



MANAGER & COACH

Meeting

SOUTH WEST ZONE HOCKEY
OCTOBER 2025

Agenda

1. Welcome
2. Referee Updates (Gary Greenough)
3. Manager Updates (Wendy Beaudoin)
4. Registrar Updates (Ardis Eliason)
5. Concussion Awareness (Wendy Beaudoin)
6. Coaching Updates (Brad Butterfield)
7. Discipline (Russ Keddie)
8. FundCrew (Russ Keddie)
9. Questions and Answers (All)



REFEREE UPDATES

SOUTH WEST ZONE HOCKEY



MANAGERS

SOUTH WEST ZONE HOCKEY

Pre SEASON

01

Meet with Coach(s)

- Clarify role of manager
- Clarify communication.
- Talk about tournaments/cash calls/team roles.
- Set dates for survey/team meeting

02

Team Survey

- Fundraising?
- Cash Call?
- Stream Games?
- Number of tournaments
- In-town/Out of town
- Team bus?

03

Pre-Season Meeting

- Important for coach to lay out expectations for the season.
- Discuss budget & cash call
- Ask if anyone knows of sponsorships.
- Ask about any questions

Pre SEASON

04

Cash Call/Accounting

- Do one cash call immediately and if need a second do in December or late January
- Can set up a team account at any bank
- Ask for a volunteer but make sure it is someone accessible as there will be lots of payments up front.
- Keep spreadsheet of payments in/out
- Most things are done by e-transfers

05

Tournaments

- Apply immediately for any tournament you might even be remotely interested in. Can always say no later.
- We do not have a reciprocal tournament. Your team could consider running a small tournament as a fundraiser.
- Will need to trade/sell/rebook and assigned ice times. Consider “black out” for tournament dates.

06

Pre-Season Get together

- Helps for the team to bond
- Bottle drive with pot luck after is great

Pre SEASON

07

Co/Assistant Manger

- Nice to have someone you like/trust as a second in command.
- Helps for decision making and work load
- Make sure it is someone you can work with for the season.
- Clarify roles early if necessary.

08

Apparel

- Get orders in early
- SWZ has a store with United Cycle.-
- If want stuff outside of the store, can go to other source.

09

Name Bars/C's & A's

- No name bars allowed on SWZ jerseys
- Can get "C"s and "A"s from SWZ. Have to ask Tim Weis for them.-
- Have someone who knows what they are doing sew them on. Tailors will do it in a day or two and for pretty cheap if you can't sew.

Pre SEASON

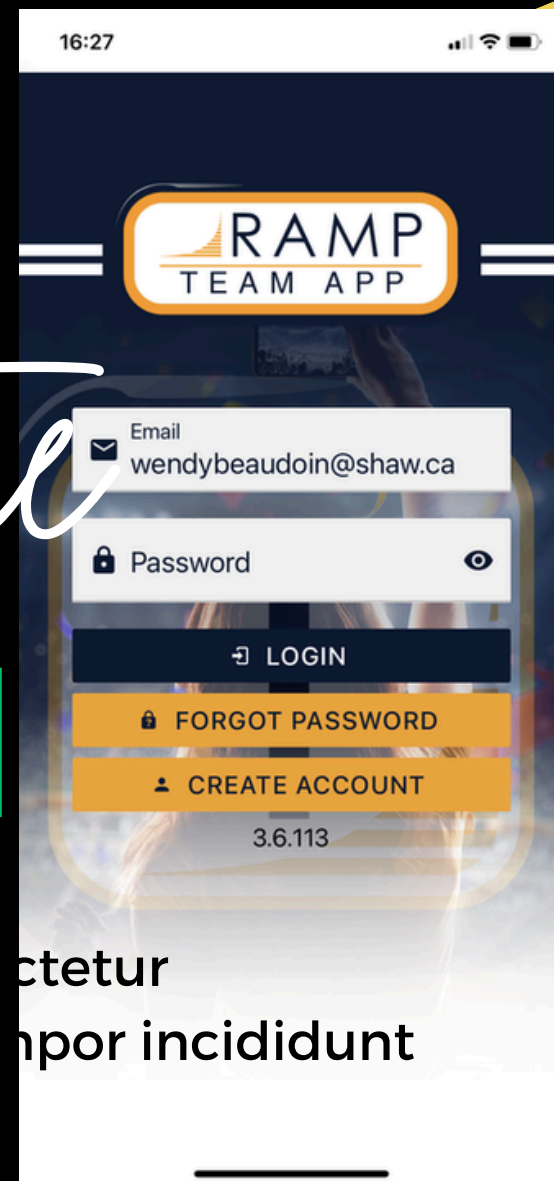
10 Jersey Parent(s)

- SWZ's preference is that there is a jersey parent or parents.
- The jerseys are expensive and it saves on wear and tear to not have them stuffed in their bags.
- Ideally you have one family do both, but if that is not possible then have to families, but make sure both jerseys are brought to every game, just in case.
- Jerseys that are not needed that night can be left in the car.

11 Provincials

- If your team is eligible for provincials and are possibly interested in applying to host provincials, reach out to your category director sooner than later.
- Have to get approval to apply
- Have a template for application

During the
SEASON



01 Score Keeping

- Decide if you want a few volunteers to do it or to just assign in a rotation.
- If you leave up to volunteering per game you will likely end up doing a lot of score keeping so be careful.
- Put the game codes for the app in Teamsnap so everyone has access to them.
- Need to have two apps downloaded

02 Streaming Games

- If team wants to stream games then assign a few parents.
- Hard to watch the game while streaming
- Lots of streaming platforms
- Gamechanger will let you stream for free but is a fee if the players want to rewatch games

During the **SEASON**

03 Stats

- Talk to coaches in preseason meeting to make sure they are OK with keeping stats.
- If coaches/team want to keep stats, assign 1 or 2 people to do them. Usually keep goals, assists and penalty minutes.
- Explain to parents up front that the stats won't be changes on request. The default will always be with the stats keeper.
- Goalies like shots on net if possible

04 Managing Expectations

- The most important job of the season
- Stay neutral. If you can't stay neutral and support the coach, let some one else manage.
- Support the coaches
- Be open to listening to parents suggestions/opinion. Parents coming from club teams often have high expectations for fundraising and ice time.
- Stay in communication with the coaches

Post SEASON

01

Year End Party

- Pick a date as early as possible so as many families/players can come as possible.
- Book location or event early as well so you can get the date you want.
- Slide show if possible
- Coaches thank you's



REGISTRAR UPDATES

SOUTH WEST ZONE HOCKEY

ROSTERS, AFFILIATES & MORE...

- Always ensure you have the most current roster with you at all times.
 - Head Coach can be suspended for not having the correct roster – especially during MHW.
- Coach courses – must be completed by **Nov 15th**
 - Head Coach/Assistant Coaches/Safety Course – all courses reimbursed
- Police Checks – online this year – watch for email on how to complete.
- Affiliates:
 - Must contact other Head Coach before contacting player
 - May not use an affiliate to replace a suspended player – only injured or absent players
 - Affiliate may play up to 10 games excluding exhibition/tournament games
 - Affiliates may play unlimited games in playoffs if their team has concluded its season
- Team Pictures are on October 26th



CONCUSSION AWARENESS

SOUTH WEST ZONE HOCKEY



COACHES UPDATES

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SW3 COACHING PHILOSOPHY

- **Equal play time.**
- **Respect of all involved, those on your team, the other team, and game officials.**
- **Positive, fun and supportive environment. No yelling, being negative, berating a player in front of peers. Always show respect to the player and speak to them like you would want to be spoken to.**

SOME TIPS...

- Be thoughtful about picking captains. Pick leaders, not just skilled players. Work with the captains to help them understand their role.
- Communicate, communicate, communicate
 - Explain to parents and players in advance what your philosophies and approaches are to discipline so there are no surprises.
 - Resources available at the Board level to intervene and work to resolve the matters. Our approach is to educate and work with matters first, then move to sanctions if needed.
- If you have any Issue, reach out to your Director first!!
 - Director can engage other Board members.
 - Board members can engage League or Hockey Edmonton
 - Coaches should not go directly to League or Hockey Edmonton.
 - Many times Issues are resolved without needing to go to those organizations.

PRACTICE... BEST PRACTICES

Be prepared!

- Send out practice plan to Assistants In advance.
- Try to make the most of Ice time.... less standing around= more reps.

Some good practice planning tools:

- Hockey Canada Drill Hub

<https://www.hockeycanada.ca/en-ca/hockey-programs/drill-hub>

- CoachThem

<https://coachthem.com/>

- The Coaches Site

<https://thecoachessite.com/>

- Your fellow Coaches!

ADDITIONAL ICE

First place to look..... Hockey Edmonton available ice.

- <https://www.hockeyedmonton.ca/rentals>
- If you see a slot, click “Book” and fill In required Information
- An email will be sent to Hockey Edmonton for confirmation
- They will send a confirmation back Including SWZ Ice Allocator.
- SWZ Ice Allocator will forward to SWZ Bookkeeper so you can be billed.

Second place to look..... City of Edmonton Ice rentals.

- <https://movelearnplay.edmonton.ca/COE/public/booking/checkavailabilitylocations/ARENASENDDATE#gsc.tab=0>
- Once you find a slot, send an email to SWZ Ice Allocator Including:
 - Date, Areana, Time, Team Number.
- SWZ Ice Allocator will forward to Hockey Edmonton to purchase.
- Hockey Edmonton will confirm and purchase from the City, then send a confirmation back.
- SWZ Ice Allocator will forward to SWZ Bookkeeper so you can be billed.



DISCIPLINE COMMITTEE

SOUTH WEST ZONE HOCKEY

TEAM LEADERSHIP SHAPES CULTURE

Very few issues ever reach the committee – **and that's the goal.** The real work happens at the team level, where coaches, managers, and directors set the tone early, model respect, and address problems quickly before they grow.

Roles:

- Coaches & Managers: Manage behaviour and create positive team culture day-to-day.
- Category Directors: Support teams and help resolve issues early.
- Discipline Committee: Steps in only for serious, repeat, or unresolved matters to ensure fair, consistent outcomes.

We have created a **SWZ Team Behaviour Guidebook** to help keep our program consistent, fair, and supportive. It contains, scripts, templates and other resources to help coaches and managers navigate behaviour issues.

PREVENT EARLY... RESPOND CALMLY.

The Five Stages of the Discipline Process

Stage 1 – Reminder & Reset

- Quick, respectful conversation to refocus behaviour.
- Set expectations and reset the tone early.

Stage 2 – Written Notice

- Put concerns in writing.
- Outline what must change and what support will be given.

Stage 3 – Behaviour Plan

- Coach, player, and parent agree on clear next steps.
- Focus on learning and improvement.

Stage 4 – Temporary Removal & Behaviour Contract

- Short break from participation when needed.
- Return guided by a signed commitment to positive conduct.

Stage 5 – SWZ Discipline Committee Review

- Used only for serious or repeat issues.
- Committee ensures fair, consistent, and transparent outcomes.

USE THE TOOLS AVAILABLE TO YOU

Other Topics and resources covered in the Guide:

- Incident Management and Logs
- Templates and email scripts
- Dressing room policies (Rule of Two, etc)
- Device Policies
- Social Media
- Respecting Officials
- Fair Play



FUNDCREW

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QUESTIONS?

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