

# HALIFAX HURRICANES RINGETTE ASSOCIATION

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## Policy Manual

Subject:	<b>TEAM STAFF POLICY</b>	Policy No. <b>7.0</b>
Issued By:	HHRA Board of Directors	Date of Issue: 30/10/2024
Approved By:	HHRA Board of Directors	Revision Date:
<b>Form(s) Required:</b>		

### 7.1 POLICIES:

**Team Staff includes the volunteer positions of Head Coach (HC), Assistant Coach (AC), On-Ice Assistant (OIA), Trainer, Team Manager and Change Room Monitors.**

- 7.1.1 Volunteers who wish to be considered for any coaching role (HC, AC, Junior Coach (JC), and On-Ice Assistant (OIA)) must first apply by submitting an application.
- 7.1.2 Coach Applications must be submitted through the Halifax Hurricanes Ringette Association (HHRA) website.
- 7.1.3 The Coach Selection Committee is responsible for HC selections.
- 7.1.4 ACs and OIAs are recommended by HCs and presented to the Coach Selection Committee for approval.
- 7.1.5 Team Managers and Trainers are selected by HCs after teams are formed.
- 7.1.6 JCs are selected and assigned by the Director of Coaching and Vice President.
- 7.1.7 All Team Staff must be registered in the current registration software before participating in any team activity including ice times.
- 7.1.8 All costs associated with required screening and training will be covered or reimbursed by the Halifax Hurricanes Ringette Association.

### 7.2 TEAM STAFF CRIMINAL RECORDS CHECK (CRC) PROCEDURE:

- 7.2.1 HCs, ACs, Trainers and OIAs listed on a team, roster must have a valid Criminal Records Check (CCRC) with Vulnerable Sector Search (VSS) and Local Police Information (LPI) as well a Child Abuse Register Search (CARS) on file with HHRA no later than September 30<sup>th</sup>. Once received, CCRC, VSS, LPI and CARS contents will be kept strictly confidential among persons on the Coach Selection Committee and the Secretary. CRC, VSC, LPI and CARS are valid for 2 years, after which time a new one must be completed.
- 7.2.2 Team Staff without a valid CCRC, VSC, LPI and CARS on file with HHRA by September 30<sup>th</sup> will not be permitted on the bench, on the ice, or to be involved with the team in any official capacity until valid documents have been received.
- 7.2.3 Individuals with CCRCs found to contain a 'relevant offence' (see section 7.3.6) will not be permitted to be involved with any HHRA teams.
- 7.2.4 Once received, CCRC, VSS, LPI and CARS remain the property of HHRA and will be destroyed after 2 years.
- 7.2.5 Instructions for obtaining and submitting a CCRC, VSC, LPI and CARS can be found on the HHRA website or by contacting the Secretary at [secretary@hhringette.ca](mailto:secretary@hhringette.ca)

### **7.3 TEAM STAFF SCREENING PROCEDURE:**

- 7.3.1 Screening of personnel and volunteers is an important part of providing a safe sporting environment and has become a common practice among sport associations that provide programs and services. HHRA is responsible for providing a safe and secure environment for participants in its programs, activities and events.
- 7.3.2 This policy is one of several policy tools that the HHRA will use to fulfill its commitment to provide a safe environment and to protect its participants.
- 7.3.3 The screening process is to ensure the safety and protection of participants as well as matching volunteers to volunteer roles.
- 7.3.4 Not all individuals associated with HHRA will be required to undergo screening through a CCRC, VSS, LPI and CARS. HHRA will determine, as a matter of policy, which staff or volunteer positions will be subject to screening.

- 7.3.5 Volunteers who work closely with athletes and who occupy positions of trust and authority at the team level will be subject to screening. The positions include, but are not limited to, any persons appointed to a HHRA team whether as a HC, AC, Trainer, OIA, Change Room Monitor or official in another role.
- 7.3.6 It is HHRA's policy that:
- 7.3.6.1 HCs, ACs, OIAs, Team Managers, Trainers, and Change Room Monitors will be screened using CCRC, VSS, LPI and CARS.
  - 7.3.6.2 Failure to participate in the screening process as outlined in this policy will result in the ineligibility of the individual for the position.
  - 7.3.6.3 The HHRA will not knowingly place an individual who has a conviction for a 'relevant offence', as defined in this policy. However, where the Screening Committee is of the opinion that, notwithstanding a conviction for a 'relevant offence', a person can occupy a staff or volunteer position without adversely affecting the safety of the HHRA, an athlete or participant, the Screening Committee may approve a person's participation.
  - 7.3.6.4 If a person in a staff or volunteer position is subsequently charged or receives a conviction for a 'relevant offence', they must report this circumstance to the HHRA.
  - 7.3.6.5 If a person in a staff or volunteer position is subsequently charged or receives a conviction for, or is found guilty of, a 'relevant offence', and the HHRA is made aware of these circumstances through other means, that person will immediately be removed from their staff or volunteer position and may be subject to further discipline in accordance with HHRA's 19.0 Discipline and Suspension Policy.
  - 7.3.6.6 If a person in a staff or volunteer position provides falsified or misleading information, that person will immediately be removed from their staff or volunteer position and may be subject to further discipline in accordance with HHRA's 19.0 Discipline and Suspension Policy.

#### **7.4 SCREENING COMMITTEE:**

- 7.4.1 The Screening Committee will consist of three (3) board members. The Secretary will chair this committee. If there is a Conflict of Interest with the Secretary with one or more applicant, another board member will then Chair for those applicants only.
- 7.4.2 The Screening Committee's duties include, but are not limited to, ensuring all team staff have submitted an application and have a current CCRC, VSS, LPI and CARS or are in the process of obtaining one, and monitoring training completion for all staff. The implementation of this policy is the responsibility of the Board of Directors, herein afterward referred to as the Screening Committee of the HHRA. The Quorum for the Screening Committee will be three (3) members.
- 7.4.3 The Board of Directors may, in its sole discretion, remove any individual from the Screening Committee. Where a position on the Screening Committee becomes vacant the Board of Directors, at its sole discretion, will appoint a replacement.
- 7.4.4 The Screening Committee will carry out its duties in accordance with the terms of this policy.
- 7.4.5 The Screening Committee will appoint two (2) members from the Committee who will be responsible for reviewing all CCRC, VSC, LPI and CARS and, based on such reviews and consultation with the Screening Committee, making decisions regarding the appropriateness of individuals filling volunteer positions within HHRA. In carrying out their duties, the appointed committee member may consult with independent experts including lawyers, police, risk management consultants, volunteer screening specialists or any other approved person.
- 7.4.6 In cases of a transfer from another association, province or country a Letter of Good Standing from the applicant's previous organization may be required as part of the screening process.
- 7.4.7 If requested by the Screening Committee the Letter of Good Standing will be submitted by the applicant to the President ([president@hhringette.ca](mailto:president@hhringette.ca)) or Vice President ([vp@hhringette.ca](mailto:vp@hhringette.ca)).
- 7.4.8 Individuals who do not submit a CCRC, VSS, LPI, CARS and (if required) Letter of Good Standing will receive notice to this effect and be informed that their application will not proceed until such time as the required documentation is received.

- 7.4.9 After review of the required documentation the Screening Committee, by majority vote, will either:
- Approve an individual's participation; or
  - Deny an individual's participation; or
  - Approve an individual's participation in volunteer position subject to terms and conditions as the Screening Committee deems appropriate.
- 7.4.10 If an individual's CCRC, VSS, LPI, CARS and (if required) Letter of Good Standing does not reveal a 'relevant offence' the individual is deemed eligible for the volunteer position. HHRA will maintain for a period of two (2) years the original CCRC, VSS, LPI, CARS and (if required) Letter of Good Standing.
- 7.4.11 If an individual's CCRC, VSS, LPI, CARS or Letter of Good Standing reveals a 'relevant offence', the Screening Committee will render its decision and provide notice of the decision. After providing notice, HHRA will maintain the original CCRC, VSS, LPI, CARS and Letter of Good Standing.
- 7.4.12 The decisions of the Screening Committee are final and binding.
- 7.4.13 Nothing in this policy will prevent an individual from re-applying for a staff or volunteer position with HHRA at some point in the future and submit a new CCRC, VSS, LPI, CARS and (if required) Letter of Good Standing.
- 7.4.14 CCRC, VSS, LPI and CARSs are valid for a period of two (2) years. The Screening Committee may request that a staff person or volunteer provide a new CCRC, VSC, LPI and CARS for review and consideration prior to the expiry of the previous. Such requests will be in writing and will provide the reasons for such a request.

## **7.5 RELEVANT OFFENCES:**

- 7.5.1 For the purposes of this policy, a 'relevant offence' is any of the following offences for which pardons have not been granted:
- If imposed in the last five (5) years:
    - Any violation/offence for trafficking and/or possession of drugs and/or narcotics;
    - Any violation/offence of violence including, but not limited to, all forms of assault;
    - Any violation/offence not stated above that may be considered relevant at the discretion of the HHRA Board of Directors.

- If imposed at any time:
  - Any violation/offence involving a minor or minors;
  - Any violation/offence involving the possession, distribution, or sale of any child-related pornography.

**7.6 WRITTEN RECORDS:**

7.6.1 All records will be maintained in a confidential manner and will not be disclosed to others except as required by law, or for use in legal, quasi-legal or disciplinary proceedings.

**7.7 HEAD COACH SELECTION (HC):**

7.7.1 When possible, HCs will be selected **BEFORE** the first evaluation of an age division begins.

7.7.2 The selection of HCs is determined by a majority vote of the Coach Selection Committee.

7.7.3 The Coach Selection Committee uses several criteria when determining who will be the HC for each team in each division, including but not limited to:

- Number of teams and required HCs.
- Coach’s qualifications.
- Previous coaching experience.
- Previous coaching evaluations.
  - If no prior HHRA coaching evaluations are available, when applicable, the Coach Selection Committee will contact any previous association(s) in the which the individual was involved in for feedback and recommendation.
- CCRC, VSC, LPI, CARS and (if required) Letter of Good Standing.
- In rare circumstances, on the recommendation of the Coach Selection Committee, the Board of Directors as a whole may be asked to review and vote on a HC selection. A majority vote will determine the selection in this circumstance.

**7.8 COACH SELECTION COMMITTEE:**

7.8.1 The Coach Selection Committee will consist of the following five (5) board members: President, Vice President, Director of Coaching, Director of Competitive Play and Director of Recreation. The Director of Coaching will chair this committee. If there is a Conflict of Interest with the Director of Coaching in one or more division, the President will then Chair for that division only.

- 7.8.2 In the case of a Conflict of Interest from a Board member listed above, an alternate person can be brought into the Committee for that division. This is to ensure an adequate number of people are involved in Coach Selection voting and selection is never decided by one or two individuals. Alternates will be chosen by the President from the remaining directors. If a conflict still exists, a past Director of Coaching and/or Past President can be called up to be part of the selection committee.
- 7.8.3 HCs for each division are voted on by a maximum of five (5) Coach Selection Committee Members as listed above. If there is a Conflict of Interest with one or more of the board members and minimum vote of three (3) members is not obtainable, section 7.8.2 will then come into effect.
- 7.8.4 If the Committee members are four (4) because of one Conflict of Interest and there is a tie vote then section 7.8.2 will come into effect and that alternate member will be the deciding vote.
- 7.8.5 Conflicts of Interest shall include:
- If a Coach Selection Committee member has applied as a HC or AC position, that member cannot vote for HC in their division.
  - If a Coach Selection Committee member has an immediate or extended family member that has applied for HC or AC, that member cannot vote for HC in that division.

## **7.9 ASSISTANT COACHES (AC):**

- 7.9.1 ACs must complete the Assistant Coach Application and be approved prior to being added to a team roster. The names of approved AC applicants will appear on the relevant draft sheet and will only be made available to the HC at the team draft meeting.
- 7.9.2 ACs are subject to the same screening process as HCs, as defined in Section 7.2 through 7.6.
- 7.9.3 ACs will work collaboratively with the HC to deliver the season training plan.
- 7.9.4 ACs must complete the training requirements as per applicable table in Section 7.16 by December 15<sup>th</sup>.

## 7.10 JUNIOR COACHES (JC):

- 7.10.1 JCs must be a minimum of 14 years of age (they may join a team mid-season until January 15<sup>th</sup> once they turn 14) and a maximum of 17 years of age by September 1<sup>st</sup> of the current ringette season.
- 7.10.2 JCs must be a current ringette player (or taking a season off due to injury, etc.).
- 7.10.3 There is no limit to the number of JCs on a team roster.
- 7.10.4 JCs **DO NOT** qualify as the fully certified female coach on the bench.
- 7.10.5 Travel expenses for JCs are not the responsibility of the team or association, unless agreed to by the majority of the parents/guardians on the team.
- 7.10.6 JCs must complete the training requirements as per Section 7.16.8 by December 15<sup>th</sup>.
- 7.10.7 JCs must submit a Junior Coach Application no later than September 30<sup>th</sup>.

## 7.11 TEAM MANAGER:

- 7.11.1 Team Manager Role:
- All teams must have a Team Manager.
  - Team Managers are selected at the start of the season by the Head Coach.
  - Whenever possible, it is recommended that Managers not be related to anyone on the team's coaching staff as they represent a non-biased liaison between the coaching staff and parents.
- 7.11.2 Team Manager Training:
- Team Managers must complete the training requirements as per section 7.16.10 by December 15<sup>th</sup> with the exception the Managers Certification Program.
  - Team Managers shall complete the Managers Certification Program through Ringette Canada found on [www.coachringette.ca](http://www.coachringette.ca)
  - Team Managers at U14 to U19 must complete the Team Manager Certification by January 31<sup>st</sup> of the current season as per Ringette Nova Scotia Policy 5.9.
- 7.11.3 Team Managers are subject to the same screening process as HCs, as defined in Sections 7.2 through 7.6.



### **7.12 ON-ICE ASSISTANTS (OIA):**

- 7.12.1 OIAs are important team staff members, especially for the younger age groups.
- 7.12.2 OIAs are subject to the same screening process as HCs, as defined in Sections 7.2 through 7.6.
- 7.12.3 OIAs must complete the training requirements as per Section 7.16.7 by December 15<sup>th</sup>.
- 7.12.4 OIAs help the coaching staff with practices and foster a good teaching atmosphere to assist athletes improve their skills.
- 7.12.5 OIAs must be a minimum of 18 years old.

### **7.13 TRAINERS:**

- 7.13.1 Trainers must have a current Standard First Aid or higher certification. They are registered on the Team Roster and count towards the maximum five (5) personnel allowed on the bench during games.
- 7.13.2 Trainers are not permitted on the ice during practices.
- 7.13.3 Trainers must complete the training requirements as per Section 7.16.9 by December 15<sup>th</sup>.

### **7.14 CHANGE ROOM MONITORS:**

- 7.14.1 Change Room Monitors make sure that what happens in the change room is in accordance with 23.0 Supervision and Change Room Policy.
- 7.14.2 The Change Room Monitor shall inform the head coach of any serious or recurring problem that happens in the change room.
- 7.14.3 Change Room Monitors must complete the training requirements as per Section 7.16.11 by December 15<sup>th</sup>.

## **7.15 RULE OF TWO:**

7.15.1 All Team Staff members will abide by the Rule of Two as part of the Responsible Coaching Movement (RCM).

7.15.2 Rule of Two (Ringette Canada Policy):

- The goal of the Rule of Two is to ensure that all interactions and communications are open, observable, and justifiable. Its purpose is to protect participants (especially minors) and coaches in potentially vulnerable situations by ensuring more than one (1) adult is present. There may be exceptions in emergency situations.
- Good practices to implement the Rule of Two:
  - Ensure a coach is never alone and out of sight with a participant without another screened coach or screened adult (parent or volunteer) present.
  - Allow the training environment to be open to observation.
  - Ensure a participant only rides in a coach's vehicle with another screened coach or screen adult present.
  - Consider the gender of the participant(s) when selecting the screened coaches and volunteers present.
  - Eliminate the one-to-one electronic messaging. Ensure that all communications are sent to the group, or at least two coaches, or a coach and a parent.
  - Junior Coaches are minors and the Rule of Two applies to all interactions between all team staff members and the Junior Coaches.

## 7.16 TEAM STAFF REQUIREMENTS:

### 7.16.1 – FUN – PROGRAM LEAD (HEAD COACH)

REQUIREMENT	VALIDITY PERIOD
National Coaches Certification Program (NCCP) Number	
Register with Ringette Canada <a href="http://www.coachingringette.ca">www.coachingringette.ca</a>	
Register in RAMP with both HHRA and RNS as Team Staff	Every Season
Complete HC Application	Every Season
Valid CCRC, VSS, LPI	2 Years from issue
Valid Child Abuse Register Search	2 Years from issue
Coach Initiation in Sport e-module	No expiry
Safe Sport Training or Respect in Sport for Activity Leaders	No expiry
Making Headway in Sport e-module	No expiry
Understanding the Rule of Two e-module	No expiry
Making Ethical Decisions (MED) Course	No expiry
Making Ethical Decisions (MED) Evaluation	No expiry
Community Sport Initiation Course (CSI) - Trained	Check Professional Pts

### 7.16.2 – FUN – OTHER COACHES

REQUIREMENT	VALIDITY PERIOD
National Coaches Certification Program (NCCP) Number	
Register with Ringette Canada <a href="http://www.coachingringette.ca">www.coachingringette.ca</a>	
Register in RAMP with both HHRA and RNS as Team Staff	Every Season
Complete AC Application	Every Season
Valid CCRC, VSS, LPI	2 Years from issue
Valid Child Abuse Register Search	2 Years from issue
Coach Initiation in Sport e-module	No expiry
Safe Sport Training or Respect in Sport for Activity Leaders	No expiry
Making Headway in Sport e-module	No expiry
Understanding the Rule of Two e-module	No expiry
Making Ethical Decisions (MED) Course	No expiry

7.16.3 – U10 & U12 – ALL COACHES

REQUIREMENT	VALIDITY PERIOD
National Coaches Certification Program (NCCP) Number	
Register with Ringette Canada <a href="http://www.coachingringette.ca">www.coachingringette.ca</a>	
Register in RAMP with both HHRA and RNS as Team Staff	Every Season
Complete HC or AC Application	Every Season
Valid CCRC, VSS, LPI	2 Seasons
Valid Child Abuse Register Search	2 Seasons
Coach Initiation in Sport e-module	No expiry
Safe Sport Training or Respect in Sport for Activity Leaders	No expiry
Making Headway in Sport e-module	No expiry
Understanding the Rule of Two e-module	No expiry
Making Ethical Decisions (MED) Course	No expiry
Making Ethical Decisions (MED) Evaluation	No expiry
Community Sport Initiation Course (CSI) - Trained	Check Professional Pts

7.16.4 - U14 – ALL COACHES

REQUIREMENT	VALIDITY PERIOD
National Coaches Certification Program (NCCP) Number	
Register with Ringette Canada <a href="http://www.coachingringette.ca">www.coachingringette.ca</a>	
Register in RAMP with both HHRA and RNS as Team Staff	Every Season
Complete HC or AC Application	Every Season
Valid CCRC, VSS, LPI	2 Years from issue
Valid Child Abuse Register Search	2 Years from issue
Coach Initiation in Sport e-module	No expiry
Safe Sport Training or Respect in Sport for Activity Leaders	No expiry
Making Headway in Sport e-module	No expiry
Understanding the Rule of Two e-module	No expiry
Making Ethical Decisions (MED) Course	No expiry
Making Ethical Decisions (MED) Evaluation	No expiry
Community Sport Initiation Course (CSI) - Trained	Check Professional Pts

7.16.5 – U16 TIER 1 & U19 – HEAD COACH

REQUIREMENT	VALIDITY PERIOD
National Coaches Certification Program (NCCP) Number	
Register with Ringette Canada <a href="http://www.coachingringette.ca">www.coachingringette.ca</a>	
Register in RAMP with both HHRA and RNS as Team Staff	Every Season
Complete HC Application	Every Season
Valid CCRC, VSS, LPI	2 Years from issue
Valid Child Abuse Register Search	2 Years from issue
Coach Initiation in Sport e-module	No expiry
Safe Sport Training or Respect in Sport for Activity Leaders	No expiry
Making Headway in Sport e-module	No expiry
Understanding the Rule of Two e-module	No expiry
Making Ethical Decisions (MED) Course	No expiry
Making Ethical Decisions (MED) Evaluation	No expiry
Community Sport Initiation Course (CSI) - Trained	Check Professional Pts
Competitive Introduction Course (CI) - Trained	Check Professional Pts

7.16.6 - U16 TIER 2 – ALL COACHES; U16 TIER 1 – OTHER COACHES; U19 – OTHER COACHES

REQUIREMENT	VALIDITY PERIOD
National Coaches Certification Program (NCCP) Number	
Register with Ringette Canada <a href="http://www.coachingringette.ca">www.coachingringette.ca</a>	
Register in RAMP with both HHRA and RNS as Team Staff	Every Season
Complete HC or AC Application	Every Season
Valid CCRC, VSS, LPI	2 Years from issue
Valid Child Abuse Register Search	2 Years from issue
Coach Initiation in Sport e-module	No expiry
Safe Sport Training or Respect in Sport for Activity Leaders	No expiry
Making Headway in Sport e-module	No expiry
Understanding the Rule of Two e-module	No expiry
Making Ethical Decisions (MED) Course	No expiry
Making Ethical Decisions (MED) Evaluation	No expiry
Community Sport Initiation Course (CSI) - Trained	Check Professional Pts

**7.16.7 – ON-ICE ASSISTANT (ALL AGE DIVISIONS)**

<b>REQUIREMENT</b>	<b>VALIDITY PERIOD</b>
National Coaches Certification Program (NCCP) Number	
Register in RAMP with both HHRA and RNS as Team Staff	Every Season
Complete OIA Application	Every Season
Valid CCRC, VSS, LPI	2 Years from issue
Valid Child Abuse Register Search	2 Years from issue
Coach Initiation in Sport e-module	No expiry
Safe Sport Training or Respect in Sport for Activity Leaders	No expiry
Understanding the Rule of Two e-module	No expiry

**7.16.8 - JUNIOR COACH (ALL AGE DIVISIONS)**

<b>REQUIREMENT</b>	<b>VALIDITY PERIOD</b>
National Coaches Certification Program (NCCP) Number	
Register in RAMP with both HHRA and RNS as Team Staff	Every Season
Complete JC Application	Every Season
Coach Initiation in Sport e-module	No expiry
Safe Sport Training or Respect in Sport for Activity Leaders	No expiry
Understanding the Rule of Two e-module	No expiry

**7.16.9 – TRAINER (ALL AGE DIVISIONS)**

<b>REQUIREMENT</b>	<b>VALIDITY PERIOD</b>
National Coaches Certification Program (NCCP) Number	
Register in RAMP with both HHRA and RNS as Team Staff	Every Season
Valid CCRC, VSS, LPI	2 Years from issue
Valid Child Abuse Register Search	2 Years from issue
First Aid Certification on file with HHRA	As per certificate on file
Coach Initiation in Sport e-module	No expiry
Safe Sport Training or Respect in Sport for Activity Leaders	No expiry
Making Headway in Sport e-module	No expiry
Understanding the Rule of Two e-module	No expiry

**7.16.10 – TEAM MANAGER (ALL AGE DIVISIONS)**

<b>REQUIREMENT</b>	<b>VALIDITY PERIOD</b>
National Coaches Certification Program (NCCP) Number	
Register with Ringette Canada <a href="http://www.coachingringette.ca">www.coachingringette.ca</a>	
Register in RAMP with both HHRA and RNS as Team Staff	Every Season
Valid CCRC, VSS, LPI	2 Years from issue
Valid Child Abuse Register Search	2 Years from issue
Safe Sport Training or Respect in Sport for Activity Leaders	No expiry
Understanding the Rule of Two e-module	No expiry
Managers Certification Program (online) – required for U14 to U19 as per Ringette Nova Scotia Policy 5.9	No expiry

**7.16.11 – CHANGE ROOM MONITORS (ALL AGE DIVISIONS)**

<b>REQUIREMENT</b>	<b>VALIDITY PERIOD</b>
National Coaches Certification Program (NCCP) Number	
Register in RAMP with both HHRA and RNS as Team Staff	Every Season
Valid CCRC, VSS, LPI	2 Years from issue
Valid Child Abuse Register Search	2 Years from issue
Safe Sport Training or Respect in Sport for Activity Leaders	No expiry

**7.17 RELATED POLICIES:**

- 19.0 Discipline and Suspension Policy
- 23.0 Supervision and Change Room Policy

**7.18 POLICY REVIEW:**

<b>Revision Date</b>	<b>Revision</b>	<b>Reason</b>
30/10/2024	New Policy	Approved in season by the HHRA Board of Directors.