



INTRODUCTION

Welcome to Cochrane Rockies Ringette Coaching Manual. This manual is a continually evolving document meant to assist new coaches in understanding what is expected of them when becoming a Cochrane Rockies coach. As you become more knowledgeable as a coach, you will no doubt have other ideas that can help out new coaches as well as veteran coaches in the Cochrane system. Please submit any suggestions for changes/additions to the Cochrane Rockies Ringette Coaching coordinator.

First off, we thank you for volunteering your time to help train and develop these young girls into strong, confident young women. It is important to remember why parents put their children into team sports, and why young girls choose to play team sports. Rarely is the objective to win a trophy, or set a scoring record. Most parents would suggest they put their children into sports to:

- Have fun and make friends
- Learn to be part of a team
- Develop skills for life
- Improve their physical fitness

To that end, Cochrane Ringette has developed a set of principles around equivalent playing time, positive atmosphere, and safety for all participants. But it certainly doesn't end there. Almost anyone can collect a large number of drills to run, but to really become a good coach means understanding what you are trying to teach and why, and learning how to teach those lessons. Perhaps one of the hardest transitions for a coach is to move from "Drill Runner" to "Coach". Hopefully this manual will help you to achieve that transition.

This manual is divided into several sections:

- Coach Information Manual
- Basic principles of Cochrane Ringette – what is a Cochrane Rockies Ringette player?
- Effective practice planning
- Technical skills matrix – where players should be in their development and what they should be learning at each level
- How to develop a Season Plan – with examples for each age group
- Sample Game Day sheet
- Link to some sample Ringette drills
- Appendix of Coaching templates

This manual is not meant to be a catalogue of Ringette drills, since these are available on multiple web sites. Instead, this manual is designed to assist the coach in learning how to teach young girls the game of Ringette. It will also assist the coach in becoming a better coach of any sport.

Always remember that a **POSITIVE ATMOSPHERE** will go a long way to achieving both the parent's goals and the young athlete's goals for playing Ringette. Particularly with young girls, the athlete will respond much better to positive encouragement than negative criticism. And it will keep the young athletes of Cochrane Ringette playing year after year.

A. Coaches Information Manual

Coach Information

Starting your Season

So you have been appointed Coach of a team...here are some ideas of what to do to start: contact your assistant coaches (or select them as needed) and meet up to discuss the upcoming season. For example tournaments (as deadlines for applications are early), discuss your roles and contributions, your expectations, your season plans and ideas, your goals and anything else you want to talk about. Plan to work together and allow all members of the coaching staff to contribute ideas BUT be aware that the Head Coach makes the final decisions and that the role of an assistant coach is to support the Head Coach. Send an email to your team to introduce the coaching staff, you can give a list of parent volunteer roles, request a volunteer for manager ASAP, and plan a meeting with the players and parents as soon as possible.

All Teams must have a Certified Female Coach on the Bench ...Managers are NO LONGER Allowed to be on the bench during games. If you are the Female Coach and know you will be away please contact Bronwen Harvey at Ringette Alberta (RAB) for an excusable absence. Please refer to the Ringette Alberta website for a list of excusable absences. DO NOT replace this coach with an unregistered parent, only Registered and Certified Coaches can be on the bench during games. Only Coaches that are listed on your TRF (Team Registration Form) can be on the ice or on the bench. Teams must have a minimum of 2 coaches registered. One of these must be a female, have her appropriate certifications and be over age 18. ALL Coaches MUST have the appropriate certifications for the specific division they are coaching. Please refer to the Bench Staff Policy on the Ringette Alberta (RAB) website for more detailed information. If a Coach fails to get certified by December 15 they will be removed from the roster and no longer allowed on the bench for games or on the ice for practices. MAXIMUM allowable Bench Staff is 5: One Head Coach, One Assistant Coach and Three more (assistant coaches or trainer). Your Junior Coach is allowed on the bench for games.

Coaches, Junior Coach, Trainer, Manager and On Ice Assistants must be registered for your team...Notify the Registrar of your selections (Bench/Team staff) before October 12. Cochrane Ringette's Policy is that each team can register One Head Coach and Two Assistant Coaches and One Junior Coach and One Manager. These Team Staff costs (to register them with Ringette Alberta as well as the Certification courses) will be covered by the Cochrane Ringette Association. If you would like additional coaching/team staff your team will be responsible for any additional costs incurred.

Junior Coaches (age 14-17) and On Ice Assistants (age 18 and over) must complete the Certification for these roles PRIOR to being on the ice. Certification is available on the Ringette Canada website. Only Junior Coaches will be reimbursed by Cochrane Ringette Association for the cost.

Check the Ringette Canada website and create a profile if you do not have one ...this is where you get your coaching certifications and managers can be certified here as well

Go to: <https://www.coachingringette.ca>

NEW COACHES- REQUIRE Coach Initiation E-Module (Junior Coaches require this also)
U12B and under-REQUIRE CSI Stream (including both classroom and online MED)

U12A and over- REQUIRE CI Stream (including both classroom and online MED)

Please submit a copy of your receipt via email to the Cochrane Ringette Treasurer. Include your mailing address, full legal name, and team you are coaching. Reimbursement cheques will be mailed to you.

Team staff also need a criminal record check (within the last 5 years). Please submit a copy to the Coach Coordinator for Cochrane Ringette. This is available through the Cochrane RCMP for residents of Cochrane and the form letter is on the Cochrane Ringette website to show that you require a Volunteer Criminal Record and Vulnerable Sector Check.

Coaches are REQUIRED complete Coaching Respect in Sport (managers need these as well). This does not need to be submitted as the Coach Coordinator can access course completion online.

<https://cracoach.respectgroupinc.com> for the coach and managers (completion date is November 1.)

<https://craparent.respectgroupinc.com> for one parent (completion date is October 1—must be completed prior to the child being on the ice)

Affiliation Policy—

RAB has a policy for when teams wish to use an affiliate. Please read it for more detailed information. Cochrane Ringette also has its own policy (3.3) which states that ALL Affiliates need to be treated equally. Please read BOTH policies as changes may occur as policies are updated.

Affiliation is NOT a tool to provide additional ice time to select players. It is NOT a supplemental tool for player development. It is NOT to be used to improve the competitiveness of your team. Affiliation is to be used to ensure your team has enough players to play a game. BEWARE if you are using an affiliate as a SKATER you may only have 12 names on your game sheet (11 skaters and a goalie, including the affiliate as one of the 11). If you are using an affiliate GOALIE you may have 18 names on your game sheet. U10 affiliate players CAN NOT affiliate for more than 5 games...

The General practice is that you choose affiliate players from 2 teams in case a need for an affiliate arises and one team has a conflict. The division directly below you ---you should get to choose first, this is your Primary affiliation team. The division two levels below you—you get to choose after the primary team has chosen, this is your Secondary affiliation team. Please include a Goalie from these choices as an affiliate for your team. As the Head Coach you then contact these teams Head Coaches and see if you are able to invite them to be on your affiliate list. You CAN NOT chose affiliates from your secondary team until the other team (their Primary Team) has finalized their selection. You can also ask coaches for suggestions of players if you do not know the kids well enough to select appropriately. Please try and select players that are the Best fit to play on your team (skill, size, age may be factors). A player and/or parent Can Not say NO to one team for affiliation and then say YES to another team that they may prefer. Please be aware that a player may be a better fit to affiliate to a team that they have a sibling on than your team. Please work together with the other coaches as this is a sensitive issue and conflict can arise easily. The general guideline is approximately 3 players from your Primary team and 2 players from your Secondary team. RAB maximum is 11 affiliates. Cochrane Ringette asks that you take less affiliate players as teams must share. Cochrane Ringette also states that you must rotate your affiliates once they are selected. Please make your selections as soon as possible as another team is generally awaiting your selections. A Parent or Legal Guardian must sign the affiliation form and then these are submitted to the Cochrane Ringette Registrar. The Deadline is November 15. You can only use affiliate players from your list.

Important Dates

October 15 - Player and Team Staff registration deadline (TRF)

Registrar from the board sends this in to RAB so please have it completed and submitted by October 12. This includes the Head Coach, Assistant Coaches, Junior Coach, Trainer (if applicable) and the On Ice Assistants. If they are not registered for your team they are NOT allowed to be on the bench or on the ice!!

November 1 - Coaching Respect in Sport Deadline

November 15 - Affiliation deadline

Form available on Ringette Alberta site...parent, player and coach approval and signatures required. Players may affiliate to ONE team only. Teams are encouraged to sign affiliates from two separate teams (from levels below their own team level). Affiliation chart available on RAB website for affiliation team selection.

November 30- Completed Criminal Record Check including Vulnerable Sector Check

Submit copy to Cochrane Coach Coordinator

December 15 -Coaching Certification Deadline

-Manager Certification Deadline

-Commitment to attend Playdowns/Provincials deadline

December 20 - Application Deadline to apply to advance **ANOTHER** team to a higher level

-Application Deadline to Retreat to a lower level of competition or Advance to a higher level of competition.

-Deadline to submit Overage Player Eligibility to RAB (final decision Jan 10)

(You need to include: years' experience, game stats and evidence supporting why the exemption is needed)

January 31 - Submission Deadline for team player and staff changes

-RAB finalized team roster completion date (TRF-Team Roster Forms approved)

Coaches

- Attend Cochrane Ringette Mandatory Coach and Manager Meeting (TBA) plus ensure your manager is aware of the meeting and planning to attend.

-MUST attend (or designate attendee) the Zone 123 Coaches Meeting (you may not attend on behalf of more than one team) **U12 and up only for this meeting.**

Ringette Canada Website—use this site to check which coaching qualifications you need and to sign up for coaching clinics. Managers also complete their certification on this site. Please submit payment receipts to the treasurer of Cochrane Ringette for reimbursement. Apply as early as possible as space for clinics is limited.

U12B, U12C, U10 and Active Start are in the CSI (Community Sport Initiation) Stream.

U12A, U14, U16 and U19 are in the CI (Competition Introduction) Stream.

NEW COACHES need Coach Initiation Module (prior to registering for CSI or CI).

MED (Making Ethical Decisions) Course and Online Evaluation is a required part of Both CSI and CI certification.

U16A, AA programs and U19A may also need an ON ICE evaluation (part of the CI Stream) as some of the coaching staff at these levels must be Certified as opposed to Trained.

Criminal Record Check---all coaches (except junior coaches) and managers require a criminal record and vulnerable sector check. These expire every 5 years but the association will accept a copy of a check completed for another organization. The form is available on the town of Cochrane Website as the check is completed through the RCMP and the volunteer letter is available on the Cochrane Ringette website.

Respect in Sport—each player needs one parent to complete this online course PRIOR to being on the ice. COACHES need to **ALSO** complete the online Coaching Respect in sport.

Cochrane Ringette Website—Please Print and Read the Coaches Manuel available on the website. It may answer some questions as well as provide information for our coaches. It under the Coaches tab. Injury Report forms and Concussion information available here.

Drills and Practice Plans—these will be covered in the coaching course you take for qualification but you can also use the links on Cochrane Ringette Coaches Manuel, Ringette Canada site, Ringette Calgary site, National Ringette school site or just a general Internet search for ideas.

Any coach that is on the ice requires a CSA approved helmet. All players require a specialized ringette face mask.

Ringette Alberta’s Minimums & Maximums on the Team Registration Form (TRF)

(1) Minimum (one of which must meet the gender equity clause, meaning a certified female):

- a) Head Coach (1)
- b) Assistant Coach (1)

(2) Maximum:

- a) Head Coach (1)
- b) Assistant Coach (unlimited)
- c) Junior Coach (unlimited)
- d) Manager (1)
- e) Trainer (1)

Ringette Alberta’s Minimums & Maximums on the Player Bench during games (note: only those listed on the TRF may be listed on the game sheet and be on the player’s bench)

(1) Minimum, except as permitted in RAB’s Acceptable Absence of Team Staff:

- (a) Coaches where 1 meets the coaching requirement
- (b) Gender equity: all U19 and under teams require a minimum of 1 female Head or Assistant Coach who is 18 years of age or older.

(2) Maximum

- (a) Head Coach (1)
- (b) Assistant Coach (1)
- (c) Plus additional (3) team staff made up of and combination of Assistant Coaches; (1) Manager, and/or Trainer as per TRF
- (d) Teams may have an unlimited number of Junior Coaches.

Note that the Cochrane Ringette Association will pay to have 1 Head Coach, 2 Assistant Coaches, 1 manager and 1 junior coach on each team's TRF. Teams can list as many more people on their TRF's as they wish (subject to RAB's maximums listed above), however will be responsible to pay the fee associated with listing any extra individuals (currently \$25/extra person listed).

GAME FORMAT

ACTIVE START & U10- Cochrane Ringette has a U10 Step Program Director who will be available to assist and answer questions in more detail for this level. Active Start Game Format and U10 Game Format is released by Zone 2 and may be emailed to you as a coach or be available on the Zone website.

U12 and U14 - 2x18 minute stop time periods (game time of one hour ice slot). Ringette Alberta Rule Book in place. Full size Nets. 2 Referees on the ice. Penalties served in penalty box and short-handed play. Goalies switch ends at the half. Timekeeper and 30 second shot clock operator.

U16 and over- 2x23 minute stop time periods except playoffs which has 2x20 min periods (game time 1 ¼ hours).

Coach Notes

-Coaches are NOW required to report any Unsportsmanlike Conduct penalties given to bench/team staff to the Cochrane Coach Coordinator. Further action may be taken by the board.

-your team may be assigned a junior coach or you may recruit your own. They must be 14-17 years old and have been a registered player last season. Please plan to meet with them to discuss your mutual expectations for the season. Coaches please consider it your job to mentor these young ladies in helping train them to be ringette coaches of the future. Ringette Alberta Website has some information for junior coaches and printable LTAD (long term athletic development) information that you can give your junior coach to help them understand the age group they are working with and the skill set. Just search LTAD in the search tab. Junior Coaches must complete their certification PRIOR to coming on the ice/bench with your team.

-your team may wish to have additional goalie development. Please Contact the LTAD and Goalie Development Coordinator for a list of available Goalie Coaches. Be Aware that your team must cover the cost of having a Goalie Development Coach. Please plan to meet with them as well to discuss how to best utilize their expertise to further goalie development. Other Goalie Development Opportunists will be sent to Coaches as they are planned if provided by the Cochrane Ringette Association.

- Your team will be given power skating ice times for U10 and U12. U14 and U16 may also be given appointed power skating ice time as scheduled by the Cochrane Ringette Association. This is run by a paid instructor(s) but they may request a coach be on the ice during this time as well. All teams are required to PAY for power skating ice and instruction that is provided. It has cost approx. \$1100 in the past for shared ice slots. Your team will receive money for LTAD from the Cochrane Ringette Association (approx. \$1000 in the past) and this should cover most or all of your power skating costs.

Tournaments

-we are expected to play in our home tournament in December. Volunteer hours will be required for **each** player on **every** Cochrane team. Every team will also be required to provide 2 tournament reps to the tournament committee.

-There is a possibility that your team will be required to submit a cheque for a volunteer bond for their required hours at the home tournament. This is a result of difficulties in the past with people not showing up for their scheduled volunteer hours. An online sign up email will be sent out to players prior to the tournament.

-RAB has a list of sanctioned tournaments with the submission deadlines and contact information, this list will be updated as they receive information so check it often for new tournament listings.

-Golden Tickets are supplied to our teams. Each team gets 2 tickets. These can be used to get into a tournament that your team wishes to attend as it allows you to give a spot to that team to attend our tournament. Not all teams are required to take a golden ticket so apply to your tournaments as early as possible. Please contact our Tournament Coordinator when you have finalized a Golden Ticket Exchange with another team so they are aware and can ensure this team gets into the Cochrane Tournament. Teams will still be required to pay the Registration Entrance Fees for the tournament they are attending as well as applying to the Tournament...often you just note that you have exchanged golden tickets on your application forms.

-Blackout Dates are weekends that your team is unable to play. Each team gets **ONE** weekend in the first half of the season (called a Reschedule) and **ONE** in the second half of the season (called a blackout). These are typically used to block weekends your team is away at a tournament. This means your team can **ONLY** attend two away tournaments throughout the season and they **MUST** be separated into one tournament per each half of the season. A \$750 fine can be applied to your team for not following these rules. The season is typically divided with the half being around Christmas break. Official season half dates will be available on the zone or Ringette Alberta website. They do not need to be used for our home tournament.

U12 teams and older **ONLY**: you may also be given the weekend of the Golden Ring tournament off from league play as this is Calgary's home tournament ...this is not guaranteed but just something to be aware of as you may wish to apply or schedule exhibition play this weekend. U10 TEAMS you will be scheduled regular season games this weekend.

Playoffs and Playdowns

For teams U12 and over you can commit to attend Playdowns/Provincials which would mean you are willing to attend games to compete for a spot at Provincials. Playdown fees are covered by the association. Provincial Entrance Fees are currently covered by Cochrane Ringette Association should your team advance to provincials. A Cochrane Rockies Banner may be available to use for Provincials. Playoffs are a separate event where Cochrane teams play teams within our zone only to compete for the zone banner. Your team must attend Zone playoffs which can include only one game or several games depending on the number of zone 2 teams in your division.

For **Step Teams** there is a year- end tournament called the Bunny Bash that teams within our zone rotate hosting on a volunteer basis. The rotation is Hussar, Airdrie, Cochrane, Indus, Rockyford, and Strathmore. Active Start may or may not be included. The cost of attendance is covered by the Cochrane Ringette Association.

General Info.

-Zone 1 (Brooks, Lethbridge, Medicine Hat). Zone 2 (Airdrie, Cochrane, Hussar, Indus, Rockyford, Strathmore, Olds – Open teams). Zone 3 (Calgary). Zone 4 (Central Alberta). Zone 5 (Beaumont, Drayton Valley, Fort Saskatchewan, Hinton, Leduc, Pembina, Sherwood Park, Spruce Grove, St. Albert). Zone 6 (Edmonton). Zone 7 (Fort McMurray). Zone 8 (Peace River).

-Team Merchandise is optional for your team or individual players to purchase. A catalogue of available items is available on-line. Look under the Ringette Gear tab on the Cochrane website.

-Please prepare some parent volunteer roles for your team i.e.: Manager, Jersey parent, Treasurer, Social coordinator, Dressing room supervisor, Tournament committee Rep (2), Timekeepers, Fundraising. Treasurers may need a letter from the coach or president to open a non-profit account for your individual team.

-Many teams are using Team Snap for communication and game availability. The cost of this is not covered by the association.

-You will need to decide how much money your team will require for tournament entry fees and other costs throughout the season. Please discuss this with your team's parents and collect seed money from each player to open a team account. You can also discuss your own fundraising plans as a team.

-Cochrane is using EPACT for medical information. Parents will be sent a link to fill this in for their child. We will no longer require paper copies be filled out and brought to games. If a parent does not want to use EPACT a paper copy for medical information can be made available. Please ensure your parents/players fill in this document!!

-You will be contacted about when and where to pick up your teams provided equipment. This includes home and away jerseys, rings and a first aid kit. Goalie equipment is provided by the association up to and including U14. Some designated goalies may already have their equipment so please talk to those families and find out what equipment is needed. You may need to purchase your own pylons, whistle, clipboard, captain and assistant badges as needed.

COACHES please contact the coach coordinator when you have completed a course. You should keep a copy of all coach certifications and criminal record check with you at games (or with the manager) as coaches can be audited. Or know your NCCP# and login information for Coaching Ringette website so you can verify certifications. Managers will send their certification completion to the Manager's Director. Your team roster will not be finalized by Ringette Alberta if coaches do not get certified.

Exhibition Games/Extra Ice- if your team books exhibition games you are responsible to pay for the ice and the referees for that game. Your team is still insured. Any extra ice your team books will also have to be paid for by your team. After the New Year your team can contact the ice scheduler as some teams will not be scheduled for their full ice allotment. This means that you will NOT have to pay for extra ice that you have picked up during the season until you reach the maximum allocation amount. Emails will be sent to the Head coach throughout the season with ice slots available for pick up. Please consider picking up a few of these as they need to be filled. If you are unable to use a practice ice slot you are responsible to Trade it. You cannot return this ice or get a refund. If you pick up extra ice you must give 2 weeks' notice to return it or you must trade it yourself. Inclement weather for practice ice or extra ice will not be rescheduled or refunded sorry.

Time box Requirements

Home Team provides: Timekeeper, Scorekeeper, Penalty Box Attendants and Shot Clock Operator (U12 and above). Whenever possible it is preferred that the visiting team provide the Scorekeeper so they are represented in the minor officials. Please read the zone 2 rules about filling out game sheets as well as their instructions on who to send these score sheets to. Allow your volunteer time keeper extra time to read the instructions on how to run our home time clock. Provide your team (U12 and above) with the shot clock operator instructions (available on website). Coaches must cross absent players off the game sheet (if you are using a premade label) ONLY players on the ice can be on the game sheet. Please also note your team captains and goaltender on the game sheet. Affiliate Players and Goalies MUST be marked with AP or AG on the game sheet. Coaches please be aware of the restrictions with player affiliation (RAB website for the Affiliation Policy) as using affiliates incorrectly can result in game forfeit.

Each team will need to provide a coach and manager contact to the referee assignor. You are responsible to check that referees have arrived 20 minutes prior to your home games and if they are not there contact the referee assignor. As soon as you are aware a game has been cancelled please contact the referee assignor and if you receive no response in 24 hours please follow up with her/him. For last minute cancellations please contact her by phone (home phone, cell phone and if no result by email).

Weather Cancellations are only allowed if both teams Head Coaches are in agreement and as per zone policy and RAB policy. For more information see Ringette Calgary website for zone 123 (u12 and over) or zone 2 website (u10 and under).

Home Teams select Jersey Color

Second Year players select Jersey Numbers first

Reporting injuries

Coaches will be able to download an app on their smartphone to access EPACT. You should be able to access information even if there is no cell service in the arena.

Injury Report Form will be available on the website. When completed please forward to the Cochrane Ringette Board.

If a player is injured they should see their family doctor. If a concussion is diagnosed The Return to Learn/Return to Play Plan will be implemented and will need to be signed off by your family doctor before a player may return to the ice. You may be referred to the Children's Hospital in cases of prolonged recovery.

When in Doubt, Sit the Player Out...if you are not sure if a player has been injured or sustained a concussion it is your responsibility to **NOT ALLOW** them back on the ice!!!

B. Principles of Cochrane Ringette

The key objective for Cochrane Ringette is to provide a program that produces strong, confident and capable young women. Ringette is a great sport that can be used to strengthen our communities and develop strong women leaders in sport and business. If coaches keep this objective in mind, this will help guide coaches to make the right decision for the long-term development of female athletes.

Player Safety

It is the coach's responsibility to provide a safe environment for all players. There are many aspects of player safety for the coach to consider. Firstly, the coach should be familiar with the coach's code of conduct and ethics policy. This can be found on the Cochrane Ringette website in the Regulations and Operations Policy. The coach must be familiar with the policy and remember that coaches are in a position of power. The players and parents look to the coach for leadership, development and provide good example of sportsmanship. Cochrane Ringette will not tolerate any form of abuse of this trust.

When developing practice plans, review the practice plan from a safety perspective. Ask yourself if the drills can cause injury if the player falls. Is there a risk of collision between players? Plan accordingly. During practice, ensure all the gates are closed.

Make it a habit to ensure the players have the appropriate equipment and that the equipment is properly secured. For example:

- Check for neck guards
- Check that helmet straps are properly secured
- Check that pant straps are properly secured
- Sticks. Long sticks can be a danger. Proper length of a stick should be between the arm pit and the elbow joint.

If coaches are male, ensure the girls are fully dressed before entering the dressing room. Have a female (coach, parent, manager, team captain) give you a signal that the dressing room is safe to enter. Step 3 and up, Cochrane Ringette policy states "No male parents, coaches in the dressing room until 15 minutes prior to ice." Please include older male siblings in this rule.

When it comes to player injuries, make sure the manager has a list of medical conditions for all players (we are currently using EPACT for this) and has the address of the arena where the team is playing/practicing. This information will be needed if a 911 call needs to be made. Also ensure the coach and manager have discussed this emergency action plan at the beginning of the season. Ensure someone on the bench staff has the minimum of first aid. It is always preferable to have a female tend to injuries if possible. If this is not possible, ensure that the male coach is accompanied by others when assisting an injured player. *Report injuries to Cochrane Ringette Board by filling in paperwork available on our website and handing it in to an active board member.

Concussions

Concussions are becoming a more frequent injury each year. This is very alarming as the damage of multiple concussions can be life altering. Sometimes parents and young athletes don't have the long-term perspective in mind when this injury arises. It's the responsibility of the

coach to remove the emotion from the situation and follow a simple protocol. When an athlete hits their head in a collision or otherwise and complains of headaches, sees stars, is nauseas or confused, or doesn't "seem themselves", have the athlete sit out the rest of the game. Inform the parents immediately and have them visit a doctor. Do not allow the athlete to come back to practice/game until the doctor has cleared the athlete of any concussion. Setting this protocol at the beginning of the year is very important and allows discussion without the emotion of the "heat of the moment". * More concussion information can be found on the Cochrane Ringette website.

Fair Playing Time

One key principle for Cochrane Ringette is fair playing time for female athletes. This is outlined on the Cochrane Ringette website in the Regulations and Operations Policy (Policy 4.1.3). Fair time can be defined as not missing a regular rotation on the ice. Fair playing time does not necessarily mean equal playing time. For example, if there are 4 defence and 5 forwards one can reason that the defence will have more ice time than the forwards. However, it is expected that all forwards would have similar amounts of ice time.

Sometimes coaches can find themselves playing stronger players more often than weaker players. Coaches should realize the shortcomings of this approach. The message sent to an athlete when they are passed over for their turn can be devastating. It can damage the players' confidence and cause tension on the team between players.

Coaches should ensure they understand and think through this concept at the beginning of the season far before they enter games and tournaments. This will allow the coach to remove emotions from clouding their judgement. It's very important the whole coaching staff understands and supports the fair playing time objective. The coach should set expectations about fair play at the initial parents meeting.

Positive Atmosphere

The coach sets the tone and atmosphere of the team. The coach needs to create an environment that is supportive, inclusive and fun. Female athletes are fundamentally different than males. The social aspect of sport is very important to female athletes. To maximize the performance of female athletes, they must feel accepted by the team. It's the coach's duty to ensure team building and inclusion is planned for the team, especially at the beginning of the season. Carefully monitor the dynamics of the team and try to address cliques as soon as you can. If there are concerns with your group, enlist the help of a couple parents. Social media is often an area of concern. Have parents monitor the communication of the team and report if there are concerns.

Athletes are going to make mistakes. It's the job of the coaches to help the athletes learn from their mistakes. Often the time to learn is not immediately after they come off the ice. When a female athlete makes a mistake on the ice, they usually know they made a mistake and feel horrible about it. **Nothing needs to be said to them.** Often this guilt of making a mistake can hamper the performance of subsequent shifts. The coach needs to understand this and perhaps give some encouragement to the athlete to help her through this. Female athletes have to trust the environment so they can try new things and develop. Part of developing is making mistakes.

Parents

Coaches may come across parents that try to coach from the stands, while tying skates, or on the way to the rink. This can be potentially very harmful for the development of the athlete. Explain the importance of a single coach at the initial parents meeting. Ask for the support of the parents. Explain the confusion and harm that this can cause within the athlete. Parents often don't realize the pressure that can exert on their daughters. This pressure can cause further confusion and lack of focus on the ice. Athletes need to learn how to perform in big games and this is a process. Athletes need support and encouragement, not pressure and unrealistic expectations.

C. Identity of Cochrane Ringette

It is the hope of Cochrane Ringette that we establish a style and focus for the program. When other teams play Cochrane, they should see a consistent style and approach. Here are some characteristics that Cochrane Ringette would like to see across all teams and age groups:

- **Speed.** Ringette is a fantastic sport that develops speed and quick decision-making. At the core of Ringette is speed and skating. Cochrane Ringette promotes power skating during the season as additional development opportunities. In practices, Coaches should be running high tempo skating drills to develop speed in games.
- **Checking.** Ringette is a fast paced game with quick end-to-end action. Cochrane should promote aggressive forechecking along with neutral zone pressure. By continuing the pressure on opponents, this will cause many turnovers and scoring opportunities. This is a tough style to play for two complete periods, however, it does promote conditioning and many one-on-one battles. Coaches will need to coach channelling, shoulder-to-shoulder checking and one-on-one battle drills to be successful with this.
- **Sportsmanship.** Athletes must always respect their opponents and play aggressively but never with the intent of hurting another player. It's incumbent on the coach to deal with athletes that are playing in a manner that may cause someone to get hurt. This could include discussions with the athletes and parents. If the reckless behaviour continues, perhaps further disciplinary actions are required. Coaches should seek advice and support from the Cochrane Ringette board if they find themselves in this situation.

When coaches are winning the game by 9 or 10 goals, it's disrespectful and poor sportsmanship to continue to run-up the score. Try making the objective to hit the goalie's crest on her jersey.

Losses can be tough and disappointing for all. However, coaches need to use this as a learning experience to make the athlete better. Losses can be used as motivation in practice to develop different skills.

Remember that experiencing losses and set backs is something that athletes will face as adults in the real world. How they react and rebound from set backs within athletics will help them deal with disappointments in life. Resiliency is an important trait to develop.

D. Effective Practice Planning

To many new or inexperienced coaches, practice planning can be a very daunting and cumbersome task. The fact is it really doesn't have to be. Planning and running an effective practice should be a very rewarding experience for coaches and set the stage for the success of any team.

There are 2 key building blocks that a coach should rely on to plan an effective practice:

- **Yearly Plan** – having a yearly plan is key to planning practices. It is the foundation to the direction of any team throughout the season. The coach should be constantly reviewing the yearly plan to ensure that age appropriate skills, tactics and strategies are being taught at the proper times. Please refer to the Technical Skills matrix and Yearly Season plan in the next sections of this manual for more detail.
- **Previous Games** – Games provide coaches with immediate feedback and provide coaches assurance that the plan is on the right track and where adjustments need to be made. Game feedback should be used in conjunction with the yearly plan to plan practices.

Coaches who follow a yearly plan and use the games as a benchmark to the yearly plan will find the task of planning effective practices much less daunting.

Key concepts or ideas to consider when planning a practice are as follows:

- **Practice Goals:** before planning any practice, a coach should determine what they want to accomplish in practice. This should be 2 to 4 goals for the practice. By following a yearly plan and using your games as feedback, this is easy to do. Write these goals down and begin planning your practice around these goals.

- **Drills:** with the goals of a practice outlined, a coach can now plan drills to achieve these goals. When developing drills for your practice, don't be afraid to develop drills on your own or adapt others that are specific to what you want to accomplish. There is no such thing as a poor drill, just poor execution. Below in section G is a link to some sample Ringette drills.
- **Fun:** no matter what age level you are coaching at, the athletes (especially girls) want to have fun. It is important to ensure that you incorporate games into your practice plan. They can be used as energizers to start practice off on the right foot or as reward for working hard. Also games can be used to teach skills without the athletes even realizing it.
- **Tempo:** having great tempo in practice is key. Even at the really younger ages, it is important that coaches establish practice tempo with the athletes and challenge them to work at levels that take them out of their comfort zone. Don't underestimate how much they love to skate with the ring at high speeds and do competitive battle drills. That's one of the reasons they play ringette, because it is fast and furious. One of the best ways to establish good tempo in practice is to always start with a drill that is fast and fun and creates energy. It is critical to keep the athletes moving as much as possible – try to avoid long discussions or explanations of drills, as young athletes will generally only pay attention to a coach speaking for 2 minutes max.
- **Pre-practice:** one way to ensure effective use of practice time and that practice gets started effectively is to have a pre-practice routine. This could be the coaches going in the dressing room and explain the first 2 drills to get the athletes in the right mind set. Another way is to give the kids a certain task that they must start as soon as they get out on the ice (get a partner and make 20 forehand and 20 backhand passes). This is a great way to establish the idea that practice time is time to work. Even with young kids this is well received if they understand that the hard work will lead to a reward of fun at some point.
- **Organization:** being organized in practice is essential. When planning the practices, ensure there is a logical flow from drill to drill to ensure efficiency. Try to ensure that all coaches are given a role in organizing and setting up each drill. ***Ensure that lines are kept short for drills and the athletes are getting lots of repetitions.*** Use stations, especially at the younger ages, to ensure groups are kept small. Make sure there are enough rings on the ice so drills can continue in a flowing manner.
- **Assistant Coaches:** ensure that assistant coaches have a role on the ice. There is no sense having them on ice if they are not going to be used. A Head Coach's job is to develop their skills as well. Make sure they have a role in every drill. It can be a simple role, like watching the goalie tosses on a breakout drill and providing feedback. The more a head coach can have the assistant coaches run the drills, the more it allows the head coach to be a facilitator of the practice.
- **Teaching Aids:** teaching aids are an essential part of practice. Make sure you use a rinkboard to explain drills and attach your practice plan to the glass so the athletes and coaches can see it. Be prepared to purchase your own whistle, rink boards and pylons. These are not provided.
- **Time Management:** when planning your practice, give a specific time frame to each drill. Typically drills should run for 5 - 10 min depending on the type of drill and the age of the athletes. At the younger levels drills take longer because of setup time, explanation time and speed. At the older levels, drills will tend to flow quicker and less time will be needed as the athletes become familiar with the drill. When introducing new drills, most times they will not go quite as planned. One strategy is to introduce the drill for a short period the first time and then bring it back in the next practice. One you find drills that you really like use them again and again and modify them to suit your needs or to add more challenge. There is no need to re-invent the wheel. A common mistake many coaches make is thinking that they must have a new set of drills for extra practice – repeating drills is more efficient and will avoid wasting too much time explaining the drills.

- **Challenge your athletes:** Don't be afraid to challenge kids to "go beyond their comfort zone". Even the real young ones. They love to work hard if it is fun and challenging.
- **Know your athletes:** sometimes one of the best skills a coach can have is to know their athletes and recognize where they are at both physically and mentally throughout the season. There will be times when the athletes come to practice and they are mentally or physically fatigued (a Tuesday after a tournament or the 20th of December). As a coach, it is important to recognize these times and adjust your practice accordingly. Perhaps staying away from teaching strategy and focusing on pure skill development is one way to do this.
- **Feedback:** one of the biggest mistakes coaches make is to talk way too much about the drill that just went on or to stop a drill in the middle of it and talk for way too long. Coaches should try to provide as much feedback to the athletes while the drill is in progress. This is where strategic positioning of all coaches in good positions is critical. Coaches and assistant coaches should be in position to provide feedback to each player during the drill or immediately following their specific rep within the drill (coach right beside the net after a shot or coaches at each line when the player returns). This is why each coach and player should be aware of the goal of each drill.
- **Effective use of ice:** when planning your practice, know when you will have full ice vs half and ice and plan the times accordingly. Keep lines short and groups small to ensure continuous movement and lots of feedback and learning opportunities.
- **Practice notes:** after each practice take 2 min to reflect on the success of the practice in general. Write on the practice plan what went well and what did not go so well. Comment on drills that were effective and how you would change those that did not. Finally, comment on what you want to focus on for the next practice or game.

***Please see the appendix for sample practice template**

Practices can be in many forms and layouts, below is one example of how a typical practice can be laid out:

First 30 min half ice, 2nd 30 min full ice

0 – 5 min	Energizer Game
5 -28 min	3 stations 7-8 min per station – skill development (Core skills – skate, pass, check, shoot)
28 – 37 min	2 groups half ice each – skill or tactical development
37 – 46 min	Full Ice tactical or strategy
46 – 54 min	Full Ice tactical or strategy
54 – 60 min	Fun competitive game

E. Technical skills matrix

This matrix is developed from the Ringette Alberta LTAD website. It is meant to be a guideline around the skills that a player should be developing at various stages in their Ringette career. We have added suggested age groups to this matrix to make it easier to implement, however it should be noted that all players will develop at different rates – so the age groups are just a guideline. Use this matrix to assist in developing a season plan, by understanding what skills to focus on for your age of team.

Please click on the link below to open the spreadsheet:

[Cochrane Ringette Technical Skills Matrix](#)

F. Season Plan

Below are some samples of season plans used in Cochrane Ringette. While the format is not critical, it is important to understand the value of setting out a plan for the season. Key in this plan, is focussing heavily on skill development at the beginning of the season, while pushing back team strategy to later in the season. Note, the thickness of the bars indicates the relative amount of time spent on each category. Two different formats are presented for U16A and U12A that have been used in the past, along with a blank template.

Please click on the link below to open the spreadsheet:

[Cochrane Ringette Sample Season Plan](#)

G. Sample Game Day Sheet

[Cochrane Ringette Sample Game Day Sheet](#)

H. Ringette Drills

<https://sites.google.com/a/ringette.ca/ringetteabcringette/>

I. Appendix of Coaching Templates

Parent Meeting Template UXX Team 2018/19

Introductions

Assistant Coaches

Coaching Philosophy

- Family, School, Sport (Ringette is priority sport)
- Fun is linked to development, development is linked to effort
- Foster leadership and team spirit
- Give the kids opportunities to develop and try new things
- Position rotation/allotment
- Equal ice time
 - o Affiliation use plan
 - o When and how you will shorten your bench (if ever)
- Tournament attendance plans
- Attendance expectations

Expectations of Players

- Effort, try your best, never give-up
- Have fun

- Focus during practice and games
- Develop new friendships, team spirit
- Zero tolerance for negative behaviour

Expectations of Parents

- Miss games not practices ... please let me know as soon as you can
- Positive environment, positive re-enforcement
- Let the coaches coach
- If there are issues, please talk to me directly ... and quickly or to the manager
- Ensure players are well rested and hydrated for game day
- Kids dressed and ready 10 mins before the game
- Kids dressed and ready 5 mins before practice
- Will start with dressing Room Mom (if wanted)
- \$xx/player to start float
- Playoffs usually during February school break
- Off-ice warm-up and arrival times
- Fundraising plans and expectations

Development

- Practices are ... (day of week, time)
- Power skating is... (day of week, time)
- Goalie development will be provided (have a plan in place for this like an assistant coach that will work with goalie or a specialized goalie coach paid for by the team)
- Leverage extra ice where I can
- Extracurricular shooting homework/dryland
- Leverage some dry land throughout the year. 1 every 2/3 weeks
- Start with players in certain positions and see how this develops

Dressing Room Protocol

- Absolutely no siblings in room and no parents in room except for Dressing room mom and to tie skates
- Need to develop dressing room mom list for games – role is to be in room and ensure things are orderly – issues reported to coach or female coach/team captain to supervise dressing room
- For practices we will have whichever mom is present to go in but would like girls to manage the room themselves.
- Need someone to bring music

Opportunities to Volunteer

- Manager
- Treasurer
- Tournament Coordinator (includes food coordination and hotel booking)
- 2 parents for the Cochrane Tournament (Tournament reps)
- Fundraising
- Social Coordinator
 - o Parent get together, team building
- Teamwear organizer
- Jersey parent, equipment manager
- Time box scheduler
- Dressing room music

Tournaments

- Cochrane Home Tournament – December 8th
- Esso Golden Ring – January (U12 and above only can attend as extra tournament. U10 can attend but must count as second half of season tournament selection)
- Other (One tournament in each half of the season only)

Jerseys

- 2nd year girls get first pick
- Players keep their own jerseys OR have a jersey parent bring all OR bring all extras in case of forgotten jerseys
- Keep in garment bag, pillow case if girls have their own jersey
- Must be in good condition or \$100 cost for replacement

Dates

- Playdowns – Usually on weekend of February school break
- Zone playoffs – February and March
- Provincials - March

Team wear

- Jackets, hoodie, pants

If there are any questions, anytime ... please ask!!!

Practice Template

