



GCRA Coaches Manual

Last updated October 2019

A Reference Guide for GCRA Coaches and Managers, including process, important links, and information about various programs available to teams to promote a successful year.

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Introduction

Coaches have significant responsibilities and the purpose of this manual is to provide coaches and managers with information to help them carry out those responsibilities. In addition to practice planning and player development, a coach's responsibilities include the following:

- Player safety and equipment
- Conduct of all Players, Bench Staff and Parents
- Familiarization with the Official Rules of Ringette
- Familiarization with the Games & Tournaments section of the RO Operating Manual, which deals with, among other matters, playing rules for sanctioned events, player and bench staff substitutions, penalties, Provincials, etc.
- Providing a program in accordance with RO Sport Development policies
- Accuracy of the information on the team's TRF
- Familiarization with the rules and procedures of the league in which their team plays its games (NCRRL, LERQ or LRQ), which include rules relating to player substitutions, game cancellation and rescheduling and reporting of suspension penalties. Note that in some cases the league rules are more restrictive than RO rules.

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Governance

Ringette Canada

Ringette Canada is the national sport governing body. Ringette Canada sets the Official Rules of Ringette and set rules for National Championships.

Together with the National Coaches' Certification Program and the Coaching Association of Canada, Ringette Canada develops the training and certification program for coaches.

Ringette Canada has initiated a national coaches' registry. Coaches set up a profile, which gives access to register for clinics and access to coaching resource materials (skills demonstration videos, sample practice plans, etc.).

RO - Ringette Ontario

RO is the provincial governing body. RO sets rules and policies for sanctioned play (tournaments, Provincials), player and team registration, bench staff requirements, code of conduct, discipline, insurance, mandatory equipment, etc. Unless otherwise noted, RO rules apply to all games – tournament, league, and exhibition.

The RO Operating Manual is online. Key sections for coaches are Games & Tournaments (G&T), Coaching Development, and Sport Development. Many other important information can be found under the headings at the top of the RO home page (Coaching, Tournament, Sport Development, and much more).

ERRA - Eastern Region Ringette Association

The Eastern Region Ringette Association (ERRA) administers the RO rules in this region. There are Regional Coordinators for all functional areas – G&T, Coaching Development, Membership Services, Sport Development, Elite, Adult, and Officiating.

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Region specific leagues

NCRRL - National Capital Region Ringette League

All regional teams, U14A and U12 competitive teams play in the National Capital Region Ringette League (NCRRL). Associations from the Eastern Region and Gatineau are members of this league. Teams could play games in any of the towns with teams in the league. Each association in the league has representation at the NCRRL meetings during the year. Teams may be re-seeded as necessary in November/December for the second half. Only games in second half count towards standings for playoffs. Playoffs take place in a year end tournament format. GCRA's VP Regional is the coach or manager's first point of contact with any questions regarding NCRRL policies or procedures. The NCRRL has convenors for every age level that can be consulted about spare players and NCRRL procedures.

LERQ

All AA competitive teams play in the Quebec Elite League (LERQ). The U19A and U16A competitive teams play in the Quebec Ringette League (LRQ) . These leagues do not count toward provincial standings and there are no playoffs for these leagues. Competitive teams are required to play in specific number of tournaments in Ontario during the season and the results of their performance create their provincial ranking. All AA competitive teams automatically qualify for Provincials. All A competitive teams must qualify for Provincials by ranking in the top 14 teams in the province at the conclusion of the season. All U12 competitive teams attend a Provincial event at the end of the season. GCRA's VP competitive should be a coach or manager's first point of contact with any questions regarding competitive teams or leagues.

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Team Staff

Coaching Philosophy

In keeping with the aims and objectives of GCRA, every coach must endeavor to promote good sportsmanship and to develop each player to the highest degree possible. This can only be accomplished through participation in well organized and structured practices which introduce skill development and game tactics. Each coach should plan her/his season to ensure players will gain as much as possible from their playing experience. All coaches should share these plans with their players and parents. Coaches should not hesitate to reach out to other coaches for mentorship or guidance.

One of the more important responsibilities of our coaches is to develop an athlete's sense of fair play. It is important for a coach to take the time to consider her/his coaching philosophy and determine how her/his actions and behavior can affect athletes. A head coach is responsible for the conduct of all members of his bench staff. GCRA emphasizes fair play and therefore the following:

- Respecting the rules of the game;
- Respecting officials and accepting their decisions;
- Respecting the opponent;
- Providing all participants with equal opportunities in return for equal commitment; and
- Maintaining dignity under all circumstances.

Unsportsmanlike conduct, including foul play or language from any GCRA coach will not be tolerated and in fact the bylaws of the Association give the Executive the right to suspend, expel or discipline a team or any member for such conduct. As a coach you are setting an example for young players as well as representing an association with a long, respected history in ringette.

Bench Staff Code of Conduct Agreement

All bench staff members are expected to uphold the highest standard of conduct whenever involved in a team function or representing their team in any way. Ringette Ontario requires that all team bench staff

sign an agreement acknowledging they have read the specific sections of the RO operating manual and agree to abide by the code of conduct. This form must be submitted to our registrar before a team can receive their team registration form (TRF). [The Bench Staff Code of Conduct Agreement is form C-F-01 and can be found by clicking here.](#)

Bench Staff Responsibilities

The [RO Operating Resources - Bench Staff Requirements](#) defines the bench staff responsibilities. It is recommended that the coach and manager acquaint themselves with this document and refer to it as a guideline.

Below is a copy of the individual team roles from this Section 2.1 of this document:

2.1.1 **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

2.1.2 **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.

2.1.3 **Manager:** Responsible for administration of the team's off-ice logistics, including managing parent volunteers, communications and finances, and other duties as assigned.

2.1.4 **Trainer:** Responsible for First Aid, safety, the team's Emergency Action Plan (EAP), the completion of Risk Management and Safety Incident/Accident Reports (M-F-13) when necessary, and other duties as assigned.

Police Record Checks

All team Bench Staff and other regular volunteer that will have contact with players are required to submit a valid police records check (PRC) for working with vulnerable sector. All PRC are valid for three years. When a team bench staff member is in their second year, they will be required to submit a new PRC so there is no lapse in their coverage. The Volunteer Coordinator will contact team bench staff members who require a PRC with instructions for completing this task.

GCRA provides a volunteer letter which is to be used to have the Police check completed at a discounted rate. The letter is available as a PDF on our website; it is password protected. The team coach/manager shall get the password for this from their applicable VP or the Volunteer Coordinator.

GCRA will not reimburse for PRC checks.

Team volunteers who fail to submit a valid police records check will be removed from the team's TRF on Jan 8th and may no longer be eligible to work with the team.

Coach Training

Information on **Coach/Assistant/Trainer/Manager** training requirements can be found on the Eastern Region website under Coaching. Every year ERRA coordinates several coaching clinics to ensure all coaches can receive their required training by the RO deadline of November 1st. Coaches can sign up for these clinics on the Ringette Canada Website. All questions pertaining to training requirements or for additional clarifications or special cases, please contact your applicable director (Competitive, Regional or Novice) or the GCRA Coaching Coordinator.

[Ringette Ontario Coaching Pathways](#) defines all bench Qualification requirements. All coaches and managers must acquaint themselves with this document and refer to it as a guideline for coach/assistant/manager/trainer Qualification requirements.

To determine the process required to complete training, refer to the Ringette Ontario website under [Coaching Clinics – How to Register for a Coaching clinic](#).

Professional Development - All coaches must now complete Professional Development in order to maintain their qualification. Visit the ERRA site as a first step to learn what is required.

Resources for Coaches

There are various coaching resources, such as sample practice plans and videos, available on the Ringette Canada website (www.ringette.ca). It is recommended that all coaches set up a profile with Ringette Canada - just go to the Coaching page and click on 'Register Now'. This will give you access to the various coaching resources and allow you to register for coaching clinics online.

Ontario Ringette has developed 'Guides to Success' for U6 to U10 coaches and Associations. Ontario has also produced a 'Drills for Skills' index to help coaches quickly find effective drills to develop particular skills. These tools can be found on the [RO website under Coaching Resources](#).

GCRA has a Resource section under the Coaches tab on the main page of our website which is currently under development. Please check back often to see new additions. If you have any suggestions for this section, please contact our VP Operations.

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Team Management

Team Startup Checklist

New to coaching or managing a team? We've developed a 'Team Startup Checklist' for you to use. This is newly developed and will continue to improve over the next few years but please refer to it, it will prove very useful. The checklist is available on the [GCRA website under Coaching – Team Startup](#).

Team Registration Form (TRF)

A team registration form lists all the players on a team, the bench staff and their RO numbers along with the team's age division, level of play and RO team. Teams require their TRF to participate in tournaments or Provincials. Head coaches must submit a list of their bench staff to their applicable VP and copy the Volunteer Coordinator. Once all information is processed, GCRA's Registrar will contact coaches to pick up their TRFs. In order to receive their TRF, coaches must bring the following:

- Signed copy of their Team [Bench Staff Code of Conduct Agreement](#) (C-F-02)
- Team bond cheque for \$150.00, and
- Team GCRA tournament fee cheque, which can be post-dated until November 20th, (fee depends on level of play).

GCRA will cover the cost of five bench staff members and one coach in training. Teams are responsible for paying the fees (approximately \$25 per person) for additional bench staff whom they wish to appear on their TRF.

It is the responsibility of the head coach to ensure the information on their TRF is correct. Please confirm the number of players, player names, level of play of team, bench staff members, gender and titles. RO issues monetary fines if teams play in sanctioned events with incorrect or missing information on their TRF.

Changes to a TRF can be done up to Jan 8 of a playing season. Please contact our registrar and your VP if changes are required. Team bench staff members who fail to complete their required coaching credentials or submit a valid police records check will be removed from the team's TRF by mid November.

[All team bench staff member should review GCRA's Facilities and Dressing Room policy.](#)

Team Budgets

All teams must create a team budget for review and approval by all parents. Budgets must include all team expenses and revenues, including fundraising. Regional and Novice team fees should be approximately \$400. Competitive team fees are not to exceed \$1000. Individuals must pay their team fees by January 20th of the playing season. Failure to pay team fees could result in an individual being excluded from tournament play as team fees typically cover these events.

[Sample budgets for Novice, Regional and Competitive teams may be found on our website](#) under "Documents & Forms" - Forms

Note on budgeting for Ice: Competitive teams will typically purchase an additional 10-16 hours of ice while novice & regional teams will purchase an hour or two. All novice & regional teams [must factor a minimum of 2 hours of ice](#) into their budgets at the beginning of the season.

At the end of the season, a final team budget is to be circulated to parents. Any surplus is to be returned to the families based on their contribution to team fees. Families can also be asked if they would like to donate their surplus to the Bernie Coburn On-Ice Fund (a fund to help those in financial need play ringette). For more information please review Player Sponsorships and Team Surplus, “Regional Team Overview”, or “Competitive Team Overview”. If you have any questions please contact either the GCRA Treasurer, VP Regional, VP Novice and Bunnies or VP Competitive.

Insurance

Liability Coverage is provided for all normal Sports and Social Activities administered by the Ringette Ontario and its member local associations. Normal activities are considered to be clinics, games, practices, training activities/ringette camps, fundraising/promotional events, association and/or team meetings, banquets, registration events and functions, etc. These events must be approved by your Association Executive to be considered Sanctioned.

[A copy of the Certificate of Insurance \(A-F-06\) can be found on the RO website under Forms & Appendices- ADMINISTRATION Section.](#) Teams must submit form A-F-07, “Additional Insurance Request Form” to activate the coverage for their team activity. If you have any questions, please consult our VP administration for assistance. This liability insurance may be used to rent spaces for team activities such as dry land.

All players, coaches and registered volunteers have supplementary health insurance coverage to help with costs in the event of an injury as a result of their participation in a sanctioned ringette activity. Any injury **must** be [reported to RO using form M-F-13 “Sports Injury Report Form”](#) within seven (7) days of the injury (new for 2017 - Online submission!). Any claims can be filed using form M-F-14 “Athletic Claim Report/B. F. Lorenzetti & Associates Inc.” Please contact our VP Administration for validation of any claims or with any questions with regards to these procedures.

If you have a volunteer who helps the team on a regular basis but they are not a member of your team’s bench staff, they need to be registered on GCRA’s volunteer list. Please ensure that the GCRA Volunteer Coordinator has been provided with your full team Volunteer List (TRF and non TRF).

Ice Allotments

Every team coach and/or manager must familiarize themselves with GCRA’s [Ice Allocation Policy – found here](#). A high level summary only is included below:

All teams (competitive and regional) receive a minimum practice ice allotment of 13 hours (covered as part of registration fees). It is possible that your team will be scheduled for more than the 13 hours but not exceeding 15 hours and the team will be invoiced for this ice at the end of the season. Teams may purchase additional ice at a cost of \$182 per hour in the 2017/18 season (note that rates are adjusted each year based on the cost of ice). Competitive teams will typically purchase an additional 10-16 hours of ice while regional teams may purchase an hour or two. Please factor these costs in your budgets at the beginning of the season. Once ice is assigned to a team, it belongs to them and is recorded in their

allotment. If for some reason a team is unable to use the ice, they must make arrangements with another team to trade or sell the ice and inform the ice scheduler of the change. At no point should an ice time be abandoned as the City records these no shows and the team may incur further penalty.

Each team will establish a Team Contact(s) for all ice requirements (e.g. practice ice, rescheduling games, etc.) and advise the Ice Scheduler accordingly. The Team Contact must notify the Ice Scheduler of all tournaments being considered by the team **whether accepted or not** at the start of each season as well as all confirmed tournaments as soon as they receive their confirmation so that regular season and practice ice may be allocated accordingly.

Equipment

All teams are provided with two sets of team jerseys (home and away), rings, coaching bag, cones, basic first aid kit and in some cases, goalie equipment. A team bond is paid to ensure care and return of these valuable resources. Please read GCRA's [Jersey Policy](#) for the Jersey care and handling requirements. Each team is provided with a set number of rings for practice and games. A coach should count their rings before and after each practice as sometimes rings end up on opposite ends of the ice during drills. During the course of the season, rings may be damaged or lost. Any damaged rings will be exchanged by our equipment manager. Team bonds will not be returned if a team returns their equipment with significant ring loss without informing the equipment manager during the course of the season. All equipment, including goalie equipment, must be returned together on GCRA's equipment return night. This allows GCRA to inventory and makes repair before the next season.

Game jerseys are not for use at practices. GCRA has pinnies that any coach can request for their ring bag to use at practices for scrimmages or drills. Please contact our equipment manager for pinnies. Individuals seen wearing game jerseys for practice will be warned and any subsequent violations will result in forfeit of a team's bond.

Team Wear

All Provincial teams must wear the approved GCRA off-ice teamwear to all sanctioned games and tournaments. [Please view the Teamwear Policy here](#). Novice and Regional teams or individual players may also purchase this teamwear at their discretion however it is not mandatory.

GCRA's official team wear supplier is Houle Sports located at 2055 Tenth Line Rd Orleans. Please review GCRA's Logo policy before using any outside supplier to order fundraising items or team wear.

Player Development and Goalie Clinics

GCRA offers free goalie clinics to all current and future goalies (a future goalie is any player who is interested in playing goalie). A shooter that can follow directions and shoot accurately (reasonably) needs to accompany your goalie to the clinic. We strongly recommend a coach or assistant coach also

attend in order to continue the skill development at team practices. Your team will be contacted by our goalie clinic coordinator with sign up procedures at the start of the season.

GCRA offers skill clinics for various age levels throughout the season. Information on these sessions can be found on our website. Please contact our Director of Player Development with any questions.

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Games and Tournaments

Minor Officials

Minor officials are required for every game and include; shot clock operator, game clock operator and scorekeeper. GCRA strongly recommends that everyone learn all minor official duties. One does not want to learn to operate the shot clock during the GCRA tournament games, so please take advantage of league games, scrimmage games or practices to train your team's parents. There are many parents out there that have an expertise on one or more minor official duties and they are willing to help others learn the skills.

On GCRA's website there are instructions for all game clocks (and photos) at our home arenas. There is also a link to a game clock emulator to help volunteers learn to operate game clocks. A document outlining the rules of operating the shot clock is also located in this section.

The scorekeeper is an important volunteer. The scorekeeper is not just a recorder of information; they should also ensure the information is correct. Please make sure any player number recorded for a goal, assist or penalty is actually on a team's roster. Any discrepancies should be pointed out to the referees. Record time outs accurately and inform a referee if one player has accumulated 10 minutes in penalties.

Spare Players

Rules for using substitute players are different for NCRRL, LERQ, LRQ and tournament play. But for all leagues, any substitute players must be clearly indicated on a game sheet with the required designation. For tournament play, at TRF adjustment form (G&T-F-07) must be filled out and approved by the Eastern Region G&T co-ordinator. Please submit to: gt_coord@easternregionringette.ca

NCRRL Spare Player (Call Ups) Overview

For teams playing in the NCRRL, there are detailed instructions on the [NCRRL website](#) for calling up spare players for league games. Here is a brief overview:

- Teams may now call up to 12 players plus a goalie but the number of skaters cannot exceed your TRF
- Teams with less than 10 skaters can call up to 10 skaters.
- Teams may call up the same player only three times per season, with the exception of goalies.
- There is no limit on the number of times a team can call any one goalie.

- A team with no goalie may call up a goalie even if the roster is exceeded by one.
- Lateral call-ups are permitted in cases where a player from a lower level is not available.

NCRRL Call Up Procedure:

Call Up Procedure

At the August 11th NCRRL Meeting we took the action to provide the details on what coaches are supposed to do with respect to call ups. Please find those details below...

1. Determine what is permitted by consulting the ORA Substitution Chart. (See the ORA Operating Manual Games & Tournaments section on Player Substitution)
2. Contact the coach of the team you'd like to call up from to secure a name and level for the potential call up.
3. Email the appropriate NCRRL Age Group Convener with the association, team level, game number, date/time/place, call up name, call up regular team & level
4. If approval is required (if you are making a call up that isn't permitted by the call up matrix) you must receive approval from the convener in advance of the game.
5. On the game sheet properly indicate the call up. (put "S" next to name/number on the roster and note the call up player number, name and team the player is from in the comments box)
6. On the online game sheet submission ensure that the appropriate call up information is filled in. If you are the home team please ensure you fill it in properly. If you are the visiting team and receive the game report please ensure it is filled in correctly and contact the home team if it's not. The following picture shows the section in the Online Reporting Form for reporting call ups...

Visiting team Call Up players:		Home team Call Up players:	
Player Name	Team From	Player Name	Team From
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

If coaches have any questions about this they should contact the appropriate NCRRL Age Group Convener.

NCRRL Rescheduling Games

NCRRL games can only be rescheduled for the following reasons:

- Inclement weather
- Loss of Ice
- Participation in a tournament
- League problem

Please review complete procedure for cancelling and rescheduling a game is on the NCRRL website. The Home team is given the first opportunity to provide two suitable alternative time slots however they are not obligated to do so unless they are also the cancelling team. Teams that turn down suitable alternative times run the risk of defaulting the game.

Once an alternative time is agreed upon the cancelling team must fill in a reschedule game report on the NCRRL website. If the cancellation is less than 24 hours before game time, you must also contact the ERRRA referee assignor to cancel the referees for the game.

Tournaments

Teams must notify the ice scheduler of all the tournaments they have applied to ASAP, in order to minimize the number of reschedule games during the course of the season.

Teams attending tournaments in another province (i.e. Quebec) or country must complete the [RO G&T-F-08 "Out of Province Play Submission"](#) 30 days before the event. If you have any questions, please consult our VP Administration for assistance. *Please note that once you open the out of province submission form, the section which must be completed appears about halfway down the form.

U8 teams may participate in three tournaments per year and this includes a year-end event. U9 and U10 teams may participate in four of tournaments and this includes a year-end event. U12 teams and above may participate in five tournaments and this includes a year-end event or provincials. Please be aware that the GCRA tournament and the NCRRL year-end tournament count towards these maximums.

Teams attending tournaments in the province of Quebec should research or consult with the VP regional before selecting a level of play for their team. Ringette Quebec does not seed teams in the same manner as Ontario Ringette.

GCRA Tournament

All teams are required to attend the GCRA tournament. All teams must register online for the tournament. Tournament fees will be collected when teams pick up their TRF in October. It should be clearly communicated to all parents that EVERYONE is required to partake in volunteer duties which include minor official duties for all games in your teams division and troubleshooting duties. Each team is required to have a tournament representative that will attend tournament planning meetings to provided information to your team with regards to the tournament. Please contact our tournament director for any further information.

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Reporting

Player Injuries

All injuries to players or team bench staff that take place during any team activity are to be reported to RO by filling out the [Sport Injury Report Form](#).

Concussions: All concussions must be reported on the [Ringette Ontario Concussion Incident Form](#).

Please review GCRA's Player injury policy which covers return to play requirements. Questions regarding this policy should be directed to our VP Administration.

Match, Misconduct, Expulsion or Major Penalties - Coach Reporting

Whenever a player or bench staff member is expelled from a game for any reason (Misconduct, Match, excessive penalties), the head coaches of both teams must report this to the Regional G&T Coordinator

within 24 hrs of the game, or prior to the team's next game if earlier (such as at a tournament). This report must be submitted by email to gt_coord@easternregionringette.ca

Please note that it is no longer required to report non-expulsion major penalties (code 16 or 17).

Ringette Canada, RO, NCRRL, LERQ and LRQ rules for Misconduct, Match and Excessive penalties

- Misconduct penalty results in an automatic one-game suspension.
- Match penalty results in an automatic two game suspension under RO rules (i.e. incurred at a tournament).
- 10 penalty minutes for one player in the same game results in an automatic one game suspension*.
- 30 minutes in penalties by a team in a single game results in Coach expulsion and a 1 game suspension

*GCRA encourages coaches to track a player's penalty total, verifying with the minor officials if necessary, to ensure this does NOT happen to a player. Once the hit eight minutes, the benefits of a player continuing to play versus sitting to avoid a possible suspension should be considered.

Game Reporting –NCRRL, LERQ and LRQ

All NCRRL game results must be reported within 24 hours (immediately after the game is preferred) online through the NCRRL website game reporting form. The white copies of home game sheets need to be in GCRA's box at Ray Friel within 3 days after the game. The box is located in the alcove for the bathroom opposite the information desk on the first floor. Walk into the alcove and turn around, the box will be on the wall. For more information, please contact our Statistician.

All LERQ and LRQ games must be reported on the Ringette Quebec website and the NCRRL website. Log on credentials for the reporting application must be requested in advance from the league statistician for LERQ and LRQ. Game sheets need to be mailed to the Ringette Quebec office within 2 weeks or teams will be fined. In advance of entering game sheets, all team players must be entered in the reporting system.

For all leagues, spare players need to be clearly identified on the game sheets. Goalies also need to be identified with either a G or for the LERQ/LRQ a GB and in the case of two goalies the starting goalie circled.

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