



# Southwest Hockey Association

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MANAGER MEETING --- 2024-2025

WELCOME



# 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**

# 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.





## 3<sup>RD</sup> JERSEYS

SW Hockey will allow, at a TEAM's expense, the OPTION to purchase approved 3<sup>rd</sup> 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.

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## 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.

# 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:





# TEAM ROLES & VOLUNTEER BOND

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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 (Cathryn): [volunteers@southwesthockey.ca](mailto:volunteers@southwesthockey.ca)
- Asst. Director of Volunteers (Kelsi): [asst-volunteers@southwesthockey.ca](mailto:asst-volunteers@southwesthockey.ca)



# 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 ensure jobs are being completed, not that THEY are doing everything



## Conduct

Liaise between parents regarding concerns / incidents.

Game & Conduct Policy and the Communication Tree is on the website



# MANAGER LOGINS

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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

**Hockey Calgary:** Provides the following access:

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



## 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.

### AS OF LAST SEASON

Members are 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/>



## USES AND MISUSES OF PERSONAL INFORMATION

As a result membership with Southwest Hockey Association, members may obtain access to the personal information of other members, including, but not limited to, demographic information (full names, DOB, etc.) and contact information (email addresses, phone numbers, etc.).

Personal information is private and confidential. It is provided by Southwest Hockey Association solely for the purpose of communicating with regards to specific team-related business within the Association, and for no other purpose.

Members are strictly prohibited from using Personal Information for any other purpose, but not limited to, sending communications of commercial and/or business in nature, or for personal gain, without the express prior written consent of the recipient(s).

# LEAGUE CHAIR / GOVERNORS

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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 the Hockey Calgary Office Staff. Go through your Hockey Calgary League Chair.

Your Home Association OR your League Chair, is ALWAYS your FIRST contact.

# SW HOCKEY DIVISION LEADS

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Key areas that the Division Lead will be utilized for are:

- ❖ Game Viewing – 1<sup>st</sup> game by NOV 30 // 2<sup>nd</sup> game by JAN 31<sup>st</sup>
- ❖ Game and Conduct
- ❖ Expectations: Parent Code & Team Rules
- ❖ Attendance Policy

Division Leads will also be added to the Team Manager TeamSnap.

Teams → Div Lead → Director of Coaches (Administrator when needed)

# SW HOCKEY DIVISION LEADS

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Age Group	Division Lead	Email
U7	Kristen Kohn	<a href="mailto:u7lead@southwesthockey.ca">u7lead@southwesthockey.ca</a>
U9	Lloyd George	<a href="mailto:u9lead@southwesthockey.ca">u9lead@southwesthockey.ca</a>
U11	Oswald Chan	<a href="mailto:u11lead@southwesthockey.ca">u11lead@southwesthockey.ca</a>
U13	Melanie Brophy	<a href="mailto:U13lead@southwesthockey.ca">U13lead@southwesthockey.ca</a>
U15	Paul Hartwick	<a href="mailto:U15lead@southwesthockey.ca">U15lead@southwesthockey.ca</a>
U18	Jaclyn Grace	<a href="mailto:U18lead@southwesthockey.ca">U18lead@southwesthockey.ca</a>



# PARENT MEETING

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A Team (Parent) Meeting is important 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
- 3<sup>rd</sup> 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

# PICTURE DAY – SUNDAY OCT 20<sup>TH</sup>

Your team's Picture Day time will be added to TeamSnap after Seeding Games are released

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 **DARK** jerseys and **DARK** socks for this season. **Jersey colours alternate each season.**



# MEDICAL FORMS

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Medical forms are required, as per our Governing bodies.

Either print off enough forms and hand them out at practice, or send each family the [Medical Form link](#) to print themselves.

**Deadline to complete this OCT 18<sup>th</sup>** – These should be completed before Seeding Round games begin. U7 doesn't start games this early, but the date will remain consistent with the Association

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.

**Tip**: Put the Head Coach copies in a waterproof sleeve.

# EMERGENCY ACTION PLAN

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Southwest Hockey requires all rostered Coaches to complete the Hockey Canada Safety Program.

There is also an [Emergency Action Plan](#) template for teams to utilize.

**IMPORTANT:** Once Coaches have been added to TeamSnap as a 'non-player', please ensure there is an Emergency Contact phone number noted with their information.

# TEAM TREASURER / TEAM BUDGET

Team Treasurer Meeting is also hosted by the Association.

Ensure they have reviewed the TeamOps page for further information. There is a specific Team Treasurer section.

Team Managers and Treasurers need to work together to ensure the budget remains reasonable, and is communicated MONTHLY to the team.

There should NOT BE ANY “surprises” at the end of the season, if monthly reviews are completed.

# 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

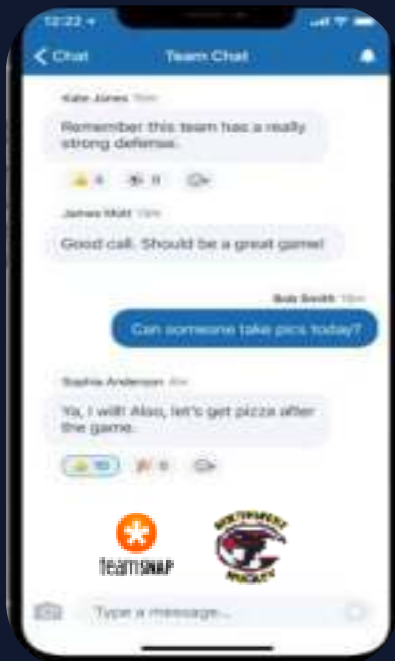
## Cash Call Policy

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

**OCT 31<sup>st</sup>** is the deadline to have this paid to the team bank account.



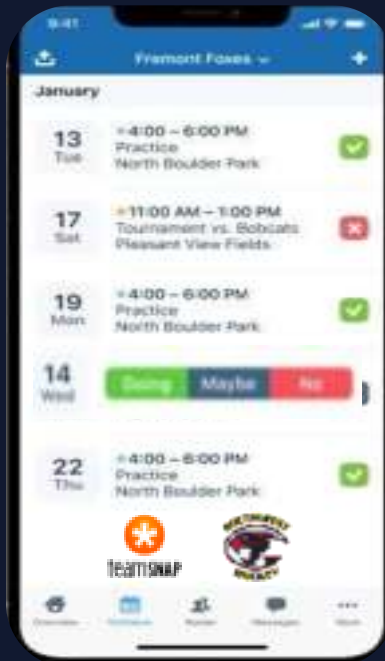
## Communication Center



Easily communicate with your team

Mobile App  
Messages  
Roster

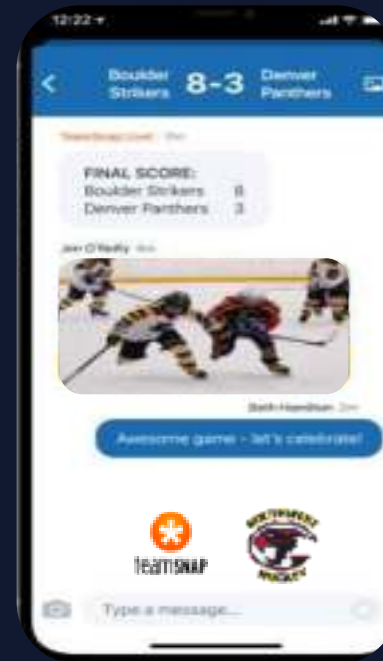
## Schedules Availability



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

Schedules  
Availability  
Assignments

## Share & Connect



Share photos, and stay connected

Photo Sharing  
TeamSnap Live

# ARENA FACILITIES

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We kindly ask you to respect all facilities.

Afterall, these are our “**2<sup>nd</sup> Homes**”.

If you're team is looking to utilize the sound systems, it would be a good idea to check them out during a team practice.

***LOCK YOUR DRESSING ROOM!*** Facilities are not responsible for lost or stolen property. Rental groups are encouraged to ensure all belongings are secure at all times.

# ARENA FACILITIES

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Upon arrival, check the Reader Board for your Dressing Room assignment and collect the key from Guest Services.

As per ice contracts, Dressing Rooms aren't required to be available until 30 minutes prior to the ice time and rooms must be vacated within 30 minutes following the ice time.

Most of the time, the rooms will be available 60-minutes prior; however, if the arena experiences unexpected delays, remain respectful and understanding.

Ensure the team is respecting arenas because other patrons use the facility, too.





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 28, 2025





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.

**Managers are responsible for adding session to TeamSnap**



# 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 'time 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.



# ICE SCHEDULING

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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
- ❖ Schedule Windows
- ❖ Blackouts

[Click Here to review](#)

# ONECLICKICE (OCI)

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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

# ONECLICKICE (OCI)

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I will add your email to OCI to bypass the verification process. If you have already added your email, that's okay too.

A 'Team Portal Guide' will be provided to assist with Take/Give (Trades).

Once schedules are posted, teams are responsible for their scheduled ice times.

Teams will be charged as per the Return Ice Policy for any burned/unused ice.

# SCHEDULES

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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 Team Development Sessions with Attack Sports (U7 to U13) and Pinnacle Hockey Development (U15 / U18).

**Games** – Cannot be rescheduled unless it meets the [NEW Game Reschedule Policy](#) criteria.

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

[ice@southwesthockey.ca](mailto:ice@southwesthockey.ca)

# SCHEDULE 'SEGMENTS'

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There are five (5) 'segments' when it comes to when schedules are approximately released.:

- 1) Pre-Seeding → Up to and including OCT 18
- 2) Seeding Round → OCT 19 to NOV 17 (*released by approx. OCT 14*)
- 3) Seasonal Break → NOV 18 to DEC 1 (*released by approx. OCT 20*)
- 4) December & Winter → DEC 2 to JAN 2 (*released by approx. NOV 30*)
- 5) Regular Season → JAN 3 to FEB 23 (*released by approx. DEC 15*)
  - a) NOTE: Releasing the Jan 3 – Feb 23 schedule depends on the status of EMHW (*Esso Minor Hockey Week*) scheduling (released DEC 6).

**NOTE:** ALL teams are scheduled practices till approximately MAR 16<sup>th</sup>



# SCHEDULE WINDOWS / BLACKOUTS

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What is a Schedule Window / Blackout?

- ❖ These are used to Play in a Tournament.
- ❖ Required so teams are not scheduled a game / practice.
- ❖ Hockey Calgary has guidelines to when Schedule Windows are permitted. [Review them here.](#)
- ❖ Blackouts (in OCI) are required so practices aren't scheduled.
- ❖ **You NEED to add BOTH the 'window' and the 'blackout' dates to OCI.**

# SCHEDULE WINDOWS

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## Additional Schedule Window

In an effort to provide more flexibility, Hockey Calgary is implementing an “**Additional Schedule Window Pilot**” for the 2024-2025 season that will allow U7 to U18 teams to access an additional window *(maximum of 2)* during the Regular Season.

The first Schedule Window is complimentary, while the 2<sup>nd</sup> window will cost \$200.

**NOTE:** For U7, both Schedule Windows are complimentary

# HCAL — GAME RESCHEDULE POLICY

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Hockey Calgary is introducing this policy as a pilot for the 2024 – 2025 season, in an effort to be more flexible for teams to attend tournaments during the season.

## NEW Game Reschedule Policy

Any errors as a result of a game change, immediately contact Lisa MacGregor at : [lisa.mcgregor@hockeycalgary.com](mailto:lisa.mcgregor@hockeycalgary.com) and include [ice@southwesthockey.ca](mailto:ice@southwesthockey.ca)



# “MOCK TOURNAMENT”

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**IMPORTANT** – If you are putting together a “mock tournament” whereby you are trading practices with other teams to get enough ice slots for a tournament. You **MUST** inform [ice@southwesthockey.ca](mailto:ice@southwesthockey.ca) of this intention.

**The Association is NOT permitted to “sublet” any ice times.**

Although you would have approval for the tournament through Hockey Calgary, approval through the Association is also required so the ice times are not still listed as a practice with two (2) other Association teams on that ice.

# TOURNAMENTS

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Hockey Calgary has a great page dedicated to the [Tournament Policy](#) The following can be found on their website:

Is your team hosting or attending a tournament this season?

I AM [HOSTING AN IN TOWN](#) TOURNAMENT

I AM [HOSTING AN OUT OF TOWN](#) TOURNAMENT

I AM [ATTENDING](#) A TOURNAMENT

I AM [LOOKING FOR TOURNAMENTS TO ATTEND](#)

# TOURNAMENTS – POST TO HOCKEY ALBERTA

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If you are hosting a tournament and would like it posted to the Hockey Alberta website, the following information should be sent to: [admin@southwesthockey.ca](mailto:admin@southwesthockey.ca)      **Do NOT contact Hockey Alberta**

**Contact Name / Email / Phone Number**

**Start / End Date**

**Name & Address of Arena** (this is the main arena you are hosting at. If you are at multiple, then that can be added in the details section below).

**Hockey Calgary Approved Sanction #**

**Additional details:** This is where you provide as much info as possible about the tournament. All information in this section will appear on the Tournament Listing page at [hockeyalberta.ca/tournaments](http://hockeyalberta.ca/tournaments) You can also include details such as: Entry Fee, Number of Teams, Deadline for Registration

# EXHIBITION GAMES

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

- ❖ Managers will complete these requests through their HCAL Dashboard.
- ❖ For requesting an Exhibition Game --- minimum 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.
- ❖ Host team requests the Exhibition --- if you are the visiting team → you still enter the information through your Dashboard login.

# EXHIBITION GAMES

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- ❖ Teams are NOT permitted to use “their own” Referees. Proper sanctioning guidelines must be followed.
- ❖ You do not need to submit a request through Hockey Alberta as well. The request through the Hockey Calgary system is sufficient. If the opponent is looking for a sanction number, it is the reference code on the sanction approval.
- ❖ If the game is being hosted within Hockey Calgary boundaries, the game is sent behind the scene to our referee assignors to assign officials.
- ❖ If the game is outside Hockey Calgary boundaries you are required to contact the local referee in chief for the area where the game is being played. Rural Assigning



# TRAVEL PERMIT

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Make sure you carry 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, and Springbank ARE considered within Hockey Calgary boundaries. Scott Seaman (Okotoks), Chestermere (for example) are outside Hockey Calgary boundaries these would require a Travel Permit.

# 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.

**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.

Tracking attendance is not your responsibility; however, please review the policy in case a meeting is required with a family, then you would attend with the Head Coach / Assistant Coach.

ONE (1) designated Assistant Coach is responsible for tracking and submitting attendance to the Administrator.

[Attendance Policy](#)

# ATTENDANCE POLICY



## 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.



# COACH CERTIFICATIONS & ROSTERS

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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 – this affects the team's insurance.

If Coaches do not meet the NOV 15<sup>th</sup> certification deadline, they are removed from the roster, and the team could be at risk of becoming 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](mailto:registrar@southwesthockey.ca) and provide the following information:

- ❖ Dates of your tournament
- ❖ Deadline to provide the roster to the Tournament Organizer

# OFFICIAL ROSTER CLARIFICATION

While TeamSnap and HCR talk on the “back-end”, TeamSnap is NOT the Official Team Roster.

- ❖ The Official Team Roster is viewable through the HCAL login.
- ❖ You’ll need to compare the names via HCAL login and TeamSnap and if there are ANY discrepancies contact me immediately.
- ❖ If you are missing players / coaches via the HCAL login, they are NOT permitted on the ice for insurance purposes.

# OFFICIAL TEAM ROSTERS



Team: **UIB SOUTHWEST**  
League: **UIB**  
Division: **UIB**  
Country: **UIB-A**

## Official Team Roster

#2024080000000000  
Conference: **A**  
Class: **Standard**

Playoffs: **---**  
Tournament Number: **---**  
Season: **2024-2025**  
Print Date: **2024-11-06**

First Team Roster Status will say 'Pending'

Each player has a unique HCR #

### ACTIVE PLAYERS

No.	Last Name	First Name	Gender	DOB (yyyy-mm-dd)	HCR Number	REGISTERED	POSITION	STATUS
1	...	...	M	2008-11-01	150000000000	2024-10-10	Defense	Pending
2	...	...	M	2007-06-08	150000000000	2024-10-10	Forward	Pending
3	...	...	M	2008-09-07	150000000000	2024-10-10	Forward	Pending
4	...	...	M	2008-07-28	150000000000	2024-10-10	Forward	Pending
5	...	...	M	2008-08-08	150000000000	2024-10-10	Defense	Approved
6	...	...	M	2007-08-07	150000000000	2024-10-10	Defense	Pending

Approved Pending Declined Inteligible Pending Deficient Underage / Overage Affiliate Tryout Import Pending Certificate

After approved by HCAL, there will be a 'green-check'

...	...	...	M	2006-03-01	150000000000	2024-11-06	Forward	Pending
...	...	...	M	2008-05-01	150000000000	2024-11-06	Defense	Pending
...	...	...	M	2008-09-08	150000000000	2024-11-06	Forward	Pending
...	...	...	M	2008-09-07	150000000000	2024-11-06	Defense	Pending

### TEAM OFFICIALS

No.	Last Name	First Name	Gender	DOB (yyyy-mm-dd)	HCR Number	REGISTERED	POSITION	STATUS
1	...	...	M	2006-03-01	150000000000	2024-10-10	Assistant Coach	Pending
2	...	...	M	2016-05-01	150000000000	2024-10-10	Assistant Coach	Pending
3	...	...	M	2015-09-01	150000000000	2024-10-10	Head Coach	Pending

### RELEASED PARTICIPANTS

Released participants are no longer registered, & cannot be replaced by an affiliate

No.	Last Name	First Name	Gender	DOB (yyyy-mm-dd)	HCR Number	REGISTERED	POSITION	RELEASED	STATUS
1	...	...	M	2007-02-01	150000000000	2024-10-10	Defense	2024-10-29	Pending

# AFFILIATIONS (U9 TO U18)

## Seeding Round

Affiliates are NOT approved prior to the start of the Seeding Round. Teams may have to play 'short' in any "pre-season" exhibition games or tournaments. For goaltenders, there is a 'Substitute Goaltender Procedure', through the Hockey Calgary League Chair

## 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.

## Affiliate Usage

Affiliated players may be used in place of players registered on a team. Affiliated players may be used to replace injured players or players that will be absent for any reason

## Eligible Affiliates

Affiliates MUST be on your Official Team Roster BEFORE you are permitted to use them.  
Do NOT play an affiliate until you see them on your Official Team Roster.  
Otherwise this is considered using an INELIGIBLE player. Steep suspension for Head Coach

# AFFILIATIONS (U9 TO U18)

Head Coaches are responsible for the Affiliation Process.

SWH will provide additional info once affiliations are completed.

Managers are responsible for ensuring the game sheet is written up correctly when using an affiliate.

There is a separate [Hockey Calgary Substitute Goaltender Procedure](#), in the event your goalie or your affiliate goalies are not available.

**IMPORTANT** – Review [HCAL Rules and Regulations](#) regarding affiliations.



# 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.

## Dressing Room Supervision Policies are applicable to ALL Age Categories

**Head Coach is responsible to ensure there is AT LEAST one (1), preferably two (2) responsible adults monitoring the dressing room BEFORE and AFTER every ice time.**

These adults may be any Team Official or adult selected by the Head Coach or Team Manager; however, order of preference is:

**Adult Option 1 – Team Officials: Head / Assistant Coaches (*Preferred Option*)**

**Adult Option 2 – Team Manager**

**Adult Option 3 – Team Parent**

Adults must be present **IN** the dressing rooms, **OR IMMEDIATELY OUTSIDE** the dressing room with the door propped open to monitor the environment to help ensure it is FREE FROM disorderly conduct, vandalism, discrimination, harassment, bullying and maltreatment.

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 making sure there is supervision!**

**Coordinate & Communicate!**

*Mandatory*  
**DRESSING ROOM  
SUPERVISION  
POLICY**

# GAME PLAY GUIDELINES

There is a Game Play Guideline available for U7 to U18 on the Hockey Calgary website: [REVIEW HERE](#)

Additional info is available for:

- ❖ [U7 Timbits Program](#)
- ❖ [U9 Development League.](#)

# U9 RINK BOARDS

Rink Boards should be used for all U9 games. 'Bumpers' are available for practices.

Two (2) U9 Coaches are required to attend a refresher. These details are sent to the Head Coach.

[Rink Board Responsibility Schedule](#): This identifies the teams who set up and which team is responsible for the take down.

[Rink Board Divider Tutorial](#):

It is the responsibility of the Coaches to ensure this task is done carefully and timely.

**EXCITING NEWS** – Southwest Hockey purchased an additional Rink Divider set for use at Oakridge.

# 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 30<sup>th</sup>.**

# 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



# 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.”*

# TIME KEEPERS & SCORE KEEPERS

These roles are considered Off-Ice Officials.

The Assistant 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.

# NEW – BLITZ SPORTS

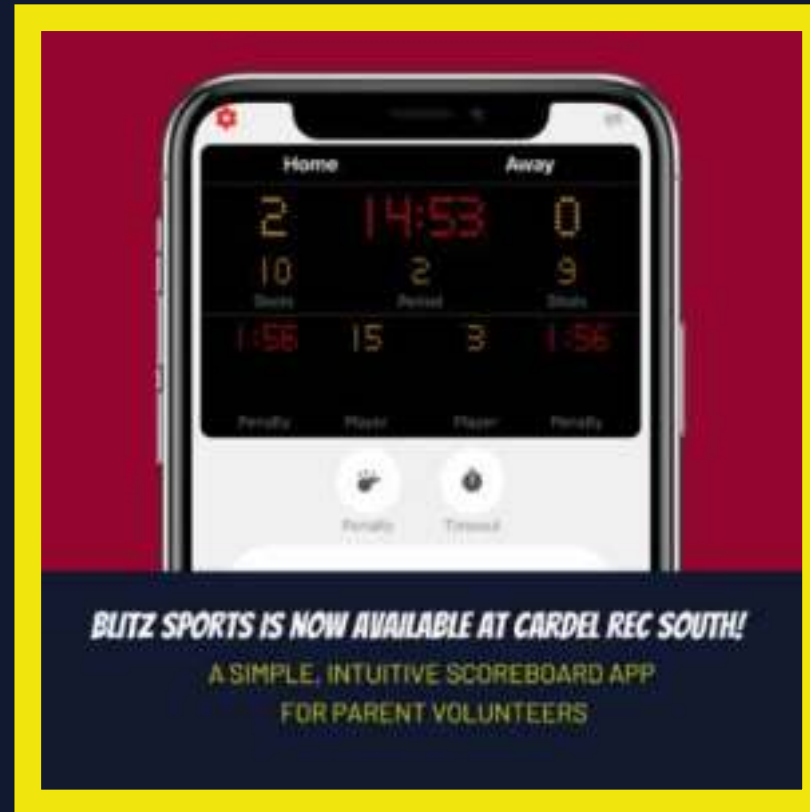
Now Available at Cardel Rec

More information available at:

<https://blitzsports.com/>

You can also watch the CTV clip explaining how it works!

<https://www.youtube.com/watch?v=C6PvQASpqt&t=109s>



# 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](#)



# 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

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# TEAM LEVEL

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# 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.



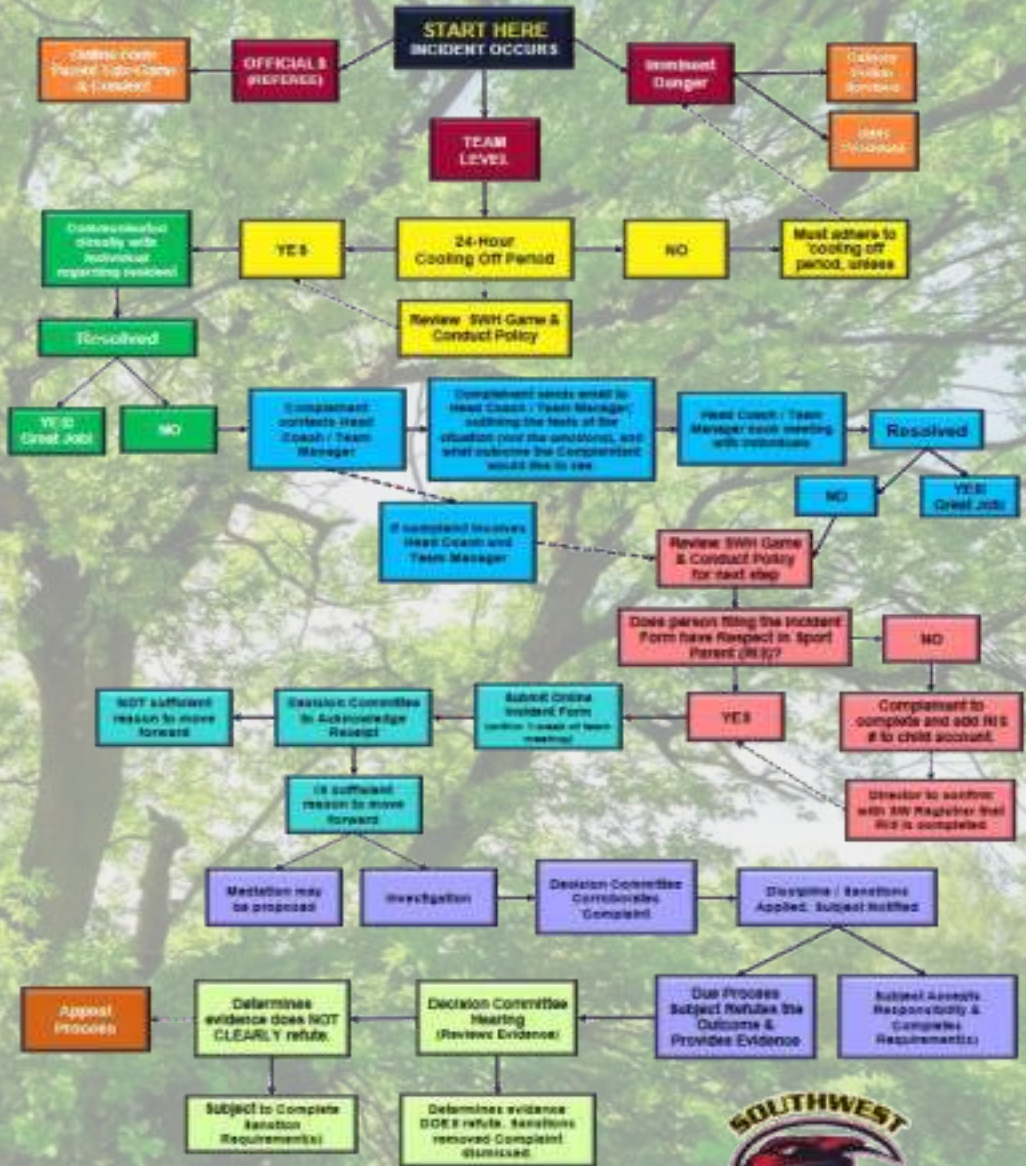
# GAME AND CONDUCT COMMUNICATION TREE

## 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/>





# 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.

# PARTICIPANT WAIVER — FAMILY SKATE

Teams who are looking to have a “Family Skate” on one of their practice ice times, a **Participant Waiver** is required from EVERY participant; including coaches and players.

There is a NEW form that is to be used. If you require a copy, email [admin@southwesthockey.ca](mailto:admin@southwesthockey.ca)

The reason a waiver is required from EVERYONE is because the “Family Skate / Special Event” will not be an approved event as it is considered “high-risk”.

This doesn't mean you can't have the event. It's just that everyone needs to be aware they are participating at their own risk, and have a waiver signed.

**Waivers are to be submitted immediately following the event.** Please put into an envelope, addressed to SWH Administrator and dropped off to Cardel Guest Services

# HOCKEY CALGARY – TIMBITS JAMBOREE

**Event Date:** Saturday March 1, 2025

**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  
Team Managers register their teams.

[More Information](#)



HOCKEY CALGARY



# ASK QUESTIONS!

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

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

Administrator: [admin@southwesthockey.ca](mailto:admin@southwesthockey.ca)

Age Group Division Lead: **Listed on Slide 10**

Ice Scheduler: [ice@southwesthockey.ca](mailto:ice@southwesthockey.ca)

Director of Volunteers: [volunteers@southwesthockey.ca](mailto:volunteers@southwesthockey.ca)

Assistant Director of Volunteers: [asst-volunteers@southwesthockey.ca](mailto:asst-volunteers@southwesthockey.ca)

Director of Coaches: [coaches@southwesthockey.ca](mailto:coaches@southwesthockey.ca)

Assistant Director of Coaches: [asst-coaches@southwesthockey.ca](mailto:asst-coaches@southwesthockey.ca)

# RESOURCES

Here are resources that should be helpful:

SW Hockey: [www.southwesthockey.ca](http://www.southwesthockey.ca)

Hockey Calgary: [www.hockeycalgary.ca](http://www.hockeycalgary.ca)

Hockey Alberta: [www.hockeyalberta.ca](http://www.hockeyalberta.ca)

## Social Media

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

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

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





Thank  
You

