participating at their own risk**. This includes participants & coaches who are listed on the Hockey Canada Official Roster – because the event itself was not approved.

EMERGENCY ACTION PLAN

Two (2) coaches on each SWH team are required to have Safety. There is also an [Emergency Action Plan](#) template provided on the Manager/Coach Resource page for teams to utilize.

HOCKEY CANADA OFFICIAL ROSTERS

Managers can view their team roster via the Hockey Calgary login that was provided at the start of the season. Participants listed are officially on your roster. If there are missing participants **OR** coaches, our Registrar must be contacted immediately at: registrar@southwesthockey.ca

- ❖ If you have missing participants and/or missing coaches they are **NOT** permitted on the ice until there is confirmation that they are listed.
- ❖ **For missing participants** → Managers contact the Registrar
- ❖ **For missing coaches** → Coaches must contact the Registrar
- ❖ **Sample Roster** → Is available on the SW Hockey Resource page.



A hard copy of the 'pending' roster will be provided once they have been formalized after evaluations.

- ❖ 'Approved' rosters take longer to complete.
- ❖ **ONLY** if you require a hard copy of an approved roster for a tournament, you can contact our Registrar with the dates of the tournament and the deadline for when you need to provide the Official Roster to the Tournament Organizer. Otherwise, 'pending' rosters are the ones you'll have on file for the time being for league and exhibition games.

SCHEDULE WINDOWS (HOCKEY CALGARY)

Submitting a Schedule Window allows a team to attend a tournament during the Regular Season, so they are not scheduled League Games at the same time as their tournament. Hockey Calgary **has specific and strict rules** regarding this process. Team Managers should familiarize themselves with the process, rules and the deadlines for submitting a **Schedule Window**.

Only Managers can submit the "Play in a Tournament" (which creates a Schedule Window). This is done through the HCAL Manager login provided at the start of the season.

BLACKOUT (SOUTHWEST HOCKEY)

A 'blackout' is for teams attending a tournament during the Hockey Calgary; Regular Season, Seasonal Break or Winter Break. The 'blackout' is required so teams are not scheduled practices.

Team Managers must enter these dates into OCI by a certain deadline. If Team Managers are having difficulties with entering the dates, contact the Ice Scheduler: ice@southwesthockey.ca There is a maximum number of 'blackouts' a team can have for the season. This helps ensure enough practices can be scheduled for all teams.

If a Team Manager forgets to book the 'blackout' → The team remains responsible for that ice until it is "taken" by another team. If you require assistance, you can contact the Ice Scheduler, and they can try to help re-assign. If the ice cannot be reassigned; then any possible outcomes or penalties will be determined on a case-by-case basis.

TEAM PRACTICE SCHEDULES

Once the game schedule is produced from Hockey Calgary, several hours are spent going through the games and then generating practices for close to **50 teams**. During this time **MANY** checks and balances are also reviewed to help ensure teams receive a similar number of hours on the ice (*as close as we can possibly get*). For age divisions who receive both shared and full ice; we try our best to balance the number of full and shared ice times **within the same age division**.



Teams will practice following evaluations up to approximately the 3rd week of March. Ice Scheduling information is also provided on the SWH website. It is **IMPERATIVE** that Team Managers review this page, and especially understand the **Return Ice Policy**.

The Ice Scheduler utilizes a program called OneClickIce (OC). Through this program, there is a feature that allows Managers to “Give / Take” ice. Information about this is provided at the start of the season directly to the Managers.

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. Your Head Coach was provided a copy of this Attendance Policy and between your Head Coach and the Assistant Coach, they are to track the participants attendance. This policy can be found on the **Assistant Coach** page.

Team Managers should review this policy; more to help support your Coach to ensure process is followed. And in case any of your parents have questions, you’ll either have the answer, or be able to direct them to the policy.

DURING THE SEASON – GAME PLAY

TIME KEEPERS, SCORE KEEPERS, & PENALTY BOX

Teams (U9 to U18) are required to supply Time Keepers and Score Keepers.

- ❖ U9: There is a **Scoresheet Cheat Sheet** available.
- ❖ U11 to U18: A guide is available on the **Resource page** on the SW Hockey website.

HOCKEY CALGARY LEAGUE GAMES

There are four (4) ‘schedules’ that are completed during the hockey season:

- ❖ **Seeding Round**
 - The “Seeding Round” game schedule is completed by Hockey Calgary and is posted as per the Important Dates calendar.
 - This round of games will cover games that are played from late October to late November.
 - After the “Seeding Round” is completed, some divisions (across Calgary) may be re-seeded and change divisions. This re-seeding process is overseen by Hockey Calgary.
- ❖ **Regular Season**
 - The “Regular Season” schedule is completed by Hockey Calgary and posted as per the Important Dates calendar.



- This round of games will cover games played from early December up to the Winter Break, and then the Regular Season begins in January to mid/end February depending on the Age Category.
- ❖ **Esso Minor Hockey Week (EMHW)**
 - This is the largest minor hockey tournament in the world.
 - The first game of EMHW is considered a League game and counts towards your teams Regular Season wins/losses
 - U7 – Does not participate in EMHW. They will have a Jamboree hosted by Hockey Calgary, early March.
 - U9 – Will have two (2) games over the EMHW weekend.
 - U11 – U18 Will play over a 7-day period and progression through the tournament will depend on the tournament bracket.
- ❖ **Championship Playoffs**
 - The Championship Playoff schedule is completed by Hockey Calgary and posted as per the Important Dates calendar.
 - U7 & U9 – Does not participate in playoffs.
 - U11 – U18 will participate, and progression through the playoffs will depend on the playoff bracket.

GAME LENGTHS, GAME PLAY, GAME SHEETS

Specific information about games such as; game lengths, game play, rules and regulations, suspensions can be found at a couple different resources:

- ❖ HCAL League Resources: <https://www.hockeycalgary.ca/operations/league-resources>
- ❖ HCAL Rules/Regulations: <https://www.hockeycalgary.ca/operations/regulations-and-bylaws>

Game Time – What do I do?

Game Day Checklist is available on the SW Hockey website under the [Manager Resource](#) page.

Game Sheets

These will be provided to all U9 – U18 teams, by the Administrator. There are enough game sheets provided for all 'home' games. Any additional game sheets required for exhibition or if your team is hosting a tournament – can be purchased from the Administrator at \$0.50 each.

- ❖ U7 – Does not use game sheets.
- ❖ U9 – Utilizes different games sheets than U11-U18. Guidance for these can be found at this link: <https://www.hockeycalgary.ca/operations/league-resources>



- ❖ The 'home' team is responsible for supplying and submitting the final game results to Hockey Calgary through their login.
 - The game report, as well as a copy of the PDF must be uploaded to the Hockey Calgary website **WITHIN 24-hours**.
 - Any suspensions must be reported **IMMEDIATELY** to your League Chair.
 - More information about suspensions below.
- ❖ **Effective the 2024-2025 season** → As a pilot, the U11 Age Division will be utilizing online game sheets. More information about this will come from Hockey Calgary.

Game Sheet Labels

There is a game sheet label template available on the [Manager Resource](#) page. This is a template where you can print 'sticker labels' for the game sheets instead of writing out the names by hand.

- ❖ **FYI** → You need 2 – 3 labels per game sheet, so that each page has a copy of the roster.
- ❖ **FYI** → Avery (or equivalent) – White Shipping Labels #48863 (2" x 4")
- ❖ **TIP** → A sample game sheet can be found on the Manager Resource page.
- ❖ **IMPORTANT** → **ALL hard copies of game sheets are to BE KEPT IN THE MANAGER BINDER, and submitted to the Administrator at the end of the season.**

EXHIBITION GAMES & TOURNAMENTS

Exhibition Games

In order to participate in an exhibition game, there must be approval from Hockey Calgary to ensure the exhibition game is sanctioned (meaning it carries insurance).

- ❖ Policy around this can be accessed through the Team Manager's HCAL login.
- ❖ Instructions and rules around booking exhibition games are provided.
- ❖ There are specific deadlines that must be met; especially when it comes to booking the Officials.
- ❖ Once an exhibition game is approved – part of the process is that this will automatically book the Officials for your game as well.

Tournaments

In order to participate in a tournament (either hosting or attending), there must be approval from Hockey Calgary. For specific guidance on tournaments → Review all the information provided by Hockey Calgary at this link: <https://www.hockeycalgary.ca/operations/tournaments/hosting-a-tournament>

- ❖ SWH also has a limited # of Tournament Packages available. Information is available on the association [Tournament Coordinator](#) page.



SUSPENSIONS

When a participant, team official or spectator has received a penalty or ejections that carries an automatic suspension (as described in the [Minimum Suspension Guidelines](#)), the Head Coach or designate (can be the Team Manager) is responsible for informing the appropriate Hockey Calgary League Chair (for your division) **WITHIN 24 hours** of completion of the game.

Until otherwise notified, the suspended person must abide by the Minimum Suspension Guidelines, until the HCAL League Chair has confirmed the # of games being suspended.

In addition to notifying your HCAL League Chair, Head Coaches / Team Managers **MUST ALSO** notify:

- ❖ Director of Coaches: coaches@southwesthockey.ca
- ❖ Assistant Director of Coaches: asst-coaches@southwesthockey.ca
- ❖ Division Lead: *This is as per your age division*
- ❖ When a player is serving a game suspension; based on the number of games suspended, the game sheet must reflect the suspensions served.
 - Example – Participant receives a three (3) game suspension. For each of the next upcoming games, beside their name on the game sheet label **it MUST say**: SUS 1 of 3, SUS 2 of 3, SUS 3 of 3.

AFFILIATE PLAYERS

There are rules and regulations when it comes to the usage of Affiliate Players. Head Coaches are responsible for ensuring the proper procedures are followed. Affiliate information will be provided to Head Coaches directly.

END OF SEASON – THERE MAY BE MIXED FEELINGS ABOUT THIS?

YOU'VE MADE IT!

Truly hope the season was memorable (in many positive ways).

There are some final tasks to be completed before the season is officially considered complete:

- ❖ **Team Party Wrap Up** → This can include end of the season gifts for participants and coaches.
- ❖ **Team Bank Account** → Accounts must be closed by MAY 1st. Details are provided on the Team Treasurer page, in the [Year End Reporting](#) section.
- ❖ **Game Sheets** → ALL hard copies to be returned to the Administrator by APRIL 1st.
- ❖ **Jersey & Equipment Return** → This is scheduled by our Director of Branding in order to coordinate the return of all Association jerseys.



ONLINE RESOURCES

KEY RESOURCES

In addition to the Managers Guide that has been provided, there are a number of online resources that have been referenced throughout this guide (which are bolded blue); which are integral in supporting the Manager role:

Association	Topic	Link
SW Hockey	Main Manager Page	https://southwesthockey.ca/managers/
SW Hockey	Manager Resources	https://www.southwesthockey.ca/resources/
SW Hockey	Ice Scheduling	https://southwesthockey.ca/managers/ice-scheduling/
SW Hockey	Templates	https://www.southwesthockey.ca/resources/
Hockey Calgary	Game Play Guidelines	https://www.hockeycalgary.ca/operations/league-resources
Hockey Calgary	Health and Safety	https://www.hockeycalgary.ca/operations/health-and-safety
Hockey Calgary	Important Dates	https://www.hockeycalgary.ca/operations/important-dates
Hockey Calgary	Main Page	https://www.hockeycalgary.ca/
Hockey Calgary	Substitute Goaltender	https://www.hockeycalgary.ca/operations/policies
Hockey Calgary	Tournament Policy & Information	https://www.hockeycalgary.ca/operations/tournaments/hosting-a-tournament
Hockey Calgary	Tournament Listings	https://www.hockeycalgary.ca/tournament/listings
Hockey Calgary	U7 Specific Resources	https://www.hockeycalgary.ca/programs/u7-timbits-program
Hockey Calgary	U9 Specific Resources	https://www.hockeycalgary.ca/programs/u9-development-league
		https://www.hockeycalgary.ca/operations/league-resources
Hockey Alberta	Insurance	https://www.hockeyalberta.ca/members/insurance/
Hockey Alberta	Tournament Listings	https://www.hockeyalberta.ca/tournaments/