

# Nova Central Ringette Association



## Coaches Information Handbook

This has been produced as a guideline for Coaches based on the rules/regulations and operational requirements of the Central Region Ringette League (CRRL) and Ringette Nova Scotia (RNS). For a complete listing of rules and operations information visit the Central Region Ringette League website at [www.centralringetteleaguens.ca](http://www.centralringetteleaguens.ca) and Ringette Nova Scotia website at [www.ringette.ns.ca](http://www.ringette.ns.ca).

The Coaches Information Handbook is a live document, subject to amendments, additions and deletions as necessary.

Please visit the NCRA website at [www.ncringette.ca](http://www.ncringette.ca) for most current version.

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## I. Introduction

On behalf of the Board of NCRA, and all the players, we thank you for volunteering to be the Coach for your team this season. Volunteers like you are the life blood of all not-for-profit organizations that will help ensure we deliver a quality program to the many families that make up the Nova Central Ringette Association. Coaches, without you none of this is possible! Thank you for the time and dedication you put into each season.

The Nova Central Ringette Association is dedicated to the support and development of our team staff and their players. We want to ensure you have a great experience in your role as Team Coach. This handbook is meant to act as a guide and has been put together to help you.

This handbook outlines what NCRA expects from Coaches throughout the ringette season in order to optimize the experience for all the players. These expectations are in accordance with the policies and guidelines of NCRA, CRRL & RNS.

Ringette is a team sport and as the season progresses communication will be important. Please contact us if you have any questions.

Thanks again for choosing to volunteer with NCRA. We look forward to working with you. Have a great season!

Sincerely,

NCRA Executive

“A coach will impact more people in one year than the average person will in an entire lifetime.”

~Billy Graham~

## II. General Information

### i. **Successful Coaching**

Contrary to what people might believe, a consistently successful athletic program does not just depend upon the skills of its good athletes, and successful programs are not always composed of superior players. Although skilled players are certainly a key factor to success, it is evident that there are common traits shared by coaches who oversee successful programs. These traits are:

#### Knowledge Seeker

Everyone would agree that good coaches are knowledgeable in their sport. However, great coaches will continue to pursue additional insights. They often continue to improve their sport-specific knowledge by reading, observing, attending clinics, holding clinics, and in general, exposing themselves to a variety of new ideas. A coach who thinks he or she has nothing more to learn will generally not help the program to grow.

#### Good Organizational Skills

Organizational skills are also an important coaching trait. An effective coach will have practice plans for the day, the week, the year, and beyond. Details regarding equipment, schedules, transportation, and other seemingly ordinary concerns are also the domain of the coach in a smooth-running organization. Players find it frustrating when a coach is unprepared to meet unexpected contingencies. Good coaches prepare for everything.

#### Hard Working

Having a strong work ethic is a quality that cannot be overemphasized. Coaches must be willing to put forth as much time and effort as they demand from their players. Being prepared to "outwork" opponents by putting in additional time will pay off for a team. Being persistent and tough minded, a quality called the "bulldog" attitude, is also part of a solid work ethic. A coach who possesses this quality will never give in to failure, and can serve as an inspiration to his or her players. The players believe they can trust their coach to help them to "find a way" to succeed.

#### Good Communicator

The ability to communicate effectively with the coaching staff, players, parents, and fans is also a trait that most successful coaches possess. The coach must transfer knowledge and technique to their players and staff. They need to let others know what is expected of them and how they can accomplish their goals. The successful coach also needs to communicate and generate support for his or her program. The ability to communicate intangible qualities, such as a positive attitude, enthusiasm, concern, and humour are all keys to success. Enthusiasm is contagious and can rub off on players, coaches, and fans. A team is a reflection of the coach and you can't afford to lose the spark that keeps things moving.

#### Approachable and Caring

Showing players that the coach has a human side is also a good idea. A coach should find time to laugh with the players and show them he/she has a sense of humour. Being too serious can kill players' enthusiasm for a game. We all know of potentially good athletes who get burned out too early because coaches forgot that sports should be enjoyable. We need to show that

we care about our players as people and not just as athletes. It is good to acknowledge our human qualities, to show that we can make mistakes, but we learn to bounce back and overcome them. Players need to believe they can also overcome a bad play or a bad day, and they will, if the coach is willing to demonstrate the same quality.

### Honest and Fair

The last and most important trait for a coach to possess is integrity, which is comprised of several components. Loyalty is critically important. As coaches we are part of a big family, and we must stick together, especially in public. Problems and concerns that exist among a coaching staff should remain behind closed doors. We owe our players this same loyalty if we want their respect. Being honest and fair are also components of integrity. Coaches should be up-front and honest with their players. Players should know their role, and where they stand with the coach and the program. Players might not always like what they hear, but they and the program will benefit in the long run if expectations are spelled out early. The most important commodity the coach possesses is his or her reputation. Coaches should not comment on an opponent's calls, ethics, or coaching ability unless it is in a complimentary manner. This goes beyond loyalty and is an integral part of a coach's philosophy.

Overall, it is the coach who sets the tone and leads by example for their players. It is how the coach lives and what he or she stands for that players will remember in the future. An athlete may not remember a certain play or call, but they will remember how the coach handled it. All young people need positive role models, and coaches are often placed in a position to lead by example. It is a large and rewarding opportunity.

### **ii. Important Website/Social Media Sites**

Please consider signing up for the following Ringette group social media alerts/email to receive important information communicated throughout the season. We will do our best to communicate changes rapidly as we become aware of them.

Websites:

- [Nova Central Ringette Association](#) (NCRA)
- [Central Region Ringette League](#) (CRRL)
- [Ringette Nova Scotia](#) (RNS)
- [Ringette Canada](#) (RC)

### **iii. Coaching & Staff Requirements**

To have a successful season it is important for the Head Coach and Team Manager to clearly define and agree upon responsibilities at the beginning of the season, and to keep an open line of communication throughout the season. Duties performed by the Team Manager/Coach will vary somewhat by team based on the abilities, interests, availability, the Coach's perspective on responsibilities and by what other parents do. It is important for the Coach and Team Manager to meet at the start of the season (and before the parent meeting) to discuss expectation in terms of communications and decision making.

Each team should consist of:

Team Officials (max. of 4 per team excluding Junior Coaches):

- Head Coach\*
- 2 Assistant Coaches\*
- Team Manager
- Junior Coaches (when applicable)

\*Note – at least one Coach (Junior Coaches excluded) must be female.

#### **iv. Expectation/Code of Conduct**

Below outlines what NCRA expects from parents and coaches throughout the season. If these expectations are not met, the individuals will be dealt with in accordance with NCRA Code of Conduct Policy. You can find NCRA's Code of Conduct Policy [here](#).

In addition, it is essential that coaches, parents and players understand the importance of actively displaying respectful and ethical behavior towards officials. NCRA supports the concept of Zero Tolerance where there is abusive behavior towards game officials.

#### **v. Accreditation Requirements**

As volunteers working with children there are administrative, legal and accreditation requirements that must be met by all Team Officials. It is the Head Coach's responsibility to ensure that all Team Officials (coaches and manager) have the required certification for the team's level of play. This is also outlined [here](#). Head Coaches are responsible for reporting their Team Officials status to the NCRA Coaching Coordinator.

It is essential that by December 15<sup>th</sup> (or the date specified in a given year) all bench staff have obtained the necessary certifications. Questions regarding qualifications can also be put forth to our NCRA Coaching Coordinator.

##### **a. Criminal Record Check (CRC) and Child Abuse Registry Check (CAR)**

All Team Officials (Coaches, On-ice Helpers & Manager) over the age of 18 are required to have a Criminal Records Check (CRC) and Child Abuse Registry (CAR) done before they interact with the team. If you know your CRC and CAR checks are current you can email them to the NCRA Equipment Coordinator with your name plus CRC/CAR as the subject line.

If you need a CRC done, email the NCRA Equipment Coordinator and they will request one on your behalf through the NCRA account with [mybackcheck.com](http://mybackcheck.com). You will receive instructions through email along with the link to the site, you will then provide the information online to complete the CRC. When you receive notice your result is complete, you will need to share it with the association via a link within the [mybackcheck.com](http://mybackcheck.com) site.

You are responsible for providing the Equipment Coordinator with a current CAR check as well. If you require an updated CAR, please go to this [link](#). Once you have your completed check returned, provide the letter to the Coaching Coordinator.

**b. Coaching Certification Policy**

Ensure you have your coaching certificates up to date and accurate; refer to Ringette Canada's Coaching Certification Policy to confirm. Coaches must have training and/or certification. This policy can be found [here](#).

Every team needs to have a Coach and at least one Assistant Coach. **Ringette NS requires that at least one certified coach on the bench be a female.**

Training costs (Coaching Clinics) are reimbursed by NCRA for registered coaches of the current season.

All related information including course dates & locations can be found [here](#).

**vi. Ringette Rules**

Ringette Nova Scotia rules can be found [here](#) under RNS > Operating > Operating Manual.

**III. Season Start-Up**

**i. NCRA Coaches and Team Manager Meeting (End of September/early October)**

It is mandatory that you attend the NCRA Coaches and Managers meeting which is held after all the teams are formed. The NCRA Coaching Coordinator will run the meeting and provide an introduction to the season and be available to answer questions.

**ii. Team Finances/Fundraising**

A budget will need to be drafted at the start of the season and will reflect team fees and any fundraising on the revenue side and the tournament fees and miscellaneous other items on the expense side. Competitive teams will generally enter more tournaments and have other expenses that require higher team fees than recreational teams. Budgets must be approved by 2/3 of parents prior to the end of November. Once approved by parents, a copy must be sent to the NCRA Treasurer for review/approval by the NCRA Board.

Team Managers and/or Team Treasurers are required to maintain an accurate accounting of all team finances including revenue (Funds raised from fundraising, sponsors etc.), and expenses.

Fundraising and Team Budget By-law (#9) can be found [here](#).

Team Accounting Templates can be found [here](#).

Managers (or Team Treasurer) will be responsible for opening a Team bank account. The NCRA Treasurer will send out a letter that will need to be filled in with the Teams information and then emailed to the Bank contact provided. Team accounts will be held at the BMO on Bedford Highway. All Team accounts require two (2) signing officers. These two people cannot be related (siblings, spouse etc.).

Note - Fundamentals 1 and 2 (otherwise known as U9 or Children's Ringette) are not expected to have a final team budget approval at the start of the season. It is anticipated that the team may wish to enter tournaments, including the RNS year-end jamboree, but that players will always be given the option to attend by paying their portion of the registration fee ad hoc.



Teams/players may still participate in fundraising to help pay toward tournaments or team events, but players are not obligated to pay for and attend all tournaments/jamborees that the team enters.

### **iii. Team Meeting**

It is recommended each team schedule a team meeting with parents early in the season. Team meetings provide parents, coaches and managers with an opportunity to meet one another. Coaches typically lead this meeting.

You will find a Team Meeting Agenda Template as Annex A.

Additional meetings may be required throughout the season to update parents on finances, tournaments etc.

### **iv. Team Rosters**

All team rosters are approved by the Coaching Coordinator and the NCRA executive. The NCRA Registrar will then submit all the information to the RNS registrar for insurance purposes. It is critical the Coach and Manager review the Team Roster and ensure all the information is accurate. Deadline for roster changes is November 15 except U9 in which case late registration is accepted until Dec 1.

### **v. Equipment Distribution**

Equipment will be provided by the NCRA Equipment Manager. Typically, a pick-up date will be scheduled or alternatively, the Manager/Coach should contact the Equipment Manager to arrange a mutually-convenient time for pick up. The team is responsible for the safekeeping of this equipment and you should make note of the equipment received. At the end of the year, all equipment received must be returned in full and in good condition.

To start the season, each team will be given:

- Rings
- Pylons
- First Aid Kit
- Clipboard
- Equipment bag

Goalie equipment is provided to all U10 and U12 teams; and is only provided to other age groups as needed. Teams should notify the NCRA Equipment Manager immediately if there are any damaged items or missing equipment from the received gear.

### **vi. Jersey Distribution**

At the start of the season the NCRA Equipment Manager will provide jerseys to each team to pass out to their players. The Team Manager will pass out and collect the Jersey Commitment Forms. If a player's jerseys are not returned or are returned damaged a \$100 fee per missing/damaged jersey will be placed on the player's account that must be paid with the players registration fee the following season. Failure to pay the fee will result in the player not being permitted on the ice. The Jersey Commitment Form can be found [here](#).

U10, U12, U14, U16 and U19 will receive both home and away jerseys.

#### Care of Jerseys

- Jerseys must be hung to dry after washing.
- Nothing is to be ironed on the Jersey (i.e. name bars)
- Jerseys are to be kept in a garment bag NOT in the equipment bag.

#### Name Bars

Each player (not including U9) is required to have their last name visible on the back of their jersey at the top between the shoulders. These are to be a black bar with white letters on both the Home and Away jerseys. Name bars are not provided by NCRA/Team. However, the Team Manager may choose to help coordinate the ordering of name bars at a cost to parents.

#### Sponsors Bars

If players acquire a Jersey sponsor, the sponsor bar goes on the back of the jersey at the bottom. These are to be a black bar with white letters on both the Home and Away jerseys. Sponsor bars are not provided by NCRA/Team. However, the Team Manager may choose to help coordinate the ordering of name bars at a cost to parents.

Parents should be reminded that name bars, sponsors bars and letters "C" or "A" must be removable. Advise parents if they are using a sewing machine to ensure the stitch length is 4 to 5 mm/5 to 6 spi - otherwise removal of the name bar at the end of the year can result in damage to the jersey.

## **IV. During the Season**

### **i. Player Development**

NCRA registered Coaches and team staff will reference the Ringette Canada Long Term Athlete Development Plan. The most current version of this plan can be found [here](#).

Practice plans for each division can be found [here](#).

### **ii. Junior Coaches**

Junior Coaches may be assigned to your team roster by the NCRA Coaching Coordinator. It is the responsibility of the Head Coach to ensure the Junior Coach is provided opportunities to participate in the functions of the team practices, etc. Head coaches are encouraged to respectfully and mindfully provide ongoing feedback and leadership to Junior Coaches assigned to their team in a positive learning environment.

### **iii. Training**

NCRA may offer or request additional training opportunities be undertaken by Coaches during the regular season. Coaches are expected to make themselves available if possible, for these opportunities as we continue to engage and develop the amazing resources we have in our volunteers.

#### **iv. Fair Play Policy**

Coaches are to ensure all athletes get equal instruction, support and equitable playing time – all players will receive equal ice time in each game. Examples – no longer double or triple shifting late in the game to attempt to get a win, no leaving players out longer when they are more skilled and shortening the shifts of the less skilled player. No owing a player some extra ice time the next game when playing a weaker opponent. The Coaches intent must be to have even shifts for all players in each game. These expectations are set out with a realization that in a real game format it is virtually impossible to play all player precisely the same amount of time. It must simply be the intent of the Coach to execute the fair play policy to the best of their respective abilities.

You will find NCRA's Fair Play Code for Ringette Coaches as Annex C.

**Application and/or acceptance of a coaching position at any level with NCRA implicitly implies the acceptance and adherence to this code of conduct.**

#### **v. Team Website**

NCRA maintains a [website](#) and each team will have access to their team's page for updating.

A team password will be supplied to Managers and Head Coaches – this will be provided by the NCRA Communications Coordinator.

#### **vi. Practice Schedule**

Each NCRA team is allocated a set amount of practice ice times at the beginning of the season. This ice is covered either by players registration fees or team budgets depending on the division. Many teams will set a budget for extra ice. If a team is looking to purchase extra ice, contact NCRA's Ice Scheduler prior to going to other arena/associations. That being said, typically the demand for ice is greater than the supply NCRA is given by HRM each season. If a Coach wishes to add practices over and above those scheduled by NCRA, ice can be reserved through HRM/Facility directly. Teams that book ice outside of NCRA allotments are solely responsible to arrange the booking, payment and adherence to guidelines at that facility.

HRM Arena ice availability can be viewed online [here](#).

Practice Schedules are provided by NCRA Ice Scheduler & posted on each team's NCRA website page.

#### **vii. Cancelling Practice**

Contact the NCRA Ice Scheduler to cancel a practice. It is best to give as much notice as possible so that the Ice Scheduler may offer this time to another team.

#### Arena Closures

The area arenas rarely close due to weather unless there are power outages. That being said, Coaches/Managers should call ahead to arenas to confirm prior to ice time. Here are the contact numbers for our local arenas:

Sackville Sports Stadium – 902-869-4141

Lebrun – 902-490-4664

HRM 4Pad – 902-835-5454  
RBC Centre – 902-444-4723

**viii. Dressing Room Security/Etiquette:**

NCRA Dressing Room Security/Etiquette Parent Handout can be found in Annex B as well as enclosed in the NCRA Parents Handbook.

Players and adults are expected to keep all phones put away (pocket or purse) and step out of the dressing room to answer or make calls or retrieve messages. One phone solely for playing music is permitted.

For Divisions U12 and higher no males are permitted in the dressing rooms. Players can come out to get their skates tied or for help with goalie equipment. Male coaches can come in and deliver their pre-game routine after being given the “all clear” by the Manager (or female on the bench). It is recommended that two or more people be present in the dressing room with the players whenever possible – they must have the appropriate clearances (criminal check and child abuse registry).

**ix. Team Fundraising**

Teams may decide to fundraise to help pay for team expenses such as attending tournaments. As the Head Coach you are responsible to ensure all fundraising taking place is following NCRA by-laws. Please review NCRA Fundraising and Team Budget By-law (#9); it can be found [here](#).

**x. Affiliated Players**

If teams are short players they can ‘borrow’ a player from another team. Please refer to the “3. Eligible Team Members Policy” within the CRRL Rules and Regulations document. You can access this document [here](#).

**xi. Conflict Management**

Players and parents are encouraged to deal directly with the Head Coach/Manager if there is a problem to be addressed. If the parent or guardian is not comfortable dealing directly within the team staff, they can contact one of the Executive and we will do our best to positively resolve the situation.

Problems need to be dealt with promptly and without bias to ensure the players have a positive season!

- Never bring complaints to the coaching staff before a game.
- Never bring your complaints or negative comments into the dressing room.
- Always treat the Coaches & officials with respect

Use The 24-Hour Rule: If a parent has something to say to a team official (that could be contentious) wait 24 hours after the event or the game before discussing it. By this time, everyone will have a better perspective and a lot of arguments naturally are eliminated in the process.

## **xii. Game Plan in the Event of Injury**

It is critical that every team has a plan in the event of an injury. This game plan should be discussed with the bench staff and parents.

### Accident & Injury Report Form

- Complete Form - Sport Injury Report Form – request from NCRA Coaching Coordinator.

### Returning to the Ice After Injury

Upon return from an injury the player cannot participate in any Ringette activity without a note giving them approval to return to Ringette from their attending doctor. This note must be given to the Manager to file with the Sport Injury Report Form.

### Concussions

Refer to NCRA Policies and Procedures – Appendix III for NCRA's full Concussion Policy which can be found [here](#). NCRA is committed to ensuring the safety of everyone participating in the sport of ringette. All members of the NCRA community (including coaches, officials, and even parents) should be familiar with their responsibilities under the Concussion Management Guidelines. Ringette Canada's Concussion Management Guidelines can be found [here](#).

NCRA must be informed whenever a possible Concussion incident occurs, the result of consultation with a medical professional, and when the participant is able to return to play.

To summarize, the following forms need be completed:

1. Concussion Incident Form – Request from the NCRA Coaching Coordinator.
2. Letter from physician indicating that participant is cleared to resume participating in ringette activities. The Athlete Concussions Medical Report form must be completed by a physician. This form can be requested from the NCRA Coaching Coordinator.

All NCRA Coaches and Team Staff (including Managers) must read and sign the Concussion Code of Conduct for Coaches and Team Staff form at the start of the season and return this document to the NCRA Coaching Coordinator. This form can be found [here](#).

## **xiii. Referees and Exhibition Games**

For regular season games referees will be arranged and paid for by the association.

To arrange exhibition games with another team you will need to either ensure you have full ice available/purchased or request that the other team provide the ice. Generally, this is a favour that you should try to return at a later date if possible. The NCRA Ice Scheduler can be contacted to see if full ice is available, failing which, you may need to book ice directly with HRM. Typically, you would contact the Coach and/or Manager of another team first to canvass their interest in an exhibition game and to get a general idea of when they might be available.

To arrange an exhibition game; Coach/Manager must:

- Send to NCRA President/Coaching Coordinator for approval prior to submitting to RNS

- Once NCRA has approved, you can then request to host an exhibition game and request Referees through RNS (must be submitted no later than 7 days prior to game).
- Once approved by RNS, Officials will be scheduled and you will receive confirmation that your game has been scheduled.

#### **xiv. League Games**

CRRL league game play will begin no earlier than the weekend after Thanksgiving and all league games are to be completed by March 31. The season will be divided into two halves. The first half ending with the last game in December, and the second half beginning in January.

Games will be scheduled by the CRRL Game Scheduler and are posted [here](#).

Posting game results on the web site is done by CRRL.

It is the Managers and Coaches responsibility to ensure the game sheet is completed with their teams' players names, jersey numbers, coaches and mangers names. Also, any player that has not shown up must be shown as scratched. Goalie(s) must be marked with (G) or (AG) after their name on the Game Report. If affiliate players are used, they must be designated with (AP) after their name. Captains (if your team has them and depending on level of play) must be marked with (C) or (AC).

#### Team Colours

It is the responsibility of the Home team to declare their colours to the Visiting team prior to the game. In the event of a colour conflict, the Visiting team must change colours. This also gets recorded on the Game Sheet.

Game sheet template can be found [here](#).

#### Away Games

The Home team will provide the Manager/Coach with a game sheet to fill in your team details. Game Sheet labels are recommended for ease but clearly printed is acceptable as well.

Template for game sheet labels can be found [here](#) (you can download Word doc and use with Avery 8923 or 48863)

#### **xv. Minor Officials: Scorekeeper/Timekeeper/Shot Clock**

The Coach/Manager (or the Game Day Coordinator if delegated) is responsible to ensure that there is a trained volunteer scorekeeper, timekeeper and shot clock person (where applicable) for all home games (including tournament when required) where this may also be expected. It is recommended that the volunteers arrive early to ensure they are familiar with the equipment at a given arena.

#### Scorekeeping & Timekeeping

Ensure all parents are trained to run the time clock and understand how to fill out the Official Game Report (game sheet). (It is a good idea to have a sample Game Report filled out so that

new parents can see an example of how to complete it.) You can cover this at a parent meeting and may want to go over time clock operation at a team practice.

### Shot Clock

The Home team is responsible to ensure that there is a **trained** shot clock operator. Ringette Canada's shot clock rules will be used for divisions at U12 and above.

You will find Shot Clock Instructions [here](#) - Section 24 in the Ringette Canada Rule book.

### **xvi. Cancelling a League Game**

Sometimes it is necessary to cancel a game. Please refer to CRRL's policy "6.6. Forfeit, Default and No-Fault Games" within the CRRL Rules and Regulations document for full direction on cancelling a League game. You can access this document [here](#).

### **xvii. On Ice Officials (Referees and Linesmen)**

Teams are not permitted on the ice without on-ice official(s) also on the ice. If the officials are not out, go knock on their door.

### **xviii. Concerns Regarding Conduct of Officials**

If you have a concern (timelines, behavior, technical etc.) about something that has happened at the rink with the on-ice officials schedule for your game, please e-mail the CRRL Division Convener with details of the concern.

### **xix. Tournaments**

**REGISTER EARLY.** Work with the Team Manager to select and register tournaments for the season.

Here is a list of annual Ringette tournaments (may not be comprehensive):

Rhetta Morse Memorial Tournament	October	Berwick District Ringette Association
Montague Early Bird Tournament	November	<a href="#">Montague Ringette Association</a>
Fredericton Early Bird Tournament	November	<a href="#">Fredericton Ringette Association</a>
Gary Field Memorial Tournament	December	<a href="#">Halifax Hurricanes Ringette</a>
Shediac/Cap Pelé Tournament	December	<a href="#">Shediac/Cap-Pele Ringette Association</a>
COLT Tournament	January	<a href="#">Harbour City Ringette Association</a>
Charlottetown Ringette Tournament	January	<a href="#">Charlottetown Ringette Association</a>
Kent Sud Ringette Tournament	February	<a href="#">Ringette Kent Sud</a>

Dieppe/Riverview Ringette Tournament	March	<a href="#">Dieppe/Riverview Ringette Association</a>
Nova Scotia Provincial	February/ March	<a href="#">Ringette Nova Scotia</a>
Eastern Canadian Ringette Championship	April	<a href="#">Ringette Nova Scotia</a>

It is important to let the ice scheduler/CRRL Division Convener know what tournaments your team may be attending as soon as possible so that games and practices will not be scheduled while your team is unavailable. CRRL Tournament Blocking form can be found [here](#).

For Tournaments the following forms must be completed and submitted to the President of NCRA prior to participation in ANY tournament not hosted by NCRA. Without prior approval there is NO insurance coverage for team officials or players. RNS Travel Sanction Form to be filled out can be found [here](#).

## V. Wrapping Up The Season

As the season winds down, there are a few final tasks to perform:

### i. **Returning Jerseys at the End of Season**

At the end of the season each Manager/Coach will set a place and time for players to return their jersey which should be washed and name/sponsor bars removed. The jerseys are then turned in to the Equipment Manager at an agreed to time. Return the jerseys in numerical order, separated into darks and lights.

It is the responsibility of the parents to return their jerseys in a timely manner and in good condition. If the jersey is not returned or not returned in acceptable condition a \$100 fee per missing/damaged jersey will be placed on the player's account that must be paid with the players registration fee the following season. Failure to pay the fee will result in the player not being permitted on the ice. Contact the NCRA Equipment Manager regarding any missing or damaged jerseys.

### ii. **Coach Evaluation Forms**

Coach evaluation forms will either be distributed by the Team Manager or a link to an online form will be provided to the parents at the end of the year.

Coach Evaluation Form can be found as [Annex D](#).



## Annex A – Team Meeting Agenda Template



### NCRA Team Parent Meeting Agenda

- Intro of Coaches/Junior Coaches/On-Ice Helpers
- Intro of Manager/other Support Roles
- Coaching Overview (goals, Fair play, objectives, philosophy, LTAD, sports etiquette)
- Details of Program / Expectations for Players
  - o Review and distribute Code of Conduct & Medical Forms
  - o Review and distribute Jersey Waiver
  - o Changeroom Security/Etiquette/Expectations
  - o Attendance – required to notify both the Manager and the Coach as soon as possible if their player will be unavailable for a game or a practice so that the necessary adjustments can be made and replacement players found, if necessary.
- Schedule
  - o Practice times
  - o Games
- Budget review
  - o How many Tournaments will team attend?
- Fundraising
  - o Discuss fundraising plan, parent payments etc.
  - o Jersey Sponsors
- Team Apparel
  - o Review dress code, water bottles, jersey care, name/sponsor bars
- Expectation of Parents / Volunteers
  - o Review the various volunteer roles and delegate
- Team Allergies
- Questions

## VI. Annex B – NCRA Dressing Room Security/Etiquette

### Nova Central Ringette Association Dressing Room Security/Etiquette Parent Handout



Players need to build camaraderie and the dressing room is a great place to do so but we need to make sure our kids are being respectful of their teammates, parents, opposing players and themselves.

Dressing rooms should be a restricted area for the exclusive use of players to change into their equipment and uniforms, share the team experience, and expect privacy. In general, access to team dressing rooms is limited to designated team officials, players, coaches, managers, or designated female parents. Without exception, at least one member of the team staff present in the dressing room must be an adult female.

The dressing room is also an area for the players to build team spirit, to physically and mentally prepare and focus on game preparation and strategies, and to receive instructions and direction from the Coach and team management staff.

Parents, siblings, friends and other persons should not infringe upon the dressing room privacy of our players as they dress and prepare for a game or after a game. \*U9/U10 variances.

- No male coaches or parents are permitted in the dressing room while the players are getting dressed (U12 and above).
- There should be at least one adult female in the dressing room at all times.
- Players must be fully dressed at least 15 minutes before ice time so the coaches can enter and discuss the game with the players.
- No cameras or cell phones are to be used in the change room except one being used for music. All others must be stored with the player's belongings until they exit the change room.
- Voices will be kept to a reasonable level. No screaming or yelling.
- Players are expected to remain in the dressing room until their ice time begins, unless a team warm-up activity is being run. Purposeful horseplay in the hallways, rink or spectator areas will not be tolerated.
- No graffiti or vandalism or any sort to walls, benches, bathrooms or showers.
- No swearing or rude language of any kind.
- Fighting, badmouthing and general abuse of fellow players will not be tolerated.
- No alcohol, cannabis or tobacco.
- Garbage must be cleaned up before you leave the change room. Leave the dressing room the same way you would expect it to be when you arrive – clean.

All participants in the Nova Central Ringette Association are expected to adhere to these guidelines at all times.

## VII. Annex C – NCRA Fair Play Code for Ringette Coaches

### Nova Central Ringette Association Fair Play Code for Ringette Coaches



1. I will be reasonable when scheduling games and practices, remembering that young athletes have other interests and obligations.
2. I will teach my athletes to play fairly and to respect the rules, officials and opponents.
3. I will ensure that all athletes get equal instruction and support, and equitable playing time – all players will receive equal ice time in each game. (Examples) – no longer double or triple shifting late in the game to attempt to get a win, no leaving players out longer when they are more skilled and shortening the shifts of the less skilled player. No owing a player some extra ice time the next game we don't play a strong team. The coach's intent must be to have even shifts for all players in each game. These expectations are set out with a realization that in a real game format it is virtually impossible to play all players precisely the same amount of time. It must simply be the intent of the coach to execute the fair play policy to the best of their respective abilities.
4. I will not ridicule or yell at my athletes for making mistakes or for performing poorly. I will remember that children play to have fun and must be encouraged to have confidence in themselves.
5. I will make sure that equipment and facilities are safe and match the athlete's ages and abilities.
6. I will remember that children need a coach they can respect. I will be generous with praise and set a good example.
7. I will obtain proper training and continue to upgrade my coaching skills.
8. The above policy reflects an important decision taken by Nova Central Ringette Association and will be monitored by coaches and members from Nova Central Ringette Association. Coaches failing to commit to this policy may be disciplined at the discretion of the NCRA board.

**Application and/or acceptance of a coaching position at any level with NCRA implicitly implies the acceptance and adherence to this code of conduct.**

**VIII. Annex D – NCRA Coach Evaluation Form**



**Nova Central Ringette Association  
Coach Evaluation Form**

The response to this questionnaire will assist NCRA with its ongoing evaluation of its ringette development program and the individual team program implemented by the Coach of your child's team. Please note: The responses provided are held in strict confidence by NCRA. The NCRA Coaching Coordinator will collate all responses before sharing necessary feedback with the Coach. Under no circumstance is a respondent's identity disclosed to a Coach.

<b>Team and Level:</b>	
<b>Coaches Name:</b> <i>This can be any of the bench staff that you wish to evaluate. You may submit one for each bench staff member</i>	
<b>Your Name:</b> <i>This is required</i>	
<b>Your Email:</b>	

	Weak			Strong	
	1	2	3	4	5
The Coach arrives and is ready on time					
Practices are organized, purposeful and relevant to skill level					
The Coach makes the best possible use of the time available for practice/training					
The Coach is prepared for competition – game plan, strategy, tactics, etc.					
The Coach communicated effectively to parents					
The Coach communicated effectively to players					
The Coach demonstrates skills properly and uses correct techniques					
The Coach encourages questions and creates a non-threatening environment					
The Coach is effective at developing all athletes on the team					
The Coach has the ability to analyze athletes' strengths and weaknesses					
The Coach provided equal attention and feedback to every player					
The Coach is enthusiastic and positive					
The Coach demonstrates a sense of fair play and promotes sportsmanship					
The Coach is a good role model and sets a positive example at all times					
The Coach meets with the athlete in transparent, open and observable environments					
The Coach treats all athletes equally and enforces rules consistently					
The Coach uses appropriate verbal and non-verbal communication					
The Coach provides both positive and constructive feedback					
The Coach appears to enjoy the responsibility of coaching					
The Coach encourages athletes when losing or after a loss					
The Coach has a good relationship with athletes, respects athletes and is respected by athletes					
The Coach encourages athletes, praises efforts, builds confidence					

What is one thing you or your player learned or improved on this season?

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What is one thing you or your player would have liked to improve on this season?

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If you or your player could give your Coach advice, what would it be?

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Did the athlete participate in this evaluation?  Yes  No

Additional Comments:

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