



Manager's Manual

(2026/2027)

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 – September 28, 2026 at 6:00 PM
U9 – September 28, 2026 at 7:30 PM
U11 – October 1, 2026 at 6:00 PM
U13 – October 1, 2026 at 7:30 PM
U15/U18 – October 14, 2026 at 6:00 PM

Vocabulary For Newcomers

- **Affiliate Player** - substitute player for your team
- **Seeding Round** - first round of the season (Oct.-Nov.), used to make sure your team is placed in the right tier.
- **Schedule Window** - permission to play in a tournament during the regular season - no games will be scheduled for your team
- **EMHW** = Esso Minor Hockey Week - tournament in January (HC)
- **Age Group Coordinator** (AGC) - your first point of contact at Bow River
- **League Chair** - representative at the Hockey Calgary level
- **Sanction of exhibition game or tournament** - permission to play a game or in a tournament
 - done through Hockey Calgary, will assign refs to your game or in-town tournament

TeamLinkt

Managers will need to make sure that every family has access to this communication tool. For assistance, visit the [TeamLinkt Help Page](#).

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 Financial 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.

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 Canada roster
Manager
Treasurer
Safety Coordinator x 2
Jersey Parent (Home & Away)
Timekeeper/Scorekeeper/Penalty Box
Social Coordinator
Tournament Coordinator
Fundraising Coordinator
On-Ice Helpers
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. Coaches are required to monitor their players with the use of mouth guards for the purpose of minimizing dental and mouth injuries. If a team continues to disregard this regulation additional sanctions may be put in place for that team.

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 has partnered with CalCrest 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 re-use existing name bars where possible. This helps save the team money while 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. 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](#).

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.

Bow River will assign practice ice to each team several times throughout the season. These practice assignments will occur pre-season, and shortly after Hockey Calgary releases their games schedules for the seeding round and the regular season. EMHW and playoff practice ice will be held back and distributed equitably in the weeks leading up to those events once schedules are known.

There will be no accommodation for teams that book their own ice. **Bow River assigned practice 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.**
- [We will be using One Click Ice \(OCI\) this year for ice trading. More details to come as a guide will soon be shared with you.](#)
- In addition to applying for any scheduling windows with Hockey Calgary, you must also submit your practice black-out requests to the association through your OCI login. **It is your responsibility to submit these by the posted deadlines in OCI in order to have practices scheduled around any tournaments you have booked.** If you don't require a game scheduling window from Hockey Calgary, you will still need to let Bow River know you will not be available that weekend for practices by submitting a black-out request through OCI. No consideration will be given to additional ice purchased, exhibition games or special team events. If you miss the deadline or do not submit your black-out requests, it will be your responsibility to find a Bow River team to take your scheduled practice(s).
- 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](#) and the [BRBHA Affiliation Policy](#).

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.

*U9 to U21 Age Groups will be using the TeamLinkt app for score keeping, but it is practical to have some stickers for tournaments hosted by out-of-town teams. 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 25th, 2026 (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 2026-2027 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. You can also shop in-store as they have a Bow River Bruins section.

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 25th at Bowness Sportsplex.

Tournaments

Please familiarize yourself with the [HC Tournament Policy Guidelines](#) for the 2026/2027 season.

SCHEDULE WINDOW *The deadline to submit a Schedule Window request is **November 9th.****

- Hockey Calgary has continued with the “Additional Schedule Window” for the 2026-2027 season that will allow U7 to U18 teams to access an additional schedule window, for a fee, during the Regular Season for a **MAXIMUM OF 2** schedule windows. Previously, teams were permitted to take 1 complimentary schedule window during the Regular Season.
- **DON'T FORGET TO SUBMIT YOUR HOCKEY CALGARY APPROVED SCHEDULING WINDOWS IN OCI TO AVOID ANY PRACTICE ASSIGNMENTS BY BOW RIVER.**
- Schedule Windows may be a maximum of 7 days.
- There are no days of rest permitted. Teams may include a day for travel at the front of the Schedule Window. If travelling out of province teams may request a day for travel at the end of the Schedule Window.
- Final date for U11, U13, U15 & U18 teams is February 21 as the Adrenalin City Championships may be scheduled as early as February 23.
- The Seeding Round will remain unchanged, teams will not be permitted to use a Schedule Window during the Seeding Round **BUT ...**

GAME RESCHEDULE POLICY

- Hockey Calgary has continued with the “Game Reschedule Policy” for the 2026-2027 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 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.
- Please refer to the [GAME RESCHEDULE POLICY](#) for full information.

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 16th – 29th. 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 communityofficer4@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 17th – November 15th. The Regular season begins November 30th with Esso Minor Hockey Week starting January 8th. 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 4th, 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 respective 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](#).

Digital Game Sheets

All age groups (U9 to U21) - TEAMLINKT

Team Managers are responsible for ensuring the **Digital Game Sheet is properly prepared before each game**. Please share the [Help Document](#) with your scorekeepers.

Before the Game

- Access the Digital Game Sheet through the TeamLinkt app:
Game → Scroll to the bottom → Digital Game Sheet. The game access code may also be provided by Hockey Calgary or an administrator.
- Confirm the game roster and remove any players who are absent.
- Ensure any **Affiliate Players (APs)** being used are properly authorized under Hockey Calgary rules.
- Confirm the coaches who will be on the bench.
- Confirm the starting goaltender.
- Ensure a coach approves the final roster before the game begins.

The game cannot be started until the required pre-game steps are completed, including roster check-in, goalie selection and coach approval.

Important

An internet connection is required to **start and finalize** the game sheet. If arena Wi-Fi is unreliable, using mobile data may be necessary.

Penalties must be entered accurately because certain penalties may automatically trigger a **pending suspension**. Once a suspension is activated by an administrator, the player will be blocked from being checked into future games during the suspension period.

After the Game

Before leaving the arena, confirm that the Digital Game Sheet has been:

- reviewed for errors;
- signed by the designated official/timekeeper; and
- **finalized successfully**.

Once finalized, the game information and statistics are saved and PDF copies of the game sheet are emailed.

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.

Exhibition Games

Hockey Calgary has pegged down the process for teams to utilize the digital scoresheets on TeamLinkt to play exhibition games against teams from Hockey Calgary and teams from out of town.

NOTE All exhibition games will still need to be requested and sanctioned through the Hockey Calgary website. It is only the scoresheet that will be utilized through TeamLinkt. If the game has not been requested and approved through the Hockey Calgary website by the Team Manager it cannot be played. All exhibition games added to TeamLinkt are required to include the Approval Code/Reference Number from the approval email to the details in the TeamLinkt game.

If teams are playing against a Hockey Calgary team, the teams themselves can add the Hockey Calgary opponent to the scoresheet. Doing so will bring the teams roster over into the gamesheet to generate the game code for the exhibition game to be played.

If teams are playing against an out of town team (Non-League Opponent), the team will be required to forward the Member Club Admin the approval email and the Admin will need to add the out of town team as a Non-League Opponent in the current season. This will allow the team to add the out of town team to the gamesheet. The host team will then be responsible for adding the team roster, not the Member Club Admin.

Hosting a Tournament

All team hosted tournaments will need to be set up in TeamLinkt to utilize the digital gamesheets.

It is the responsibility of the team who has requested the tournament sanction and is hosting to set up the tournament in TeamLinkt. More instructions will be sent to all tournament hosts by the Hockey Calgary representative.

The instructions are also available under the new TeamLinkt Resource tab on the Hockey Calgary website [TeamLinkt Resources - Hockey Calgary](#)

The tournament schedules will need to be completed in the Hockey Calgary website to be able to be exported for sending for referee assignments.

***Note* For Hockey Calgary hosted tournaments, the team host will not need to enter the completed scoresheet information after the games have concluded in the Hockey Calgary website. The scoresheet details will be captured using the TeamLinkt online gamesheets.**

The Team Manager can add a tournament coordinator or other administrator to the tournament to help manage the tournament, the instructions are included at the bottom of the how to guide.

Attending a Tournament

For all community teams attending tournaments this season, the process is still the same and has not changed.

Teams will still need to submit the Schedule Window request to attend tournaments by the deadline. This information will be communicated as in past seasons, up to the posted deadlines.

If teams are attending a Calgary team hosted, or Member Club hosted tournament, they will be sent a Team Join Code that they will enter into their app.teamlinkt.com team account to be added to the tournament. The tournament games will be added to their TeamLinkt schedule and the games will be played through games.teamlinkt.com using the game codes. They will not be required to enter the gamesheet details into the Hockey Calgary website.

If a team is attending a tournament that is being hosted by a team that is not under Hockey Calgary, they are required to obtain a copy of the gamesheet from the tournament host and will need to add the details into the travel permit that will populate to their Hockey Calgary dashboard. They will have 24 hours from the close of the tournament to enter these details.

NOTE The Hockey Calgary and TeamLinkt systems are not linked and they do not speak to each other.

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.

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 2026/2027 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.

2026–27 Key Changes

U9 game format:

- Half-Ice : September 1 to December 26
- Three-Quarter (HC scheduled) : December 26 to March 31
- Full Ice Optional (Tournament/Exhibition only) : December 26 to March 31.
- Full-Ice game maximum has increased from 8 to 12.
- Full-Ice period lengths have changed to 3 x 15 mins periods.

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 [Intro to Hockey Guide](#) included on Hockey Calgary's website.

Association Run Tournaments

U7 Winter Classic Dec 27 – 29th – Tournament Coordinator : Paul Tworek.

U9 Spring Showdown March 13-15th – Tournament Coordinators TBD. – [This will be 4 FULL ICE games which will count toward the 12 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.
- [Admins can now delete Chat Messages directly in the Teamlink app. Whether a message was sent by mistake, is no longer relevant, or simply needs to be cleaned up, admins have the ability to remove it from the conversation.](#)
- TeamLinkt Bow River Manager group will be created. Team Chat is an excellent resource to ask any questions and sell/trade ice.
- You can refer to the [Teamlinkt App User and Admin Help button](#) in the Manager's Office for more helpful tips.

- 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
 - [Hockey Calgary 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 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 the 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.**