



SCOTIA STORM RINGETTE

COACHES HANDBOOK

2025

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SCOTIA STORM RINGETTE

WELCOME MESSAGE

On behalf of Scotia Storm Ringette, and all the players, we thank you for volunteering to be a coach for your team this season. Volunteers like you are the reason we are able to ensure that we are able to deliver a quality program to the many families that make up the Scotia Storm Ringette family. Coaches, without you, none of this is possible! Thank you for the time and dedication you put into each season.



We hope this handbook will provide you with helpful information to assist you during the season. This handbook will also provide important information regarding expectations from coaches to optimize the experience for all players, and also regarding policies, principles and procedures adopted by Scotia Storm Ringette, and Ringette Nova Scotia (RNS) that coaches need to be aware of and follow. Please visit the Scotia Storm Ringette website at www.scotiastormringette.com for most current version of this handbook.

Scotia Storm Ringette is dedicated to the support and development of our team staff and their players. We want to ensure you have a rewarding experience in your role as Team Coach. As the season progresses, communication will be important. Please contact us if you have any questions at any time. If we do not know the answers, we will find them for you.

Thank you again for choosing to volunteer with Scotia Storm Ringette. We look forward to working with you. Have a wonderful season!

PURPOSE, VISION & OBJECTIVES



Purpose & Vision

Scotia Storm Ringette's vision is to develop young athletes in a positive, inclusive environment, while promoting skill growth, teamwork, and a lifelong love for ringette. As a community-focused, not-for-profit organization, we are committed to providing opportunities for youth to participate in high-level games that enhance their athletic and personal growth. We aim to enrich the lives of our players, their families, and the wider community through sportsmanship, resilience, and the spirit of competition, with all resources dedicated solely to the advancement of our players and the ringette community.

Objectives

- Establish a high-performance standard to position Nova Scotia as a ringette contender.
- Provide athletes opportunities to play at a higher level with like-skilled teammates to reach their full potential.
- Compete in a challenging spring schedule against select teams from other provinces to enhance player skills.
- Offer experienced coaching and training to support skill development, including shooting, skating, passing, game strategy, and more.
- Foster a program with strong communication, valuing input from athletes and families.
- Promote sportsmanship, both on and off the ice.
- Help players develop mental resilience, confidence, and focus for high-pressure situations.
- Ensure a positive, fun experience that inspires a lifelong love for the sport.
- Grow the game and support athlete retention in ringette.



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:

1 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.

2 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.

3 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.

4 Good Communicator

The ability to communicate effectively with the coaching staff, players, parents, and fans is also a trait that most successful coaches possess. 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.

5

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 that they have 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.

6

Honest & 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 their 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 they stand 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 significant and rewarding opportunity.



RINK POLICIES

All coaches are expected to make their players and parents aware of these guidelines. Failure to comply with the policies below may result in forfeiture of future rink rentals.



Show Respect for Facilities

All team staff, athletes and families should show respect for all facilities at all times. Ensure that no garbage is left behind in the spectator areas, on the bench or in dressing rooms. Show kindness and consideration for others using and employed by the facilities.



Dressing Room Guidelines

Scotia Storm Ringette adopts 'The Ringette Canada Change Room Guidelines', which are intended to provide general standards and guidance to ensure that all change rooms in ringette are safe, inclusive, and equitable environments for all ringette athletes. These guidelines should be reviewed by all Scotia Storm Ringette coaches: <https://www.ringette.ca/wp-content/uploads/2021/06/Ringette-Canadas-Change-Room-Guidelines-Implementation-Guide.pdf>



Cancellations

In poor weather, if rinks are closed, practices and games are automatically cancelled as the rinks will be closed. If you are the Head Coach, it is at your discretion to cancel practices or games due to poor weather when rinks are still open. Please let your players and parents know as soon as possible to avoid any confusion with players showing up for a cancelled event. Also email scotiastormringette@gmail.com to inform of the cancellation.

SCOTIA STORM RINGETTE

RULES & POLICIES

Game Rules

As Scotia Storm Ringette teams play various teams from across Canada, and primarily in tournaments, be reminded that game rules may differ depending on the event and where it is played. Always check ahead with exhibition game and tournament organizers to clarify the rules prior to game day.

Code of Conduct Policy

All coaches are expected to be familiar with and honor the Scotia Storm Ringette Coach Code of Conduct Policy. Team staff are also expected to enforce the Athlete Code of Conduct Policy. The most recent version of the Code of Conduct Policy can be found on our website: <http://scotiastormringette.msa4.rampinteractive.com/content/code-of-conduct-policy>

Travel Guidelines

Scotia Storm Ringette adopts the following [Travel Guidelines to Help Protect Children in Sport](#), developed by the Canadian Centre for Child Protection.

Athlete Protection Guidelines

Scotia Storm Ringette's Athlete Protection Guidelines can be found here: <http://scotiastormringette.msa4.rampinteractive.com/content/athlete-protection-guidelines>

UNDERSTANDING THE RULE OF TWO

At Scotia Storm Ringette, we take the Rule of Two seriously. The Rule of Two is meant to protect **both** athletes and coaches. Under **NO** circumstances is a coach to be alone with an individual athlete (emergency circumstances may be an exception if safety is a factor).

Safety in Numbers

Rule of Two



The goal of the Rule of Two is to ensure all interactions and communications are open, observable, and justifiable. When following the Rule of Two, two responsible adults (a coach, parent, or screened volunteer) are present with a participant. There may be exceptions in emergency situations. Check with your sport organization as to how the Rule of Two is enforced.

The Rule of Two is a leading practice to ensure a safe sport environment for all.

INTERACTIONS

 <ul style="list-style-type: none"> • Two trained and screened coaches • One participant 	 <ul style="list-style-type: none"> • One trained coach • One screened adult • One participant 	 <ul style="list-style-type: none"> • One coach • Two participants 	 <ul style="list-style-type: none"> • One coach • One participant
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How the Rule of Two works

-  **Work as a team.** A coach should have another coach or screened adult (parent or volunteer) present when interacting with participants.
-  **Remain open to the public.** Have a training environment that ensures all situations are open, observable and justifiable.
-  **Plan transportation.** Have two adults present when traveling with a participant(s), and refer to your club travel policy.
-  **Be sensible.** Be considerate of the gender of the participant(s) when selecting coaches or volunteers.
-  **Transparent communication.** Ensure that all communications are sent to a group and/or include parents/guardians, without one-to-one messaging.

The Rule of Two in virtual settings

In addition to the recommended guidelines, virtual training sessions also entail the following:

-  **Parental awareness.** Obtain consent for virtual sessions, plus inform parents of activities that will occur.
-  **Record each session** and they should be in a professional setting (not a bedroom).
-  **Weekly debriefing.** Encourage regular check-ins with parents, coaches, and participants about the virtual training.

Whether you are a coach, participant, parent, or volunteer, we are all on the same team to make sport safe and fun for everyone.



Keep Sport Safe, Smart and Secure

For more information, visit coach.ca/RCM



TEAM STRUCTURE



Team Staff

Each team is required to have a Head Coach and at least one Assistant Coach. Each team should also have a Team Manager. All staff have to be registered and vetted (i.e. you can not ask someone to “just help out” without them being vetted).



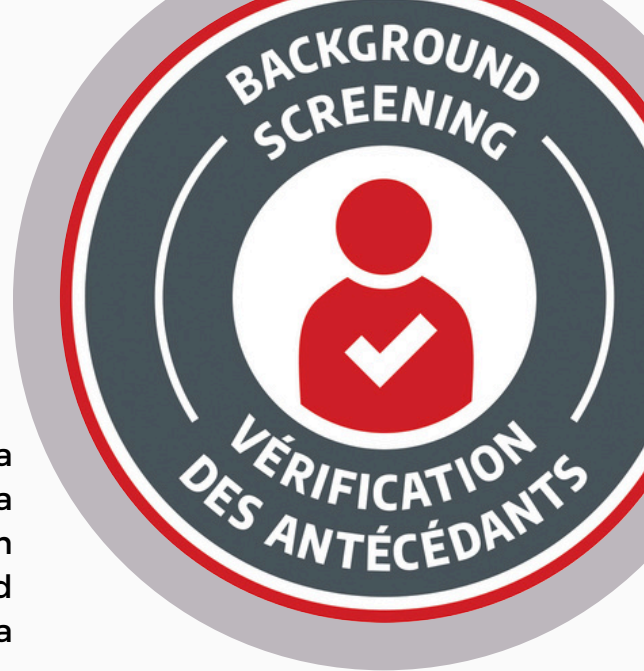
Junior Coaches

Junior Coaches may be assigned to your team roster by Scotia Storm Ringette. 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.

Team Meeting

It is recommended Head Coaches schedule your own team meeting with parents early in the season. Team meetings provide parents, coaches and managers with an opportunity to meet one another. Head Coaches typically lead this meeting. You will find a Team Meeting Agenda Template as Appendix A should you choose to use it.

BACKGROUND SCREENING



Screening personnel is a vital part of ensuring a safe sport environment for our athletes and as a result, all adult participants in Scotia Storm Ringette are required to complete background screening that is in line with Ringette Nova Scotia's Policy.

Background Screening Requirements

All Scotia Storm Ringette Head Coaches and Assistant Coaches are required to submit a current:

1. Enhanced Police Information Check (E-PIC), Criminal Record Check (CRC) or Vulnerable Sector Check (VSS)
2. Child Abuse Registry Check (CAR) - Participants can obtain a Child Abuse Registry Check for free via: [Apply for a Child Abuse Register search - Government of Nova Scotia](#)

Screening documents must be uploaded into the RAMP registration system during your staff registration process. The CRC, VSS and CAR checks will be considered valid for three years, after which will need to be updated. If at any time after the check is completed the individual subsequently receives a charge, conviction for, or is found guilty of, an offense they are required to report this circumstance immediately to Scotia Storm Ringette.

All Scotia Storm Junior Coaches (under 18 years of age) will be required to:

1. Submit up to two written or verbal references in lieu of an CRC or VSS. Scotia Storm Ringette may ask a young person to obtain a CRC or VSS if Scotia Storm Ringette suspects the young person has an adult conviction and therefore has a criminal record. In these cases, Scotia Storm Ringette will be clear in its request that it is not asking for the young person's youth record. Scotia Storm Ringette understands that it may not request to see a young person's youth record.

Scotia Storm Ringette's full background screening policy can be found here: <https://www.scotiastormringette.com/content/background-screening-policy>

REQUIRED TRAINING



As of the 2025 season, Scotia Storm Ringette has updated its training and educational requirements. All Head and Assistant Coaches must complete the training as outlined below in order to be eligible to coach.

Training Requirements

1. **CAC Safe Sport Training** ([Safe Sport Training | Coaching Association of Canada | Association canadienne des entraîneurs](#)) or **Respect In Sport for Activity Leaders** - [Respect in Sport - Respect Group Inc. | Harassment + Abuse Online Prevention Training](#)
2. **CAC Understanding The Rule of Two** ([Understanding the Rule of Two](#))
3. **CAC Mental Health In Sport** ([Mental Health in Sport](#))
4. **NCCP Emergency Action Plan** ([NCCP Emergency Action Plan](#))

How To Complete the Training

1. Staff will need to create an account at 'The Locker' ([Coaching Association of Canada](#)). You will receive and NCCP number when creating your account.
2. To access the training in The Locker, login to your Locker account and click "E-Learning" from the menu across the top.
3. Select "Multi Sport" from the left menu and then scroll down to the required course.
4. Staff will be required to submit their NCCP number in RAMP when they register as staff, which will allow for Scotia Storm Ringette to verify completion.

If you already have an NCCP number and have completed these courses, we will be able to verify completion through your NCCP number.

Timelines for Completion

As coaches will have direct contact with athletes, all background screening and mandatory education training listed above must be completed prior to their first formal activity in their season, or prior to any unsupervised contact with an athlete.

ADDITIONAL RECOMMENDED TRAINING

Recommended Training

The following courses are also highly recommended:

1. **NCCP Making Ethical Decisions** (free 3.5 hour online module and in-group workshop - <https://coach.ca/nccp-make-ethical-decisions>)
2. **Keeping Girls In Sport** - <https://www.respectgroupinc.com/keeping-girls-in-sport/>
3. **Commit to Kids for Coaches** - Canadian Centre for Child Protection (2.5 hour online module - <https://protectchildren.ca/en/get-involved/online-training/commit-to-kids-for-coaches/>). This course has a cost of \$12, but can be accessed for free if you sign up to become a Support4Sport VIP Coach. (<https://www.coachingns.com/community-coaches>)

Support4Sport VIP Coaching Program

All Scotia Storm Ringette coaches also have the opportunity to complete the Support4Sport VIP Coaching Program, which has been created to recognize the contribution of coaches in communities across Nova Scotia. VIP is not a certification or requirement, but rather a proactive opportunity for coaches to continue to excel in ethical leadership. The VIP Coach Program is designed to raise the bar for what it means to be a coach in Nova Scotia and therefore coaches must meet a specific criterion.

To register: <https://www.coachingns.com/community-coaches>. When all criteria are met, you will receive an Under Armour Kit (\$300 value) for free, discounts at Cleves and on coaching educational opportunities.



INJURY & EMERGENCY ACTION PLANS



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

Injury Report Form

If a player, coach or team staff member sustains an injury at a practice, game or any other Scotia Storm Ringette activity, team staff will need to complete the Scotia Storm Ringette Injury Report Form and submit a copy of the form to Scotia Storm Ringette **within 2 days** of the injury occurring. The form will be emailed to all team staff at the start of the season and is also available under the 'Managers' tab on the Scotia Storm Ringette official website. Please print and have copies available if needed.

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 your Team Manager to file with the Injury Report Form.

Concussions

Ringette Nova Scotia's Concussion Policy can be found at:

<https://ringette.ns.ca/content/concussion-protocol>. 'Making Head Way' is the NCCP's online answer to the prevalence and ambiguity of concussion in sport.

Emergency Action Plan

All coaches are required to complete NCCP Emergency Action Plan training. An emergency action plan should be created for each team, printed and kept in an easily accessible and logical place (e.g. First Aid Kit).



CONFLICT MANAGEMENT

Players and parents are encouraged to deal directly with the Head Coach or Team 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 the Scotia Storm Ringette President or another Board member and every effort will be made to positively resolve the situation. Problems need to be dealt with promptly and without bias to ensure the players have a positive season.

Use The **24-Hour Rule**: If a parent has something to say to a team staff member (that could be contentious) it will be communicated that they will have to 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.

NCCP offers a “Managing Conflict” course that is highly recommended (<https://coach.ca/module/nccp-managing-conflict>).



TEAM SPONSORSHIP

Securing team sponsors can provide significant benefits to your team and can provide you with greater opportunities to provide your team with greater opportunities for growth. Sponsorship funds are whole-team funds that can be used to help cover the costs of:

- Specialized skills training and development opportunities
- Ringette competition (ice rentals, referee fees) and travel fees
- Ringette training equipment

*Player **fundraising** amounts can be allocated to individual player accounts, whereas **team sponsor** funds are to be used to lower the whole-team budget.

How To Secure Team Sponsors

- The Scotia Storm Ringette Board of Directors will send out a letter to all families at the start of the season outlining the details of the Sponsorship Package and guidance on how to seek sponsors.
- The Scotia Storm Ringette Sponsorship Package can be found here: <https://cloud.rampinteractive.com/ScotiaStormRingette/files/Scotia%20Storm%20Sponsor%20Package.pdf>
- The Scotia Storm Ringette Sponsorship Commitment Form can be found here: <http://scotiastormringette.msa4.rampinteractive.com/content/become-a-sponsor>



WHO TO CONTACT

Knowing who to contact for various issues is important to ensure that your questions and needs are answered and responded to in a timely manner. Please refer to the information below to help guide you.

1

General Questions and Concerns

If you have general questions or encounter issues, please reach out to the Scotia Storm Ringette President at scotiastormringette@gmail.com

2

Finances

If you have questions or require support regarding fees and/or finances, please reach out to our Scotia Storm Ringette Treasurer at treasurer@scotiastormringette.com

3

Social Media & Website Promotion

If you would like to submit content to be featured on Scotia Storm Ringette's social media sites (Facebook & Instagram) or on our official website, please email content to our Director of Communications at communications@scotiastormringette.com

4

Player and Coach Development

If you have questions regarding technical or non-technical player or coach development please reach out to Scotia Storm President at scotiastormringette@gmail.com

5

Sponsorship Program

If you have questions about the Scotia Storm Ringette Sponsorship Program, please reach out to our Scotia Storm Director of Communications at communications@scotiastormringette.com



HAVE A GREAT SEASON.

 facebook.com/scotiastormringette

 www.scotiastormringette.com

 scotiastormringette@gmail.com

 instagram.com/scotiastorm/

APPENDIX 1

TEAM MEETING TEMPLATE

Agenda Topic

Introductions

- Coaches
- Junior Coaches
- Managers
- Additional Support Staff

Coaching Overview

- Goals, Philosophy and Objectives (and those of Scotia Storm Ringette)

Details of Program / Expectations

- Highlight Family Responsibilities
- Explain Athlete Expectations
- Review Codes of Conduct
- Distribute Athlete Medical Forms
- Review Emergency Action Plan
- Injury Report Form
- Attendance - expectations for notifying staff of absences and encourage use of Player Availability in the RAMP app

Review Schedule

- Practice times and games
- Travel dates
- Hotel bookings for away games/tournaments

Registration Fee & Team Budget

Team Apparel

- Water bottles, uniform care (reserve jerseys for games only), process for swag orders

Expectation of Parents / Volunteers

- Review the various volunteer roles and delegate (shot clock, game clock, scoresheet, dressing room monitors, etc.)

APPENDIX 2

HELPFUL LINKS

Scotia Storm Ringette

www.scotiastormringette.com

Ringette Nova Scotia

<https://ringette.ns.ca/>

Ringette Canada

<https://www.ringette.ca/>

The Locker

<https://thelocker.coach.ca/>

Coaching Nova Scotia

<https://www.coachingns.com/>

Support4Sport VIP Coaching Program

<https://csiatlantic.ca/coaching/support4sport-vip-coaching-program>