

I have NOT coached with SOUTHWEST HOCKEY before.



Southwest Hockey uses the TeamSnap registration for Coach Applications. TeamSnap works in conjunction with the Hockey Canada database, in order to connect the application to your Hockey Canada history. This history includes your; qualifications, background checks, coaching, officiating and/or playing history.

COACH REGISTRATION STEPS

STEP 1 – Coach (YOU) to Complete

Email registrar@southwesthockey.ca – the following information:

1. Scanned copy of your **Birth Certificate, OR Passport**;
2. Any form of a bill that shows your **complete** mailing address;
3. Your **Hockey Canada ID #** (if you have it).
4. The **email address** – that **you** check on a regular basis;
5. Your contact phone number(s) – **identify as home, cell or work**

Need your HCR #: [Click Here](#)

STEP 2 – Registrar to Complete

1. The Registrar will create an account for you, in the Hockey Canada System, or will request the transfer of your existing file – if you have one in the Hockey Canada database.
 2. The Registrar will email the HCR ID information **and the Online Registration Link** to you (the Coach).
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STEP 3 – Coach (YOU) to Complete

IMPORTANT – NOTE:

1. The system will say “Player” information → **Enter YOUR information!**
2. **DO NOT enter your Parent information** → Type **'X'** in these fields, then continue.

Using the Online Registration Link – from the Registrar – complete the following:

1. Finish the online registration → in TeamSnap.
 2. To start the registration → you NEED your HCR ID #.
 3. **There are NO fees to pay!**
 4. You MUST click the “FINISH CHECKOUT”, in order to COMPLETE the registration.
 5. You do NOT need to email anyone that you have completed this step. An auto-notification will be received when this has been completed – properly.
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STEP 4 – Registrar to Complete

1. The Registrar will confirm that the online registration has been completed successfully.
2. The Registrar will forward an email with copy of the HCR ID, Coaching Qualifications that are on file, Police Information Check Letter and the eHockey link.

STEP 5 – Coach (YOU) to Complete

IMPORTANT - NOTE → POLICE INFORMATION CHECK (PIC)

1. Once you have received the Police Information Check Letter from the Registrar (Association), submit the letter **ASAP TO the Calgary Police ONLINE application** website at:
<https://policeinformationcheck.calgarypolice.ca/>
2. **Send your Reference #**, from your **COMPLETED** application **TO** the Registrar at:
registrar@southwesthockey.ca
3. Police Information Checks can take a **MINIMUM OF 3 WEEKS** to complete. **Please DO NOT DELAY** completing this step.
4. **Coaches CAN NOT go on the ice at all** – until **YOU** have **submitted your FINAL results** from the Police Information Check **TO** the **Director of Coaches**.



Did you complete everything?



COACH - CHECKLIST

	I have completed the online registration in TeamSnap.
	I have received the email from the Registrar with the PIC letter; if required
	I have submitted the application online to: https://policeinformationcheck.calgarypolice.ca/
	I have received my final results letter from the Calgary Police Service.
	I have provided or shared my FINAL RESULTS letter <u>with the Association</u> .
	I have verified or completed my Respect in Sport Leadership certification is valid for the season.
	I have verified or completed my Safety certification is valid for the season.
	I applied for a HEAD COACH position and I booked my interview.
	I have created an eHockey Canada account so I can track my certifications.
	I have reviewed the Hockey Canada certifications required for the age division I would like to coach.
	I have signed up for any required courses. Some courses have limited availability, so BOOK early!
	I have given my course date for all in person classes to the Director of Coaches; if required

