



Team Staff Qualification Policy

*Please note the CRRA follows the policies set out by Ringette Ontario

PURPOSE

This policy outlines the certification requirements for coaching ringette in Ontario, following the standards set by Ringette Canada and the National Coaching Certification Program (NCCP). To prioritize athlete well-being, it is essential for team staff to meet minimum education and performance standards..

APPLICATION OF THIS POLICY

This Policy applies to all individuals wishing to engage in a Team Staff role for the sport of ringette in Ontario and with the CRRA.

Unless otherwise stated, the following requirements apply to all Ringette Ontario sanctioned events, including:

- Practices
- League games
- Exhibition games
- Tournaments

DUTIES

A team can have up to five Bench Staff members on the bench, although more may be registered on the official RO Team Registration Form (TRF). Junior Coaches are included in the 5 person Bench Staff.

Head Coach

The Head Coach is responsible for overall team management, including season and practice planning, player development, and assigning tasks to other Bench Staff. They

ensure player safety, manage equipment, and conduct meetings with parents and players to review Ringette Ontario and CRRA policies, ensuring compliance. The Head

Coach is also responsible for the accuracy of the information on the TRF and should have an up-to-date copy on file for all team activities.

Assistant Coach(es)

Assistant Coach(es) assist the Head Coach with player development by implementing practice plans on and off the ice and performing other assigned tasks. They may also substitute for the Head Coach as needed, if qualified.

Trainer

The Trainer is responsible for First Aid, Safety Officer duties, the team's Emergency Action Plan (EAP), and Safety Incident/Accident Reports when necessary, along with other assigned duties.

Manager

The manager oversees the team's off-ice logistics, including managing parent volunteers, communications, finances, and other assigned duties.

TEAM REQUIREMENTS

All Head Coaches, Assistant Coaches, Managers, and Trainers must be at least eighteen (18) years old.

For U19 or younger teams, at least one team staff member must be a fully qualified female Head Coach or Assistant Coach aged eighteen (18) or older, present at all team activities.

Teams U10 to U19 must have a designated Head Coach and Trainer on the bench, as noted on the game sheet. Only one Head Coach and one Trainer is allowed on the bench during sanctioned events. Additional staff roles are optional but recommended for better team organization.

All bench staff must meet the necessary qualifications by November 30th, except for the Competition Introduction Evaluation, which is due by January 31st. Staff should obtain required training early in the season to maximize benefits for the athletes.

Junior Coaches

The bench staff of a U16 or younger team may train individuals between the ages of fourteen (14) and seventeen (17) as of December 31st of the playing season. These individuals are referred to as Junior Coaches and do not have any official duties. A maximum of two Junior Coaches can be present on the bench during games, provided they are appropriately qualified and the total number of bench staff does not exceed five (5) people. Junior Coaches must meet the qualification requirements before starting their role.

Managers

Teams should appoint a registered Manager on their Team Registration Form (TRF). Although Managers cannot be on the bench during sanctioned events, they are vital for communication within the team—among players, parents, and coaches—and with external entities like membership clubs, leagues, and officials. By managing the team's operations, the Manager allows the coach to focus on player development and on-ice instruction, leading to rewarding ringette experiences for players.

On-Ice Assistant Role

Any volunteer who is participating on-ice training sessions must be registered with Ringette Ontario and must be qualified for the position prior to commencing their role.

All Team Staff who are participating on-ice must wear a CSA approved helmet.

All Team Staff are required to read, sign, and adhere to the Bench Staff Code of Conduct Agreement.

TEAM STAFF QUALIFICATION REQUIREMENTS

The qualifications required by all Team Staff depend on the division and level of the team. The National Coaches' Certification Program (NCCP) for Ringette consists of 3 streams:

- Community Sport Initiation (CSI) – designed for U16 and below Regional Teams
- Competition Introduction (CI) – designed for U19 and up and any Competitive team (A, AA)
- Competition Development (CD) – U20, Junior National Team and Senior National Team

Please refer to the [Coach Pathways](#) for a complete list of Team Staff Qualification Requirements, including Head Coach, Assistant Coach, Junior Coaches, Trainers and Managers. Maintenance of Certification is the NCCP policy that requires NCCP coaches to

maintain their certification through Professional Development and training opportunities over a predetermined period. The deadline to renew status is January 1st.

SUMMARY OF DEADLINES FOR EACH SEASON

November 30th	All Team Staff Positions	Head Coach (HC) Assistant Coach (AC) Trainer Manager
December 1st *rule change	Rule Change Clinic	HC or AC
Prior to commencing their role	All requirements completed	Junior Coach Role
Prior to commencing their role	All requirements completed O	On-Ice Assistant Role
January 31st	Competition Introduction (CI) Evaluation	U14AA HC U16AA HC/AC U19AA HC/AC