



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 completed properly**, 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 #"**.

['Register to Coach' NOW: Click Here](#)

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 who are 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 (2021/22 or 2020-21).
3. I am a NON parent applicant.

If you need to book an interview, visit the SW website: <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.

Important Dates

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

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

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.