



Manager's Manual

(2025/2026)

www.bowriverhockey.ca

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Introduction

The role of a team manager is an integral part of a successful coaching team. The purpose of this role is to ensure the smooth operation of the team and allow the coaches to concentrate on the 'on ice' activities. The team manager will act as a liaison between the head coach and parents to keep everyone well informed and allocate responsibilities to parents.

The Bow River Hockey website has a "[Manager's Office](#)" section that contains this manual and other information. The following information is intended as a guideline to ensure things run as simply and smoothly as possible.

***Important Dates : Hockey Calgary Manager's Mandatory Online Meetings**

U7 - October 1st at 6pm

U9 - October 1st at 7:30pm

U11 - October 2nd at 6:00pm

U13 - October 2nd at 7:30pm

U15/U18 - October 14th at 6pm

NEW THIS YEAR – We will be switching our app from TeamSnap to **TeamLinkt**. Managers will need to make sure that every family has access to this new communication tool. For assistance, visit the [TeamLinkt Help Page](#).

Managers or coaches will not have the ability to add or delete the various volunteer roles/non-playing members to the team in TeamLinkt. The Administrator will be rostering managers and coaches and they will be the only ones permitted to be listed on the team outside of the players. The teams are going to be directly linked to the HC and Ramp rosters (thus being visible on electronic game sheets) so, only qualified officials will be added to the teams. You cannot add the stats man, or the volunteer coordinator, or the treasurer anymore. Managers will still have the ability to add assignments for parents to sign up for, and other team communication features will still be available to the team. If you wish, you can create a document with all of your volunteer roles/names and save it in the document file of your TeamLinkt team.

Parent Meeting

The manager should arrange a Parent Meeting shortly after the team is formed. This is the first time the parents and coach staff formally meet. A sample agenda of the items to be discussed and agreed upon by the team is included on the BRBHA website on the Manager's Office page. A summary of the meeting information and discussions should be circulated to the team following the meeting.

Team Finances

See the [Team Finance Guidelines](#) located under the Manager's Office page on the BRBHA website. Managers are expected to be familiar with these policies and are required to work with the coaches, treasurer and team families to ensure the BRBHA Finance policies are followed. **BRBHA has set the maximum cash call to \$250/player.** Here is a [Template Google Form](#) that can help you get vital information in regards to Fundraising and Budgeting.

NEW THIS SEASON: Bow River will be assigning ATB bank accounts to each team that will be rolled over at the end of the season. In order to gain access, please send your team name, manager's name and treasurer's name through this google form: [Team Bank Account Form](#) as soon as you can so we can add you

to the account. Crowfoot ATB will then be in touch with you to provide your ID as an authorized user on the account.

These accounts will not be issued cheques but will be set up with the ability to send dual-authorization e-transfers out of the account.

Association Volunteer Policy

Bow River Hockey recognizes that the contribution of hockey volunteers is immeasurable and without volunteers, minor hockey would not exist. Collectively, we have a profound effect on the experience of our young athletes every year. Parents/guardians of players are members of BRBHA, and all members are required to volunteer in some capacity at the team and/or association level in an approved volunteer role. The expectation is that each member shall perform a minimum of 10 hours of volunteering/player in a season, with variations depending on a chosen role. Managers are asked to do their best to provide opportunities for all families to obtain their volunteer hours.

Approved Volunteer Roles

Coaches - must be listed on the official Hockey Calgary roster

Manager

Treasurer

Safety Coordinator x 2

Jersey Parent (Home & Away)

Timekeeper/Scorekeeper/Penalty Box

Social Coordinator

Tournament Coordinator

Fundraising Coordinator

Association Wide Volunteer Opportunities: Picture Day, Bow River Bash, etc.

Each family within a team will be required to report volunteer hours to the Volunteer Coordinator before January 15th. Please see the revised [Volunteer Policy](#) for more information.

If volunteer commitments (10 hours/player) for the current hockey season are determined not to be on track to meet the volunteer obligations by mid-December a charge of \$300 per player will be invoiced to the members on or after February 15th.

Failure to pay the Volunteer Payment will impede registration for any further BRBHA Activities. All payments collected for not fulfilling volunteer commitments will be directed to the BRBHA Family Support Fund.

Medical Information

These were all uploaded during registration. Each player should have a medical form attached to their profile in TeamLinkt. These will only be accessible by the Team Manager and Coach in TeamLinkt. Please take the time to review these forms for information that may impact the players this season (ie: injuries and allergies, etc.) and plan accordingly. Please print all of these and have a hard copy on hand as wifi/internet access is unreliable in some locations. Good practice is to have a couple of sets - one in the Safety Binder and one in the Coach's bag. These forms contain confidential information and should be kept in a sealed envelope and only accessed in case of incident. Please destroy them at the end of the season.

Safety Requirements

There is a prescribed safety knowledge and roles course defined by Hockey Canada that at least one coach per team must have completed. Use this [link](#) to sign up.

It is also required that coaches and managers along with the safety coordinators define an [Emergency Action Plan](#) which should be laid out in your safety binder.

The safety coordinators are responsible for completing the arena check form at the beginning of every ice time. It is recommended to always have two safety coordinators in case one is not able to attend.

Safety binders will be returned along with the jerseys at the end of the season. Please ensure that all information related to your team has been removed from the binder and any personal information has been shredded prior to the return.

Mouth Guards

The use of a mouth guard is mandatory for all players except goaltenders from U9 to U21. The term mouth guard is defined as a device, commercially manufactured for the purpose of protecting a player's mouth, teeth and as an aid in reducing the effect of trauma causing concussion. The mouth guard must be worn during all games and practices. Compliance is the responsibility of both coaches and players.

Failure to wear a mouth guard may result in a warning or misconduct penalty. Any officer of Hockey Calgary or assigned game official is empowered to have a player removed from the playing area of the rink until such time as the offender's mouth guard is produced. Any mouth guard infractions must be reported to the League Chairperson/Coordinator ASAP who will keep a record of occurrences and apprise the President of Hockey Calgary of the same.

A player may be allowed to participate in a Hockey Calgary sanctioned game without the use of a mouth guard provided they have received written permission from their family dentist and/or orthodontist stating that a mouth guard may not be worn. This written permission must be kept on file with the hockey team and should the on ice official ask to see it, the permission form must be presented before the player will be allowed to participate on ice.

Insurance and Accident Reporting

In case of an accident or injury, an injury report should be filled out immediately and sent to the BRBHA Safety coordinator at safety@bowriverhockey.ca. The forms are available on our website under the 'Managers Office' tab and have been included in the team safety binders.

Resolution of Team Disputes

Occasionally, disputes arise within a team over issues such as behavior, discipline, equal ice time, quality of the program provided by the coaches, etc. The parents should bring their concerns to the team manager who should work with the coach and parents to resolve issues. [Bow River policy](#) is to try to resolve disputes at the team level first.

If the manager and coach cannot resolve the problem, he/she should contact their Age Group Coordinator who will assist in solving the problem or advise on the appropriate action. If a satisfactory solution cannot be found at the team level or with the coordinator, the matter will be referred to the Association discipline committee.

Dressing Rooms

No cell phones are permitted to be used in the dressing rooms at any time.

A **minimum of two coaches** must always be present in the dressing room. Parents should only be in the dressing room if a player needs assistance getting skates tied or helmets on and should immediately vacate afterwards, provided that two coaches are present.

For U13 and above, female players will be provided their own dressing room. For 15 minutes prior to and 15 minutes following ice times, female players will join the rest of the team in the dressing room for coach/team discussions. Latecomers must change elsewhere.

Dressing rooms should be locked when the team is on the ice.

Team Jerseys/Equipment

Each team U9-18 will be provided two sets of Bow River Jerseys (Home/Away). The Home team will wear dark (black) and the Away team will wear white (yellow). Bow River requires a parent to be responsible for the care of the team jerseys. The goal is to use our jerseys for a 3-year cycle, and as such, players must not be given to throw in their equipment bags. It is recommended that teams designate one parent to look after the set of home jerseys and another parent to look after the set of away jerseys. **Both sets of jerseys should be brought to every game.**

Please note that team jerseys are not to be worn for practices. These jerseys should be hung to dry – not put into dryers. Any name bars or crests added to the jerseys must be sewn on, may not cover any existing sponsorship and must be removed prior to returning the jerseys at the end of the season. [Bow River strongly recommends using CalCrest or Polar Promotions for your team's name bars.](#) Many families already have a collection from past seasons. Please ask players to bring any old name bars to your initial team meeting. From there, you can see which company is more common within your group and re-use existing name bars where possible. This helps save the team money while also reducing waste.

Other items such as goalie equipment (U7 and U9), pucks, and first aid kits are issued to each team from Bow River Hockey. If additional equipment or equipment repair is needed, please contact the Equipment Coordinator. You will be informed at season end as to the collection dates of the jerseys and team equipment.

- **MANAGERS MUST PROVIDE AN EQUIPMENT DEPOSIT TO BRBHA BY OCT. 31 FOR \$200 FOR EQUIPMENT SUPPLIED**
- [Please send an E-transfer from your association-created ATB Account with dual authorization. They need to be sent to \[payments@bowriverhockey.ca\]\(mailto:payments@bowriverhockey.ca\). This email is set up for auto-deposit so be sure to include your team name in the details.](#)
- There will be no cheques available for the association-created ATB accounts

The Board of Directors of BRBHA has chosen Adrenalin Source for Sports as our primary supplier of hockey equipment and apparel for the upcoming season. Pursuant to the [Bow River Bruins Apparel](#)

[Policy](#), ALL PRACTICE JERSEYS with the BRBHA logo must be purchased through Adrenalin Source for Sports. Reference to the BRBHA Logo shall include:

- The names "Bow River Bruins", "Bruins", "Bow River", "BRBHA"
- The letter "B",
- Any version of the team logo used by the Bow River Bruins, past or present
- Any imagery that could reasonably be interpreted as representing the Bow River Bruins

In the event that BRBHA becomes aware of a breach of the above policies the team manager and head coach will be required to appear before the BRBHA Discipline Committee. The BRBHA Discipline Committee will be entitled to determine the appropriate penalty or fine.

3rd Jersey Option: Due to sponsorships, only U13 teams and up may purchase a third jersey, but parents must approve this decision, as additional costs will be incurred. This can be done either through a fundraising campaign or directly charged to parents depending on what is decided at the team level. Here is the board's pre-approved jersey catalogue (coming soon).

Please note that wearing a third jersey during any sanctioned BRBHA game is strictly prohibited without the prior written consent of the Board of Directors. In the event that consent is given, it will be mandatory to purchase the third jersey from BRBHA's exclusive supplier.

Issuing of Practice and Game Schedules

The manager or delegate should be responsible for ensuring that all players are made aware of the team's schedule and of any changes that occur. [TeamLinkt](#) will be populated by the association for practices and games that are assigned by Hockey Calgary to the team (excluding Esso Minor and City Championship). The team manager should be checking [TeamLinkt](#) against the Hockey Calgary website to ensure the game schedules agree. Any additional practices that are organized by the teams should be added to [TeamLinkt](#) by the manager.

There will be no accommodation for teams that book their own ice. **Bow River ice takes precedence.**

- Please ensure you are aware of your Bow River scheduled practices. If you have booked your own ice and it conflicts with your Bow River ice, please make arrangements to trade or offer that ice to another team. **If BRBHA ice sits vacant, your team will be charged for the cost of the ice.**
- Please use ASSOCIATION ICE TRADER to post ice that you are attempting to trade or sell. Here is the [link](#) on how to use the platform.
- Contact the ice scheduler at ice@bowriverhockey.ca to advise of any tournament dates for your team in order for these to be factored into your team practice schedule. No consideration will be given to additional practices purchased or exhibition games. Please send tournament dates only.
- Dryland times are treated the same as ice time.

Team Rosters

A copy of the official team roster must be available at all games as the referee has the right to review it in the case of a player dispute. Ensure you have a copy of the roster at all your games. The [TeamLinkt](#) roster is not sufficient. This will be distributed to the team manager from the age group coordinator as soon as the teams are entered in the Hockey Canada Registry.

Affiliate Players

U9 and above are allowed to use Affiliate Players should a player from your roster be absent for any reason other than a suspension. You will not be permitted to use Affiliate Players until such time as they have been approved by Hockey Calgary and designated on your official roster in the Hockey Canada Registry. Please familiarize yourself with the process for using Affiliate Players beginning on pg 21 of the [Hockey Calgary Regulations Handbook](#).

Game Sheet Label Template/Stickers

As a significant time saver, it is recommended to create roster labels for your game sheets. A label template for game sheets can be found in the Manager's Office Tab of our website. This fits on Avery (5163/8163) labels. *Age groups using an app for score keeping, it is practical to have some stickers as exhibition games or tournaments don't usually come up on the app.

It is important that all players and coaches on the bench must be included on the game sheets so label templates may have to be adjusted if players or coaches are missing. If the player or coach is missing due to suspension, this must be indicated on the game sheet.

Team Photos – Sunday October 26th, 2025 (Bowness Sportsplex Gymnasium)

Please be aware of the annual photo date when planning tournaments and social events. Photo times will be scheduled around allocated practices and games. It is up to the managers to ensure the teams receive this information.

- Full gear, to be worn with the exception of a helmet and skates for teams U13 and below. For U15 and U18 teams, the team is to decide if they will wear dress clothes in lieu of full equipment. Jerseys are required.
- An individual picture as well as a team picture will be taken on the team's designated photo day.

Information and Communication from Bow River Hockey

Bow River Hockey will periodically provide information to the teams primarily through the Age Group Coordinator who will then pass on the information to the head coach and/or team manager. Check the Bow River Hockey website (www.bowriverhockey.ca) often and encourage your team parents and players to do so as well.

If a player on your team has been suspended for some infraction of the Hockey Rules, you must notify Bow River's 1st VP and the Hockey Calgary League Chair as soon as possible and within 24 hours of the incident. There is a possibility that Bow River Hockey may feel additional action may be warranted, particularly for repeated offences.

BearWear

For the 2025-2026 season, our partnership with Adrenalin Source for Sports in Northland Village Mall is continuing! Click on this [link](#) to access the Bow River Bruins online store.

Personal Orders:

- The online store offers a wider range of products and price points for families to choose from. Orders can be conveniently picked up in-store, typically within 24–48 hours.
- You can shop in store as they have a Bow River Bruins section.

Team Orders:

- The timeframe to receive your team ordered merchandise should be 4 weeks.

Sizing day has been set up during photo day – Sunday October 27nd at Bowness Sportsplex.

Tournaments

Please familiarize yourself with the [HC Tournament Policy Guidelines](#) for the 2025/2026 season.

- The Seeding Round will remain unchanged, teams will not be permitted to use a Schedule Window during the Seeding Round **BUT**

Teams may attend a tournament during the Seeding Round under the following scenarios:

- The team has a bye weekend in their schedule;
- The team has successfully rescheduled a game in conflict using the game reschedule policy and meeting all criteria [GAME RESCHEDULE POLICY](#);
- Games may only be rescheduled during the Seeding Round from October 31 to November 16. Games that were originally scheduled before that date cannot be rescheduled.
- **GAME RESCHEDULE POLICY:** Hockey Calgary has implemented a “Game Reschedule Policy” for the 2025-2026 season that will allow U7 to U18 teams access to request a game reschedule to attend an additional tournament, for a fee, during the Seeding Round or Regular Season.

Previously, teams were not permitted to request a game change. All Game Reschedules must follow the criteria and guidelines as laid out in the Game Reschedule Policy. Hockey Calgary strongly recommends teams do not commit to tournaments (especially during the Seeding Round) until you have received official confirmation from Hockey Calgary of the approved game reschedule. Games will not be rescheduled if the criteria has not been met. There will be no exceptions made to reschedule games that do not meet the criteria or if the team has committed without having approval to do so. Teams that choose to attend a tournament without having official confirmation of a game reschedule will be subject to suspension of the head coach and a possible fine.

- **U9 to U18** - Teams are permitted 2 Schedule Windows during regular season Dec 1st– Feb 22nd (excluding winter break - Dec 22nd – Jan 2nd). The first Schedule Window will be complementary to the team. The second Schedule Window will be accompanied by a **\$200.00 fee**, payable at time of request to confirm Schedule Window. Fee will be non-refundable.
- **U7** - U7 teams may request **2 Schedule Windows** during the Regular Season to host or attend a tournament within the following parameters. Both are complimentary.

- Deadline to request a Schedule Window is **November 10.**

Teams wanting to host their own tournament will be required to secure their own ice. Every minor hockey tournament must secure a tournament sanction prior to the event. Managers will need to review Hockey Calgary's rules as to WHEN & WHERE you are permitted to play in tournaments, sanction rules, etc.

If you are interested in participating in a tournament, it is recommended to contact the tournament organizers as early as possible since most tournaments fill up quickly. Be advised that many tournament hosts are often looking for reciprocal opportunities. For out-of-town tournaments, be aware that the level of play is highly variable. It is recommended to discuss the tiers with the tournament organizers to ensure your team is entering a tournament at the appropriate level.

When your team is invited to a tournament, scheduling and communications between the host team and the parent on your team is critical to ensure you have enough support from your team. The tournament fee must be paid promptly, and a team roster is given to the host team. You should confirm that the host team is supplying all the referees and score/timekeepers.

Tournament Ice – Opportunity to Purchase (U11-U18):

Bow River will be raffling off two tournament slots available for purchase during the season break Nov 17th – 30th. Tournament slots are 8 sheets at Bowness - six 60 minutes round robin games with two 75 minutes final games. (Option to pay for 75 minute round robin games with 90 minute finals).

It is up to each individual team to run the tournament. Draw will be made on October 9th. Please email Community Officer, Isabelle Rioux, if your team is interested in participating at isabelle.rioux@bowriverhockey.ca.

Hockey Schedule

For most of October, teams (U9 to U18) will only be scheduled practices, it is up to the individual team to contact other communities to arrange exhibition games.

Seeding round runs from October 18th – November 16th. The Regular season begins December 2nd with Esso Minor Hockey Week starting January 10th. All parents must be kept informed of where and when the games are during Esso Minor Hockey Week. The Esso Minor Hockey Week schedule will be available on the Hockey Calgary website on December 5th, managers will be required to update [TeamLinkt](#).

Hockey Calgary Team Manager User Account

The association administrator will provide each team manager with Hockey Calgary login credentials for their perspective team. Within this account you will be able to submit game sheets, request sanctions for all non-Hockey Calgary scheduled exhibition games/tournaments as well as apply for travel permits. Instructions on how to complete these actions can be found on the Bow River website – on the Manager's Office page or [here](#).

Game Sheet Submission

FOR U11 : RAMP Electronic Game Sheets

- U11 teams will be accessing RAMP for online scoresheets again this season.

HOCKEY CALGARY WEBSITE

Team Managers will use their Hockey Calgary login for the website to manage the following:

- Requesting exhibition games and entering the scoresheet information into the website
- Requesting schedule windows to attend tournaments
- Entering in tournament scoresheets into travel permits
- Esso Minor Hockey Week games and entering scoresheets
- Adrenalin City Championship games and entering scoresheets
- Special Event Permits

RAMP WEBSITE AND APP PORTAL

- All Seeding Round and Regular Season league games will be using online scoresheets through the RAMP portal
- Team Managers will each need to create a profile on the RAMP website. This initial profile allows you to then add multiple logins under that profile. For example, you could have a Hockey Calgary login as well as a soccer or baseball login.
- Once you set up the initial profile you can log in using the credentials you received from Hockey Calgary under "Add App Access" and selecting RAMP Websites. Both the Hockey Calgary login and the RAMP login were initially created using the same login and password for both.
- The systems are not linked so if you have updated one of the logins it will not automatically update the second login.
- Here team managers will be able to enter the TEAM CODE which will be listed on the RAMP website to enter into the RAMP APP on their phones to populate all of their league games and they will have access to the codes needed to complete each game.

FOR U13 : Teamlinkt Online Scoresheets

- U13 teams will be accessing online scoresheets through TeamLinkt this season.

HOCKEY CALGARY WEBSITE

Team Managers will use their Hockey Calgary login for the website to manage the following:

- Requesting exhibition games and entering the scoresheet information into the website
- Requesting schedule windows to attend tournaments
- Requesting game reschedule
- Entering in tournament scoresheets into travel permits
- Esso Minor Hockey Week games and entering scoresheets
- Adrenalin City Championship games and entering scoresheets
- Special Event Permits

TEAMLINKT WEBSITE

- All Seeding Round and Regular Season league games will be using online scoresheets through the TeamLinkt website www.games.teamlinkt.com
- Games Codes will be provided to prior to the game via the TeamLinkt App
- Game Codes can be entered at www.games.teamlinkt.com using your phone, an iPad or tablet or a laptop. **ALL SCOREKEEPING IS DONE THROUGH THE WEBSITE AND NOT THE TEAMLINKT APP.**
- Before finalizing the game be sure to view the game summary, ensure referee reports are completed and gather signatures from referees and scorekeepers.

FOR U15 and U18

Enough game sheets will be provided to you for all of your home games when jerseys are distributed. If you require additional game sheets throughout the year, you may purchase some at a cost of 2\$/sheet. Contact the Bow River Hockey Administrator admin@bowriverhockey.ca to purchase extra.

After each game, it is necessary for the home team to enter the score into the Hockey Calgary website within twenty-four (24) hours of game time and upload a PDF copy of the game sheet to the HC website.

It is important that the game score be entered as quickly as possible. Game sheets also identify such things as suspensions for penalized players. In addition, the standings are posted on the Hockey Calgary website, and this can only be done after the game scores have been entered. Reference on how to upload Game sheets onto the Hockey Calgary website can be found [here](#).

If a coach or player is written up on the game sheet during your game, you must email the Hockey Calgary League Chair for your division with the details and a copy of the game sheet and copy your BRBHA Age Group Coordinator.

Note that the referees as well as each team must sign the game sheets.

Your Team Hockey Calgary logins that are used to access your HC team site will be the same login info that you will use to access the Association's ice exchange.

Travel Permits

Should your team choose to play a game/tournament outside of Calgary, you will require a travel permit from [Hockey Calgary](#).

The permit will automatically be returned to the person requesting it. The permit will also be forwarded to the Hockey Calgary Office where it will be forwarded to the Association President and League Coordinator.

It is essential that all game sheets be uploaded to Hockey Calgary immediately after the team returns from its trip. Failure to do so can result in Hockey Calgary not sanctioning any further travel for the whole Association.

Exhibition/Tournament Game Sanctions

All Non-Hockey Calgary scheduled tournaments and games require a sanction. Requesting a sanction will also create a request for referees. All games for the regular season, Esso Minor Hockey Week and Playoffs are paid for by Bow River Hockey. All exhibition and tournament games are the responsibility of the individual teams. Who pays for the refs should be decided when arranging the exhibition game.

**For exhibition games, referees will be paid by Hockey Calgary this year as they are taking over the Central Region, so no need to bring cash.* Sanctions for exhibition games must be submitted 48hrs before the scheduled game in order for referees to be assigned and games to be approved.

Hockey Calgary Game Play Guidelines for the 2025/2026 Season –

Please familiarize yourself with this document for your division.

- Off Ice Officials
 - U11-18
 - Home Team – 1 Timekeeper/1 Penalty Box
 - Visiting Team – 1 Scorekeeper/1 Penalty Box
 - U9
 - Home Team – 1 Timekeeper/1 Scorekeeper
 - Visiting Team – 1 Scorekeeper

The Hockey Calgary website provides its deadlines on their website under "[Important Dates](#)".

Game & Tournament Maximums (U7/U9 & U11)

U7 Jr Timbits

- 16 Game Maximum up until the end of the Regular Season;
 - Post Season – Up to a maximum of 20 Games (includes all games during the season);
- Tournaments: Max of 2 tournaments/jamborees (excluding HC Jamboree), 1 out of town.

U7 Sr Timbits

- 18 Game Maximum up until the end of the Regular Season;
- Post Season – Up to a maximum of 24 Games (includes all games during the season);
- Tournaments: Max of 3 tournaments/Jamborees (excluding HC Jamboree), 1 out of town.

U9

- 28 Game Maximum up until the end of the Regular Season;
- Post Season – Up to a maximum of 35 Games (includes all games during the season);
- Tournaments: Max of 3 tournaments/Jamborees (excluding EMHW), 2 out of town.

***U9 Seasonal Structure: NEW - GAME FORMAT SUMMARY**

Hockey Calgary has developed a new U9 Intro to Hockey program for 7 and 8-year-olds that is progressive, age appropriate, and thoughtfully designed to introduce the FUNdamentals of hockey in an environment that will allow participants to foster a love for the game. The program has various gameplay formats and structures that are designed to develop skill, challenge players, build confidence, and build capacity to experience success at older, age appropriate formats. The skills of skating, puck control, passing, and shooting are introduced and refined one step at a time.

Teams will start with a Development Phase heavily weighted towards practices and skill acquisition. From there, they will play approximately a ¼ of the season in each of the following game play formats:

- (1) Half-Ice,
- (2) Half-Ice Modified Rosters,
- (3) Three- Quarter Cross-Ice, and
- (4) Full-Ice.

During the Full-Ice phase (which can only begin after February 1), teams will be permitted to play a MAXIMUM of 8 full-ice games. No exceptions or extensions to those 8 games will be allowed. It is the managers responsibility to ensure any games played before February 1 are Half-ice or Three-Quarter Cross-Ice. Failure to comply with this Hockey Calgary rule will result in team and manager discipline.

Further information can be found here:

https://www.hockeycalgary.ca/assets/file/Operations/Intro_to_Hockey/U9_Seasonal_Structure.pdf

U11

- 45 Games Max (18 Hockey Calgary scheduled) Excludes Esso Minor (except game 1 that counts as a regular season game) and City Championships
- 4 Tournaments (2 out of town)

Tournament games are included in total game counts. All other age groups are not limited by a number of games played. The manager is responsible for managing & maintaining a record of this. If the maximum of games is exceeded, your head coach and manager will be suspended.

U7 & U9 Only

As a Manager in U7 & U9, you are expected to be familiar with the [NDL information](#) included on Hockey Calgary's website.

Association Run Tournaments

U7 Winter Classic Dec 27 – 28th – **Tournament Coordinator TBD.**

U9 Spring Showdown March 13-15th – **Tournament Coordinators TBD.** – This will be 4 FULL ICE games which will count toward the 8 allowed by HC.

Hockey Calgary

As a reminder, Hockey Calgary has a website at www.hockeycalgary.com which you are encouraged to access to get up to date information on key dates, schedules, general information, etc. The Rulebook and many forms are also available from the website.

Valuable Tips

- Utilize email through [TeamLinkt](#) for all communications and summarize in person meetings through follow up emails.
- Utilize [TeamLinkt's](#) availability function to determine whether to move ahead with events. Ensure you give people a deadline to update.
- TeamLinkt Bow River Manager group will be created. Team Chat is an excellent resource to ask any questions and sell/trade ice.
- It is recommended that the manager maintain an organized binder to keep all the paperwork and any other information handy. The binder should be with the manager at all ice times. Suggested items in the binder include:
 - Team Roster
 - Game Sheets/Game Sheet Stickers
 - Parent contact list and volunteer duties
 - Permits for any additional ice purchases
 - [U11-U13 Off Ice Official Manual](#)
 - [U9 Game Sheet Instructions](#)

If you have questions or comments about this Manager's Manual or any duties related to the Team Manager position, please forward them to the Age Group Coordinator.

Appendix A – AWAY TOURNAMENTS AND EXHIBITION GAMES

The manager or team tournament finder, in conjunction with the coach, seeks out and applies for entry into tournaments or exhibition games based on budgeted funds and team approval. Once accepted by an outside Association for entry in their tournament or to play exhibition games, the steps involved in this process are as follows:

1. Contact the person in charge of the tournament/exhibition games to determine:
 - Dates and times,
 - Entry Fee - amount of the fee and payable to whom,
 - Number of guaranteed games,
 - Other teams that are entered to assess caliber,
 - Tournament/Exhibition game rules – period times, overtime,
 - Tournament sanction number – required for travel permit.
2. For tournaments outside of Calgary, submit the 'Request for Travel Permit' online to Hockey Calgary.
3. Contact team treasurer to have arrange for payment. Other items that may be necessary to send upon request: team roster, team photo, Association logo, copy of the travel permit (if applicable). If you are bringing affiliated players, a copy of their team roster will need to be in your possession.
4. Create a travel schedule for parents/players including:
 - Dates and times of games,
 - Travel arrangements – bus, carpool, etc.
 - Accommodations – if applicable,
 - Tentatively book a block of rooms, Finalize accommodations.
 - Organize team meals and/or outings if needed.
5. Upon arriving at tournament/exhibition game, meet with the tournament/exhibition game coordinator to confirm times, rules, etc.
6. Ensure players remain on their best behavior as representatives of Bow River Minor Hockey.
7. **When you return home, upload copies of all game sheets to Hockey Calgary immediately.**