



**Burnaby New Westminster Ringette Association**  
**2012-2013 Coaching Guidelines**

WELCOME AND THANK YOU TO ALL VOLUNTEERS!!!!

Revision: 2.0  
Revised: November 20, 2012  
Prepared By: VP On-Ice Operations

# 1. Purpose

The purpose of these guidelines are not to instruct the coaches on how to coach but to outline procedures and policies for the coaches of the Burnaby New Westminster Ringette Association (BNWRA).

Coaching responsibilities and roles of coaches within a Ringette team are clearly outlined in courses such as the Community Sport Initiation (CSI) course by Ringette Canada. These courses provide information on how to best suit activities for specific age groups, how to deal with legal or ethical issues, learn how create practice plans, and provides explanations of the basic rules of ringette.

The competition level courses (i.e. Competition Introduction, Competition - Introduction Graduation), build on those basic ideas and with an emphasis on training, advanced skill development, strategies, tactics and coaching management. These courses also require the student to be evaluated.

Further information regarding these courses can be obtained from the Director of Coaching.

## 2. Objectives Checklist

The primary goal of the coach is to provide an enjoyable and learning experience for Ringette. For younger teams it may be just basic skills, for older teams it may be learning new defensive strategies, or for more competitive teams it may be the competition itself. Whatever the goals, the coach sets that environment. It is your job to create that environment for your player's success. With this in mind, throughout the season, please keep this checklist in mind:

### a. Set Goals

- Player goals.
- Team goals.
- Personal goals.
- Fellow coaches to grow. Help younger player coaches develop coaching skills.
- Determine which tournament(s) to attend.

### b. Communicate

- Do not make assumptions!
- Communicate with your players, fellow coaches, managers and parents.
- Determine how you are going to communicate with the above. What modes of communication are going to work (text, email, phone etc..)
- Inform the players/manager if practice times change (i.e. website).
- Contact the ice allocator if you cannot use ice, or if you want to request ice. (see below) and the Ref-in Chief if a home game has been cancelled so the refs can be notified.
- Be ready and open for (constructive) criticism.
- Don't be ashamed to ask for help.

### c. Development of female coaches.

## 3. Ice

### 3.1 Ice Usage

The City of Burnaby will now be tracking the utilization of our ice. Having unutilized ice results in a financial loss and prevents another team from using the ice for a practice, possible game, or hosting a development program. This also affects the following season's negotiations for ice times.

#### **We cannot have empty sheets or low attendance for our practices.**

Please monitor your ice usage for the early Tuesday 6:15 - 7:15am, Bill Copeland Arena ice time.

### 3.2 Sharing Ice

With the increase in the total number of teams and the loss of some ice times, full sheets of ice will be a luxury, therefore, the sharing of practice ice will be highly encouraged.

### 3.3 Cancelling Ice

If ice cannot be used, the Ice Allocator (**Chad Merchison**) Email IceAllocator@bnwra.ca **must be informed** a minimum of **14-days** in advance.

The Ice Allocator will then inform the coaches of available ice [method to be determined].

### 3.4 Requesting Ice Times

Requests are made to the Ice Allocator and he will determine if the ice is available. He will then inform yourself, and any other coaches that are also using the ice, that you have the ice. [method to be determined].

Remember to inform the players of any new ice times for your team.

### 3.5 Rescheduling Games on Tournament Weekends

From the Director of Player Development:

The day the league schedule is released, teams are to reschedule all their home games on tournament weekends (BNW, FV, Richmond and Kelowna). Give them (who is them?) a two week window to have it completed. That ice should be offered to teams not planning or attending those tournaments. Last year there were some problems with some teams not using their ice during tournaments and the coaches just not being organized, as a result, some weekend sheets went empty. Should you require assistance on how to reschedule a game, contact Jennifer Patch (Director of Coaching). It doesn't take long to read the schedule of your opponent to find a day when they don't play. The earlier the reschedules happen the easier it is to coordinate.

#### **Cancelling Games**

Sometimes it is necessary to cancel a game. Please follow the procedures below to make sure everyone, that needs to be, is informed.

1. Contact the Coach of the team you are scheduled to play. □ Coaches or Team Contact email addresses can be found on the "Coaching Staff" page of the LMRL website.
2. The "Home" team coach is to contact their respective Association Ice Scheduler to be sure the ice does not go unused.
3. The "Home" team coach is to contact their respective Association Referee in Chief to ensure the referees get notified in a timely manner.

Once a game has been officially cancelled, contact the Lower Mainland Ringette League (LMRL) Game Scheduler at scheduler@lowermainlandringette.ca to have the the game taken off the Website.

#### **Rescheduling Games**

The procedure for rescheduling games is much the same as for cancelling games.

1. Contact the Coach of the team you are scheduled to play. Coaches or Team Contact email addresses can be found on the “Coaching Staff” page of the LMRL website. It is the expectation of the LMRL that coaches work together to find a suitable date and time to reschedule a game.
2. The “Home” team coach is to contact their respective Association Ice Scheduler to look for possible ice to reschedule a game.
3. When the ice is agreed upon by both teams, the “Home” team coach is to contact their respective Association Referee in Chief to arrange for referees.

After all the details have been worked out, contact the LMRL Game Scheduler at [scheduler@lowermainlandringette.ca](mailto:scheduler@lowermainlandringette.ca) to have the new game time posted on the website. Be sure to have the original game number to refer to.

## 4. LMRL and BCRA Related Items

### 4.1 Schedules

Schedules will be posted on the LMRL website: <http://www.lmrl.ca>.

### 4.2 Important Dates

<http://www.bcringette.org/web/PlainHTML.aspx?idPage=102>

	Tiering games start. Non-tiered teams season to start
Oct18	LMRL tiering meeting (Copeland 6:00 pm); coaches to attend.
	Layover weekend.
	League games start.
Nov 1	First Team Tiering Lists Due (from Leagues)
Dec 1	<ul style="list-style-type: none"> <li>• Code of Conduct Forms (players, coaches, officials) filed with Local Association</li> <li>• Team “Retreat” applications (League Submissions) due to BCRA</li> <li>• Registration Deadline (U14, U16, U19, 18+)</li> </ul>
Dec 15	Criminal Records check must be submitted to the BCRA office by December 15th. See Criminal Records Check section below.
Jan 1	<ul style="list-style-type: none"> <li>• ALL coach certification must be completed in order to participate in Provincials.</li> <li>• Final Team Tiering Submissions by League due to BCRA (Retreat or re-tiering application deadline).</li> <li>• League to notify BCRA of the # of teams eligible for Provincials (or if unable to fill their eligible number of teams for Provincials).</li> <li>• WCRC Commitment to Attend Forms &amp; Fees Due: U16A, U19A, 18+A.</li> </ul>
Feb 15	<ul style="list-style-type: none"> <li>• Leagues to notify BCRA of teams representing the League at Provincials.</li> </ul>

### 4.3 Tournaments

- BNWR Icebreaker Tournament, Nov 9-12, 2012
- **Bunny Jamboree, Dec - Delta**
- Spirit of Winter, Dec 7-9 - Fraser Valley
- **West Coast Classic, Jan - Richmond**
- Kelowna Sweetheart Tournament, Feb 7-10, 2013 - Kelowna
- **Bunny/ Novice Jamboree, Mar - Poco**
- **Petite Jamboree, - SWR**
- Provincial A's, Fraser Valley, March 1-3, 2013
- Provincial B/C's, Surrey/White Rock - March 22-24, 2013
- 2013 Western Canadian Ringette Championships (Westerns), 28 – 30 Mar 2013, Regina

## 4.4 Tiering

All U14, U16, U19, and 18+ Coaches are to attend the **Annual LMRL Ringette Tiering Meeting** on :  
**Monday October 22, 2012 at 6:00 pm**

**Bill Copeland Arena** 3676 Kensington Avenue Burnaby, BC

All coaches are to meet in the Main Lobby at 6:00pm for a brief introduction. Each Division will be assigned to a separate meeting and will be run by their Division Manager.

Tiering forms must be completed on line; no paper copies will be accepted. Date for submittal is currently unknown. Link for the form is below.

**Copy of Teiring form is on BNWRA Website under Coaching Resources.**

### 4.4.1 Pooling

All U9 - U10 - U12 Coaches are asked to attend the **Annual Lower Mainland Ringette Pooling Meeting** on  
**Monday December 10, 2012 at 6:00 pm**

**Bill Copeland Arena** 3676 Kensington Avenue Burnaby, BC

All coaches are asked to meet in the Lobby of Bill Copeland Arena at 6:00pm for a brief introduction. Each Division will be assigned to a separate meeting room for a meeting run by their Division Manager.

## 4.5 Criminal Record Checks

From the BCRA 2012 Policy Manual

"For any bench staff of provincial, league or association teams and for any individuals with signing authority on BCRA, league or association bank accounts, all respective presidents are to provide, in writing by **December 15th** of each year, confirmation to BCRA that the presidents have received in the last two-year period a satisfactory criminal record check for each staff member or signing officer."

A criminal record check is required every 2 years so, if you are a coach, you must have a criminal record check done if you have not had one in the last 2 years.

Proceed to your police department of your residency (Burnaby - RCMP, New Westminster - NWPD). If you opt to use your police department, you will need a letter from the BNWRA indicating the purpose of the criminal record check. There may be a cost as well for Burnaby residents (New Westminster may be free).

See Appendix for additional information

## 4.6 Scoresheets

From the LMRL

### Posting Scores

All coaches have been issued a login and password to post their scores on the LMRL website. It is assumed that the winning team will likely post the game score, however, either team is welcome to post the score, but ask that all coaches post scores within 48 hours of playing the game. Please post only a goal spread of 7 goals as any more than that is unnecessary.

See LMRL Website "Reporting Game Scores"  
[http://lmrl.goalline.ca/page.php?page\\_id=25874](http://lmrl.goalline.ca/page.php?page_id=25874)

### Regular Season Game Sheets

All divisions (except U9) are to mail the top copy (white) to our LMRL - RIC. Her address is below.

**Attn: LMRL RIC**

**Re: Division Calibre (example U14)**

c/o 4744 Mahon Ave

Burnaby, BC  
V5G 3R5

Please note: If there was an issue at a game that needed to be dealt with by a referee, the white copy will not be returned to the coach, it will be forwarded to the LMRL - RiC by the senior referee of that game.

### **Divisions U14, U16, U19, and 18+**

Posted Game scores will be displayed on the website and stats will be calculated. Stats will be used for seeding for the year-end playoffs. The Format of the year end playoffs is yet to be determined.

### **Divisions U10 and U12**

Posted game scores will be displayed on the website but stats will not be calculated for the October to December schedule.

### **Division U9**

Posted game scores will be displayed on the website but stats will not be calculated.

## **4.7 Player Movement**

As the year progresses, pay attention to those new underage players who have moved up to higher divisions. If it is clear that the player has not adjusted to the new environment, it should be brought to the attention of the Director of Coaching and/or VP On-Ice Operations. Also, be considerate and aware of the players ability when calling up players to fill rosters when you are short players. The players safety and well being is first and foremost. Please see below link for??

<http://www.bcringette.org/Content/Development/LTAD%20Moving%20Athletes.asp>

From the LMRL

Hello Association and League Contacts,

Please forward this very important message on to your coaches and their teams, and please discuss this information and that in the link above with your parents and coaches.

It has come to our attention that there is a great deal of player movement happening between divisions, especially in the U12 (Petite) and U14 (Tween) divisions. I would like to ensure everyone is educated on the risks this practice poses, to the athletes in question but also to those responsible for their wellbeing. While this letter addresses these divisions specifically, the principles apply to any age division.

The position of BCRA, our Insurance Company, and all experts in the field has always strongly recommended that players stick to their own age divisions, even when they are physically capable of playing up an age division (the only reason this should EVER be considered, otherwise this poses a safety risk) there are a lot of other factors at play such as developmental and social age (see link above).

According to Long Term Athlete Development (LTAD) guidelines for the U12 (Petite) age division, athletes at this age should not be participating in the competitive AA program, which is why we do not have U12 (Petite) AA this year. Our current division for the U14 (Tween) age group is listed as "U14", which translates to the old description of Tween as "13 years of age and under" so nothing has changed with our division ages in this sense.

In terms of playing up one division, some leagues have had a rule (unwritten I believe, more of a best practice) that you couldn't move up if it meant taking the place of someone in that age group. So in other words, only if there is not enough players and they need to pull up then they could look at it. Our insurance providers very strongly recommend when someone plays outside of their age division, placement is done very carefully. The Associations and Leagues have a responsibility to ensure the safety of their members, and putting them on a team to play against opponents older than them is often deemed unsafe. In the situation of any injury occurring, an insurance provider will typically evaluate the situation to see if any unsafe

practices were being followed. Sports and athletes are no exception, and as soon as it becomes obvious a player was outside of her age division (regardless of the U ages) it will be questioned to ensure she was in fact capable of playing there.

It is left to the discretion of the Association or League responsible for the player and teams in question, to determine the best possible place for players to play based on the best interest of the athlete. The process that is followed is that the player (or parents) wanting to play higher should apply to the Association or League for permission to do so. The coaches and the Association have a responsibility to ensure the safety and well-being of their athletes - physical, developmental, and social.

In speaking with some "higher wisdom" on the topic, one ex-professional athlete had this to add "It constantly worries me that we seem to disregard experts that have done research in the area of player development. It strictly states that having players at a young age play and participate in things that are not age appropriate can be detrimental later in an athlete's career. So is the point that we are going to knowingly allow someone to participate in something that could work negatively for them later in life, because they really want to or just because they are good now. As an ex-professional athlete I am also talking from experience. I have seen athletes do things that were not appropriate for them to do at their age level. It helped them get to a higher level in the short term but it also shortened their athletic career. This personally happened to me as well. If I had to do it all over again I would have never done the things at the wrong time. The irony of the whole thing is the athletes that I got a head of in the short term caught up to me later in my athletic career in the end."

To put this in another context, in school we rarely see students skipping a grade. While there are many students whom without doubt show outstanding academic abilities, it seems obvious to most that this could pose a potential issue when it comes to their social development with their peers. In sport we seem to disregard all other areas of development except physical, and assume that when athletes show strong physical abilities at an early age they will always be ahead and develop equally in all areas. There is overwhelming research and evidence that shows this is rarely the case.

For those who are becoming tired of hearing LTAD quoted as the reason things are the way they are, it should be noted that many other countries, especially those who have been more successful than Canada on the world stage, have been following our "new" mantra for years. This is not new knowledge to the sporting world, it's just new to Canada.

Let's ensure that these athletes have a long and prosperous career in sport. They are only 12-14 years of age and, at this point, they have many years left in our sport and others.

Cheers,

Laura Watson  
Technical Director, BC Ringette Association

## 5. Long Term Athlete Development (LTAD)

Is a process and program that:

- Was developed by Sport Canada. Also referred to as Canadian Sport for Life (CS4L).
- Is based on the physical, mental, emotional and cognitive development of children and adolescents.
- Each of the stages of LTAD reflects a different point in athlete development.
- Promotes a healthy, physically literate nation whose citizens participate in lifelong physical activity.
- Ensures that optimal training, competition, and recovery programs are provided throughout an athlete's career.
- Provides an optimal competition structure for the various stages of an athlete's development.
- Integrates elite sport, community sport and recreation, scholastic sport, and physical education in schools.
- All sports in Canada are in the process of implementing.

How is it related to ringette:

- Approved by Ringette Canada (2007).
- Division name has changed.
- U12 (Petites) are no longer tiered. BC adopted the LTAD model for U12's one year earlier.
- Lots of material available online (Framework Document, Guidelines, Practice Plans - currently only for U12).

[http:// www.canadiansportforlife.ca/](http://www.canadiansportforlife.ca/)

[http:// www.ringette.ca/en-us/athletes/ltad.aspx](http://www.ringette.ca/en-us/athletes/ltad.aspx)

## 6. Other

### Accident and Injury Report

Accident and injury reports MUST be submitted within 30 days of the occurrence. Please supply as much supporting information as possible. Please complete Online form from BCRA Website (NOTE: Once you click SUBMIT you will not be able to print this form. Print or pdf BEFORE submitting.)

<http://www.bcringette.org/web/PlainHTML.aspx?idPage=106>

### Ringette Canada Official Rules and Case Book of Ringette

<http://www.ringette.ca/en-us/officials/rules.aspx>

### BC Ringette Calenders of Events and Deadlines

[http:// www.bcringette.org/web/PlainHTML.aspx?idPage=102](http://www.bcringette.org/web/PlainHTML.aspx?idPage=102)

### Concussion Clinic

Dr. Stan Jung will be presenting a Concussion Clinic Session, to be held on Tuesday October 2, 2012 which will outline a comprehensive plan to access (assess) all athletes in BNWRA and a plan to access (assess) any athlete at the time of injury. This session is mandatory and must be attended by all bench staff.

### Team Wear and New Jersey

More information TBA

- New Logo
- Home and Away
- Deposit \$\$
- Team



## **7. Appendix**

- |   |                     |
|---|---------------------|
| <b>1. BNWRA Parent / Coach / Volunteer/ Official Conflict Resolution Protocol</b> | <b>page 10</b>      |
| <b>2. Coaching Certification Updates</b>  | <b>page 11 - 13</b> |
| <b>3. Player Medical Form</b>   | <b>page 14-15</b>   |
| <b>4. Player Media Release Form</b>   | <b>page 16</b>      |
| <b>5. Athlete's Code of Conduct (petite age and below)</b>                        | <b>page 17</b>      |
| <b>6. Athlete's Code of Conduct (tween age and above)</b>                         | <b>page 18</b>      |
| <b>7. Coach and Bench Staff Code of Conduct</b>                                   | <b>page 19 - 20</b> |
| <b>8. Criminal Record Check Procedure</b>   | <b>page 21 – 22</b> |
| <b>9. BCRA &amp; BNWRA Waiver Form</b>  | <b>page 23</b>      |
| <b>10. BCRA Game Report (Gamesheet) Instructions</b>                              | <b>page 24 - 26</b> |



**BURNABY NEW WESTMINSTER RINGETTE  
PARENT / COACH / VOLUNTEER / OFFICIAL  
CONFLICT RESOLUTION PROTOCOL**

BNWRA is committed to providing parents with a means of resolving issues or concerns that may arise during the season between themselves and a coach / volunteer / official. There are many reasons why a parent may have a disagreement but frequently it involves concerns over: playing time, playing position, skill development, or coaching style. If left unaddressed, these issues can escalate and will ultimately have a negative impact on the player, parent, coach and team.

If a conflict should arise during the season, the following steps should be taken to resolve the difference.

**Remember the “24 hour rule”. If you are upset, wait 24 hours and then determine if you wish to pursue an issue**

<b>Step One:</b>	The initiating party will request a meeting with the coach either in person, by e-mail or by phone. This request can be made directly to the coach so that the privacy of the individual requesting the meeting is maintained. <b>Please do not approach the coach prior to or after a game or practice as the coach’s focus should be on the players and the game/practice.</b>
<b>Step Two:</b>	A meeting shall take place between the affected parties. BNWRA coaches are encouraged to meet with individual parents to discuss concerns that affect that parent’s child. If the difference is not resolved, then <b>Step Three</b> can be initiated by either party.
<b>Step Three:</b>	The initiating party will notify the Director of Coaching and the VP On-Ice Operations who will meet, as soon as possible, with both sides in an attempt to resolve the difference. If the Director of Coaching and the VP On-Ice Operations cannot resolve the situation at this meeting, then <b>Step Four</b> is followed.
<b>Step Four:</b>	One or both parties can request that the difference be settled by the BNWRA Executive. Such a request will be submitted in writing to the President of BNWRA who will place it on the next agenda or call a special meeting, if required. The Director of Coaching and the VP On-Ice Operations will report to the Executive and both parties will be heard.
<i>Should the matter require a vote by the BNWRA Executive, the vote will be by secret ballot. The decision of the majority will be binding on all parties.</i>	
<b>Step Five:</b>	Should the situation not be resolved at BNWRA, all registered members have the right of appeal to the BC Ringette Association (BCRA).

Hello Presidents,

This is a gentle reminder that your coaches are required to complete their PIM as a part of the coaching requirements. 18+ and Master's coaches are exempt.

Please encourage new U12 coaches who attended CSI last season to register and attend one of the Prevention in Motion clinics presently registered with BCRA. These clinics are taught by a certified RED CROSS instructor. If your association is interested in hosting a PIM clinic for your members, please contact me in order to work out details. Clinics are not limited to coaches only and BCRA encourages any members who work with children / teams take the time to attend a PIM clinic.

Please note that due to the successful grant applications the clinic costs have dropped by 5\$ from last season. Participants who attended last season's PIM courses have had their Karelo profile updated with the information.

Your registrars are able to verify your coaches' PIM completion by reviewing the profile under the individual coach's tab.

If that information is missing, please have your coach director contact me with the name of the coach in addition to the date/location the coach took PIM.

For more information on PIM, FAQs, and equivalencies, please [click here](#) to take you to the appropriate page on the BCRA website.

Kind regards,  
Lainie A. Wintrup  
Technical Coordinator

<b>PIM</b>	Friday October 19th	Richmond Ice Centre 14140 Triangle Rd.	Red Cross Prevention in Motion required clinic at Richmond Ice Centre 14140 Triangle Rd. <b>6 PM - 10 PM</b> . Friday October 19th. Writing materials required. Karelo Registration opens September 1st at 1 PM Instructor: E. McNeill - Red Cross. Fee: 60\$
<b>PIM</b>	23 November	100 - 20165 - 91A Avenue, Langley, BC V1M 3A2	Red Cross Prevention in Motion required clinic at Sportsplex Walnut Grove . <b>6 PM - 10 PM</b> . Friday November 23rd. Writing materials required. Karelo Registration opens 01-Oct-2012 13:00. Fee: \$60



RINGETTE CANADA RINGUETTE CANADA  
2012 – 2013 Coach Requirements Chart

Division	Level	Qualified Female on the Bench		Position	Make Ethical Decisions (MED)	Community Sport Initiation (CSI)	Competition Introduction 1 (CI-1) and Competition Introduction 2 (CI-2) = CI		Competition Development (CD) (Level 3 Certified)
		Trained	Certified		Certified	Trained	Trained	Certified	Certified
U9 U10	-	✓		All Coaches	✓	✓			
U12 U14	B & C	✓		All Coaches	✓	✓			
	A	✓		Head Coach	✓		✓		
				Assistant Coaches	✓		✓		
CIT	✓			✓					
U14	AA	✓		Head Coach	✓			✓	
				Assistant Coaches	✓		✓		
				CIT	✓		✓		
U16 U19	B & C	✓		All Coaches	✓	✓			
	A		✓	All Coaches	✓			✓	
				CIT	✓		✓		
AA		✓	All Coaches	✓			✓		
Open	B & C			All Coaches	✓	✓			
	A			Head Coach	✓			✓	
				Assistant Coaches	✓		✓		
	NRL			All Coaches	✓			✓	
U19 Canada East / West	AAA		✓	All Coaches	✓				✓
U20 Canada Winter Games	AAA		✓	All Coaches	✓				✓
National Team	AAA		✓	All Coaches	✓				✓
30+ (Masters)	All			All Coaches	✓	✓			



RINGETTE CANADA RINGUETTE CANADA  
**Bench Staff Information and Other Requirements**

<b>Make Ethical Decisions (MED)</b>	To become MED certified: <ol style="list-style-type: none"> <li>Attend a MED module (part of CSI, CI or stand-alone).</li> <li>Complete the appropriate Make Ethical Decisions online evaluation at <a href="http://www.coach.ca">www.coach.ca</a> : <ul style="list-style-type: none"> <li>CSI must complete the CSI online.</li> <li>CI Coaches must complete the CI online evaluation.</li> <li>For the 2012 – 2013 season, all CD and Level 3 Coaches will need to complete the CI MED online evaluation.</li> </ul> </li> </ol> <ul style="list-style-type: none"> <li>The online evaluation system only allows two attempts to successfully complete the evaluation.</li> <li>The minimum pass score is 75%.</li> </ul>
<b>Qualified Female on the Bench</b>	All divisions and levels must have at least one fully qualified female coach (18 years old and older) on the bench. Open and Masters division are exempt from this requirement.
<b>Qualified Bench Staff</b>	Since Head Coaches and Assistant Coaches do not require the same qualifications in some divisions and levels, if an Assistant Coach is required to replace a Head Coach, the replacing coach must have the qualifications for a Head Coach in that division and level.
<b>Coach-in-Training (CIT)</b>  <b>*CIT's are coaches trained in CI-1 but may not yet be trained in CI-2</b>	<ul style="list-style-type: none"> <li>May help coach a team as part of the team's 5 person bench staff for teams at the U12, U14 (all levels), U16 and U19A levels as a coach-in-training. (1 per Team)</li> <li>CIT Coaches may NOT fill the qualified female bench requirements.</li> <li>This is a one season exemption for CIT 18 years of age and older who must be certified in both CI-1 and CI-2 the following coaching season if it is required for the coaching context..</li> <li>CIT under 18 must complete CI-2 training the following coaching season and they MUST be certified in the year of their 18<sup>th</sup> birthday if they are coaching and it is required for the coaching division and level.</li> </ul>
<b>First Aid</b>	The Ringette Canada Coach Development Committee (CDC) recommends that at least one member of each team's bench staff is fully trained in first aid.
<b>Helmets</b>	The Ringette Canada CDC recommends all coaches and all their helpers wear helmets on the ice.
<b>NCCP Levels to Contexts Equivalencies</b>	In 2012: <ul style="list-style-type: none"> <li>Fully certified Level 1 coaches with MED will receive the CSI context: "Trained" status equivalency.</li> <li>Fully Level 2 certified coaches with MED will receive the CI context: "Certified" status equivalency.</li> <li>Coaches with any partial certification are now required to complete context appropriate training and certification. No equivalency has or will be given for partial completion of training at these levels.</li> <li>Level 3 equivalencies will be processed and communicated once the CAC develops its equivalencies.</li> </ul>
<b>NRL</b>	The NRL is establishing a long term plan that will require coaches to be certified at the Competition Development context. A timeline will be communicated as soon as it is established.



### Training and Certification Procedures

	<b>Community Sport Initiation (CSI)</b>	<b>Competition-Introduction 1 (CI-1) and Competition Introduction 2 (CI-2) = Competition- Introduction (CI)</b>	<b>Competition-Development (CD) and Level 3</b>
<b>To Become Trained</b>	Attend and complete the CSI Course and training  Successfully pass the online MED CSI evaluation	Attend and complete CI-1 and CI-2 course and training. CI-1 Modules: - Introduction to Coaching - Make Ethical Decisions - Planning a Practice - Ringette Skills – Basic - Ringette Strategies and Tactics – Basic  CI-2 Modules: - Season Planning - Ringette Skills – Advanced - Ringette Strategies and Tactics –Advanced	Attend and complete CD Courses and training. Multi-Sport Modules: - Developing Athletic Abilities - Coaching and Leading Effectively - Prevention and Recovery - Managing Conflict - Leading a Drug-Free Sport - Sport Psychology  Ringette-Specific Course which includes the following Modules: - Performance Planning - Planning a Practice - Analyze Performance - Manage a Ringette Program
<b>To Become Certified</b>	Certification is not required in Community Sport	Successfully pass the MED online CI evaluation. Successfully pass CI-1 and CI-2 evaluations which are interrelated and completed together. Coaches who were trained in CI Part B (multi-sport) must successfully pass the CI-2 evaluation to receive equivalency for certification.	Complete Multi-Sport online evaluations: - Make Ethical Decisions - Managing Conflict - Leading a Drug-Free Sport Submit to Ringette Canada for evaluation process on the coaching platform (must be coaching U16AAA or higher to begin the evaluation process). Observation Evaluation: - Practice - Competition
<b>To Remain Qualified</b>	Accumulate <b>10</b> points in the five-year cycle by attending approved professional development workshops and activities.	Accumulate <b>20</b> points in the five-year cycle by attending approved professional development workshops and activities.	Accumulate <b>30</b> points in the five-year cycle by attending approved professional development workshops and activities.

**Please note: The timeline has been removed for professional development until the CAC has completed its Professional Development policy implementation plan.**



## Player Medical Information Form

<b>Full Name :</b>	
<b>Address :</b>	
Telephone :	Email :
Date of Birth :	Care Card # :
<b>Mother's Name :</b>	Ph (Home):
Ph (Work) :	Ph (Cell) :
<b>Father's Name :</b>	Ph (Home) :
Ph (Work) :	Ph (Cell) :
Person to contact in case of accident or emergency, if parents are not available.	
<b>Name :</b>	Ph (Home) :
Ph (Work) :	Ph (Cell) :
<b>Relationship :</b>	
<b>Please check the appropriate response below pertaining to your child YES or NO</b>	
Y N - Previous history of concussions Y N - Fainting episodes during exercise Y N - Epileptic Y N - Wears glasses Y N - Wears contact lenses Y N - Wears dental appliance Y N - Hearing problem Y N - Asthma Y N - Trouble breathing during exercise Y N - Heart Condition Y N - Diabetic Type 1 _____ Type 2 _____ Y N - Medication	Y N - Has allergies Y N - Wears a medic alert bracelet or necklace. Y N - Is presently injured. Y N - Has had surgery in the last year. Y N - Has been in the hospital in the last year. Y N - Has had injuries requiring medical attention in the past year. Y N - Has had an illness lasting more than a week in the past year. Y N - Does your child have any health problem that would interfere with participation on a ringette team?

**If you answered “yes” to any of the above items please provide as much detail as possible (use separate sheet if necessary). :**


<b>Medications:</b>

<b>Allergies:</b>

<b>Medical Conditions:</b>

<b>Recent Injuries:</b>

<b>Date of last Tetanus shot:</b>
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<b>Date of last complete physical examination:</b>
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<b>Doctor's Name:</b>	<b>Ph :</b>
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<b>Dentist's Name:</b>	<b>Ph :</b>
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**Any medical condition or injury problem should be checked by your physician before participating in a ringette program.**

I understand that it is my responsibility to keep the team management advised of any change in the above information as soon as possible and that in the event no one can be contacted, team management will take my child to hospital/M.D. if deemed necessary. I hereby authorize the physician and nursing staff to undertake examination investigation and necessary treatment of my child. I also authorize release of information to appropriate people (coach, physician) as deemed necessary.

Signature of Parent or Guardian:

**Date:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_



**MEDIA RELEASE FORM**  
BETWEEN

Burnaby New Westminster Ringette Association

AND

**NAME:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**TELEPHONE:** \_\_\_\_\_

**DATE OF BIRTH:** \_\_\_\_\_

**AUTHORIZATION TO USE PHYSICAL LIKENESS**

I, \_\_\_\_\_  
(Please print your name)

do hereby grant to the Burnaby New Westminster Ringette Association, all rights to use my physical likeness in all poses, acts, plays and appearances made by me during the Ringette season, including the right to use my name, photographic likeness, including still, moving and voice, and including the right to edit, modify, add to, and/or delete any or all of the material provided by me for exhibition and distribution in all media now known and hereafter and commercial use of all kinds in all countries and territories.

**SIGNATURE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**NOTE: If under 18 year of age, signature of a parent or guardian required:**

**SIGNATURE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_





## **Athlete's Code of Conduct (petite age U12 and below)**

The overall experience for athletes participating in sports should promote the development of healthy and positive values towards themselves, fellow athletes, officials and coaches. The following Code of Conduct, for petites and below, has been developed to aid athletes in achieving a level of behaviour, which assists them in becoming well-rounded, self confident and productive human beings.

- I will play Ringette because I want to, not just because others or coaches want me to.
- I will play by the rules of Ringette, and in the spirit of the game.
- I will control my temper – throwing equipment and “mouthing” off can spoil the activity for everybody.
- I will respect my team mates and the members of the other team.
- I will do my best to be a true team player.
- I will remember that winning isn't everything – that having fun, improving skills, making friends, and doing my best are most important.
- I will acknowledge all good plays/performances – those of my team and my opponents.
- I will remember that coaches and officials are there to help me. I will accept their decisions and show them respect.
- I will remember that at all times, on and off the ice, to proudly represent my Team, Association and the Ringette Community."

I agree to this code of conduct, and will follow it.

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Player's Name

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Date

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Player's Signature

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Parent/Guardian's Signature



## **ATHLETES' CODE OF CONDUCT (Tween U14 and above)**

The overall experience for athletes participating in sports should promote the development of healthy and positive values towards themselves, fellow athletes, officials and coaches. The following Code of Conduct has been developed to aid athletes in achieving a level of behaviour, which assist them in becoming well-rounded, self confident and productive human beings.

### **ATHLETES HAVE A RESPONSIBILITY TO:**

- Treat everyone fairly within the context of their activity, regardless of gender, place of origin, colour, sexual orientation, religion, political belief or economic status.
- Consistently display high personal standards and project a favorable image of their sport and of playing.
- Refrain from public criticism of fellow athletes, coaches and officials.
- Abstain from the use of tobacco products and discourage their use by fellow athletes and coaches.
- Abstain from drinking alcoholic beverages while participating in athletic events.
- Abstain from possession or use of any substance prohibited by Federal or Provincial Law.
- Adhere to the guidelines provided by the Canadian Centre for Drug-Free Sport and abstain from the use of all Banned substances and methods.
- Refrain from the use of profane, insulting, harassing or otherwise offensive language.
- Refrain from vandalism and personal misconduct; to abstain from any malicious damage to property or persons.
- Abstain from personal misconduct causing harassment to participants, officials, coaches or spectators.
- Treat opponents and officials with due respect, both in victory and defeat.
- Uphold the rules of Ringette and the spirit of those rules.

### **ATHLETES MUST:**

- Respect the dignity of coaches, officials and fellow athletes; verbal or physical behaviours that constitute harassment or abuse are unacceptable (definition of harassment is attached).
- Never advocate or condone the use of drugs or other banned performance enhancing substances or methods.
- Never provide underage athletes with alcohol.

I have read and understand the above statements and agree to conduct myself in a manner that demonstrates the standards established in the Athletes' Code of Conduct.

---

Player's Name

---

Date

---

Player's Signature

---

Witness/Parent/Guardian's Signature



## **CODE OF CONDUCT For COACHES**

The athlete/coach relationship is a privileged one. Coaches play a critical role in the personal as well as athletic development of their athletes. They must understand and respect the inherent power imbalance that exists in this relationship and must be extremely careful not to abuse it. Coaches must also recognize that they are conduits through which the values and goals of a sport organization are channelled. Thus how an athlete regards his/her sport is often dependent on the behaviour of the coach. The following Code of Conduct has been developed to aid coaches in achieving a level of behaviour that will allow them to assist their athletes in becoming well-rounded, self confident and productive human beings.

### **COACHES HAVE A RESPONSIBILITY TO:**

1. Treat everyone fairly within the context of their activity, regardless of gender, place of origin, colour, sexual orientation, religion, political belief or economic status.
2. Direct comments or criticism at the performance rather than the athlete.
3. Consistently display high personal standards and project a favourable image of their sport and of coaching.
  - Refrain from public criticism of fellow coaches, especially when speaking to the media or recruiting athletes.
  - Abstain from the use of tobacco products while in the presence of his/her athletes and discourage their use by athletes.
  - Abstain from drinking alcoholic beverages when working with athletes.
  - Discourage the use of alcohol in conjunction with athletic events or victory celebrations at the playing site.
  - Refrain from the use of profane, insulting, harassing or otherwise offensive language in the conduct of his/her duties.
4. Ensure that the activity being undertaken is suitable for the age, experience, ability and fitness level of the athletes and educate athletes as to their responsibilities in contributing to a safe environment.
5. Communicate and cooperate with registered medical practitioners in the diagnoses, treatment and management of their athletes' medical and psychological problems. Consider the athletes' future health and well being as foremost when making decisions regarding an injured athlete's ability to continue playing or training.
6. Recognize and accept when to refer athletes to other coaches or sport specialists. Allow athletes' goals to take precedence over their own.
7. Regularly seek ways of increasing professional development and self-awareness.
8. Treat opponents and officials with due respect, both in victory and defeat and encourage athletes to act accordingly. Actively encourage athletes to uphold the rules of Ringette and the spirit of such rules.
9. In the case of minors, communicate and cooperate with the athletes' parents or legal guardians, involving them in management decisions pertaining to their children's development.
10. In an educational institution, be aware of the academic pressures placed on student-athletes and conduct practices and games in a manner so as to allow academic success.

## **COACHES MUST:**

1. Ensure the safety of the athletes with whom they work.
2. At no time become intimately and/or sexually involved with their athletes. This includes requests for sexual favours or threat of reprisal for the rejection of such requests.
3. Respect their athletes' dignity; verbal or physical behaviours that constitute harassment or abuse are unacceptable (definition of harassment is attached).
4. Never advocate or condone the use of drugs or other banned performance enhancing substances or methods.
5. Never provide underage athletes with alcohol.

**I have read and understand the above statements and agree to conduct myself in a manner that demonstrates the standards established in the Coaching Code of Conduct and Coaching Code of Ethics.**

**Date:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Witness:** \_\_\_\_\_



## BURNABY NEW WESTMINSTER RINGETTE

### How to Complete a Criminal Record Check

BNWRA is committed to ensuring that all volunteers with BNWR that are working with children have completed a Criminal Record Check. This procedure will help guide you through the process.

#### Instructions for Volunteers whose residence is in the City of:

- **New Westminister**
- **Vancouver**

Open the **BNWR Criminal Record Check Request Letter** from the website, fill in your first and last name and then print.

1. **Two pieces of ID are required.** Applicants need to bring one ID with a current photo and one other. One ID must also have date of birth and current address.

#### Acceptable ID:

- Birth certificate
- Passport with current photo
  - i. (cannot be out of date)
- Valid driver's license with photo
- Native Status Card
- Immigration documents
- Valid BC ID Card with photo

Bring the following to your local Community Police Office

- **BNWR Criminal Record Check Request Letter**
- **Your 2 pieces of ID.**

## **Instructions for Volunteers whose residence is in the City of Burnaby, Coquitlam, North Vancouver or Surrey:**

1. Open the **BNWR Criminal Record Check Request Letter** from the website, fill in your first and last name and then print.
2. Download and print the **CRC - 3584 - RCMP** form:
  - Note: Use 8.5 X 14 inch (legal paper) as 2 page form must fit on page.
3. Complete all required sections of the form. Ensure you initial **all 4** boxes under the “Category of Information for Disclosure” section on the bottom of the CRC Form 3584.
4. **Two pieces of ID are required.** Applicants need to bring one ID with a current photo and one other. One ID must also have date of birth and current address.

### **Acceptable ID:**

- Birth certificate
- Passport with current photo
  - i. (cannot be out of date)
- Valid driver’s license with photo
  - i. (with current address as indicated on CRC - 3584 - RCMP form)
- Native Status Card
- Immigration documents
- Valid BC ID Card with photo
  - i. (with current address as indicated on CRC - 3584 - RCMP form)

Bring the following to the RCMP Office or RCMP Community Police Office

- **BNWR Criminal Record Check Request Letter**
- **CRC - 3584 - RCMP form**
- **Your 2 pieces of ID.**



**BC RINGETTE ASSOCIATION  
WAIVER AND RELEASE OF LIABILITY**

In consideration of being allowed to participate in any way in the BC Ringette Association (“BCRA”) and its local member association’s athletic/sports program, related events and activities, the undersigned acknowledges, appreciates, and agrees that:

1. The risk of injury from the activities involved in this program is significant, including the potential for permanent paralysis and death, and while particular rules, equipment, and personal discipline may reduce this risk, the risk of serious injury does exist; and,
2. I KNOWINGLY AND FREELY ASSUME ALL SUCH RISKS, both known and unknown, EVEN IF ARISING FROM THE NEGLIGENCE OF THE RELEASEES or others, and assume full responsibility for my participation; and,
3. I willingly agree to comply with the stated and customary terms and conditions for participation. If however I observe any unusual significant hazard during my presence or participation, I will remove myself from participation and bring such to the attention of the nearest official immediately; and,
4. I, for myself and on behalf of my heirs, assigns, personal representatives and next of kin, HEREBY RELEASE AND HOLD HARMLESS BC Ringette and it’s local member associations, together with their respective officers, officials, agents and/or employees, other participants, sponsoring agencies, sponsors, advertisers, and, if applicable, owners and leasers of premises used to conduct the event (“Releases”), WITH RESPECT TO ANY AND ALL INJURY, DISABILITY, DEATH, or loss or damage to person or property, WHETHER CAUSED BY THE NEGLIGENCE OF THE RELEASEES OR OTHERWISE.

I HAVE READ THIS RELEASE OF LIABILITY AND ASSUMPTION OF RISK AGREEMENT, FULLY UNDERSTAND ITS TERMS, UNDERSTAND THAT I HAVE GIVEN UP SUBSTANTIAL RIGHTS BY SIGNING IT, AND SIGN IT FREELY AND VOLUNTARILY WITHOUT ANY INDUCEMENT.

\_\_\_\_\_  
PARTICIPANT’S NAME

X \_\_\_\_\_  
PARTICIPANT’S SIGNATURE

X \_\_\_\_\_ Date Signed: \_\_\_\_\_  
WITNESS

**FOR PARTICIPANTS OF MINORITY AGE**

(UNDER AGE 18 AT TIME OF REGISTRATION)

This is to certify that I, as parent/guardian with legal responsibility for this participant, do consent and agree to his/her release as provided above of all the Releases, and, for myself, my heirs, assigns, and next of kin, I release and agree to indemnify the Releases from any and all liabilities incident to my minor child’s involvement or participation in these programs as provided above.

X \_\_\_\_\_  
PARENT/GUARDIAN’S SIGNATURE

\_\_\_\_\_  
EMERGENCY PHONE NUMBER

X \_\_\_\_\_ Date Signed: \_\_\_\_\_  
WITNESS

# OFFICIAL GAME REPORT

Game No.	Date
League	Tournament
Referee 1	No.
Referee 2	No.

Info from tournament schedule

Always enter date, league, tournament, playoff or exhibition game

BC RINGETTE ASSOCIATION

Home	1 Coach	2 Asst Coach	3 Asst Coach	4 Trainer	5 Manager
Visitor	1 Coach	2 Asst Coach	3 Asst Coach	4 Trainer	5 Manager
Division	Category	Location	Shotclock Operator	Time Started	Time Completed

Referee signatures

A

B

HOME

Please type or print clearly

COLOUR	NO	PLAYER'S NAME	GOALS				PENALTIES												
			PER	GOAL	ASSISTS	TIME	PER	NO	SERVED BY	MIN	REASON	TIME OFF	TIME START	TIME FINISH	TIME OUT				

VISITOR

COLOUR	NO	PLAYER'S NAME	GOALS				PENALTIES												
			PER	GOAL	ASSISTS	TIME	PER	NO	SERVED BY	MIN	REASON	TIME OFF	TIME START	TIME FINISH	TIME OUT				

See H

See J

H2

J2

H2

J2

GAME SUMMARY	TOTAL GOALS	PENALTY MIN.	TIME OUT USED
	No. 1st 2nd O/T	TOTAL STOPPED	PERIOD TIME
SHOTS STOPPED			

GAME SUMMARY	TOTAL GOALS	PENALTY MIN.	TIME OUT USED
	No. 1st 2nd O/T	TOTAL STOPPED	PERIOD TIME
SHOTS STOPPED			

- |  |  |   |   |  |   |
|--|--|---|---|--|---|
| <b>PENALTY CODES</b><br>Minor Penalties 2-30 MIN.<br>1 - BOARDING<br>2 - BODY CONTACT<br>3 - CHARGING<br>4 - CROSS CHECKING<br>5 - DELAY OF GAME | 6 - ELBOWING<br>7 - HIGH STICKING<br>8 - HOLDING<br>9 - HOOKING<br>10 - ILLEGAL SUBSTITUTION | 11 - INTERFERENCE<br>12 - SLASHING<br>13 - TRIPPING | <b>Fully Served Penalties</b><br>15 - UNSPORTSMANLIKE CONDUCT 2:00 MIN<br>16 - MISCONDUCT (expulsion) 2:00 MIN<br>17 - MAJOR 4:00 MIN<br>18 - MATCH (expulsion *) 4:00 MIN<br>19 - PENALTY SHOT | <b>INCIDENT REPORT</b><br><input type="checkbox"/> | <b>DISTRIBUTION:</b><br>WHITE - LEAGUE<br>CANARY - LOCAL ASSOCIATION<br>PINK - VISITOR<br>BUFF - HOME |
|--|--|---|---|--|---|



- A** Enter Home and Visitor Team name
- B** Enter division: U9, U10, U12, U14, U16, U19, Open, Masters
- C** Have Home and Visitor coaches, trainer and manager sign the scoresheet
- D** Indicate the time the game starts and ends
- E** Indicate the jersey number of each player; indicate G for goalie, C for captains, AC for assistant captains, AP affiliate player beside their number
- F** Write the names of all the players who are present; those who aren't there need to be indicated or can be crossed out
- G** Have scorekeeper, timekeeper and shot clock operator sign the scoresheet – remember to write legibly

**H**

GOALS			
PER	GOAL	ASSISTS	TIME
1	6	12, 8	10:29

**PER** – period goal scored

**GOAL** – jersey # of player who scored the goal as indicated by the referee

**ASSISTS** – jersey # of player(s) who assisted the goal as indicated by the referee

**TIME** – write the time of goal scored according to the game clock

- H2** Enter total numbers of goals scored

J

PENALTIES								
PER	NO	SERVED BY	MIN	REASON	TIME OFF	TIME START	TIME FINISH	TIME OUT
2	25	25	2	3	10:24	10:24	8:24	8:24

**Per** – period when penalty was given

**No** – number of the jersey receiving the penalty (may not always be a player)

**Served By** – jersey # serving the penalty

**Min** – indicate how long the penalty is, in most cases 2 minutes unless it is a major or match penalty, as indicated by the referee (ask for clarification if you are unsure)

**Reason** – use the penalty codes at the bottom of the sheet, indicate by number the reason for the penalty, ie. write 2 for a body contact penalty

**Time Off** – write the time on the game clock when the player leaves the ice to serve the penalty

**Time Start** – write the time the penalty starts, in most cases this will be the same as the time off but there are cases when the start of a penalty will be delayed, for example: if there are 2 penalties called within a short time span, the 3<sup>rd</sup> penalty will not start until the 1<sup>st</sup> penalty is complete – ask the referee for clarification if you are unsure.

**Time Finish** – write the time on the game clock when the penalty finishes, this is usually 2 min after the start of the penalty or the time a goal is scored.

**Time Out** – write the time on the game clock when the player returns to the game, this is usually the time the penalty finishes but not always – ask the referee for clarification if you are unsure

**J2** Enter the total number of penalty minutes, do this for both teams.

**K** If a team uses a time out, record the period and the time it was taken, do this for both teams.