



TEAM MANAGER'S OPERATIONS MANUAL

Updated – May 2, 2026

Table of Contents

HOCKEY CALGARY MANAGER MEETING – MANDATORY.....	4
TEAM OPERATIONS MANUAL.....	4
TEAMLINKT.....	4
TEAM ROLES POLICY – Effective the 2023-2024 Season.....	6
TEAM ROLES FORM.....	7
TEAM MEDICAL FORMS.....	7
TEAM MEETING FOLLOW UP	8
JERSEY NUMBERS	8
TEAM PHOTOS.....	8
HOCKEY CANADA ROSTER TEMPLATE.....	8
BVHS COACH AND MANAGERS MEETING	8
TEAM BUDGET.....	9
FUNDRAISING.....	10
BVHS APPAREL	12
E - GAME SHEETS AND GAME TRACKING	12
EMERGENCY ACTION PLAN	12
ICE SCHEDULING.....	14
OFF-ICE OFFICIALS ROTATION.....	15
HOCKEY CALGARY WEBSITE UPDATES.....	15
SPECIAL EVENTS SANCTION.....	16
TRAVEL PERMITS.....	16
SCHEDULE WINDOW REQUESTS.....	16
TOURNAMENTS	16
EXHIBITION GAMES.....	17
EQUIPMENT.....	17
OFFICIALS FEES	17
BVHS POLICY AND PROCEDURES.....	17
BVHS AFFILIATION POLICY.....	18

U7 DRAFT NIGHT	19
U18 GRADUATION BANQUET.....	19
COACH CERTIFICATION REQUIREMENTS.....	19
COMMUNITY ENGAGEMENT PROGRAM	19
FRIENDS OF THE FLAMES MENTORSHIP PROGRAM	20
IMPORTANT DATES	20

Thank you for volunteering to play such an important role in the Society and for the overall success of your teams season. The following manual will help BVHS Managers manage their teams throughout the hockey season. The information outlined within this manual is meant to be a resource and reference point with pertinent information to help ensure our managers follow HC and BVHS best practices from year to year.

HOCKEY CALGARY MANAGER MEETING – MANDATORY

Hockey Calgary Mandatory meetings are held via zoom and this information will be relayed to the team manager the dates and times are as follows.

September 28, 2026 U7 @ 6:00PM

September 28, 2026 U9 @ 7:30PM

October 1, 2026 U11 @ 6:00PM

October 1, 2026 U13 @ 7:30PM

October 14, 2026 U15/U18 @ 6:00PM

TEAM OPERATIONS MANUAL

The BVHS Operations guideline is set out by the BVHS Board of Directors for our coaches to follow and use as a reference guide for setting up their team rules. The rules outlined in the manual are approved by the Board of Directors. The manual should be emailed to the parents and discussed at the first parents' meeting. At the conclusion of the parent's meeting, the coach and manager are responsible to ensure that every parent signs a copy of the document to acknowledge that they understand and accept the rules outlined within the Team Operations Guidelines manual. For the U11 – U18 teams, the players are required to also sign to acknowledge that they also understand the rules set out that pertain to the players. It is highly recommended that the coach and or manager keep a copy of the signed Team Operations manual. Both the Team Operations Manual and Team Contract can be found on the [Policy and Procedures webpage](#).

TEAMLINKT

All BVHS members register through TeamLinkt. Once teams are finalized, the BVHS Registrar will roster the kids onto their respective teams in TeamLinkt. Coaches will have 24 hours to contact their respective players, then the BVHS Registrar will send out the invitations. Teams along with BVHS will do all their communication through the TeamLinkt account. The head coach will get ownership/manager status for the account. Once the manager is selected, the coach can provide the manager with administrator status on the account. For tutorials and help using the TeamLinkt account visit the [TeamLinkt Help Page](#).

Managers will be added to a dedicated group chat to serve as a valuable communication resource throughout the season. This platform is intended strictly for manager-to-manager support and for addressing questions related to team operations.

Please note the following guidelines for participation:

- The group chat is intended solely for hockey-related inquiries and operational support.
- It is not an appropriate forum for commentary about coaches, players, families, or any non-hockey-related topics.
- Once a question has been answered, additional responses should only be provided if they contribute new or relevant information.
- For items that do not require 75 additional managers to be included please communicate with your manager mentor or reach out to admin@bvhs.ca

Most answers can be found in this document or via the Manager's link on the BVHS website.

BVHS TEAM MEETINGS

Welcome email – Introduce yourself, set up a parent meeting date and a list of which volunteer positions will need to be filled.

Each team is required to hold a team meeting at the start of the season. We encourage all coaches to put together a PPT Presentation to run through at your parents' meeting. We have created a template that coaches can copy or use as a reference point when creating their own Parents' PPT Presentation.

For more information on templates and resources please visit the Managers section of the website with all the pertinent info and templates to be used year to year.

When you conduct the team meeting it is imperative that you take attendance. Ask a parent to take minutes and ensure that minutes are kept that include the vote counts for each decision that is made. This helps as a reference point later in the season when issues arise

Below is a summary of some information that should be discussed at the first parents' meeting:

- Parent Introductions
- Attendance
- Motion to call the meeting to order
- Player Medical Information Sheets
- Team Contact List – Ask parents to check their info on the TeamLinkt roster
- Team Rules and Team Operations Manual - Discuss pertinent info
- Coaches should discuss their coaching philosophies with the parent group
- Determine how many tournaments, exhibition games and additional ice times parents want
- Team Apparel - decide if and what they want to do
- Team Budget - Identify a ballpark idea for a budget based on items discussed above
- Determine the Cash Call amount
- Fill team roles – Manager, Jersey parents, treasurer, tournament coordinator
- Determine the number and type of fundraising events
- Determine team building activities to get a strong team dynamic including a parent party
- Discuss the fair play code as well as the coach's philosophy on shortening the bench during the last few minutes of play, overtime, shootouts etc.
- Clarify the 24-hour policy rule and chain of communication – Parent – Manager – Coach

- Motion to adjourn the meeting

For each item that is discussed a motion should be made, voted upon and ensure whoever takes minutes includes the totals for the votes

Please DO NOT hold your parents meeting in the lobby of the arena or upstairs next to Jugo Juice.

For teams looking to use a multi-purpose room through Trico BVHS will cover the cost of 1 room booking for the first team meeting.

The request needs to be in writing as per the template, any requests that come outside the format will not be honored by Trico.

1. All requests for Friday evening, Saturday, Sunday and Monday need to be received by noon on the previous Friday in order to guarantee a booking (If availability exists) The more notice the better
2. All request and bookings can only go through Morgan Elliot – Facility Services Director.
3. Managers or coaches must email the following information to melliott@tricocentre.ca

Team Name (inc. age group and color)

Head Coach:

Phone:

Email:

Manager Name:

Phone:

Email:

Preferred Date:

Preferred Start Time:

How many people:

Second preferred Date:

Second Preferred start time:

TEAM ROLES POLICY – Effective the 2023-2024 Season

The 2023-2024 BVHS Board of Directors elected to implement the following policy as it relates to Team Roles, Team Hosted Tournaments and Team Fundraising initiatives.

This policy will ensure that families have two avenues available should they have concerns that need to be addressed using the issue resolution policy. In situations where we had two spouses as both the HC and Manager, it made it tough for members to voice their concerns and or to get resolution on the issues at hand.

This policy also ensures that we have checks and balances in place as it pertains to team operations as well as the team financials.

Managers – The Manager role cannot be fulfilled by the spouse of the Head Coach.

Treasurer – The Treasurer role cannot be fulfilled by the spouse of the Head Coach.

Tournaments and Fundraising – Any team level hosted fundraising and or tournaments must be chaired by a three-person committee that will communicate the balance and checks set out to ensure that all monies are accounted for in a clear and transparent manner. We strongly encourage teams to provide detailed summaries of all fundraising initiatives and team hosted tournaments to ensure transparency.

The use of personal electronic devices to collect payments such as but not limited to Squares etc.; will no longer be permitted unless the team has set up such devices under the BVHS Team Name and Team Bank Account through the Cranston ScotiaBank.

Team Level Roles that fulfill BVHS Bond Requirements

- Head Coach
- Assistant Coaches

Please note that all head coaches and assistant coaches must complete at least 12 hours of evaluating or on-ice support in September

Team Level Roles that do not fulfill BVHS Bond Requirements

- Manager
- Assistant Manager
- Treasurer
- Jersey Parents (2 per team)
- Fundraising Coordinator
- Tournament Coordinator
- Social Events Coordinator
- Website Manager
- U9 – U18 - Score Clock, Game Sheet, Music and Penalty Box Volunteers

TEAM ROLES FORM

The manager is responsible to ensure the Team Roles online form is filled out completely and that all information is correct. BVHS Administration will send out an email to all head coaches with a link where they will fill out the off-ice volunteer positions including manager and jersey parents. The head coach will then forward this email to their respective managers. This information is key for BVHS as this is the information, we use to set up distribution lists for each specific role. It is critical we receive this in a timely fashion.

TEAM MEDICAL FORMS

The player medical form can be found under each player's profile in TeamLinkt. Once the manager has printed all the Medical Information forms, they are responsible for creating a spreadsheet that includes all medical, and allergy concerns etc. This information needs to be emailed to the coaches, as well as a copy of the forms needs to be put into the coach's binder that he or she keeps on the bench, as well as one copy needs to be put into the First Aid Kit.

TEAM MEETING FOLLOW UP

Following the first parent meeting, send out an email to the team including the minutes, attendees' summary, as well as any supporting documents that were discussed (BVHS Team Operations Manual etc.) It is imperative that any team rules that are to be followed are included in this email to the parent group.

JERSEY NUMBERS

Either prior to, or just after the team meeting, as soon as coaches receive their jerseys, it is recommended that they decide on a process of how they want to determine player's numbers for the season. BVHS has created a form that teams can use as a template to choose numbers and sizing. If you would like to utilize this tool please request it from Courtney admin@bvhs.ca who can provide the template and the upload of the teams responses.

Once this is decided upon and everyone is happy, update the player numbers under your respective teams on the TeamLinkt Account.

TEAM PHOTOS

Picture day is scheduled in mid October. BVHS will send out information regarding picture day as well as the time slot your respective team is scheduled for. You will relay this time and date to your parents as well as update it in TeamLinkt. The memory mate includes the team picture and individual picture on one 8X10 document. This is no cost to families. Additional prints will be ordered through the photographer.

HOCKEY CANADA ROSTER TEMPLATE

Once the teams have been formed, the BVHS Registrar will email the head coach a copy of the team roster. The information is confidential, and it should only be used for team administration purposes. The official roster contains sensitive personal information that could be used in identity theft. (Managers should electronically shred the document and any paper copies at the end of the season.) Once the affiliates are approved and rosters are finalized in January the head coach and managers will receive updated rosters at these times.

BVHS COACH AND MANAGERS MEETING

BVHS holds annual coach and manager meetings in late September or early October to discuss the pertinent info for each season. It is mandatory that the manager and head coach attend this respective meeting. The dates for the meetings are always included in the BVHS Important Dates document on the BVHS website.

For the 2026-2027 BVHS will plan to host in person Managers Meetings at the beginning of the season. Date/times and location will be communicated with all managers. We hope to foster strong working relationships among all team managers. We will be introducing a Manager Mentorship Program, this initiative will pair new managers with more experienced ones, encouraging knowledge sharing, guidance

and collaboration throughout the season.

TEAM BUDGET

Each team must prepare a budget for the upcoming hockey season. The budget will include the proposed cash calls, as well as fundraising initiatives the team wishes to take part in. Teams must decide if all the money raised goes towards one fund or if the monies raised are allocated for each player. This needs to be addressed and documented in the team's minutes from the first meeting of the season. A budget template can be downloaded from the [BVHS Managers Page](#).

The treasurer should keep all the receipts until the season has concluded.

Authority

- Each team is responsible for its own financial operations. All teams are required to have a designated team treasurer who will be appointed by the team manager. It is the responsibility of the treasurer to work with the coaches and manager to develop a team budget and base the cash call or team fundraising on the projected budget needs. The amount of money your team is attempting to raise should closely match the amount of money your treasurer has projected you will require to achieve your team goals.
- At any time, the BVHS Board of Directors can request team financial statements or authorize the BVHS treasurer to intervene on behalf of the society.

Expectations

- The team treasurer will be responsible for establishing a team bank account at the BVHS- approved bank (Scotiabank Cranston). The Bank Representatives contact info will be shared with the managers and coaches in early October.
- The team treasurer will have signing authority on the account. All accounts need to be emptied of all funds as of April 15. The team treasurer will be responsible to close the account at that time. If the accounts are not closed, they will incur monthly fees that are the treasurer's responsibility.
- The team treasurer will provide the parent group with regular financial updates including an updated budget and bank statement throughout the season. The team manager will ensure majority consensus is used to direct any expenditure.
- Any funds that are remaining in these accounts can be transferred to the BVHS General Account and will be utilized toward offsetting the costs of BVHS hockey operations. Typically, it is used to purchase on-ice equipment that all the teams will benefit from.

Benchmarks

- We have developed recommended fundraising benchmarks for teams playing at each age group level within BVHS. We recognize that some teams undertake additional commitments including out-of-

province tournaments, added player development and training or other unique opportunities. We will continue to encourage and support our teams to provide our players with these opportunities. These guidelines are not intended to limit or withhold any individual team, but rather to provide some basic guidance for coaches, managers, and treasurers. The following benchmarks are the range of approximate team costs for each age group:

Age Group	Maximum Funds	Suggested Cash Call
U7	Not to exceed \$12,000, except with permission.	Suggested cash call \$100-\$200
U9	Not to exceed \$12,000, except with permission.	Suggested cash call \$150-\$200
U11	Not to exceed \$12,000, except with permission.	Suggested cash call \$200
U13 – U18	Not to exceed \$15,000, except with permission.	Suggested cash call \$200

Examples of costs to include in the budget may include, but are not limited to:

- Tournament entry fees
- Additional ice time above the ice time allocated by BVHS for practice or exhibition
- Cost of on-ice officials for exhibition play
- Team BVHS apparel
- Team social events
- Travel costs
- Player Development (i.e., Dryland Training, etc.)
- Year-End Party/Gifts
- Bank Fees

FUNDRAISING

Many teams will host pub nights, bottle drives, silent auctions, meat sales, poker nights or other fundraising initiatives. Please note that any raffles organized and hosted by a team are subject to Alberta Gaming legislation. Please refer to www.aglc.ca for more information on compliance. Team managers are responsible for ensuring their team follows all AGLC regulations.

You are not permitted to use the BVHS non-profit society number or address to support any individual team raffles. When applying for your AGLC License use the TEAM name, the address is the HOME address of the person applying, NOT BVHS.

You DO NOT need a license approval for:

Cash Calls

Silent Auctions

Bottle Drives

Receiving donations/sponsorships

Free giveaway contests

Fundraising sales (Almonds, bacon, popcorn etc.)

You DO need a license for:

50/50

Raffle Items

Sports draft pools

Wine survivor

Wine/Liquor basket draws

Square boards

How to get an AGLC license

You (or your fundraising coordinator) will contact AGLC

<https://aglc.ca/gaming/licences/raffle-faq> and follow the instructions.

If you are planning a raffle that required tickets to be printed, **do not order the tickets until you have the license.** All printed tickets, whether you are creating them yourself or ordering them from a company, are required to have the AGLC license number printed on them before being dispersed.

When you receive your license from AGLC, please read it in its entirety as the raffle ticket inventory control procedures will be attached and are required to be followed by AGLC- **with no exceptions!** You will also receive a copy of the Raffle Terms and Conditions, total ticket value of \$20,000 or less.

IMPORTANT

Teams must keep all items that are required by AGLC for the license type issued, this includes but is not limited to:

- Fully completed licensing documentation
- A copy of each ticket printed
- Ticket stubs of all sold tickets
- All unsold tickets that were part of the approved license
- Receipts and invoices for any expenses
- Receipts and invoices for prize costs

Bow Valley Hockey Society believes that all monies collected or raised at a team level are done so in good faith and should be managed and spent accordingly. Hockey is a very costly activity for many families, and we want to ensure that we are all utilizing money responsibly. The amount of fundraising to be done is to be determined by the parents of each hockey team. There is no requirement to do any fundraising, however, fundraising done by the team will reduce costs to the parents to cover team expenses. Once

prepared, the budget must be reviewed and approved by the parents of the players on the hockey team. The review needs to include a discussion at a parent meeting of the anticipated costs of the team and the level of fundraising and/or cash calls required to support the budget and should be approved by a majority of the team's parents.

At a team meeting, the team manager should invite any families who feel that a cash call is a financial hardship to contact the manager and coach in private. Where possible, the manager should attempt to reduce the stress on the affected family through instalments on the cash call or through additional fundraising opportunities that the affected family can use to generate the funds. If an arrangement cannot be reached to assist the family the team manager shall contact the Manager of Hockey Operations to explore other alternatives.

BVHS APPAREL

BVHS has partnered with Adrenalin Source as the official apparel supplier for the Society. Any BVHS apparel ordered at the team level must be done so through Adrenalin Source for Sports. Please visit the BVHS [Apparel Page](#) for the updated yearly catalogue and information pertaining to the current season.

E - GAME SHEETS AND GAME TRACKING

The team manager is responsible to track the number of games played and not exceed the maximum number of available games as set out by Hockey Calgary.

Each team will be moving to egamesheets through Teamlinkt for the 2026-2027 season. More information will be provided from Hockey Calgary.

EMERGENCY ACTION PLAN

At the parents' meeting, it is important to notify everyone of the team's Emergency Action Plan for the season. Ensure the following positions are filled for the season. When you select these positions, please ensure you select people who will be in attendance for the majority of the games and practices. For the home arena, it's always a good idea to do up an EAP Plan in case of an emergency. Please [click here](#) to link to a Hockey Canada EAP Template.

Charge Person:

- Most qualified person available with training in first aid and emergency response
- Familiarize yourself with arena emergency equipment
- Take control of an emergency situation until medical personnel arrive
- Assess injury status of the player

Call Person:

- List of emergency telephone numbers
- Directions to the arena
- Best route in and out of the arena for the ambulance crew
- Communicate with the charge person and control person

Control Person:

- Ensure proper room for the charge person and ambulance crew
- Discuss the emergency action plan with:
 - Arena staff
 - Officials
 - Opponents
- Ensure that the route for the ambulance crew is clear and available
- Seek highly trained medical personnel (i.e., MD or nurse) to assist injured player if requested by the charge person
- Discuss the player's injury and status with parents.

ICE SCHEDULING

The BVHS Manager of Hockey of Operations will send out a variety of information to all team managers relating to their team schedules. Each season, BVHS teams will receive several schedules. Hockey Calgary Seeding and or Regular Season Games are the teams' responsibility to enter into TeamLinkt. BVHS will import all practices into each team's respective TeamSnap schedule. **Seeding and Regular Season game schedules are posted on the Hockey Calgary website.** Teams need to enter their own tournament games, exhibition games, and any ice times that they pick up from the OneClick Ice Portal and any practice swaps that are made with other BVHS teams.

Please [click here](#) to be directed to the Hockey Calgary Important Dates. U7

Teams

- October – U7 teams will receive their October – December practice schedules
- December – U7 Teams will receive their January and February practice schedules
- March – U7 teams are welcome to pick up additional ice times for exhibition games or additional practice times.
- BVHS will schedule their home games and teams are required to use their practice ice for practice

U9 – U18 Teams

- September – Teams will receive their September and October practice schedules
- October - Teams will receive their Seeding Round practices and game schedules
- December - Teams will receive their Regular Season game schedules.
- December - Teams will receive their January - February practice schedules. We do not schedule practices during Esso Minor Hockey Week and teams are required to pick up practice times from the BVHS Ice Page. Preference is given to teams that are in EMHW.
- February - Teams will be allowed to pick up practice ice during the playoffs from the BVHS Ice page. Preference is given to the teams that are in playoffs.

If a team is unable to use an ice time, they are required to utilize the OneClick Ice Swap Program. More info to come on the program.

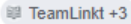
Once you have received your team's seeding and regular season schedules, it is the manager's responsibility to reconcile the two schedules and to email the Manager of Hockey Operations if any discrepancies are found.

OFF-ICE OFFICIALS ROTATION

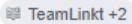
For community hockey, the home team must supply two off-ice officials responsible for timekeeping and the home penalty box. The visiting team is responsible for the scorekeeping and the visiting penalty box. We recommend that each team makes a schedule outlining what families are required to work on what dates and times. Coaches and managers are not to be included in this rotation. This can be assigned through TeamLinkt. Please see below for info on how to set up assignments/shifts for your respective teams.

How to Add Event Tasks (Step-by-Step)

From the TeamLinkt App (Mobile):

1. Open the app and select the **Events** tab.
2. Click on the specific event (game or practice).
3. Scroll down to the **Event Tasks** section.
4. Click the '+' icon in the top right corner.
5. Enter the task details and assign it to a team member. 

From the TeamLinkt Website (Desktop):

1. Log in at app.teamlinkt.com.
2. Select your team from the dropdown menu.
3. Click **Schedules** > **Tasks** in the left-hand menu.
4. Click **New Task**.
5. Enter the task name, assign it, and click save. 

Below are some manuals to assist with instructions on how to fill out the game sheet as well as operating manuals for different clocks that are used in Calgary and surrounding arenas.

- [Hockey Calgary Off-Ice Officials Manual](#)
- [Nevco model #871 score clock manual.](#)
- [Nevco model #008-3261 score clock manual.](#)
- [Scoretec score clock manual.](#)

HOCKEY CALGARY WEBSITE UPDATES

Each team will receive a username and password to log into the Hockey Calgary website from the BVHS Administrator. This is to be used for updating the website after games.

The home team will be responsible for informing the League Chair/Coordinator if any incident occurs and is written on the official game report by the referee. The coach or manager must inform the League Chair/Coordinator either in person or by phone immediately after the game is completed. Failure to inform the League Chair/Coordinator immediately may result in the coach being suspended or the loss of points from the game. All information on the official game report must be entered into the digital game sheet on the Hockey Calgary website within 24 hours after the game is completed.

An official from each team must retain a copy of the official game report until the end of the season. Only referees are allowed to write on the official game report, along with the two linesmen. First and last names must be clearly legible in the team lineup, along with the jersey number.

It is imperative the home team updates the HC website within 24 hours. The Hockey Calgary website is all automated in the back end, and association Presidents, League Chairs, and Administrators can log in at any time to track suspensions, penalties, stats etc. As soon as a suspension offence takes place, an email goes to the HC League Chair and Governor, and once they have made a decision following the HC Suspension Guidelines the team manager and coach will receive an email outlining the player's suspension details. Please [click here](#) for the Hockey Calgary Team Users Account PDF that outlines the process of how to do everything on the HC website under your respective teams in the admin section of the website. This includes info on how to apply for a special event sanction, travel permit, tournament sanction, and schedule window request.

SPECIAL EVENTS SANCTION

If your team is planning to do any off-ice activities, you must complete a request for a Special Event Sanction. This is done to ensure that your off-ice activities are insured through Hockey Alberta. This is all done through the HC Login.

TRAVEL PERMITS

Anytime a team leaves Zone 9 (Calgary and Springbank) you must complete and receive approval for a Travel Permit. By completing a Travel Permit request, you are ensuring that your team will be insured through Hockey Alberta. This is all done through the HC Login.

SCHEDULE WINDOW REQUESTS

Teams wanting to take part in a tournament must complete a Schedule Window Request through Hockey Calgary. Once this has been completed, Hockey Calgary will not schedule your team a game on the dates within the request, and BVHS will not schedule any practices during those dates either. Failure to request the schedule window within the deadlines will result in the chance of your team having to play on those dates. For exact dates please check the [Important Dates](#) section on the Hockey Calgary website or the important dates on the BVHS website. The scheduling window request is all done through the HC Login.

TOURNAMENTS

The number of tournaments and or exhibition games each BVHS team wishes to take part in will be discussed and decided upon at the first parent meeting. The team will go with the majority vote. Teams must follow the guidelines set out in the Hockey Calgary Bylaws and Playing Rules. Tournament Sanction

Applications are also applied for through the HC Login. At the conclusion of the tournament, the Tournament Host must ensure that all the game sheets are completed on the Hockey Calgary website. We have done up a BVHS Tournament Information Package Template that teams can use for their respective tournaments. Please [click here](#) to link to a sync folder that contains a variety of tournament templates and information.

ALL BVHS teams U7-U15 have a spot in the [BVHS hosted tournaments](#). Information will be circulated to the managers who will advise BVHS of their intentions to participate. Each team is given the opportunity to submit raffle items for their tournament and all funds collected will be returned to the teams towards their fundraising goals.

Where to find tournaments?

[Hockey Calgary Tournament Page](#)

[Hockey Alberta Tournament Page](#)

EXHIBITION GAMES

Any team wanting to play an exhibition game must complete an exhibition game request through the team's admin section of the HC website. Once the community referee assignor and or Central Region Referees' Committee is able to confirm officials, they will approve the game and you will receive an email notification saying the game has been approved. Teams will either find a team to attend their ice or be invited to the opponents ice time. Referees are paid before the ice time and the invited team generally pays this cost, however discuss this with the other teams manager.

EQUIPMENT

Coaches will be notified at the start of the season as to when the equipment pick-up night will take place. This usually takes place the first week of October. At this time the teams will receive their pucks, pylons, jerseys and first aid kit. U9 age group teams will also receive their goalie gear. Each U9 is responsible to clean the gear at the end of the season. Please provide a receipt at the equipment return date indicating the gear has been cleaned. The cost to clean the gear is a team expense. The U7 age group will receive goalie sticks at the equipment pick-up night. U13, U15 and U18 teams will also receive C and A stickers that can be put on the jerseys. Any team that designates Captains and Assistants must have the C and A on the jersey and marked on the game sheet.

OFFICIALS FEES

For exhibition and home tournament games, once you apply for your Exhibition Sanction or Tournament Sanction request, Central Region Referees' Committee will confirm officials, and you will receive an email confirming your application is approved. At the start of each game, the team manager and or treasurer are responsible to ensure that the officials are paid in cash prior to going on the ice. DO NOT PAY the officials by cheque. Officials will only accept CASH. The email will note the cost of each referee. The officials' rates for the respective season can be found on the [Managers Section](#) of the website.

BVHS POLICY AND PROCEDURES

Please refer to the [BVHS Policy and Procedures](#) section of the website to reference or download any of the BVHS Policy and Procedures. Prior to contacting BVHS with questions regarding a team-level issue please refer to one of the policies listed on the website.

BVHS AFFILIATION POLICY

BVHS and Hockey Calgary have guidelines on our affiliation process. For an understanding of our Affiliation Policy please reference the Affiliations Guidelines Document that can be found on the Policy and Procedures page of the website.

DRESSING ROOMS

There should be NO photographs taken in the dressing rooms. No electronic items should be allowed in the dressing rooms. Coaches will always have another adult present in the dressing room. BVHS teams are expected to act and behave appropriately while in any arena. All dressing rooms will be left clean after the team has vacated the room.

U7/U9/U11

All players participating in age categories at the U11 category and below will have access to a 'common dressing room' pre and post game providing that the athletes have a 'base layer' on at all times. (A base layer is any clothing that covers the 'genital/private' areas including underwear, shorts, shirt etc.). An athlete not arriving at the rink wearing a base layer can use an appropriate space (restroom, empty dressing room) to change into the base layer and then enter the team dressing room with the other athletes.

U13 & Older

The following conditions will apply in all team environments: 1. Players on single gender identity &/or gender expression teams a. Players are permitted to change without restrictions in the 'team' dressing room up until 30 minutes prior to the scheduled ice time. b. 30 minutes prior to the scheduled ice time all players must be in a base layer. (A base layer is any clothing that covers the 'genital/private' areas including underwear, shorts, shirt etc.). c. Players not comfortable with changing in an open dressing room environment can arrive 30 minutes or less prior to the ice time in their base layer or can change into their base layer in an appropriate private space, before entering the team dressing room. d. At the conclusion of the ice time, all players will congregate in the 'team' dressing room for the 'Team Talk'. After the team talk, players cannot change to below their base layer for 15 minutes.

2. Players on multi-gender identity &/or gender expression teams

a. The more represented gender is permitted to change without restrictions in the 'team' dressing room up until 30 minutes prior to the scheduled ice time.

b. 30 minutes prior to the scheduled ice time all players must be in a base layer (A base layer is any clothing that covers the 'genital/private' areas including underwear, shorts, shirt etc.).

c. The lesser represented gender is required to change in an alternate room if available up to a minimum of their 'base layer' and then they are permitted to enter the 'team' dressing 30 minutes prior to the scheduled ice time.

d. Players of either gender not comfortable with changing in an open dressing room environment can arrive 30 minutes or less prior to the ice time in their base layer or can change into their base layer in an

appropriate private space, before entering the team dressing room.

e. At the conclusion of the ice time, all players will congregate in the 'team' dressing room for the 'Team Talk'. After the team talk players of the 'lesser represented gender' will have 15 minutes to vacate the 'team dressing' room. Players are not permitted to change to below their base layer during this time.

Head coaches and managers will be given a username and password to log in to OneClick [Team Portal] to pick up ice or to give it back. To learn more about how to pick up and give back ice, please [click here](#).

U7 DRAFT NIGHT

Each season U7 teams will be invited to attend the U7 Draft Night. The players will meet their team and coaches for the first time and be draft to their respective teams and assigned their new jerseys and number for the season. Parents will be sent a link to choose their players top jersey number choices, this upload will be shared with the Head Coach who is tasked with a quick turn around of roughly 24 hours to send back the jersey selection for their players to the Manager of Office & Operations.

U18 GRADUATION BANQUET

The U18 Graduation banquet is a celebration of the end of our 3rd year graduates who are aging out of minor hockey. Managers should work the cost of the entire team attending into your budget at the beginning of the season (\$47 roughly per head). We highly encourage the entire team of players to attend. Your team can discuss if they want to cover the coaches, graduating players parents or however they see fit. Coaches are expected to speak about each player at the graduation and both HCs and ACs gift them their graduating jersey.

COACH CERTIFICATION REQUIREMENTS

Coach certifications can be found on our website under the "Coach Info" tab. Whether you are a head coach or an assistant coach, the required certifications are available for you with the links needed to do the certifications.

Please [click here](#) to see the coach certification requirements.

COMMUNITY ENGAGEMENT PROGRAM

Beginning this season, Bow Valley Hockey Society will launch a Community Engagement Program that strengthens connections within the association and broader community while promoting service, responsibility, leadership, and pride.

The program begins in September and October with community clean-up events for U7 and U9 teams in BVHS feeder communities, introducing young players and families to teamwork, responsibility, and community involvement.

Throughout the season, older age groups will participate in age-appropriate initiatives that foster kindness, empathy, and connection. U15 and U18 players will join a Community Leadership

Program focused on volunteerism, mentorship, and social responsibility through partnerships with local charitable organizations and community agencies, helping develop empathy, accountability, leadership, and a commitment to giving back.

Through these initiatives, BVHS aims to develop skilled hockey players who are also engaged, compassionate, and community-minded leaders on and off the ice.

FRIENDS OF THE FLAMES MENTORSHIP PROGRAM

The Friends of the Flames Mentorship Program is designed to strengthen connections across Bow Valley Hockey Society by fostering relationships between teams of different age groups. Rooted in the Flames Philosophy, the program provides opportunities for younger players to learn from positive role models while helping older players develop leadership skills, confidence, and a sense of responsibility within the hockey community. Through these interactions, we aim to create a stronger culture of belonging, support, and community throughout the association.

As part of a new initiative this season, teams will be intentionally paired with another team within the association to encourage meaningful mentorship opportunities. Each pairing will begin with a shared practice designed to introduce players, build relationships, and establish a foundation for future engagement. Teams are then encouraged to continue connecting throughout the season through activities such as shared practices, game attendance, team-building events, skills sessions, community activities, or other collaborative experiences.

Coaches and team managers are encouraged to connect with their assigned team early in the season to coordinate their initial shared practice and discuss future opportunities. While participation is voluntary, teams are encouraged to engage in several mentorship activities throughout the year, with the focus remaining on creating positive experiences, strengthening relationships, and building a connected Flames community both on and off the ice.

IMPORTANT DATES

31-Jul-26	Preseason (Sept 18 to Oct 16) in town tournament request approvals begin
12-Aug-26	DEADLINE: Request to host an in town Preseason tournament (Sep 18 to Sept 30) U11+
24-Aug-26	U7 Timbits Learn to Play Program (August 24 - 27) - Southland - Ed Whalen & Joe Kryczka Arena
26-Aug-26	U9 to U15 Player Pathway Prep Phase begins (NOTE: players must have a minimum of 2 to 3 practice /skill sessions prior to evaluations)
5-Sep-26	U9 to U15 Player Pathway Tryout Phase begins (NOTE: players must have a minimum of 3 formal evaluation sessions)
1-Sep-26	Bow Valley U9/U11 Evaluations Meeting 8:00 via Zoom
2-Sep-26	Bow Valley U13-U18 Evaluations Meeting 8:00 via Zoom
TBD	Sock Night - Trico
TBD	Sock Night - Trico
2-Sep-26	Bow Valley Goalie Presentation Meeting 6:00 Via Zoom
1-Sep-26	Bow Valley U7 Parents Meeting 6:00 via Zoom

8-Sep-26	DEADLINE: All U13 players must be released by Elite to Community
12-Sep-26	DEADLINE: Request to host an in town Preseason tournament (Oct 1 to Oct 16) U11+
15-Sep-26	DEADLINE: All U15 players must be released by Elite to Community
23-Sep-26	U7 Draft Night
22-Sep-26	DEADLINE: All U18 players must be released by Elite to Community
25-Sep-26	DEADLINE: Member Clubs to confirm number of U21 teams
25-Sep-26	Season Break/Winter Break/Regular Season in town tournament request approvals begin
28-Sep-26	DEADLINE: Associations to confirm number of teams - U7 through U18
28-Sep-26	U7 Online Coach Meeting @ 6:00 PM (Mandatory for all Head Coaches - Assistants are encouraged to attend)
29-Sep-26	U9 Online Coach Meeting @ 7:30 PM (Mandatory for all Head Coaches - Assistants are encouraged to attend)
29-Sep-26	*DEADLINE*: Request SCHEDULE WINDOW to attend tournament during Seeding(U11AA ONLY)
30-Sep-26	Seeding Round scheduling begins
28-Sep-26	U7 Online Manager Meeting @ 6:00 PM - (Mandatory for U7 Team managers)
28-Sep-26	U9 Online Manager Meeting @ 7:30 PM - (Mandatory for U9 Team Managers)
1-Oct-26	U11 Online Manager Meeting @ 6:00 PM - (Mandatory for U11 Team Managers)
1-Oct-26	U13 Online Manager Meeting @ 7:30 PM - (Mandatory for U13 Team Managers)
9-Oct-26	Seeding Round schedule released
12-Oct-26	DEADLINE: Request to host an in town Season Break tournament (Nov 16 to Nov 29)
14-Oct-26	U15/U18 Online Manager Meeting @ 6:00 PM (Mandatory for U15 and U18 managers)
14-Oct-26	U11 to U18 Online Coach Meeting @ 7:30 PM (Mandatory for all Head Coaches - Assistants are encouraged to attend)
15-Oct-26	DEADLINE: Flames EvenStrength Program
7-Oct-26	Bow Valley Goalie Clinics - Register on BVHS website U9-U18
16-Oct-26	Bow Valley Picture Day - Deerfoot Inn
17-Oct-26	Bow Valley Picture Day - Deerfoot Inn
18-Oct-26	Bow Valley Picture Day - Deerfoot Inn
17-Oct-26	Seeding Round begins
31-Oct-25	DEADLINE: Overage player applications
31-Oct-26	U9 teams may begin to participate in tournaments
1-Nov-26	DEADLINE: Release U18 players from U21 teams
2-Nov-26	Coach Leadership Day - Mount Royal University - Ross Glen Hall
3-Nov-26	Bow Valley Goalie Clinics - Register on BVHS website U9-U18
9-Nov-26	*DEADLINE*: Request SCHEDULE WINDOWS to attend a tournament during the Regular Season
12-Nov-26	DEADLINE: Request to host an in town Winter Break tournament (Dec 23 to Jan 1)
12-Nov-26	Post Season in town tournament request approvals begin
13-Nov-26	U7 Senior Timbits teams may begin playing formal games including tournaments
15-Nov-26	DEADLINE: Provincial tournament host bids
15-Nov-26	DEADLINE: Team Official Certifications
15-Nov-26	DEADLINE: Teams must be registered with Hockey Alberta
15-Nov-26	Governors to submit proposed regular season placements
15-Nov-26	Seeding Round ends
16-Nov-26	Draft #1 of Regular Season divisional placements circulated to Member Clubs
16-Nov-26	Season Break begins
17-Nov-26	Draft #2 of Regular Season divisional placements circulated to Member Clubs
18-Nov-26	Final Draft of Regular Season divisional placements circulated to Member Clubs

18-Nov-26	Regular Season scheduling begins
26-Nov-26	Regular Season schedule released (5:00PM)
27-Nov-26	U7 Junior Timbits teams may begin playing formal games including tournaments
29-Nov-26	Season Break ends
30-Nov-26	Regular Season begins
7-Dec-26	Bow Valley Goalie Clinics - Register on BVHS website U9-U18
4-Dec-26	Esso Minor Hockey Week schedule released (5:00PM)
10-Dec-26	U7 Christmas in the Valley Tournament - Dec 10-13
12-Dec-26	DEADLINE: Request to host an in town January tournament
18-Dec-26	U13 Cowtown Classic Tournament - Dec 18-20, 2025
22-Dec-26	Last day of league games before Winter Break
23-Dec-26	Winter Break begins
1-Jan-27	Winter Break ends
2-Jan-27	Regular Season resumes
6-Jan-27	Bow Valley Goalie Clinics - Register on BVHS website U9-U18
10-Jan-27	DEADLINE: Release players - minor and U21
8-Jan-27	46th Annual Esso Minor Hockey Week begins
10-Jan-27	Esso Minor Hockey Week ends - U9 only
12-Jan-27	DEADLINE: Request to host an in town Post Season tournament (Feb 22 - Feb 28) - U7 & U9
15-Jan-27	DEADLINE: Affiliation requests - minor and U21
16-Jan-27	Esso Minor Hockey Week ends - U11 and up
1-Feb-27	Adrenalin City Championship schedule released (5:00PM)
10-Feb-27	DEADLINE: Player registration: U7 to U21
12-Feb-27	DEADLINE: Request to host an in town Post Season tournament (Mar 1-Apr 30) - U11 and up
10-Feb-27	Bow Valley Goalie Clinics - Register on BVHS website U9-U18
12-Feb-27	U11 Bow Valley Battle of the Biscuit Tournament Feb 12-15, 2026
19-Feb-27	House League Jamboree (February 19-21) Max Bell Arena & Northeast Sportsplex
21-Feb-27	Regular Season ends
22-Feb-27	Adrenalin City Championship schedule updated with standings (5:00PM)
22-Feb-27	U18 Graduation Banquet - Deerfoot Inn
23-Feb-27	Play In Games - U13 only
23-Feb-27	Adrenalin City Championships begin - U11 and up
27-Feb-27	U7 Hockey Calgary Timbits Jamboree - Cardel Rec South
5-Mar-27	U9 Bow Valley March Meltdown Tournament March 5-8, 2026
17-Mar-27	Adrenalin City Championships end - U11 and up
18-Mar-27	U13 Provincials (March 18 - 21)
18-Mar-27	U15 Provincials (March 18 - 21)
25-Mar-27	U18 Provincials (March 25-25)
25-Mar-27	U21 Provincials (March 25-28)
19-Mar-27	U15 Bow Valley Spring Showdown Tournament March 19-21
9-Apr-27	Hockey Calgary Volunteer Celebration (Red & White Club) U7 Hitmen Game (TBD) U9 Hitmen Game (TBD) U11 Hitmen/Wrangers Game (TBD) U13 Hitmen/Wrangers Game (TBD) U15 Hitmen/Wrangers Game (TBD) U18 Hitmen/Wrangers Game (TBD)

	League dates
	Seeding, reseeding and scheduling activities
	Meetings and special events
	Deadlines and other important dates
	Statutory Holidays
	Bow Valley Important Dates