



CRRA BENCH STAFF MANUAL

Last updated: 21/02/2018

A Reference Guide for CRRA Coaches and Managers, including process, important links, and information about various programs available to teams to promote a successful year.



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Introduction

Coaches have significant responsibilities and the purpose of this manual is to provide coaches and managers with information to help them carry out those responsibilities. In addition to practice planning and player development, a coach's responsibilities include the following:

- ❖ Player safety and equipment
- ❖ Conduct of all Players, Bench Staff and Parents
- ❖ Familiarization with the Official Rules of Ringette
- ❖ Familiarization with the Games & Tournaments section of the ORA Operating Manual, which deals with, among other matters, playing rules for sanctioned events, player and bench staff substitutions, penalties, Provincials, etc.
- ❖ Providing a program in accordance with ORA Sport Development policies
- ❖ Accuracy of the information on the team's TRF
- ❖ Familiarization with the rules and procedures of the league in which their team plays its games (NCRRL, LERQ or LRQ), which include rules relating to player substitutions, game cancellation and rescheduling and reporting of suspension penalties. Note that in some cases the league rules are more restrictive than ORA rules.

Governance

Ringette Canada



Ringette Canada is the national sport governing body. Ringette Canada sets the Official Rules of Ringette and set rules for National Championships.

Together with the National Coaches' Certification Program and the Coaching Association of Canada, Ringette Canada develops the training and certification program for coaches.

Ringette Canada has initiated a national coaches' registry. Coaches set up a profile, which gives access to register for clinics and access to coaching resource materials (skills demonstration videos, sample practice plans, etc.).

ORA - Ontario Ringette Association



The ORA is the provincial governing body. The ORA sets rules and policies for sanctioned play (tournaments, Provincials), player and team registration, bench staff requirements, code of conduct, discipline, insurance, mandatory equipment, etc. Unless otherwise noted, ORA rules apply to all games – tournament, league, and exhibition.

The ORA Operating Manual is online. Key sections for coaches are Games & Tournaments (G&T), Coaching Development, and Sport Development. As well, important information can be found under the headings on the left hand side of the ORA home page (Compliance Information, Tournament Information, and Coaching Resources).

ERRA - Eastern Region Ringette Association



The Eastern Region Ringette Association (ERRA) administers the ORA rules in this region. There are Regional Coordinators for all functional areas – G&T, Coaching Development, Membership Services, Sport Development, Elite, Adult, and Officiating.

Region specific leagues

NCRRL - National Capital Region Ringette League



All regional teams, U14A and U12 competitive teams play in the National Capital Region Ringette League (NCRRL). Associations from the Eastern Region and Gatineau are members of this league. Teams could play games in any of the towns with teams in the league. Each association in the league has representation at the NCRRL meetings during the year. Teams may be re-seeded as necessary in November/December for the second half. Only games in second half count towards standings for playoffs. Playoffs take place in a year end tournament format. CRRA's VP is the coach or manager first point of contact with any questions regarding NCRRL policies or procedures. The NCRRL has convenors for every age level that can be consulted about spare players and NCRRL procedures.

LERQ



All AA competitive teams play in the Quebec Elite League (LERQ). The U19A and U16A competitive teams play in the Quebec Ringette League (LRQ) . These leagues do not count toward provincial standings and there are no playoffs for these leagues. Competitive teams are required to play in specific number of tournaments in Ontario during the season and the results of their performance create their provincial ranking. All AA competitive teams automatically qualify for Provincials. All A competitive teams must qualify for Provincials by ranking in the top 14 teams in the province at the conclusion of the season. All U12 competitive teams attend a Provincial event at the end of the season. CRRA's President should be a coach or manager first point of contact with any questions regarding competitive teams or leagues.

Team Staff

Coaching Philosophy

In keeping with the aims and objectives of CRRA, every coach must endeavor to promote good sportsmanship and to develop each player to the highest degree possible. This can only be accomplished through participation in well organized and structured practices which introduce skill development and game tactics. Each coach should plan her/his season to ensure players will gain as much as possible from their playing experience. All coaches should share these plans with their players and parents. Coaches should not hesitate to reach out to other coaches for mentorship or guidance.

One of the more important responsibilities of our coaches is to develop an athlete's sense of fair play. It is important for a coach to take the time to consider her/his coaching philosophy and determine how her/his actions and behavior can affect athletes. A head coach is responsible for the conduct of all members of his bench staff. CRRA emphasizes fair play and therefore the following:

- ❖ Respecting the rules of the game;
- ❖ Respecting officials and accepting their decisions;
- ❖ Respecting the opponent;
- ❖ Providing all participants with equal opportunities in return for equal commitment; and
- ❖ Maintaining dignity under all circumstances.

Unsportsmanlike conduct, including foul play or language from any CRRA coach will not be tolerated and in fact the bylaws of the Association give the Executive the right to suspend, expel or discipline a team or any member for such conduct. As a coach you are setting an example for young players as well as representing an association with a long, respected history in ringette.

Bench Staff Code of Conduct Agreement

All bench staff members are expected to uphold the highest standard of conduct whenever involved in a team function or representing their team in any way. Ontario Ringette Association requires that all team bench staff sign an agreement acknowledging they have read the specific sections of the ORA operating manual and agree to abide by the code of conduct. This form must be submitted to our registrar before a team can receive their team registration form (TRF). [The Bench Staff Code of Conduct Agreement is form C-F-01 and can be found by clicking here.](#)

Bench Staff Responsibilities

The [ORA Operating Manual – Coaching Development](#) defines the bench staff responsibilities. It is recommended that the coach and manager acquaint themselves with this document and refer to it as a Guideline.

Below is a copy of the individual team roles from this Section 3.1 of this document:

3.1.1 Head Coach: Overall responsibility for the team. This includes season planning, practice planning, player development, and delegation of duties to relevant Bench Staff. Ultimately responsible for player equipment and the safety and conduct of all players, Bench Staff and parents.

3.1.2 Assistant Coach(es): Work under the direction of the Head Coach to assist with player development. Duties may include the delivery of practice plans, both on and off the ice, and other duties as assigned. May substitute for the Head Coach as necessary.

3.1.3 Manager: Responsible for administration of the team's off-ice logistics, including managing parent volunteers, communications and finances, and other duties as assigned.

3.1.4 Trainer: Responsible for First Aid, safety, the team's Emergency Action Plan (EAP), the completion of Risk Management and Safety Incident/Accident Reports (Form M-F-13) when necessary, and other duties as assigned.

Police Record Checks

All team Bench Staff and other regular volunteer that will have contact with players are required to submit a valid police records check (PRC) for working with vulnerable sector. All PRC are valid for three years. When a team bench staff member is in their second year, they will be required to submit a new PRC so there is no lapse in their coverage. The Volunteer Coordinator will contact team bench staff members who require a PRC with instructions for completing this task.

CRRA provides a volunteer letter which is to be used to have the Police check completed free of charge. The letter is available as a PDF on our website; it is password protected. The team coach/manager shall get the password for this from the VP or the Volunteer Coordinator.

CRRA will not reimburse for PRC checks.

Team volunteers who fail to submit a valid police records check will be removed from the team's TRF on Jan 8th and may no longer be eligible to work with the team.

Coach Training

Information on **Coach/Assistant/Trainer/Manager** training requirements can be found on our website under Coaches - Training Requirements. Every year ERRA coordinates several coaching clinics to ensure all coaches are able to receive their required training by the ORA deadline of Jan 8th. Coaches can sign up for these clinics on the Ringette Canada Website. All questions pertaining to training requirements or for additional clarifications or special cases, please contact the VP or Coaching Coordinator.

The [ORA Operating Manual – Coaching Development](#) defines the bench Qualification requirements. It is recommended that coaches and managers acquaint themselves with this document and refer to it as a guideline for coach/assistant/manager/trainer Qualification requirements (section 4 includes a good matrix).

Resources for Coaches

There are various coaching resources, such as sample practice plans and videos, available on the Ringette Canada website (www.ringette.ca). It is recommended that all coaches set up a profile with Ringette Canada - just go to the Coaching page and click on 'Register Now'. This will give you access to the various coaching resources and allow you to register for coaching clinics online.

Ontario Ringette has developed 'Guides to Success' for U6 to U10 coaches and Associations. Ontario has also produced a 'Drills for Skills' index to help coaches quickly find effective drills to develop particular skills. These tools can be found on the [ORA website under Coaching Resources](#).

CRRA has a Resource section under the Coaches tab on the main page of our website. If you have any suggestions for this section, please contact our VP.


Team Management

Team Registration Form (TRF)

A team registration form lists all the players on a team, the bench staff and their ORA numbers along with the team's age division, level of play and ORA team. Teams require their TRF to participate in tournaments or Provincials. Head coaches must submit a list of their bench staff to the VP and copy the Volunteer Coordinator. Once all information is processed, CRRA's Registrar will contact coaches to pick up their TRFs. In order to receive their TRF, coaches must bring the following:

- ❖ Signed copy of their Team Bench Staff Code of Conduct Agreement (C-F-02)
- ❖ Team bond cheque for \$150.00, and

CRRA will cover the cost of five bench staff members and one coach in training. Teams are responsible for paying the fees (approximately \$20 per person) for additional bench staff whom they wish to appear on their TRF.



It is the responsibility of the head coach to ensure the information on their TRF is correct. Please confirm the number of players, player names, level of play of team, bench staff members, gender and titles. ORA issues monetary fines if teams play in sanctioned events with incorrect or missing information on their TRF.

Changes to a TRF can be done up to Jan 8 of a playing season. Please contact our registrar and VP if changes are required. Team bench staff members who fail to complete their required coaching credentials or submit a valid police records check will be removed from the team's TRF on Jan 8th. All team bench staff member must review CRRA's Facilities and Dressing Room policy.

Team Budgets

All teams must create a team budget for review and approval by all parents. Budgets must include all team expenses and revenues, including fundraising. Regional team fees should be approximately \$400. Competitive team fees are not to exceed \$1000. Individuals must pay their team fees by January 20th of the playing season. Failure to pay team fees could result in an individual being excluded from tournament play as team fees typically cover these events.


Note on budgeting for Ice: Competitive teams will typically purchase an additional 10-16 hours of ice while novice & regional teams may purchase an hour or two. Please factor these costs in your budgets at the beginning of the season.

At the end of the season, a final team budget is to be circulated to parents. Any surplus is to be returned to the families based on their contribution to team fees. Families can also be asked if they would like to donate their surplus to the association to help those in financial need play ringette. For more information please review Player Sponsorships and Team Surplus, "Regional Team Overview", or "Competitive Team Overview". If you have any questions please contact either the CRRA Treasurer, VP or President.

Insurance

Liability Coverage is provided for all normal Sports and Social Activities administered by the Ontario Ringette Association and its member local associations. Normal activities are considered to be clinics, games, practices, training activities/ringette camps, fundraising/promotional events, association and/or team meetings, banquets, registration events and functions, etc. These events must be approved by your Association Executive to be considered Sanctioned.

[A copy of the Certificate of Insurance \(A-F-06\) can be found on the ORA website under Forms & Appendices- ADMINISTRATION Section.](#) Teams must submit form A-F-07, "Additional Insurance Request Form" to activate the coverage for their team activity. If you have any questions, please consult our VP for assistance. This liability insurance may be used to rent spaces for team activities such as dry land.



All players, coaches and registered volunteers have supplementary health insurance coverage to help with costs in the event of an injury as a result of their participation in a sanctioned ringette activity. Any injury must be reported to [ORA using form M-F-13 "Sports Injury Report Form"](#) within seven (7) days of the injury (new for 2017 - Online submission!). Any claims can be filed using form M-F-14 "Athletic Claim Report/B. F. Lorenzetti & Associates Inc." Please contact our VP for validation of any claims or with any questions with regards to these procedures.

If you have a volunteer who helps the team on a regular basis but they are not a member of your team's bench staff, they need to be registered on CRRA's volunteer list. Please ensure that the CRRA Volunteer Coordinator has been provided with your full team Volunteer List (TRF and non TRF).

Ice Allotments

Every team coach and/or manager must familiarize themselves with CRRA's [Ice Allocation Policy – found here](#). A high level summary only is included below:

All teams (competitive and regional) receive a minimum ice allotment of 13 hours. Teams may purchase additional ice at a cost of \$190 per hour in the 2017/18 season (note that rates are adjusted each year based on the cost of ice). Competitive teams will typically purchase an additional 10-16 hours of ice while regional teams may purchase an hour or two. Please factor these costs in your budgets at the beginning of the season. Once ice is assigned to a team, it belongs to them and is recorded in their allotment. If for some reason a team is unable to use the ice, they must make arrangements with another team to trade or sell the ice and inform the ice scheduler of the change. At no point should an ice time be abandoned as the City records these no shows and the team may incur further penalty.

Each team will establish a Team Contact(s) for all ice requirements (e.g. practice ice, rescheduling games, etc.) and advise the Ice Scheduler accordingly. The Team Contact must notify the Ice Scheduler of all tournaments being considered by the team **whether accepted or not** at the start of each season as well as all confirmed tournaments as soon as they receive their confirmation so that regular season and practice ice may be allocated accordingly.

Equipment

All teams are provided with two sets of team jerseys (home and away), rings, coaching bag, cones, basic first aid kit and in some cases, goalie equipment. A team bond is paid to ensure care and return of these valuable resources. Please read CRAA's [Jersey Policy](#) for the Jersey care and handling requirements. Each team is provided with a set number of rings for practice and games. A coach should count their rings before and after each practice as sometimes rings end up on opposite ends of the ice during drills. During the course of the season, rings may be damaged or lost. Any damaged rings will be exchanged by our equipment manager.

Team bonds will not be returned if a team returns their equipment with significant ring loss without informing the equipment manager during the course of the season. All equipment, including goalie equipment, must be returned together on CRRA's equipment return night. This allows CRRA to inventory and makes repair before the next season.

Game jerseys are not for use at practices. Individuals seen wearing game jerseys for practice will be warned and any subsequent violations will result in forfeit of a team's bond.

Team Wear

CRRA's official team wear supplier is Fashion Workwear on Laurier St. in Rockland, ON. Please review [CRRA's Logo policy](#) before using any outside supplier to order fundraising items or team wear.

Player Development and Goalie Clinics ****TO BE UPDATED****

~~CRRA offers free goalie clinics to all current and future goalies (a future goalie is any player who is interested in playing goalie). A shooter that can follow directions and shoot accurately (reasonably) needs to accompany your goalie to the clinic. We strongly recommend a coach or assistant coach also attend in order to continue the skill development at team practices. Your team will be contacted by our goalie clinic coordinator with sign up procedures at the start of the season. CRRA offers skill clinics for various age levels throughout the season. Information on these sessions can be found on our website. Please contact our Director of Player Development with any questions.~~

Games and Tournaments

Minor Officials

Minor officials are required for every game and include; shot clock operator, game clock operator and Scorekeeper. CRRA strongly recommends that everyone learn all minor official duties.

The scorekeeper is an important volunteer. The scorekeeper is not just a recorder of information; they should also ensure the information is correct. Please make sure any player number recorded for a goal, assist or penalty is actually on a team's roster. Any discrepancies should be pointed out to the referees. Record time outs accurately and inform a referee if one player has accumulated 10 minutes in penalties.

[A link to sample game sheet can be found here \(ORA site\).](#)

Spare Players

Rules for using substitute players are different for NCRRL, LERQ, LRQ and tournament play. But for all leagues, any substitute players must be clearly indicated on a game sheet with the required designation. For tournament play, at TRF adjustment form (G&T-F-07) must be filled out and approved by the Eastern Region G&T co-ordinator. Please submit to: gt_coord@easternregionringette.ca

NCRRL Spare Player (Call Ups) Overview

For teams playing in the NCRRL, there are detailed instructions on the NCRRL website.

Player Eligibility and Call UP Rules – Regular Season

(For Regular Season Only – see following section for call up rules for Play Offs)

To be eligible to play, a player must register in her home Association and must be registered with the ORA or FSRQ.

A team may call up a player within the same Association or from another Association as a substitute for a missing player, but may only call up the same player a maximum of three (3) times during the season. Players may be called up from a lower age and/or skill level (i.e. from a lower skill level at the same age, or from the same or lower skill level at a lower age).

For example, U19 A can call up a player from U19 B, U16 A or U16 B. U16 B can call up a player from U14 B or U14 C.

Substitution Matrix

The NCRRL has aligned their call up matrix with the ORA substitution chart. The ORA substitution chart may be found in the [Games & Tournaments Chapter](#) of the ORA Operating Manual.

For the purposes of interpreting the chart for the NCRRL:

- Where the ORA substitution chart indicates “Regional G&T” for the NCRRL this is the appropriate NCRRL age group convener.
- Where the ORA substitution chart indicates “Provincial G&T” for the NCRRL this is the NCRRL Executive. Contact the appropriate NCRRL age group convener and they will seek Executive approval.

Note: Lateral call ups are permitted but all teams should first look for call ups from within lower divisions (that follow the call up matrix) before seeking other girls for laterals.

A team may call up enough players to bring its roster up to twelve (12) skaters maximum, but not to exceed its number of registered players. If the number of registered players is less than 10 skaters and a goalie, teams are permitted to call up to 10 skaters and a goalie.

Note that these rules apply to league games only. See the ORA Operating Manual, Games & Tournaments Section, for call up rules for tournaments.

The use of an ineligible player will result in the game being defaulted.

Exceptions to call up rules for goalies

Goalies are exempt from the 3 time limitation. As well, a team that has no goalie on its roster may call up a goalie in accordance with the call up rules with the addition that in this case the roster may exceed its number of registered players by one. In every game involving a call up of a goalie using this exemption, an email must be submitted to the League Age Group Convener specifying the team, the name of the call up and what team she is registered with, along with the game number, date, time and division of the game. Complete details of the call up MUST be written on the comments of the Game Sheet before the game commences. Details must include all of the information above.

Designation of Call UP Players on Game Sheet

Call up players shall be designated as such on the game sheet, including age and skill level. This information, for both teams, must also be included in the on-line game reports submitted to NCRRL. The rules for call up players shall apply equally to skaters and goalies, except for the two exceptions noted above.

Call Up Rules for Playoffs

ALL call ups and player substitutions, including goalies, for playoff games must be approved by the League Age Group Convener. Conveners are only authorized to approve call ups that follow the League call up rules and comply with the Player Call UP Chart on the NCRRL website. Requests for call ups outside of these parameters must be sent in writing to the Convener and the Convener must consult the League Executive for approval. Requests must be made a minimum of 24 hours before the game – last minute requests for exemptions to the call up rules will not be approved.

NCRRL Rescheduling Games

NCRRL games can only be rescheduled for the following reasons:

- Inclement weather
- Loss of Ice
- Participation in a tournament
- League problem

Please review complete procedure for cancelling and rescheduling a game is on the NCRRL website. The Home team is given the first opportunity to provide two suitable alternative time slots however they are not obligated to do so unless they are also the cancelling team. Teams that turn down suitable alternative times run the risk of defaulting the game.

Once an alternative time is agreed upon the cancelling team must fill in an reschedule game report on the NCRRL website. If the cancellation is less than 24 hours before game time, you must also contact the ERRRA referee assignor to cancel the referees for the game.

Tournaments

Teams must notify the ice scheduler of all the tournaments they have applied to ASAP, in order to minimize the number of reschedule games during the course of the season.

Teams attending tournaments in another province (i.e. Quebec) or country must complete the [ORA G&T-F-08 "Out of Province Play Submission"](#) 30 days before the event. If you have any questions, please consult our VP Administration for assistance. *Please note that once you open the out of province submission form, the section which must be completed appears about halfway down the form.

U8 teams may participate in three tournaments per year and this includes a year-end event. U9 and U10 teams may participate in four of tournaments and this includes a year-end event. U12 teams and above may participate in five tournaments and this includes a year-end event or provincials. Please be aware that the NCRRL year-end tournament count towards these maximums.

Teams attending tournaments in the province of Quebec should research or consult before selecting a level of play for their team. Ringette Quebec does not seed teams in the same manner as Ontario Ringette.

Reporting

Player Injuries

All injuries to players or team bench staff that take place during any team activity are to be reported to ORA by filling out the Sport Injury Report Form (M-F-13). Please review GCRA's Player injury policy which covers return to play requirements. Questions regarding this policy should be directed to our VP Administration.

Match, Misconduct, Expulsion or Major Penalties - Coach Reporting

Whenever a player or bench staff member is expelled from a game for any reason (Misconduct, Match, excessive penalties), the head coaches of both teams must report this to the Regional G&T Coordinator within 24 hrs of the game, or prior to the team's next game if earlier (such as at a tournament). This report must be submitted by email to gt_coord@easternregionringette.ca

Please note that it is no longer required to report non-expulsion major penalties (code 16 or 17).

Ringette Canada, ORA, NCRRL, LERQ and LRQ rules for Misconduct, Match and Excessive penalties

- ❖ Misconduct penalty results in an automatic one-game suspension.
- ❖ Match penalty results in an automatic two game suspension under ORA rules (i.e. incurred at a tournament).
- ❖ 10 penalty minutes for one player in the same game results in an automatic one game suspension*.
- ❖ 30 minutes in penalties by a team in a single game results in Coach expulsion and a 1 game Suspension

*CRRA encourages coaches to track a player's penalty total, verifying with the minor officials if necessary, to ensure this does NOT happen to a player. Once the hit eight minutes, the benefits of a player continuing to play versus sitting to avoid a possible suspension should be considered.

Game Reporting –NCRRL, LERQ and LRQ

All NCRRL game results must be reported within 24 hours (immediately after the game is preferred) online through the NCRRL website game reporting form. The white copies of home game sheets need to be given to the CRRA Secretary within one (1) week of the home game.

All LERQ and LRQ games must be reported on the Ringette Quebec website and the NCRRL website. Log on credentials for the reporting application must be requested in advance from the league statistician for LERQ and LRQ. Game sheets need to be mailed to the Ringette Quebec office within 2 weeks or teams will be fined. In advance of entering game sheets, all team players must be entered in the reporting system.

For all leagues, spare players need to be clearly identified on the game sheets. Goalies also need to be identified with either a G or for the LERQ/LRQ a GB and in the case of two goalies the starting goalie circled