



## GIRLS HOCKEY CALGARY ASSOCIATION (GHC)

East Calgary Twin Arenas  
299 Erin Woods Drive SE  
Calgary, Alberta T2B2V9  
Tel: (403) 278-9223  
Fax (403) 278-9230

### **GHC TeamSnap Coordinator Letter 2019/20**

#### **Hello TeamSnap Coordinator!**

Thank you for volunteering to manage the TeamSnap account for your daughter's team this year. You will be invited to join your team as a TeamSnap Manager via email. Please accept this invitation and follow the instructions.

A few important details for TeamSnap Coordinators (new for 2019/20):

#### **1. Team Name**

Please do not change your Team Name. Changing the Team Name will prevent us from importing your schedule. The Hockey Canada Registry, Hockey Calgary website and Hockey Calgary scheduler are all integrated, so it is important that TeamSnap team names remain the same.

#### **2. Player Roster and Team Officials**

Team Rosters are populated by the GHC Registrar. Head Coach, Assistant Coaches, Team Manager and TeamSnap Coordinator will be added as Non-Players. Your Team Manager will also have Manager access in TeamSnap for back-up purposes, and/or you can coordinate tasks as required.

Please note, your TeamSnap Roster is not your official roster. Team Managers will receive official rosters from the GHC Registrar once they are confirmed with and issued from the Hockey Canada Registry.

#### **3. Parent Contact Information**

Please invite parents to download or update the app if they have not already done so, and to update their contact information in their TeamSnap profile.

#### **4. Scheduling**

Ice times will be issued as they become available (in most cases, on a monthly basis). The GHC Ice Assignor will import this information to your Team Schedule as soon as it is provided. Schedules will also be available on your respective league sites ([afhl.ca](http://afhl.ca) and [hockeycalgary.ca](http://hockeycalgary.ca)).



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Any additional events can be created by you at the team-level, such as tournaments, exhibition games, fundraising and social events.

### 5. Managing Changes to League Practices & Games

Any changes made at the league-level will be communicated to you by the GHC Ice Assignor. (For example, a change in practice time, league games, location, etc.)

As per GHC's Ice Assignment Policy, any ice allocated to a team by GHC must be used as assigned. If for some reason you are unable to use it and cannot pass it along to another GHC team, it must be handed back to the GHC Ice Assignor 14 days prior to the scheduled date. Assigned practice ice may not be traded, sold or given away to any other user group other than another GHC team.

All inquiries regarding practice ice should be directed to the GHC Ice Assignor by the Head Coach and/or Team Manager.

### 6. Privacy

All GHC TeamSnap events display on [girlshockeycalgary.com](http://girlshockeycalgary.com). This includes events entered at the team-level, such as tournaments, parent gatherings, team building and wrap-up parties. Please do not post private home addresses in your Event Location. Also (this should go without saying!) please do not use profane or harmful language when creating and naming events.

Player names, contact information, photos, etc in your TeamSnap account cannot be accessed through the GHC website. This information will not display publicly.

### 7. TeamSnap Features

You, your Team Manager and your Head Coach may find the following features essential to an organized, successful season:

- Player and Coach Availability
- Team Communication (Email, Alerts, Team Chat, Real-Time Game Sharing)
- Team Assignments
- Results (Please note, TeamSnap results are not considered official. For official results and standings, please visit your respective league sites at [afhl.ca](http://afhl.ca) and [hockeycalgary.ca](http://hockeycalgary.ca)).

**Best Regards,**

**Girls Hockey Calgary Association (GHC)**