



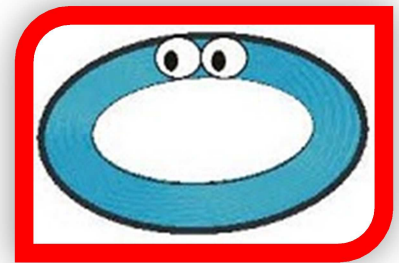
Coach & Manager Handbook



Southern Region
Games &Tournaments
October 2015

Contents

Now You Have a Team (Coaching)	2
Equipment	5
Fair Ice Policy	6
Tournaments	7
Tournaments - Substitutions	8
League Play	9
League Player Substitutions	10
League Bench Staff Substitutions	10
Code of Conduct	11
Injuries	12
Reference and Helpful Links	13



Now You Have a Team (Coaching)

You have your players...what else do you need to get started? Probably Bench Staff is next.

Whether you are a new coach or a seasoned one, many things change each season. It is up to you and your Coaching Rep to ensure that you are properly prepared for the season ahead.

Your **"TRF"** (Team Registration Form) is a record of who is on your team including your regular players, two-team contract players and all bench staff. It will not include the name of any substitutions you wish to use during the season. *See Substitution Section under League Play and Tournaments for more information.*



Bench Staff can include any of the following:

- Head Coach
- Assistant Coach
- Manager
- Trainer

Definitions of Positions

Position	Duties
Head Coach	Overall responsibility for the team. This includes season planning, practice planning, player development, and delegation of duties to relevant Bench Staff. Ultimately, responsible for player equipment and the safety and conduct of all players, Bench Staff and Parents.
Assistant Coach(es)	Work under the direction of the Head Coach to assist with player development. Duties may include the delivery of practice plans, both on and off the ice, and other duties as assigned. May substitute for the Head Coach as necessary.
Manager	Responsible for administration of the team's off-ice logistics, including managing parent volunteers, communications and finances, and other duties as assigned.
Trainer	Responsible for First Aid, safety, the team's Emergency Action Plan (EAP), the completion of Risk Management and Safety Incident/Accident Reports (Form M-F-13) when necessary and other duties as assigned.

See also the ORA Operating Manual Section 3.1 – [Coaching Section](#). Hyperlink attached.

It is not mandatory to have every position on your bench however, here are *some of the key rules* pertaining to bench staff:

1. Head Coaches, Assistant Coaches, Managers and Trainers must be eighteen (18) years of age or older.
2. All teams U7 to U19 must have a Head Coach on the bench and designated as such on the game sheet, where game sheets are required. Other positions are optional, but are strongly recommended for efficient operation and organization of a team.
3. All U9 to U19 teams must have a Bench Staff Member who has First Aid Certification as defined in Section 4.7 (ORA Bench Staff Qualification Requirements Chart). It is highly recommended that this person be present at all games and team activities
4. Although a team may have one or more Bench Staff assuming the same position, (i.e. there may be multiple Assistant Coaches, Trainers, Managers or Coaches-in-Training registered on the TRF), there can only be one person assuming the Head Coach position and the Manager position on the bench.

For 18+ Adult Teams

1. 18+ and 30+ teams must have a Head Coach registered on their Team Registration Form; for BB playing levels and lower, this may be a Player - Coach as long as they are identified on the TRF as the Head Coach. 'A' teams must have a Head Coach on the bench for sanctioned play.
2. For BB playing levels and lower, it is strongly recommended that teams have a non-playing member of the Bench Staff on the Bench for Sanctioned play.
3. Where there is a Player – Coach, that individual is responsible for the team and will be subject to all disciplinary actions, including ejection during the game.

Note: For full rules, please see the ORA Operating Manual.

FOR MORE INFORMATION ON COACHING:

Teena Dowd	Southern Region Coaching Coordinator	teenadowd@gmail.com 905-536-2875
------------	---	-------------------------------------

Coaching Qualifications

<u>2015-2016 ORA Coaching Requirements</u>			
			Coach Name: #
	www.ringette.ca	www.ontario-ringette.com	www.coach.ca
U6, U7, U8	Introduction to Coaching Clinic		<i>Making Ethical Decisions (MED)</i> is now a separate course
	CSI Coaching Course (Trained)		offered by Coaching Association of Canada (CAC). You must
	Making Ethical Decisions Clinic		register for this course separate from the CSI/CI courses
	MED On-line Evaluation		Online and classroom.
			http://www.coachesontario.ca/nccp-training/course-calendar/
U9 & U10	Introduction to Coaching Clinic		<i>MED on-line evaluation</i> - you must obtain a 75% or higher
All Levels	CSI Coaching Clinic (Trained)		in order to pass (please notify your association coaching rep
	Making Ethical Decisions Clinic		once you have passed the course) There is only one scenario for CSI/CI
	MED On-line Evaluation		
			<i>CSI Trained</i> - To become CSI Trained you must attend the CSI Clinic
U12	Introduction to Coaching Clinic		and complete the MED requirements
Regional/	CSI Coaching Clinic (Trained)		
House League	Making Ethical Decisions Clinic		<i>CI Trained</i> - To become CI Trained, you must attend the CI Clinic
	MED On-line Evaluation		and complete the MED requirements
U12	Introduction to Coaching Clinic		<i>CI Certified</i> - To become CI Certified you must attend the CI Clinic,
Provincial	CI Coaching Clinic (Trained)		complete the MED requirements as well as complete the portfolio
	Making Ethical Decisions Clinic		and on-ice evaluation
	MED On-line Evaluation		
			The following levels <i>must have a CI Certified female</i> over the
U14, U16, U19	Introduction to Coaching Clinic		age of 18 on the bench - U14AA, U16AA & U19AA
18+, 30+	CI Coaching Clinic (Trained)		
Regional/	Making Ethical Decisions Clinic		
House League	MED On-line Evaluation		
U14, U16	Introduction to Coaching Clinic		Go to www.coach.ca to enter your coaching experience yearly.
U19, 18+	CI Coaching Clinic (Trained)		
Provincial A	Making Ethical Decisions Clinic		
	MED On-line Evaluation		
U14, U16, U19	Introduction to Coaching Clinic		For the <i>2015/2016 Season</i> the Making Ethical Decisions (MED)
Provincial AA	CI Coaching Clinic (Trained)		in class and the Ringette Introduction to Coaching will be required
	CI On-Ice Evaluation		only for those coaches entering the coaching system for the first time.
	Making Ethical Decisions Clinic		If you have taken a Ringette coaching course in previous years you will
	MED On-line Evaluation		not need to complete these modules.

Equipment

The proper equipment is essential for safe game play. All mandatory equipment is required for game play and practices.

An official can at any time request that your player proves she/he is wearing the required equipment. You as a Coach are responsible for compliance with ORA equipment rules.

During game play, consequences for missing equipment range from exiting the ice surface to a bench penalty.



Mandatory Ringette Protective Equipment Includes:

- Ringette cage/face mask
- Ringette stick (not a cut-off hockey stick)
- Shoulder pads*
- Elbow pads
- Shin pads
- Neck guard
- Girdle + jill/jock
- Ringette/Hockey pants
- Hockey gloves
- Mouth guard**

*Shoulder pads are mandatory for all players 18 years of age and younger, regardless of what age division they play in.

**Mouth guards are option in most Ringette associations but some have made this equipment mandatory. Check with your local association for their rules before getting on the ice.

Get Equipment that Fits

All equipment must be size appropriate for the player. For instance, some older players will wear smaller shoulder pads for compliance to the rules, without regard to the safety for which they were intended. Ensure the equipment fits!

FOR MORE INFORMATION ON EQUIPMENT:

Leslie Cichuttek	Southern Region Membership Services Coordinator	leslie.cichuttek@peelsb.com 416-895-7778
------------------	---	---

Fair Ice Policy

You have your team, and now you are ready to play.

Ringette Canada and Ontario Ringette have developed a "Fair Ice Policy" which is defined as *"equal ice time every game to the best of the coach's ability, allowing for the uncertainty in the frequency in stoppages of play."*

Fair Ice & Goaltenders

Goaltenders have the option of changing at half-time of each game or playing full games as long as they have equal game time throughout a season and/or tournament.



Note: Coaches have the ability to use goaltenders anytime during the post round robin play in any manner they want.

More, detailed information on the Fair Ice Policy can be found in the [Sport Development Section](#) of the ORA Operating Manual.

Skills Matrix – for U8 to U10 Teams

For teams U8 to U10 there are video resources available at ORA to be used in conjunction with the Skills Matrix Evaluations. **Skills Matrix Evaluations are due by March 31st every year.**

The **Team Activity Log** is an electronic spreadsheet that calculates the development and competition ratio automatically. Each team, U19 and below should complete the [Team Activity Log](#) once per season. Refer to the Sport Development Section of the Operating Manual for more information.

Steve Zanon	Southern Region Sport Development Coordinator	spzanon@gmail.com 647-286-7831
-------------	---	---------------------------------------

Tournaments

Going to a tournament is a fun activity to be enjoyed by all – players and parents alike.

To ensure that everyone has a good time, there are some rules and guidelines to be aware of that everyone must follow. No one is exempt from the rules.

A good source of information is the G&T Section of the ORA Operating Manual. This is a reference document that each coach/team should carry with them to tournaments so they are aware of the game play and rules as they relate to tournaments. The hyperlink is attached for reference: [G &T Section](#).



So you want to go to a tournament. You will need:

- TRF forms are required for registration at each event
- TRF Adjustment forms are required for substitution of players or bench staff
- Information Change Forms (ICF) are required after November 15th when having made a recent changes to your TRF form and a new one is not yet ready
- Medical kit for injuries
- Ringette Clipboard/Whiteboard for play diagrams
- Copy of the G&T Section of the Operating Manual
- Player numbers/stickers for game sheets
- 2 sets of jerseys (light and dark) or 1 set of jerseys and a set of pinnies
- Copy of the Tournament's Rules (each tournament is different)
- Copy of the Code of Conduct (ORA) and the Tournament's Code of Conduct
- 2 New Rings for games where you are the Home Team
- Helmet Repair Kit & Screwdriver
- Shin pad tape
- Patience

As mentioned in the "Equipment" Section, it is important when going to a tournament to ensure that each player on your team has the appropriate equipment. Some of the pitfalls in recent tournaments have been missing neck guards, loose cages (missing screws), and forgotten skates or gloves. Some teams carry a bag of extra equipment just in case. This is often the responsibility of the Team's Manager.

FOR MORE INFORMATION ON TOURNAMENTS:

Nina Kavalinas	Southern Region G&T Coordinator	nina.k.srra@gmail.com 519-500-3243
----------------	------------------------------------	---------------------------------------

Tournaments - Substitutions

When going to a tournament, it is vital that you get your substitutions approved before you go.

The lead time required to review and approve the player/Bench Staff is 1 week prior to the event (injuries the day of/just before the event are exempt from this timeline). All information pertaining to the substitute, their home team, and your team must be validated and approved by all parties prior to your team stepping on the ice.

Should a substitution not be requested in advance, you run the risk of being denied the player/Bench Staff at the event if all the information cannot be verified with ORA before game time. At no point will G&T be able to approve a substitution if the online information from ORA is not available/accessible.

If you are not properly prepared and have called someone to substitute on your team from a far distance, they will not be very happy with you if they are not permitted to play due to a late request.

The use of Ineligible players and/or Bench Staff, whether deliberate or not, carries a \$50 per game fine as well as disqualification of all games where the ineligible person was used.

Tournament Hosts are not permitted to approve substitutions.

REMINDER – All substitutes must carry the same certification as the position they are substituting for:

- A Coach can sub for a Coach/Assistant Coach
- An Assistant Coach can sub for a Coach/Assistant Coach
- A Trainer can sub for a Trainer
- A Manager can sub for a Manager

Player Substitution Chart

There are many combinations of player substitutions, but two that are used most are:

- From same age & division (i.e. U16B to U16B)
- From one age lower & division higher (i.e. U14A to U16B)

The full substitution chart can be found in the [G & T Section](#) of the ORA Operating Manual.

Major Penalties and Ejections

Major Penalties (Code #15 and above) and any Ejections (Misconduct or Match) from any tournament game must be reported to G&T within 24 hours.

1. Notify G&T at the event, or have the Host contact G&T On-Call for confirmation of the sanction and when the Bench Staff or Player can attend the next game.
2. The game sheet should be scanned and sent to G&T at the first opportunity for review.
3. G&T has a requirement to report to ORA within the same timeframe, so prompt reporting is necessary – [SRRRA Major Penalty Reporting Form](#)

League Play

The majority of teams in Southern Region play in the Southern Region Ringette League "SRRL".

Teams from the north central area of Southern Region may choose to play in Ontario Central Region Ringette League "OCRRL" for convenience of distance. These teams will also be required to play a few cross-over games each half of the season in order to seed and rank teams for the Regional Championships at the end of the season.



Regardless of the League in which your team plays, there are certain league rules that you need to know:

- **League Game Scheduling** - game scheduling with either be done as a group in group meeting, or will be done ahead of time by the League Scheduler. Check with your League Convener to find out what to do and how.
- **League Game Scores Reporting** - within 72 hours to srrl.scores@gmail.com
- **Monthly Reporting** – all league and tournament games are to be reported on a “running” summary and submitted monthly to your SRRA Rep. [Game Summary Form](#).
- **Major Penalties (Code #15 and above) and any Ejections** must be reported to G&T within 24 hours using the online Google docs form
 - The game sheet should be scanned and sent to Nina for review at the same time
 - G&T has a requirement to report to ORA within the same timeframe, so prompt reporting is necessary – [SRRA Major Penalty Reporting Form](#)
- **Game Cancellations** – a minimum of 72 hours notice is required if you need to cancel a game for any reason (inclement weather exempt).
 - Notification to:
 - the League Webmaster (srrl.scores@gmail.com)
 - the Opposing Team
 - Failure to notify of any cancellation will result in a fine of \$75 (minimum) in order to pay for the referees and minor officials.

Major Penalty/Ejection Notification

After reporting your major penalty or ejection, G&T will acknowledge the report and verify any information with the reporting person. Should a sanction (cancellation, major penalty or ejection) require written verification or reminder, the communication will be made to the Coach, with a cc to the Association President & SRRA Rep as soon as possible so all parties are aware of the sanction and limitations of game play.

League Player Substitutions

There are many combinations of player substitutions, but these are the best (general) recommendations:

- From same age & division (i.e. U16B to U16B)
- From one age lower & division higher (i.e. U14A to U16B)

For the most part, SRRL league play follows the G&T substitution chart for tournament play, however if the “approved” substitution is not on the chart but in the “call G&T” areas, please contact G&T to discuss.

sub-sti-tu-tion

/ˌsəbstɪˈt(y)ooSH(ə)n/

noun

the action of replacing someone or something with another person or thing.

Consideration will be given to the type of game, and whether there is significant advantage to the team in using a particular substitute. For example, League Championship Game vs. Regular Game, League vs. Exhibition Game; a game in OCRRL vs. Southern etc.

The full substitution chart can be found in the [G & T Section](#) of the ORA Operating Manual.

League Bench Staff Substitutions

Similar with player substitutions, Coach or Bench Staff substitutions follow the same rules as tournament play: A “Coach” for a “Coach”; a “Manager” for a “Manager”. The same rules apply that you can only substitute into a role, if you have the qualifications and are currently registered with ORA in that position.

Note: If you were a “Coach” last year, but this year are registered as a “Manager”, you cannot assume the position of a “Coach” on a bench or sign-in as a “Coach” for a game as you are currently not registered as such.

RULE: Current Year Registered Position and “Same” to “Same” position substitution.

FOR MORE INFORMATION ON LEAGUE PLAY:

Nina Kavalinas	Southern Region G&T Coordinator	nina.k.srra@gmail.com 519-500-3243
Leslie Cichuttek	Southern Region SRRL Team & League Convener	leslie.cichuttek@peelsb.com 416-895-7778

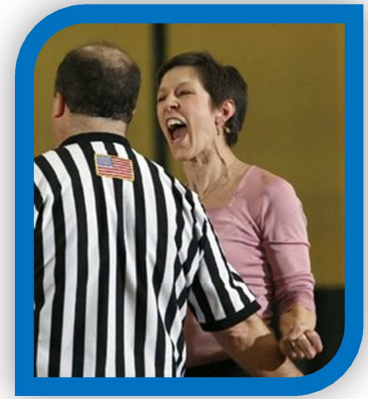
Code of Conduct

Game play is exciting! And like all sporting events, emotions run high and sometimes people get carried away.

It is important to remember that ringette play in Ontario, for all games and tournaments, has a ZERO TOLERANCE rule.

Each Arena, Association or Tournament will have their own Code of Conduct but generally will include the following points:

- Use of drugs is strictly prohibited
- Consumption of Alcohol by minors is strictly prohibited
- Consumption of Alcohol by legal age persons must be with discretion
- Alcohol must not be consumed at least 8 hours prior to game time
- Vandalism to arenas, accommodation sites, or transportation vehicles will be dealt with severely and the member or association will be held responsible
- Abusive or offensive language is not to be used on the ice, bench area, public halls or lobbies of the arena
- Bench Staff must abide by the decision of the game officials (referees, timekeeper or scorekeeper)
- Bench Staff should ensure that all players are the best possible representatives at all times
- Bench Staff should respect the volunteers, Host and Officials and other Bench Staff and deal with them in a courteous and friendly manner



Spectator Code of Conduct:

Any person who interferes with the game or verbally abuses or harasses an official, player or bench staff will be asked to leave the playing area and not to return. Failure to do so will result in the game being called and the team associated with the offending person will forfeit the game. [Spectator Code of Conduct](#)



**You don't want to
be infamous on
YouTube!**



FOR MORE INFORMATION ON OFFICIATING or BECOMING AN OFFICIAL:

Stacy Dafoe	Southern Region Officiating Coordinator	stacydafoe@gmail.com 226-387-4600
-------------	--	--------------------------------------

Injuries

Although you may never think it could happen to your team, you need to be prepared in the event of an injury.

If an injury occurs while at a game or other Ringette event, both a [Sport Injury Form](#) and an [Athletic Claim Report](#) should be completed. It is best for the Manager to carry a supply of both forms to all events.

- Sport Injury Form must be submitted to ORA within 7 days of the incident.
- Athletic Claim Report must be submitted within 15 days of the incident if an insurance claim is to be made against the ORA coverage.



Note: Since some injuries may require longer term care and assessment, and 15 days may not be long enough to determine that, it is recommended that the Athletic Claim Report be completed in all cases where there is a more serious injury that may require additional or prolonged treatment.

Timely reporting of injuries is important for insurance coverage. ORA and Ringette Canada insurance provides limited coverage after the person/player's group health benefits are exhausted. Timely reporting is a requirement in any insurance claim and late reporting may invalidate coverage.

Injury Prevention & Control: Traumatic Brain Injury

Concussions in Ringette are often the result of a fall and a head hitting the ice or boards.

Many associations now recommend that all Parents, Officials, Coaches, and Bench Staff take the FREE **"Heads UP: Concussion in Youth Sports"** online training course and some are even making this course mandatory for the teams' Trainers.

Ontario Ringette believes [The Sport Concussion Assessment Tool](#) is an important part of a Trainer's toolkit and should be used in the case of any head trauma sustained during a ringette event.

It is recommended that anyone having suffered an injury provide a physician's note in order to return to play/duties.

FOR MORE INFORMATION ON INJURY REPORTING and INSURANCE:

Leslie Cichuttek	Southern Region Membership Services Coordinator	leslie.cichuttek@peelsb.com 416-895-7778
------------------	---	---

Reference and Helpful Links

For further support on the sport of Ringette, or for administration help, the Ontario Ringette Association "ORA" and Ringette Canada have an abundance of information. www.ringette.ca, www.ontario-ringette.com

Southern Region has just launched a new website and new information is being added daily. Check back regularly for news and upcoming events. www.southernregionringette.ca

In addition to the ORA, many associations have their own websites with information, procedures and policies.

Have a fun year!

