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| <b>Document Type</b> | Policy | <b>Document Title</b> | 6.0 Coaching   |
| <b>Revision</b>      | 0      | <b>Created On</b>     | April 30, 2017 |

| Revision | Scope of Revision                              | Approved By           | Date         |
|----------|--|-----------------------|--------------|
| 0        | Migration to new format from old policy manual | RD Ringette Executive | Apr 30, 2017 |
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## **6.0 Purpose:**

To define the process and criteria for the selection of coaches, coach obligations and disciplinary actions that may be taken against coaches by Red Deer Ringette.

## **6.1 General Points**

- Coach selection, obligations and disciplinary actions will be set by the Coaching Committee whose membership is defined in Appendix “F”.
- Any member of the Coaching Committee who has applied for a coaching position must reclude themselves from any discussion, meeting or decision when that specific position is being discussed and determined.
- In the event that one or more members of the Coaching Committee are unable to attend a Coaching Committee meeting, the Coaching Director shall request the attendance of another Executive Committee member or Director to fill the vacant seat(s) in the following order:
  - Any remaining Director of Evaluations
  - The Director of Officiating (Referee in Chief)
  - The Secretary
- All applicants to a coaching position (either Head Coach or Assistant Coach) are required to submit to the Coaching Director:
  - A Coaching application by August 1<sup>st</sup> for the upcoming season (electronically or by hard copy)
  - A Criminal Record or Vulnerable Sector check to the Association at the time of or prior to submitting a coaching application.
    - A formal check is required in Year 1 and every subsequent 3 years thereafter
      - Check received in 2016 for 2016/2017 season, next check would be required in 2019/2020 season.
    - A Criminal Disclosure form will be accepted for Years 2 and 3 within the 3 year cycle
      - As per above cycle, disclosure form would be required for 2017/2018 and 2018/2019 seasons.
  - Must hold NCCP Certification, or be capable of completing same by December 15 of the current playing season, at the level required by Ringette Alberta for the age division applied to coach.
  - Scanned electronic copies will be accepted via email
  - Hard copies can be submitted to the Coaching Director.
- All applicants must be a current member in good standing of the Red Deer Ringette Association
- All coaching applicants who meet Red Deer Ringette’s minimum requirements shall be considered for the upcoming season.

|                      |        |                       |                |
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## **6.2 Head Coach Selection**

- Persons interested in Head Coaching shall apply in writing to the Coaching Director by completing the Coaching Application Form or online form. Scanned hard copies can be sent electronically.
- Providing sufficient suitable applications have been received by the closing date, the Coaching Director along with one other member of Coaching Committee may interview all qualified applicants.
- Recommendations from this interview process will be delivered to and used by the Coaching Committee in the selection process.
- If sufficient suitable applications have not been obtained, the Coaching Director may choose to extend the closing date and solicit further applications
- The receipt of only one application for any given coaching position shall not constitute automatic acceptance. Should the Coaching Director deem the applicant (or all applicants) unsuitable, he/she shall then solicit additional applications for consideration. If no suitable coach can be found, a team may not be formed.
- Head Coaches for all Red Deer Ringette teams shall be selected by the Coaching Committee taking into account any recommendations of the Coaching Director.
- All applicants shall be notified in writing as to the disposition of their application by the Coaching Director.
- Coaching selection decisions shall be final. Grievance of coaching selection will be restricted to procedural violations only. Grievances will be heard by the Coaching Committee. No other appeals will be considered.
- The selection criteria shall include but not be limited to the following for the selection of both Head and Assistant Coaches:
  - Meeting minimum certification requirements for the age division applied for
  - Previous coaching and playing experience in Ringette
  - Parent/player feedback from prior seasons
  - Referee in Chief feedback from prior seasons
  - History of adherence to Red Deer Ringette policies and a willingness to work within the system
  - Ability to maintain a positive team environment through positive reinforcement to players both in practice and game situations;
  - Ability and willingness to teach
  - Demonstrated commitment to the objectives of the Red Deer Ringette Association (creation of an environment conducive to improving player development);
  - Personal conduct both on and off of the ice;
  - Communication skills;
  - Written application.

## **6.3 Coaching Evaluations**

- The Coaching Director shall be responsible for the initiation and structure of coaching evaluations for all coaches after the end of the season. The evaluation window is to be kept open for 1 month at a minimum (this duration may be extended at the discretion of the Coaching Director).

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- Evaluations may be done in one of two methods as determined by the Coaching Director:
  - Hard copies - evaluation forms shall be distributed to the Team Managers in a plain white envelope to allow that when forms are completed, they can be returned via the Team Manager or directly to the Coaching Director in an anonymous manner.
  - An online form – the form will allow feedback to be collected without the requirement to include a name.
- Team managers shall encourage parent cooperation in completing and/or returning coach evaluations.
- All information shall be considered confidential to the Coaching Committee.
- Summaries of all returned evaluations will be shared with the applicable coach (if requested) by the Coaching Director.
- Copies of the summaries are to be forwarded in confidence to the respective Head Coaches for their information and development.
- If the Coaching Director is a Red Deer Ringette Association coach, then that team's evaluations will be returned in the anonymous manner to the President of Red Deer Ringette. In this instance, the President will act as a designate for the Coaching Director and will review and summarize the associated evaluations.

## **6.4 Coach Obligations:**

- All Coaches, without exception, shall be directly responsible and accountable to the Coaching Director and the Red Deer Ringette Coaching Committee throughout the playing season.
- The Head Coach shall be responsible for the discipline and behavior of team members before, during and after all team events. For the purposes of league games and practices this obligation will be considered fulfilled when all members of the team have left the dressing room. For other events, this obligation may be extended to include the duration of the event (i.e. tournaments).
- The Head Coach may contact the Coaching Director or any Executive member if they have questions, concerns or team issues that require vetting prior to a decision.
- A Head Coach may only coach one team as a Head Coach in any given season, with the exception of being selected to Head Coach a Zone team for the Alberta or Canada Winter Games.
- The Head Coach or designate is responsible to contact the Referee Scheduler to arrange referees for exhibition games. On ice officials for league home games will be arranged by the Referee Scheduler in accordance with the Black Gold League or Zone 4 game schedules.
- The Head Coach or designate is responsible for notifying the Referee Scheduler and Ice Allocator in the event of a reschedule or cancelled game.
- All coaches shall familiarize themselves with Red Deer Ringette Association's Operating Procedures, Guidelines and Policies. They shall ensure that any team activities carried out under their care and control are in compliance with these policies and procedures.
- Maintain care and custody of team equipment as defined 8\_Equipment Policy
- Coaching staff must ensure that all players have proper equipment during on-ice practices and games including helmet and face mask.

|                      |        |                       |                |
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- It is mandatory for all on-ice participants during practices or games (i.e. coaches, assistant coaches, volunteer helpers) to wear a CSA approved helmet,
- Goaltenders and players not playing but on the bench must wear their helmet and face mask during the game or practice.
- On-ice participants cannot wear any jewelry as per Ringette Canada Rule Book.
- Work with the Ice Allocator to obtain or return any ice slots throughout the season. The Ice Allocator will notify coaches of open ice available for pick up. When returning ice, it is preferred that a 14 day notice is given to allow the Ice Allocator to return it to the city without penalty.
- Attend all Red Deer Ringette Association meetings or designate a team representative to attend. This is very important as all kinds of information is forwarded to teams at the monthly meetings. Meeting dates will be listed on the Association web page. Information shared will include items such as Executive updates, schedule changes, fund raising opportunities, home tournament information, equipment distribution, public relations information, Zone rules and policy information, and other relevant information.
- Encourage your parents to attend the Red Deer Ringette Association meetings. As we know, any group requires people to volunteer to make it work. We do this for our kids – get your parents to do their part.

## **6.5 Disciplinary Actions:**

- The Coaching Committee shall retain the right to take whatever action is deemed appropriate (i.e. warning, suspension or removal) against any team staff member whose performance has been found unacceptable and who has shown an unwillingness or inability to improve his/her performance
- The Red Deer Ringette Association retains the right to permanently remove any person from a coaching position for actions deemed to be unacceptable, as per the Red Deer Ringette Association Operating Manual.
- Any Red Deer Ringette coach that is written up for any inappropriate, disruptive or intimidating behavior in a referee's game report shall (at the discretion of the Coaching Director) attend a mandatory meeting with Coaching Director within 72 hours of the Director becoming aware of the infraction.
- Decisions of the Red Deer Ringette Association Coaching Committee shall be final. Grievance of disciplinary decisions and/or suspensions will be restricted to procedural violations only and shall be heard by the Red Deer Ringette Association Coaching Committee.
- Match and Misconduct Penalties will be forward to Ringette Alberta by the on ice officials. Ringette Alberta will review the game report to determine disciplinary action. Red Deer Ringette will match any disciplinary action assigned by Ringette Alberta. For example; if Ringette Alberta assigns a 3 game suspension, Red Deer Ringette will assign an additional 3 game suspension to be served consecutively.
  - Suspension game count must be served against the team in play when the penalty was assigned in the case of coaches serving on multiple teams.
  - The coach cannot serve during games or practices for the team in play when the penalty was assigned until the game suspension is cleared.
  - The coach cannot serve in any capacity on the bench for any team while serving a Ringette Canada or Ringette Alberta suspension.

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- The Coaching Committee may allow a coach to serve on secondary teams during the Red Deer Ringette suspension. This will be reviewed and decided on a case by case basis.
- The Head Coach shall notify the Coaching Director within 24 hours of any Match or Misconduct Penalties levied against any member associated with their team (Head, Assistant or Junior Coaches, Trainers, Players, or Parents) regardless of where this occurred.
- Ensure all players under the age of 18 have a parent or adult designate staying in the player's hotel room during out of town games (i.e. tournaments).