



Edmonton Federation of Community  
Leagues Ringette Association  
**Edmonton Ringette**  
2020-2021 Season

Coaching Package 2.0





## Contents

1	Introduction .....	4
1.1	True Sport Principles .....	4
1.2	Coaching Development Committee .....	4
1.3	Critical Dates .....	5
2	Coaching Operations.....	6
2.1	Holding Your First Team Meeting .....	6
2.2	Edmonton Ringette Fair Play - Code of Conduct .....	6
2.3	Assembling Your Team Staff .....	7
2.3.1	Coaching Requirements – NCCP .....	8
2.3.2	What if a Coach is not available?.....	8
2.3.3	Coaches having to referee .....	9
2.3.4	Respect in Sport .....	9
2.3.5	Team Manager Overview.....	10
2.3.6	On Ice assistants Overview – NOT DEFINED THIS YEAR.....	10
2.3.7	Team Trainer Overview NOT DEFINED THIS YEAR .....	11
2.4	Roles and Responsibilities of Team Staff Document .....	11
2.5	Female Coach on the Bench – Recommended but not required this year.....	11
2.6	Coaching Female Athletes.....	12
2.7	Albert Ringette’s Requirements for Coaching Qualifications .....	13
2.8	Status Renewal Check and PD Points (Professional Development).....	13
2.9	Coaching Clinic Schedule.....	13
2.10	Clinic Registration Process .....	13
2.11	Security and Screening.....	14
2.12	Junior Coaching Program – AVAILABLE – PLEASE ASK .....	14
2.13	Coaching Mentorship Program To be rolled out this season – PLEASE ASK.....	15
2.14	Coaches Evaluation Form for 2020-2021 .....	16
2.15	Respecting our Coaches’ and Team Staff Statement.....	16
3	The Manager .....	17
3.1	General Responsibilities.....	17
3.2	Safety Officer and RAMP– COVID-19 .....	18
3.3	Assignment of Team Volunteer Duties – MODIFIED FOR THIS YEAR.....	18
3.4	Spectator Liaison Program .....	20



3.5	Preparation of the Team Budget .....	20
3.6	Fundraising and Sponsorship .....	20
4	The Player .....	22
4.1	Long Term Athletic Development (LTAD) .....	22
4.1.1	Long Term Athlete Development Pathway .....	22
4.1.2	Athlete Development Matrix .....	23
4.1.3	LTAD Ringette Framework .....	25
4.1.4	Guiding Principles for Competition .....	26
4.1.5	Important considerations and guidelines on positioning .....	26
4.2	Goalie Coaching .....	26
4.3	Practice Planning.....	28
4.4	Injuries and Concussions.....	28
4.5	Dryland Training and use of Gyms .....	29
4.6	Tiering Policy and Team Advance / Retreat Policy .....	29
5	Administration .....	31
5.1	Ice Allocation Process .....	31
5.2	Codes of Conduct.....	32
5.3	Two Up Supervision .....	32
5.4	Cell Phones/Electronic Devices in Dressing Rooms .....	32
5.5	BGL Postponing and Rescheduling a Game 1404 .....	33
5.6	Game Postponement Due to Weather Conditions 1407 .....	33
5.7	BGL Fines and Fees.....	34
5.8	Score Reporting, Game Sheets, and Shot Clock.....	34
5.9	Silver Ring tournament .....	34
6	Referee (officials) Development – Dependent on Numbers .....	35
7	Rules and Regulations Governing Ringette in the City of Edmonton (Zone 6) .....	35



# 1 Introduction

Thank you for volunteering as a coach with the Edmonton Ringette Association. We sincerely appreciate your dedication and the time you put forth in providing our players with a great ringette experience every season. The purpose of this Coaches Manual is to give you the tools and information to make your season run smoothly and give all of our coaches, players and parents another positive ringette experience. We have tried to structure the manual in a manner that will lead you through the season from start to finish to accomplish this goal.

**THIS WILL NOT BE A NORMAL YEAR DUE TO THE COVID-19 PANDEMIC**

Please visit the <http://edmontonringette.com/content/for-coaches> for updated information

## 1.1 True Sport Principles

Why do the True Sport Principles matter? **They help us build the sport we want!**

The True Sport Principles express an approach to sport that the vast majority of Canadians already believe in and practice. Although widely embraced, these principles often go unspoken. So when they are violated — when people’s attitudes and actions threaten healthy and respectful competition — supporters of good sport can be caught off guard, unsure how to stand up for the sport they believe in.

For more information, please visit [www.truesportpur.ca](http://www.truesportpur.ca)

## 1.2 Coaching Development Committee

The Coaching Development Committee is an operating committee of the EFCLRA and reports to the Board of Directors. The committee shall establish coaching tools, policies, and programs with a strong focus on recruitment, retention, and mentoring strategies.

**Mission:** To provide the highest quality coaches for our Ringette teams.

**Vision:** To provide our coaches with resources and support they need to create a safe and enjoyable learning environment possible for our athletes.

**Goals and Objectives:** Every athlete in our program deserves an opportunity to learn and grow in sport and in their personal lives. Our key objective is to provide the best learning environment that we can and foster a lifelong love for the sport of Ringette. We will do this by adhering to Ringette Canada’s Long-Term Athletic Development Framework and to provide our coaches with the tools and resources they need to be successful in this pursuit. The coaching development committee is responsible for providing all coaches the opportunity to complete training and certification through the NCCP workshops and ECCLRA coach mentoring programs.

For more information please visit our website at <http://edmontonringette.com/content/for-coaches>



### 1.3 Critical Dates

For the most up to date schedules form BGL, visit - <http://www.blackgoldleague.com/content/critical-dates---season-timeline>

#### **October**

- Oct. 1 – Team Declarations
- Oct. 8 - Deadline to get all team staff registered
- Oct. 10 – Schedule 1 distributed
- Oct. 16 – Session 1 begins (except U10)
- Oct. 23 – U10 Season begins

#### **November**

- Nov. 6-7 – Session 1 ends for all divisions
- Nov. 16- Session 2 schedule distributed
- Nov. 21-22 - Session 2 begins

#### **December**

- Dec. 18 – Session 2 ends
- Dec. 19-20 – Christmas break
- Dec. 27 – Session 3 schedule distributed

#### **January**

- Jan. 3 – Session 3 begins



## 2 Coaching Operations

### 2.1 Holding Your First Team Meeting

Once your team is selected and you obtain your team's contact list etc. it is a good idea to set a date/time for your first team parent meeting. If possible, *plan your meeting to occur after a practice or during one* if you have an assistant coach that can run your practice for you while you are in the meeting.

- The initial team meeting is a great venue for communicating your coaching philosophy and team expectations. Ringette is volunteer driven top to bottom. The more people that pitch in the better the experience will be for the players. It is recommended to use the team roles and responsibility form below (item #8) as a guideline for determining roles and responsibilities.
- Discuss your coaching philosophies include; establishing and maintaining an environment conducive for having fun while learning, while strengthen existing friendships, building self-esteem, and confidence. This in turn will create a lifelong love of the athletics through a fun, inclusive and development focused environment.
- Review your expectation of the team at team functions, in the dressing room, on the bench and on the ice. Emphasize effort and goals setting for games and practices. Winning can come in many forms If you communicate it correctly as achievement and not simply as the score in the game, your athletes will develop psychologically faster than others.
- Discuss how to deal with any concerns that may come up. Parents should apply the 24-hour rule before addressing an issue.
- Dressing room protocols and 2-up policy. Absolutely no siblings in room and we recommend when age appropriate no parents in room except for supervision and to tie skates.
- Share important dates that are available: Provincials, potential tournaments etc.
- Discuss and determine a "cash call" vs fundraising. Discuss possible Budget numbers for the season.
- Set up some form of team communication and/or team availability for events. There are various apps that teams can join (Team Snap, Team Cowboy etc.) at a relatively low cost.

### 2.2 Edmonton Ringette Fair Play - Code of Conduct

Edmonton Ringette supports and promotes the essential elements of fair play:

#### **Integrity, Fairness and Respect.**

Children learn by example. The actions of coaches, officials and parents can affect our children's values, perceptions and behaviour. Our dedication to the essential elements of fair play will encourage our children to develop the positive values which teamwork in sport has to offer. The following principles of fair play apply to all participants: you can find the Fair Play – Code of conduct Waiver on our website and in Appendix A.

<http://cloud.rampinteractive.com/edmontonringette/files/Forms/General%20Forms%20and%20Policies/code2.pdf>

- A. Respect the Rules
- B. Respect the Officials and their decisions
- C. Respect your opponent
- D. Give everyone an equal chance to participate
- E. Maintain your self-control at all times
- F. Be positive! Positive feedback in sports is ESSENTIAL



## 2.3 Assembling Your Team Staff

Cohort size is set at 50 by Alberta Health Services. Any questions about cohorts should be directed to AHS. The makeup of the cohort is not determined by Ringette Alberta, but rather by local associations and/or leagues. While Ringette Alberta still recommends individuals consider limiting their cohort participation, effective immediately, Ringette Alberta will permit the combinations indicated in Table 1 to participate in a **maximum of two ringette cohorts.**

Cohort 1	Cohort 2
Player	Coach
Player	Official
Coach	Official
Coach	Coach
Official	Official

Table 1

Those who exercise this option should register with their local association as per normal. Additionally, those individuals are also required to disclose, to Ringette Alberta only, their participation in other sport cohorts and must keep that information and complete the following declaration <https://ringetteab.wufoo.com/forms/zm2x8j80y9ofzs/>. This information is being collected as part of Ringette Alberta's risk mitigation measures and will only be disclosed as part of any future legal proceedings should those occur.

Please familiarize yourself with Ringette Alberta's [Non-Cohort Team Staff document](#) from August 20, 2020. Non-cohort team staff is permitted at the U14, U16, U19, Open & NRL provided they:

- are registered with a local association,
- have the appropriate coaching qualifications,
- do not enter the dressing room,
- do not access the player's bench during competition
- maintain physical distance (3m during athletic activities), and
- wear a mask

Non-cohort staff is not permitted at Active Start, U10, or U12 because it's not possible to physically distance with athletes that age. Cohort composition should take into consideration providing room for adequate supervision of athletes. For example fewer teams in the cohort, or fewer athletes per team.

Such that this year has restrictions on how teams are formed and operate, the 2020/2021 season will have unique rules.

- Head Coaches - **COHORTED**
- Assistant Coaches – **COHORTED**
- Assistant Coaches – **NON-COHORTED for U14, U16, U19, OPEN, and NRL ONLY**
- Supplemental Coaches and Instructors (Power skating, Goaltending, Dryland) A supplemental coach is a non-cohort role allowed at ALL AGE DIVISIONS. This is intended for someone coming in to instruct power skating, or goaltending. It is not intended for long-term use, and supplemental coaches should maintain physical distance and be wearing masks. - **NON-COHORTED**



## Additional Team Members

- On ice assistants – **NOT DEFINED FOR THIS SEASON**
- Junior Coaches (Optional as available) – **NON-COHORTED (with some exceptions)**
- Trainers (Optional as available) - **NOT DEFINED FOR THIS SEASON**
- Safety officer - **NON-COHORTED**
- Team Manager – **NON-COHORTED**
- Volunteers are not considered staff because they are not listed on the registrars “hard card”. These positions include: Treasurer, tournament liaison/coordinator, Parent coach Liaison, and Spectator Liaison – More detail is described in **Section 4.1**

**PLEASE NOTE:** for this season, the limit to the number of team Staff you may have on a roster is restricted by the size of the cohort. You Divisional Director can provide more information on league considerations regarding cohorts. This is however a maximum number of 5 team Staff allowed on a bench during games.

The following information on Team Staffing Requirement can be found at Albert Ringette <https://ringettealberta.com/coaching-requirements-2020-2021-only-covid/>

### 2.3.1 Coaching Requirements – NCCP

Coach certification requirements **for this season only**. Ringette Canada and Ringette Alberta have modified coaching requirements; for the 2020/21 season and should be ready no later than Oct. 15, 2020. For the latest updates – visit <https://ringettealberta.com/coaching-requirements-2020-2021-only-covid/> The minimum coaching requirements for all coaches are as follows:

1. Must have at least one coach who has completed the typical coaching requirements for that division ([listed here](#)).
2. Must complete either the [Coaching Association of Canada’s Safe Sport module](#) (always FREE) or [Respect in Sport for Activity Leaders](#) module (parent Respect in Sport will **not** be accepted)
3. Must adhere at all times to the [Rule of Two](#) (I'm going to add a bit more on this later)
4. Must complete the [Coach Initiation in Sport eModule](#)
5. Female coach is recommended but not required
6. Must follow their provincial/local association screening policy (including police background checks)
7. **TEAMS** must have at least one coach who has completed the typical coach requirements for that division, whether it’s CSI Trained, CI Trained, or CI Certified.
8. Coaching clinics will be available no sooner than October 15th and will be offered exclusively online. Registration and dates will be announced on basecamp to coaching directors and on social media soon.

Refer to the RAB [Clinic Schedule](#) page for more information as it becomes available.

## **DEADLINE TO COMPLETE TRAINING – DEC. 15, 2020**

### 2.3.2 What if a Coach is not available?

Many teams have a limited number of coaches in their cohort – coaches who can go on the bench during games. If a team only has 2 coaches and ends up in a position where they may not have a coach who is able to attend, or they only have one and would like two, the only option available is to borrow a coach from another team in their cohort.





Example: a cohort has 3 teams, Blue, Red, Green. There's a game: Blue vs. Green, but Green doesn't have coaches. They would try to borrow a coach or two from Red who isn't playing. Or if Blue has 3 coaches, borrow one of them.

This is the same principle as will be applied to athletes who can't attend and a team is looking for affiliates.

### 2.3.3 Coaches having to referee

Due to cohort restrictions, and the fact that many of our officials also play ringette, there is a massive shortage of officials (only have about 30% of usual). Therefore, mainly at younger levels, coaches may need to act as the referee. While the changes to cohort restrictions, as described above, will partially address an extreme shortage of officials this season, it will not address it entirely.

To ensure player safety and mitigate risk for Ringette Canada, Ringette Alberta, Local Ringette Associations and especially individuals, a simplified, self-directed, on-line training course has been developed to equip coaches with the information they need to officiate games and safeguard them from potential liability. The emphasis of the course is on player safety and basic rules.

This course is mandatory for only those coaches who will be performing the officiating role. Under no circumstances are coaches to take on the role of officiating without this training. Ringette Alberta will provide local associations further detail in follow up communication.

There will be a short training module for coaches to ensure athlete safety – more info on that coming very soon.

### 2.3.4 Respect in Sport

The coach program is also a one time cost of \$30 + GST payable on the website upon beginning the course. Once Edmonton ringette receives your certification number and receipt of payment at [coaching@edmontonringette.com](mailto:coaching@edmontonringette.com) we will reimburse the full amount to you. Like the parent program you will still have access to all the coaching tools that can be found on the website after completion. This online program takes approximately 3 hours to complete and again you do not need to finish it all at once as it the site will remember where you left off when you log out. Click on the following link to access the coach program: <https://ringette-canada.respectgroupinc.com/>

For the 2019/2020 season one parent per family will be required to provide a program certification number to register your child to play.

The parent program is a one time cost of \$12 + GST payable on the website upon beginning the course. After completion you will continue to have access to the websites contents and forms. The online program takes approximately 60-90 minutes to complete and it can be done in one sitting or you can do it slowly by completing one module at a time. Click on the following link to access the parent program: <https://ringette-canada-parent.respectgroupinc.com/>



### 2.3.5 Team Manager Overview

A detailed list of the Managers Duties can be found in **Section 4.0 Team Manager**

Note: Managers are NOT permitted on the bench during games.

All team Manger must complete the NCCP Mangers course. This managerial “course” has been designed specifically for those who may not wish to coach yet wish to contribute and be involved in a team’s organization. The information contained in the Managers Certification is valuable and beneficial for any individual in the team sport setting. It is highly recommended that those people who are currently in a coaching role obtain this certificate to help increase their knowledge in the area of team administration. This program is intended to prepare an individual for a managerial or an administrative position on any Ringette team.

- Go to the Ringette Canada coaching website and sign in to or create your profile. [SIGN UP THERE](#)
- After creating your online profile, you will be able to access the Manager’s Certification Program by clicking on the “register” tab and select either ‘other’. When prompted, you will have to make an online payment of \$25.00 through PayPal. You will then have access to the program.
- Please read through the material online and answer the respective questions. You will not be able to advance to the next section without having successfully answered the questions. Thus, you will be re-directed to the appropriate material to assist you in correcting your answer.
- If you leave the online program stagnant for a period of time, you will be able to resume where you left off.
- Once complete, a certificate of achievement will be generated, but you are not required to print this as you will receive a wallet card accrediting you as a Certified Manager by Ringette Canada. These individuals will be registered with their provincial/territorial association and with Ringette Canada as certified managers.
- You will have the ability to review the Manager’s Certification Program by logging onto the system at any point in the future.
- All certified managers will be added to the Manager’s database and will have the ability to receive emails regarding updates or professional development opportunities. All provinces will be provided with a master list of all certified managers in their province.
- As per Ringette Alberta Policy, Managers must have completed their certification by December 15 of the current playing year to be an eligible Team Staff member.

### 2.3.6 On Ice assistants Overview – **NOT DEFINED THIS YEAR**

On-Ice Assistants are parents or volunteers wishing to assist with practices and testing days and must complete the Coach Initiation in Sport eModule found on the NCCP Locker. The On-Ice Assistant role will:

- Be 18 years of age or older
- Assist teams registered in U19 or younger
- Only help during practices and Testing Days; not certified to be on the bench for games; league or exhibition, tournaments, etc.
- Follow the same screening process as set by the local association
- Be registered on the Team Roster as an On-Ice Assistant



### 2.3.7 Team Trainer Overview **NOT DEFINED THIS YEAR**

Each Team Staff is able to have ONE designated trainer on their TRF, this individual must be 18 or older and counts towards the maximum of 5 staff members permitted on the bench at once. To be a trainer, Standard First Aid or higher is required. Alternatives include:

- a) Medical Doctor/Student
- b) Fireman
- c) Registered Nurse (send license)
- d) Ambulance Training
- e) Athletic Therapy
- f) Sport Physio Designation or Sport First Responder
- g) Equivalency for any certified standard first aid course, thirteen (13) hours or more in duration (e.g. St. John Ambulance or Red Cross Standard First Aid programs), which includes the following content:
  - Principal of First Aid and Safety
  - Artificial Respiration
  - Wounds and Bleeding
  - Shock, Unconsciousness and Fainting
  - Fractures
  - Head and Spinal Injuries
  - Joint Injuries
  - Medical Conditions (Diabetes, Asthma, etc.)

A copy of the first aid training, college registration or other certification paperwork must be emailed to Bronwen before the trainer will be approved. When submitting it by email please include the association and team code you are with. For example, CBV-U12C-2.

### 2.4 Roles and Responsibilities of Team Staff Document

A full version of all the Team Staff Roles and responsibilities can be found in a PDF document in Appendix A

### 2.5 Female Coach on the Bench – **Recommended but not required this year**

Ringette Canada's Female Coach on the Bench Policy is designed to increase the number and quality of engagement of certified female coaches on ringette team benches. The Policy is a current progressive revision to the original initiative to increase the number of qualified female coaches on ringette team benches. The purpose of this document is to provide a set of recommendations and associated actions to support members in implementing the Policy. Ringette Canada has developed this policy to clearly define the coaching requirement to have a certified female coach on the bench for all Ringette Canada teams, and for the requirements for events under Ringette Canada's control. A secondary purpose is to provide added guidelines, along with the Female Coach on the Bench Action Plan, to help our members achieve the goal of having at least one female coach associated with each registered team. EFCLRA, Alberta Ringette and Ringette Canada are committed to the on-going development and encouragement of females in coaching roles. More information can be found here.

<http://www.coachingringette.ca/c/index.php?page=377>

**It is highly recommended to have at least 2 female coaches** (combined HC and AC's) on the roster to fulfil the Gender Equity clause required for games. That way if one coach cannot make the game the other will need to be there or a game default will occur.



## 2.6 Coaching Female Athletes

Good coaches for girls must emphasize fun and positive reinforcement. Motivating factors for male and female participation tend to be different so it is important to take the time to understand the goals of each girl. Understanding the difference in competitive behavior between Girls and Boys

**Girls - Acceptance -> Effort -> Performance**

**Boys - Effort -> Performance -> Acceptance**

- Enjoyment of a sport is often enhanced through a personal, democratic relationship with her coach.
- Usually more self-conscious and will internalize more than boys.
- A training/learning environment that creates a climate of acceptance and social connection -- this is the cornerstone for a rewarding and lasting female sporting environment.
- Team unity and identity are vital – (team shirts, slogans, traditions, cheers, team craft gatherings, team volunteer opportunities)
- Prevent cliques from forming – ongoing.
- Do not be afraid to have fun - a non-traditional practice can go a long way towards team morale.
- Create external sources of fun: pre-season activities, team meals, movie nights, bowling, or overnight trips.



## 2.7 Albert Ringette's Requirements for Coaching Qualifications

A summary of the coaching pathways for this season only can be found here

<https://ringettealberta.com/coaching-requirements-2020-2021-only-covid/>

## 2.8 Status Renewal Check and PD Points (Professional Development)

The NCCP and Ringette Canada require coaches to maintain a coaching status over a 5-year cycle. The first cycle expired January 1, 2019 for anyone who completed training in 2014 or earlier, and everyone since then will expire 5 years from the date of their training/certification. Coaches renew their status by doing Professional Development (PD) and receiving points.

To check your status, follow this link. <https://ringettealberta.com/status-renewal/>

Your Coaching status and renewal requirements are tracked by Ringette Alberta. Ringette Alberta then contacts the local association's Coaching Directors for follow-up on compliance.

## 2.9 Coaching Clinic Schedule

Courses will be available on-line no earlier than Oct. 15<sup>th</sup>. The deadline to complete the requirements for your pathway is **December 15<sup>th</sup>**

Check our [Team Staff Requirements](#) page and click the 2020-2021 Coaching requirements **Yellow Button** for this season requirements. To ensure you know what you need. To see what you have, check your [NCCP Locker Account](#), and review your [Pathway and Status](#).

Please note that you MUST have a "Trained" or "Certified" status to be approved.

Information on [how to register is here](#), or check this [one-page walk-through](#). If you're having trouble logging into either your NCCP or Ringette Canada coaching accounts, **do not create a new profile**. Email [Bronwen](#) for an account reset.

**Need to switch dates or withdraw from a clinic:** email [Bronwen](#).

Prerequisites: before taking the CSI or CI clinics, coaches must complete the Coach Initiation in Sport eModule. It is not necessary to take CSI before taking CI, and they are not interchangeable, but intended for different contexts.

For other courses/modules that can be used for Professional Development (PD points), check our [Status Renewal](#) page.

## 2.10 Clinic Registration Process

Information on Courses and Schedule can be found here:

<https://ringettealberta.com/coaching-clinic-schedule/>



## 2.11 Security and Screening

Police record Checks (PRC) and screening checks are mandatory and shall be performed to identify individuals who may pose a risk to the Club and participants. Information from our Screening policy is summarized below. The full document can be found in Appendix A of our bylaws.

**We are working on an on-line application for our volunteers which we will roll out shortly.**

For the purposes of this policy, 'designated categories' are those classes of persons who work closely with athletes and who occupy positions of trust and authority within the Club. Such designated categories include:

- a) All individuals in paid staff positions;
- b) All board members; and
- c) Any persons performing the duties of coach, assistant coach or trainer with a Club team.

Individuals in designated categories will be screened using PRCs and the Screening Disclosure Form. Refusal to participate in the screening process as outlined in this policy will result in ineligibility of the individual for the position. The Club will not knowingly place in a designated category an individual who has a conviction for a 'relevant offence', as defined in this policy. However, where the Screening Committee is of the opinion that, notwithstanding a conviction for a relevant offence a person can occupy a position in a designated category without adversely affecting the safety of the Club, an athlete or participant, through the imposition of such terms and conditions as are deemed appropriate, the Screening Committee may approve a person's participation in a designated category.

Screening of personnel and volunteers is an important part of providing a safe sporting environment and has become a common practice among sport clubs that provide programs and services. Edmonton Ringette (hereinafter the "Club") is responsible at law, to do everything reasonable to provide a safe and secure environment for participants in its programs, activities and events. The Screening Policy is one of several policy tools that the Club will use to fulfill its commitment to provide a safe environment and to protect its participants. The purpose of screening is

Failure to complete or pass the security or reference check will automatically result in disqualification of the coach candidate.

The EFCLRA Screening policy can be reviewed in Appendix A of our by-laws and a copy of the Screening form can be found on our website <http://edmontonringette.com/content/forms>

## 2.12 Junior Coaching Program – AVAILABLE – PLEASE ASK

The Ringette Alberta Junior Coach Program is available to young players who wish to be involved in coaching a team and starting their leadership experience. The purpose of the Junior Coach role is to provide valuable mentoring and exposure to quality coaching for young athletes. Once the coach has turned 18, they are expected to complete the full Community Sport or Competition Introduction Stream.

To be matched with a team, contact your local association's coaching director and say that you're interested in being a Junior Coach. They will find a team for you to join!



To qualify to be a junior coach, you must meet the following criteria:

- Be a minimum of 14 years of age – a coach may join a team mid-season (until December 15th) as a Junior Coach once they turn 14.
- A maximum of 17 years of age by September 1st of the current Ringette season
- A current ringette player (or taking one year off due to injury, etc.)
- Complete the Coach Initiation in Sport eModule in the NCCP Locker
- On a team in any division younger than the Junior Coach
- Registered on the team roster in the Junior Coach role

There is nothing preventing someone from taking the full CSI or CI courses once they turn 14, though they would not be considered the “female coach” until they turn 18. The purpose of the Junior Coach is to allow ringette players a chance to experience coaching without the burden of coaching courses.

**2.13 Coaching Mentorship Program To be rolled out this season – PLEASE ASK**

The purpose of this Coach Mentoring plan is assist the EFCLRA in developing its Coaches so that they may better serve our athletes by understanding what they are doing well and what could be improved upon. Until someone provides feedback, a coach can feel alone and unsupported. The power of encouragement and positive reinforcement combined with experience appropriate constructive criticism, can result in a more positive experience for the players, parents and spectators.

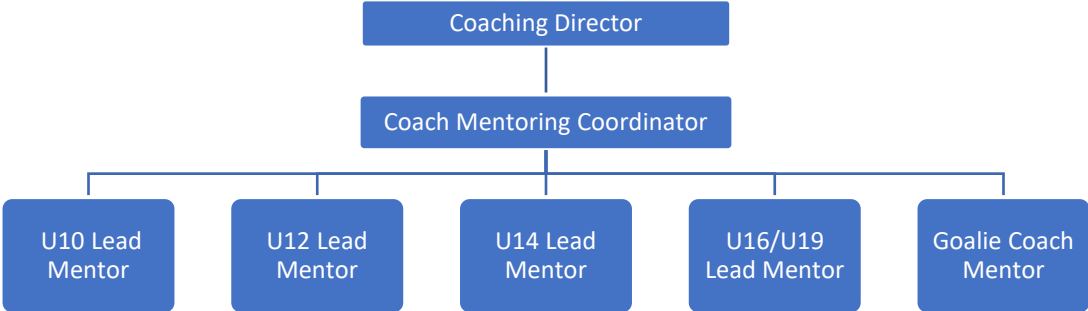
**EFCLRA - Coach Mentoring Program Roles**

**Coaching Director** – Provides the program structure and reports to the Coaching Development Committee and Board of Directors

**Coach Mentoring Coordinator** – Organizes, recruits, and qualifies mentors for the program and responds to requests from coaches to be in the mentoring program. They are also responsible for teaching the Mentors how to use the Coach Mentoring Report.

**Division Lead Mentors** – These are our Mentors who are paired with a willing mentee for the season. They will work with he coaches and fill out the Coach Mentoring report.

**Goalie Coach Mentor** – This is a specialized mentoring position specific to helping coaches of all age divisions communicate and coach goalies. It is not a technical session, rather an opportunity to share with the coach their experiences, techniques on communication, psychology, and motivation of Goalies. Goalie Coach Mentoring may not require Coach Mentoring Report.





**Time commitments** – In recognition of the time required by the mentor to travel to the arena, conduct the session and review the checklist sheet, we recommend pairing no more than 3 Mentees per Mentor and provide 3 sessions of 1.5/ hours each. This equates to approximately 12-14 hours of Mentoring per season. Compensation and recognition of our Mentor’s is highly recommended and should be pursued.

#### 2.14 Coaches Evaluation Form for 2020-2021

The Coaches evaluation form was a success this year. We will implement the same format with perhaps a few minor changes in language. We hope to reach out to all those coaches who wish to learn more about the great things they accomplished last year and review areas for improvement. Generally speaking we have an excellent coaching group and our coaches are well loved.

An example of the Coaches evaluation form can be found in Appendix A

#### 2.15 Respecting our Coaches’ and Team Staff Statement

***EXERPT From Respect in Sport:***

“One of the most common reasons coaches, managers, officials and athletes, of all ages, cite for leaving sport is unacceptable parent behaviour. The Respect in Sport Parent Program will help define a standard of behaviour for all parents and create a more rewarding, safe and respectful environment for everyone involved. Parents want to do a great job supporting their kids. Respect in Sport provides parents with the tools to create and maintain Safe Sport environments.”

A copy of the EFCLRA Respecting our Coaches and Team Staff – A Guide for Our Parents can be found in Appendix A





## 3 The Manager

The team manager is essential to the overall success of a team throughout the ringette season. The manager plays a key role in providing the necessary organization and communication which is required for a healthy and successful team environment. In addition he/she provides administrative support for coaching staff, counselling, and support of team players, and becomes a catalyst for involvement of all parents. Their role includes but is not limited to the following.

### 3.1 General Responsibilities

- Contact coaches and assist them in setting up an initial parent meeting as soon as possible
- Prepare a team list with the players and parents' names, telephone numbers, emails and addresses
- Set up and Manage team website (Goal Line, TeamSnap, Team Cowboy etc.)
- Assist the coaches in getting all volunteer position filled on your team.
- Utilize all of the parents' in some capacity
- Hold several informal parents meeting throughout the season. Document decisions made at these meeting regarding fundraising, tournaments and anything else that concerns team funds or is of team importance; ensure all parents are aware of all the decisions that are made. The parents must vote on any decisions re: tournaments, fundraising etc. (remember majority rules).
- Promote sportsmanship and fair play both within the team and towards officials
- Initiate dialogue, communication, and involvement among all parents
- Encourage and promote team spirit
- Be sensitive to individual player problems and attempt to resolve them
- Secure or delegate minor game officials and other necessary volunteer duties
- Communication is the key to having a team that enjoys their season
- Get all forms completed (Code of Conduct, Medical etc.)
- Arrange for game sheets and their submission to league must email within 24 hours after the game [statistician@ringetteedmonton.com](mailto:statistician@ringetteedmonton.com) and report a score at [blackgoldleague.com](http://blackgoldleague.com) if applicable.
- Arrange referees for exhibition games
- Arrange details for out of town trips (transportation, lodging, etc.)
- Collect any money required for tournaments, travel, team photos, etc.
- Arrange for volunteers for Silver Ring tournament
- Manage the Safeway/Sobey gift cards program if applicable
- Manage the volunteer cheques for the team
- Any personal information collected during the season by the manager (especially on the medical form) should be shredded at the end of the season. There are FOIP issues if this is not done.

Additional considerations:

- Ask you parents for help....most parents are happy to help out
- Form a travel committee to assist with travel details
- Provide or obtain training for ALL parents in scorekeeper and timekeeper duties
- Promote team spirit by organizing activities
- Consider fundraising committee to organize funding activities or secure a major sponsor
- Use parent meetings to communicate information and gather opinions and assistance
- Use team meetings to explain team rules and ensure everyone is aware of team goal.



### 3.2 Safety Officer and RAMP– COVID-19

Each Association must appoint an Association Safety Officer as stated in the Ringette Canada guidelines. In addition to the responsibilities outlined in the Ringette Canada guidelines, the Association Safety Officer is responsible for:

1. Adding each team and/or cohort to the RAMP InterActive Team App
2. Assigning each team and/or cohort a Safety Officer(s)
3. Ensure these Safety Officers are completing their responsibilities as described in the next section.

In Alberta, each team and/or cohort also requires a Safety Officer(s). The Team/Cohort Safety Officer is responsible for:

1. Adding ALL events and participants (players, coaches, officials) to Team App
2. Ensure all participants complete their COVID-19 Health checklist prior (24 hours maximum) to participating in any sanctioned event.
3. Remove team members who are marked available for an event but do not attend. Follow up with the team member as to the reason for their absence.

**RAMP INTERACTIVE TEAM APP** Ringette Alberta has worked with RAMP InterActive to add the COVID-19 Alberta Health Daily Checklist to their Team App. The RAMP Team App will include a reporting function for contact tracing in the event an individual in ringette tests positive for COVID-19. All participants **MUST** complete the checklist and sign off no more than 24-hours prior to their event.

Ringette Alberta is covering the cost of the RAMP Team App for the 2020-21 season.

The RAMP Team App must be used for all events and activities sanctioned by Ringette Alberta. The Safety Officer for the group must be identified prior to sanction approval.

### 3.3 Assignment of Team Volunteer Duties – MODIFIED FOR THIS YEAR

EFCLRA values and appreciates the personal time that volunteers spend supporting the association. It is important to understand why volunteers get involved:

- To gain skills – job skills, communication skills, personal and professional development;
- To gain experience – especially to be able to add to their CV or to gain a written/verbal
- To have fun;
- To meet new people;
- To pass on skills to others;
- To experience new challenges;
- To support family members in a sport

Edmonton Ringette survives and thrives on the support of our dedicated volunteers. It takes thousands of man-hours to organize a ringette season. Without the support of our EFCLRA Board Members, Coaches, and season volunteers, we could not run a successful ringette organization.

Help us give your child some of the most memorable moments of their lives by volunteering your time. Each member family must take on the responsibility to do their share in helping to raise money and volunteer at various organization functions. Strong organizations come from willing members- and we are so thankful to have you!



Team Manager and Volunteer Coordinator will track volunteer commitments, but it is up to each parent to ensure the hours are worked.

#### **DUTIES THAT ARE RECOGNIZED:**

- Executive/Board Member – <http://edmontonringette.com/executive>
- Head Coach – <http://edmontonringette.com/content/for-coaches>
- Assistant Coach
- Team Manager– <http://edmontonringette.com/content/for-managers>
- Silver Ring Team Representative
- Silver Ring Coordinator
- ~~Oilers/Oil Kings 50/50 (actual hours worked)~~
- Casino
- Silver Ring Volunteer Shifts
- Any duty that is approved by the Board of Directors at a general meeting

#### **DUTIES THAT ARE NOT RECOGNIZED:**

- Any team work that benefits individual teams –ie: team fundraising
- Score/Time Keeping/Shot Clock Operation
- Jersey Parent
- Team Fundraising
- Helping on/off ice at evaluations

Keep in mind that some duties need to be filled whether everyone has fulfilled their volunteer commitments. This is especially important during Silver Ring. Every team is expected to fill slots to help out.

#### **VOLUNTEER COMMITMENT OVERVIEW:**

- At the event, it is the responsibility of the volunteer to sign in when he/she arrives and sign out when he/she has finished.
- When the volunteer commitment is completed the deposit cheque will be securely destroyed by the Volunteer Coordinator
- It is the responsibility of the volunteer to find a replacement if they cannot work the shift they have signed up for. **NO EXCEPTIONS.**
- If the volunteer or their replacement fails to work the event, their cheque will be cashed.
- If you do not show up, for the next season, you will be required to post a \$200.00 CASH deposit for your volunteer commitment. Once you fulfill your commitment you will be issued a cheque for the money.
- NSF cheque will mean that your child will not be allowed to play until all financial obligations are made to EFCLRA - this to include the following season.

#### **PARENT INFORMATION:**

As with all sports teams, participation by parents is necessary to help your child's team run throughout the season. <http://edmontonringette.com/content/for-parents>

**To sign up for Volunteer Duties throughout the season, go to:**

<http://edmontonringette.com/content/volunteer>



### 3.4 Spectator Liaison Program

The abuse of game officials by coaches and spectators is the main reason why referees (especially those in their early teens) drop out of the development program. As a result, associations face shortages of game officials at all levels. Addressing this unacceptable behavior is a top priority for BGL, if ringette is to have an adequate supply of referees.

Both Home and Away teams, participating in all divisions U10-U19 are required to provide a referee liaison for every BGL league game and playoff game (if applicable). The spectator liaison can be any person associated with a player on the team, over the age of 18, and can be different each game. Their name must be PRINTED on the game sheet in the space provided (vertical space beside black HOME or VISITOR bar). The spectator liaison must wear the identifying BGL neck lanyard and sit in a visible area in the stands with the spectators. The spectator liaison must be an individual who is willing and able to control and monitor the behavior of the parents and team spectators throughout the game. This role is to be taken very seriously and the goal of this role is to keep the parents and coaches in the game following the rules as set forth in code of conduct as well as maintaining respect for the officials and opposing team. This role is not in place for the spectator liaison to question any calls made by the officials.

#### **Description of Duties**

- Wear the BGL referee liaison neck lanyard –this is to be provided by a team official each game.
- Ensure your name is printed on the game sheet (vertical space beside black HOME or VISITOR bar)
- Place yourself in a visible area in the middle of your team’s spectators.
- Monitor the behavior of your team’s spectators and coaching staff.
- Quickly diffuse potential issues before they escalate by either making your presence more visible, or calmly addressing the behavior with the person(s) involved.
- Address inappropriate comments, gestures, and/or any other unsporting behavior directed at the game officials, players, coaching staff or any other individual by your team’s spectators.
- Submit a brief report in writing, outlining any incidents involving any individuals, to the referee after the game or to the BGL VP, if requested.
- Failure to provide a spectator liaison may result in a default win for the opposing team.
- All teams are granted a 15-minute grace period to provide a spectator liaison, during which time the game shall commence.

### 3.5 Preparation of the Team Budget

If you would like an example, please let us know and we will send you one.

### 3.6 Fundraising and Sponsorship

Fundraising is an important activity for teams. It not only helps to raise money for things like tournaments and team travel but helps with team bonding and teaches them great life skills. The EFCLRA continues to attract sponsors and partnership to help fund our programs and its activities.

Information on obtaining a fundraising letter and banners can be found on our website. We are in the process of updated this page so check back often for more information -

<http://edmontonringette.com/content/fundraising---sponsorship>



The EFCLRA will once again launch our on-line store in partnership with United Cycle. Check out our on-line store here - <https://edmontonringette2019pants3.itemorder.com/product/11374870>

## 4 The Player

Rules of Ringette and the history of the game can be found here <https://www.ringette.ca/our-sport/basics-of-ringette/>

### 4.1 Long Term Athletic Development (LTAD)

Canadian Sport for Life (CS4L) is a movement to improve the quality of sport and physical activity in Canada. CS4L links sport, education, recreation and health and aligns community, provincial and national programming. Long-Term Athlete Development (LTAD) is a seven-stage training, competition and recovery pathway guiding an individual's experience in sport and physical activity from infancy through all phases of adulthood. CS4L, with LTAD, represents a paradigm shift in the way Canadians lead and deliver sport and physical activity in Canada.

#### 4.1.1 Long Term Athlete Development Pathway

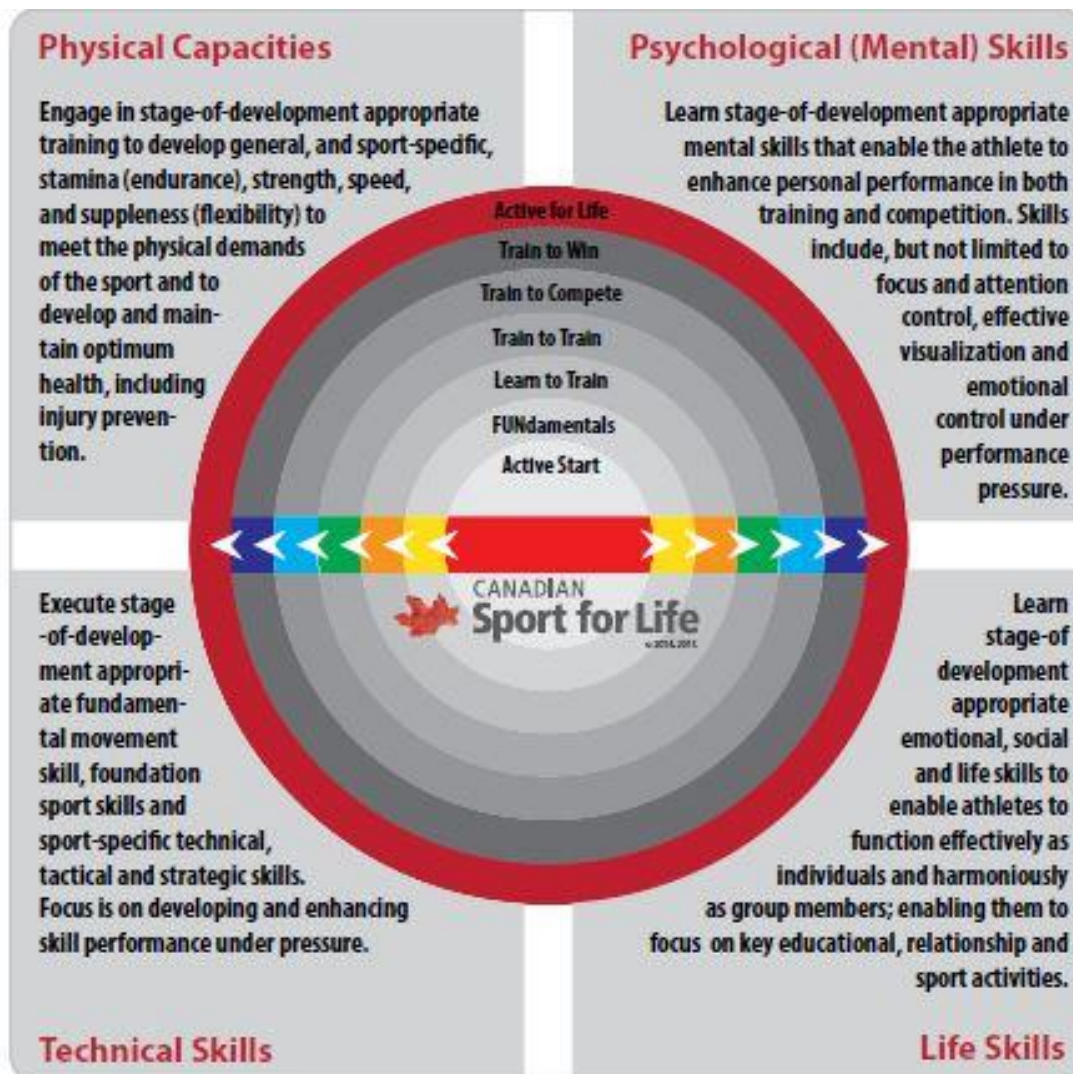




#### 4.1.2 Athlete Development Matrix

An Athlete Development Matrix (ADM) is a matrix of key skills or building blocks that a player or athlete must develop through her participation in sport at the local and high-performance levels.

The Athlete Development Matrix is split into 4 components: Psychological, Life Skills, Technical/Tactical/Strategic and Physical. Further to that, Ringette Canada has added a fifth component, which is the Ethical Literacy, an initiative from the True Sport Foundation.



More information can be found here - <http://ltd.ringette.ca/athlete/athlete-development-matrix/>



An example of the Matrix e for Learn to Train – 11-15 Years of age is below.

# I AM ON THE TEAM:

## TRAIN TO TRAIN (11 TO 15 YEARS OF AGE)

STAGE



### PHYSICAL

1. I am developing my stamina and strength through high intensity interval training.
2. I am recording, monitoring and assessing my strength training progress through my own record keeping.
3. My speed is being developed with activities that require multi-directional speed on- and off the ice.
4. I am maintaining a strong and functional range of motion.
5. I am using plyometrics and resistance training with excellent technique to improve my athletic ability and ringette performance.

### PSYCHOLOGICAL

1. My team gives me a strong sense of belonging.
2. I am building my individual and team goal setting skills by using the SMART (Specific, Measurable, Attainable, Realistic, Time-sensitive) framework.
3. I can describe my errors and learn new ways to increase my success.
4. I communicate effectively with my teammates and am better able to recognize and regulate my emotions.
5. Setbacks are common and I am developing some reliable skills to respond and cope.
6. I can focus on the necessary cues during a practice and game for longer periods of time.
7. I am learning to read the movement patterns of the game and this is helping me make good choices when practicing and competing.

### TECHNICAL/TACTICAL/STRATEGIC

1. I can often demonstrate appropriate transitions between forward and backward stride, start and stop (2-foot & parallel) for my level of play.
2. I can consistently utilize the passing lanes, quiet zones, and the shot clock to my team's advantage.
3. I take short shifts, changing when safe and effective.
4. I can transition from offense to defense and defense to offense.
5. I can control the ring and maintain possession from free passes and during game play to create opportunities.
6. I can frequently execute advanced individual and team offensive tactics.
7. I understand the responsibilities of offensive and defensive roles.
8. I have decided that I want to specialize in the goalie position.





## LIFE SKILLS

1. Most times, I can motivate myself to practice and compete to the best of my ability.
2. I can listen to another person's side of a conflict, often understand the needs of my teammates and take the necessary actions to support myself and the team.
3. I can identify my setbacks and suggest ways to learn from them.
4. I am developing supportive relationships with my teammates and have a positive adult role model.
5. I am learning that rules of the game, fair play, diversity and acceptance are important to sport.
6. I can support younger players with their athletic development.
7. I make wise choices about healthy foods and sleep to help my training, recovery and performance.
8. I can track my menstrual cycle.
9. I am responsible with my use of social media.
10. I can balance the goals of a "student-athlete".

## ETHICAL LITERACY

<b>KEEP IT FUN:</b>	Ringette is still fun for me. I want to keep playing!
<b>GO FOR IT:</b>	I give my best at all times because it's honours the game and my team.
<b>PLAY FAIR:</b>	I choose to make ethical choices (e.g., no bending the rules, no drug use, no cheap shots).
<b>RESPECT OTHERS:</b>	I strive for good team chemistry and a positive interaction between everyone involved in the game (coaches, parents, officials).
<b>STAY HEALTHY:</b>	I find that sport can be a stress reducer for me.
<b>INCLUDE EVERYONE:</b>	My teammates and I take part in team-building activities to help us and our families get to know one another and build our ringette community.
<b>GIVE BACK:</b>	My teammates and I use the True Sport Principles to find ways to give back to our.

### 4.1.3 LTAD Ringette Framework

LTAD is a framework for the optimal development of athletes of all ages, interests and abilities.

- LTAD is a guide for program structure and design at the national, provincial community and club levels. The LTAD framework identifies specific athlete needs and therefore influences coach education programs.
- LTAD helps ensure that all participants have the opportunity to reach their potential and that Canada is continually represented on World podiums.

LTAD is a vehicle for change in our organization.

- By understanding and respecting the principles of LTAD, we are in a better position to make sound decisions about the future directions of our sport.
- LTAD allows us to set goals that are clear and attainable, to plan programs that will allow us to achieve these goals, and to identify and address gaps in our system.

Download the Framework here - [http://ltrd.ringette.ca/wp-content/uploads/2015/09/Ringette\\_mag\\_EN\\_WEBversion.pdf](http://ltrd.ringette.ca/wp-content/uploads/2015/09/Ringette_mag_EN_WEBversion.pdf)



#### 4.1.4 Guiding Principles for Competition

Guiding Principles represent the ideals of how Ringette is intended to be played and experienced. They serve as a guide when difficult decisions regarding the structure of competition need to be made. The following Guiding Principles inform how we plan and format competition in Ringette:

1. Ringette experiences are meaningful for all participants and teams from the beginning to the end of each season.
2. Ringette is always a fun, positive experience.
3. Every ringette participant, coach, official, volunteer and administrator have an opportunity to improve.
4. The system of competition (tournaments, leagues and championships) supports each participant in seeking their level of personal excellence based on their definition of success. Participants can choose to enroll in a program which places them on the excellence pathway.
5. Nobody is disadvantaged by playing at a “lower” level. Participants are provided access to appropriate development pathways to progress to a “higher” level if they desire.
6. The system of competition supports, and rewards LTAD-based training informed by Ringette Canada’s Athlete Development Matrix.
7. Competition reflects the True Sport Principles and the values of Ringette Canada.

#### 4.1.5 Important considerations and guidelines on positioning

Ensuring all players are given the opportunity to develop a wide range of ringette skills is a primary goal of the LTAD model and Edmonton Ringette. Early specialization (U12 and below) in sport is counter to these principles. It is important that players, parents and coaches are aware that at early stages of athlete development, allowing players to play only one position is detrimental to their development. Coaches are strongly encouraged to base their decisions on this point.

#### 4.2 Goalie Coaching

Given the special circumstance of goalies, the following limits are placed on goalie play. While not fully compliant with Ringette Canada’s LTAD recommendations, Edmonton Ringette has adopted these guidelines to attempt to balance the sometimes-competing concerns of teams, players and parents.

- a. U10 – some form of rotation through the position of goal must occur. A MAXIMUM of 40% (2 out of every 5) of games may be played in goal (inclusive of all league/exhibition and tournament games) by any one player.
- b. U12B/C – a MAXIMUM of 66% of games may be played by any one goaltender (inclusive of all league/exhibition and tournament games). The remainder may be played by a rotation of some sort or by another single player. Players wishing to play the position
- c. U12A – To provide some flexibility given that teams in this level are typically second year players who could be ready for the specialization acceptable in U14, greater than 66% play by one goaltender may be acceptable. This additional play cannot occur at the expense of other part-time goaltenders. I.e. A coach with a declared “full time” goaltender must still play any “part-time” goaltenders on the team.
- d. U14 – goaltenders can specialize but can still alternate with other players. Assuming a player has requested to play full time, and no other player wishes to play the position, that player may play 100% of games.



The Division Director or member of the Executive may request copies of game sheets to ensure compliance with the above. Conditions which prevent compliance with the above must be brought to the attention of the Executive by the coach or team manager. Failure to comply with the above may result in disciplinary action.

*You have a great responsibility in creating goalies for the future.* What you do or don't do this year will determine whether future teams have enough players playing in net, or not. Ringette has ongoing challenges with attracting, developing and retaining players to play goal. Your goal should be to have several players who can play and would like to play goal at the end of the year.











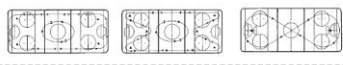
1. Address parents early in the season (parent meeting). Ask for support in encouraging all players to try / continue playing the position;
2. Teach your players that it's every player's job to stop the ring from getting to the goalie – if it gets there and goes in, teach them to say “sorry” to the goalie for letting the shot get there; teach them to say “great save” when the goalie stops it. Eliminate at all cost's player perception that “it's the goalie's fault for the goal”. It's a team sport!
3. Ensure the focus is on something other than how many goals go in. Set a goal of stopping 10 shots, being positioned correctly, or keeping the stick down and flat. Ensure that every player takes responsibility for goals against.
4. In U10 your primary goal should be training and developing several potential goalies within your team. It's important NOT to specialize players in this position too early, as it can impede their overall development, and prevent others from playing the position.
5. Teach basic goalie techniques and players should be coached wearing full equipment at least one practice prior to playing a game to ensure the basics are familiar to them when put into a game. Goalie instruction by the Federation endorsed instructors early in the season should help generate interest and confidence in players.
6. Provide proper basic goalie training every practice - delegate the duty to an assistant. If your players are prepared, they will have success, and you will have players who want to play the position at the end of the year, and in the future.
7. A rotation through all players in U10 Step -1 is perhaps a good place to start but not mandatory, and if several (but not all) players show interest, those can continue through the rest of the year. For this level it is probably best to not put pressure on any one player. The hope is that several players will want to continue play the next year.
8. It's recommended that you don't do a rotation through all players at U10 Step 2 & 3, as no player plays enough to improve, and the team may not advance any potential goalies to the next year. Choosing those with the greatest chance of success in the position is key to developing someone who may want to continue in the future. We would suggest selecting 3 – 4 second year players, and 1 – 2 first years that shows interest early in the season at the team sessions and concentrate practice time coaching these players.

### 4.3 Practice Planning

One of the most challenging aspects of coaching is knowing what to teach and how to teach youth athletes. The following resources have been provided by Ringette Canada for each specific age group. These documents can be downloaded from our site

## Practice Plans for [U10](#), [U12](#), [U14](#), [U16/19](#)

Example) when you follow the links above, they will take you to an age appropriate document. Each document contains several practice plans and drills. To supplement these documents, there are several ringette resources on the internet. Please be sure they are age and skill level appropriate.

          <p style="text-align: center;"><b>U12</b> Practice plans</p> <p style="font-size: small;">This guide was completed by a group of volunteer coaches as part of an LEO initiative. Thank you to: Tracy Talbot, Brian Crowell, Murray Petten, Lori Elliot</p> <p style="font-size: x-small;">play it, love it, live it.</p>	<p style="text-align: center;"><b>Ringette Canada</b></p> <p><b>Stage: U12</b> <b>Practice: R.2 (1/2 Ice Practice)</b></p> <p><b>Introduction (pre-practice)</b> (15min in the dressing room)</p> <ul style="list-style-type: none"> <li>Welcome athletes</li> <li>Review procedures for safety, water breaks, etc.</li> <li>Discuss goals of practice + planned drills/activities</li> </ul> <p><b>Warm up</b> (10-12 minutes)</p> <p><b>Goal 1.1:</b> use practice #1 CWB #1 doc)</p> <p><b>Figure 8 Legs</b> – forward, NW, S, E, S, E, W</p> <p><b>Skipped movement:</b> Skater: NW, S, S, E, W</p> <ul style="list-style-type: none"> <li>Shoulders &amp; Arms</li> <li>Back &amp; Sides</li> <li>Hamstrings &amp; Quadriceps</li> <li>Groin &amp; Legs (adductor/inside and abductor/outside) – bubbles between blue lines</li> <li>Ankles &amp; Cues</li> <li>Some Queen 523-1152 – with variation</li> </ul> <p><b>Goal 1.2:</b> Ring Soccer with basic ringette rules #3-7.6</p> <ul style="list-style-type: none"> <li>Passing over blue lines</li> <li>3 in the zone</li> <li>Everyone is on the ice (i.e. no lines or shifts)</li> <li>If possible use two soccer balls so more players engaged</li> <li>Can last to 3 touches max if needed</li> </ul> <p><b>Goalie</b> General: getting up and down quickly Positioning: finding the posts, hugging the posts <b>Goal and High Post:</b> #3.4.2</p> <ul style="list-style-type: none"> <li>Goalkeeper starts at top of crease and without looking back moves back to find the posts</li> </ul> <p><b>Cool down</b> (5-10mins) Game of Prisoner's Base #9-7.21</p> <ul style="list-style-type: none"> <li>Two teams are at opposite ends of the ice. The players on one team are the police; those on the other are the robbers. One team moves toward the other.</li> <li>One person on the police team gives a signal when the robbers are relatively close, and the police line goes three. Prisoners are brought back to the goal line and lined up with arms linked.</li> <li>If a robber approaches and touches the last person in the prisoner's line, all are freed.</li> <li>Then the alternate team approaches (freedom time)</li> </ul> <p><b>Post-practice wrap up</b> (5-10min in the dressing room)</p> <ul style="list-style-type: none"> <li>Wrap up daily activities and prepare athletes for next ice time.</li> <li>Before each athlete leaves the ice discuss what position they like playing the best</li> <li>Coaches are available for questions</li> </ul>	<p><b>Drill #1</b></p> <p><b>7.41 Skip-Shape</b> Purpose: Carrying the ring, stopping, starting and changing directions will be practiced. Equipment: One ring per player is needed. Description: This is a game especially for young skaters. Gather all the skaters in the centre circle and explain the skills.</p> <p>Box – one end of the ice (front of the bowl). Stem – the opposite end of the ice (back of the bowl). Post – the left side of the ice (along the bowl). Starboard – the right side of the ice (along the bowl). Man Overboard – lie down on the ice, then get up. Captain Aboard – salute to the captain (coach). Break the Check – moving the ring and stick around like it was a mop. Hurry – chase the coach.</p> <p>For example, if the instructor calls "Box" all the skaters skate with their ring to the designated end of the ice and come back. When all are back or nearly back, the teacher makes another call. Continue to reinforce the skating skills, and vary the call.</p> <p>2.5.6.3. Figure eight set-up (third diagram). This is a good warm-up setup for extra skating conditioning. Instructors/coaches/managers can provide comments to players at each end of the ice surface or in the middle near the crossover.</p>  <p><b>Drill #2</b></p> <p><b>2.5.2.2 Warm-up - Stretches Description</b></p> <p><b>Neck</b></p> <ul style="list-style-type: none"> <li>Stretch the neck slowly, first from one side to the other, shoulder to shoulder.</li> <li>Then forward + stretch back.</li> </ul> <p><b>Shoulders</b></p> <ul style="list-style-type: none"> <li>Bring up the arms.</li> <li>Roll the shoulder forward and backward.</li> </ul> <p><b>Arms</b></p> <ul style="list-style-type: none"> <li>Bring the arm across the body and hold with the opposite hand, stretching the triceps and shoulder.</li> <li>Crisscross with both hands, bring the arms above the head to stretch the triceps and forearm.</li> </ul> <p><b>Back</b></p> <ul style="list-style-type: none"> <li>With both hands behind the back, grasp and stretch the biceps and deltoids.</li> <li>Position the feet slightly wider than the proper stance, and with the knees bent, roll forward and touch the toes. This will stretch the lower back and hamstring.</li> <li>With one arm, reach above the head to stretch one side, then the other. Avoid over exaggerated side bends.</li> </ul> <p><b>Sides</b></p> <ul style="list-style-type: none"> <li>Variation - Raise the stick above the head with two hands on it. Press one hand up, then the other.</li> </ul> <p><b>Ankles</b></p> <ul style="list-style-type: none"> <li>Toe in - Between the blue lines, glide on one foot (three slightly bent) turn the toe inward and hold for eight seconds.</li> <li>Toe out - Use the same motion, but turn the toe out.</li> </ul>
---	---	---

### 4.4 Injuries and Concussions

Edmonton Ringette has implemented player injury guidelines that all teams must follow. Adults making decisions for young athletes must be proactive in identifying injury and ensuring safe return to play, especially from concussion. In order to address this critical issue, Edmonton Ringette has implemented the following guideline that covers actions to be taken when an injury occurs, along with specific protocols that must be followed to ensure the player's safe return to play.

Our players' wellbeing is the primary focus of this guideline and as such it is mandatory that every team official (Coach/ Manager) review and understand it. The purpose of this guideline is to ensure our athletes are not put into game situations before they have fully recovered from an injury.

Below is the "Return to Play Form" (RTP) that must be used when an athlete returns from injury or concussion. This form contains specific instructions that must be followed before an athlete is allowed return to play. The form must be completed by a health care provider for any athlete that has been removed from play due to injury. The RTP form must be signed by the athlete's parent/guardian consenting to the health care provider's recommendations. A copy of this form must be retained by the coach/manager with a copy to the Registrar of Edmonton Ringette



For more information on Injuries and concussions please visit our website page - <http://edmontonringette.com/content/return-from-concussion---injury-to-play>

- Return to play guidelines can be found here – <http://edmontonringette.com/content/forms>
- Canadian Guide on Concussions in Sport can be found here - <http://edmontonringette.com/content/return-from-concussion---injury-to-play>
- Player Medical Forms - <http://edmontonringette.com/content/forms>

Pocket Concussion Recognition Tool can be found here – <http://edmontonringette.com/content/return-from-concussion---injury-to-play>

Please download this tool, print it off and keep a copy on you at all time This tool can be used to help identify concussion in Children, youth and young adults. **If you suspect a player has had a concussion, Seek Medical attention immediately.**

**Pocket CONCUSSION RECOGNITION TOOL™**  
To help identify concussion in children, youth and adults



**RECOGNIZE & REMOVE**  
Concussion should be suspected **if one or more** of the following visible clues, signs, symptoms or errors in memory questions are present.

**1. Visible clues of suspected concussion**  
Any one or more of the following visual clues can indicate a possible concussion:

- Loss of consciousness or responsiveness
- Lying motionless on ground/Slow to get up
- Unsteady on feet / Balance problems or falling over/Incoordination
- Grabbing/Clutching of head
- Dazed, blank or vacant look
- Confused/Not aware of plays or events

**2. Signs and symptoms of suspected concussion**  
Presence of any one or more of the following signs & symptoms may suggest a concussion:

- Loss of consciousness
- Seizure or convulsion
- Balance problems
- Nausea or vomiting
- Drowsiness
- More emotional
- Irritability
- Sadness
- Fatigue or low energy
- Nervous or anxious
- "Don't feel right"
- Difficulty remembering
- Headache
- Dizziness
- Confusion
- Feeling slowed down
- "Pressure in head"
- Blurred vision
- Sensitivity to light
- Amnesia
- Feeling like "in a fog"
- Neck Pain
- Sensitivity to noise
- Difficulty concentrating

**3. Memory function**  
Failure to answer any of these questions correctly may suggest a concussion.

"What venue are we at today?"  
"Which half is it now?"  
"Who scored last in this game?"  
"What team did you play last week / game?"  
"Did your team win the last game?"

**Any athlete with a suspected concussion should be IMMEDIATELY REMOVED FROM PLAY, and should not be returned to activity until they are assessed medically. Athletes with a suspected concussion should not be left alone and should not drive a motor vehicle.**

It is recommended that, in all cases of suspected concussion, the player is referred to a medical professional for diagnosis and guidance as well as return to play decisions, even if the symptoms resolve.

**RED FLAGS**  
**If ANY of the following are reported then the player should be safely and immediately removed from the field. If no qualified medical professional is available, consider transporting by ambulance for urgent medical assessment:**

- Athlete complains of neck pain
- Increasing confusion or irritability
- Repeated vomiting
- Seizure or convulsion
- Weakness or tingling/burning in arms or legs
- Deteriorating conscious state
- Severe or increasing headache
- Unusual behaviour change
- Double vision

**Remember:**

- In all cases, the basic principles of first aid (danger, response, airway, breathing, circulation) should be followed.
- Do not attempt to move the player (other than required for airway support) unless trained to do so
- Do not remove helmet (if present) unless trained to do so.

© 2013 Concussion in Sport Group

#### 4.5 Dryland Training and use of Gyms More information to come.

#### 4.6 Tiering Policy and Team Advance / Retreat Policy

For the 2020-21 season, the Tiering Policy and Team Advance / Retreat Policy are waived. Tiering Due to restrictions in place this season, the Tiering Policy may be an impediment to forming workable cohorts and providing enough variety of competition for teams when changing cohorts. As previously communicated, Universal Athlete Assessment is not required for U10-U14. Additionally, associations are not required to follow the team tiering formula for U16 and U19. Associations must still form teams 'in



good faith' to facilitate meaningful competition. Where possible, it is recommended that the tiering formula be followed. Advance / Retreat In a normal season, the mechanism to correct outliers from the tiering formula is the advance / retreat process. With restrictions in place this season, it is unlikely that a sufficient number of games against a variety of opponents will be possible in order to effectively determine whether a retreat or advance is appropriate. There will be no advance / retreat process. Schedulers must still make reasonable attempts to place teams in cohorts that provide participants meaningful competition



## 5 Administration

### 5.1 Ice Allocation Process

A summary the ice allocation Process sheet is below. The full information package can be found in Appendix A

All Edmonton teams, except for Active Start, play in the Black Gold League (“BGL”). BGL schedules all games based on ice submissions from each Association.

U10 Step 1 and Step 2 games will all be played on half ice this year. If you are playing on Half 1 then it is the side closest to the main entrance of the rink and Half 2 is the side farthest from the main entrance.

**Managing your ice** - It is up to you to take care of your team’s games and practice ice. BGL expects all games to be played as scheduled and will impose fines if they are not played and scores reported. It is very important to keep your schedule organized.

**Development ice:** All teams will be assigned power skating this year run by Wade Burt. Teams will be sharing with another team and the sessions will be typically scheduled on Monday nights at Terwillegar. Coaches are expected to go the ice with their team as well.

Additional information can be found in the Ice Allocation Process in Appendix B:

- **Black Gold League Policies**
- **Weather reschedule Policy 1404**
- **Trading Ice**
- **Ice time for each division**
- **Communication with the Ice Allocator**





## 5.2 Codes of Conduct

EFCLRA Association Code of Conduct can be found here - <http://edmontonringette.com/content/forms>

Ringette Alberta Code of conduct which can be found in here - <https://ringettealberta.com/wp-content/uploads/2019/06/14.0-Code-of-Conduct-June-15-2019.pdf>

EFCLRA Bench Staff Code of Conduct - Team Bench Staff members are expected to uphold the highest standards of conduct whenever involved in a team function or representing their team in any way. The EFCLRA's expectations and rules for Bench Staff Code are listed below. Team Staff must work well together and not undermine each other efforts to provide a safe and effective program for their teams. Each member of the Team Bench Staff must sign this form to indicate they have read and understood this code of conduct and agree to abide by them. The full code can be found in Appendix A

## 5.3 Two Up Supervision

The vast majority of abuse incidents occur in isolated, one-on-one situations with a child. This procedure is intended to remove that risk by ensuring that there are always two adult supervisors in any team setting. This also protects coaches and parents from wrongful accusations which may also arise in some situations.

- All team activities require a minimum of two adults when interacting or supervising a child or children
- All interactions need to be done in an area and in a manner that they can be observed and interrupted
- If two team representatives (coaches, assistant coaches, managers) aren't available, then parents should remain in the area to provide backup.
- For U12 and up, males (coaches, dads, etc) are not permitted in the dressing room while players are changing. Players are expected to have skates tied outside the dressing room, or tie skates themselves.
- Coaches (in pairs) males or female are permitted in dressing rooms for pre and post-game discussions provided players are not changing.

Note: This policy applies to on-ice and off-ice team functions (dressing room discussions, social events, tournament hotel supervision, etc.)

## 5.4 Cell Phones/Electronic Devices in Dressing Rooms

Due to the potential for cellular phones and electronic devices to be used as a photographic device, their use is prohibited in all restrooms and change room areas.

Public Areas (Pool, Lobby, Arena, Gymnasium, Courts, Classrooms, Party Room): Photos are permitted in these public areas with the permission of a staff member.

The photographer must receive permission from individuals that will appear clearly recognizable in the foreground of the picture. If the photographed individuals are under 18 years, the photographer should receive permission from the parent or guardian.

Patrons and players may use these devices in other public areas but must adhere to restriction regarding photography and videotaping. If a player's family requests that their child keep a phone/device for a legitimate reason, the phones should be turned off and stored while in the dressing room and/or the team should make use of a bucket or bag to keep the phones safe until after the ice time. The single





exception is the use of one device to play team music – any other use is potentially grounds for discipline.

Edmonton Ringette has adopted this policy that reflects the concern for privacy and the need to protect children from online bullying and abuse. Additionally, it is intended to support coaches in their efforts to have players interact with one another while participating in the sport. More information can be found here [https://www.edmonton.ca/activities\\_parks\\_recreation/rec-use-safety-guidelines-recording-devices.aspx](https://www.edmonton.ca/activities_parks_recreation/rec-use-safety-guidelines-recording-devices.aspx)

## 5.5 BGL Postponing and Rescheduling a Game 1404

For up to date information on League operations including forms, visit <http://www.blackgoldleague.com/content/bylaws---operations-manuals---appendices--forms> and click the Black Gold League Operations Manual (Revision 8.6; 2020 Mar06) and the Appendices of the Operations Manual (V5 2018)

A minimum of a 72 hour notice shall be given to the opposing Team for reasons other than weather advisory or road closure.

Every attempt shall be made by the postponing team to contact and receive confirmation that the request to postpone has been acknowledged. Contact shall be made by phone and followed-up via email should the BGL Vice President request proof of communication.

Other extreme circumstances arising after the 72 hour notification window must be communicated to the opposing Team as soon as possible. Examples may include unforeseen unsafe building or ice conditions.

Requests based on any of the reasons below (1406) can be declined by the opposing team.

EACH TEAM WILL BE ALLOWED UP TO THREE (3) (FOUR (4) for AA) NON-WEATHER RELATED RESCHEDULES PER SEASON. ANY FURTHER RESCHEDULE REQUESTS MAY BE DENIED, OR FINES IMPOSED.

For more complete information please visit the BGL Operation Manual found here - <http://www.blackgoldleague.com/content/bylaws---operations-manuals---appendices--forms>

## 5.6 Game Postponement Due to Weather Conditions 1407

Inclement weather is a fact of life in Northern Alberta winters. It is expected that drivers will take adequate precautions and allow adequate time for travel in adverse weather conditions. Where weather conditions are extremely adverse, particularly in the case of lengthy travel (one hour or more each way) such that a visiting coach has a legitimate concern that the safety of the players and drivers are at risk, game cancellation may occur less than 72 hours before the game takes place. However, such an approach requires a good faith exercise of judgment of both the home and visiting coaches involved

Where weather conditions are extremely adverse, particularly in the case of lengthy travel (one hour or more each way) such that a visiting coach has a legitimate concern that the safety of the players and drivers are at risk, game cancellation may occur less than 72 hours before the game takes place. However, such an approach requires a good faith exercise of judgment of both the home and visiting coaches involved.

Information on game postponement due to weather can be found in BGL's Operations Manual located here - <http://www.blackgoldleague.com/content/bylaws---operations-manuals---appendices--forms>



## 5.7 BGL Fines and Fees

The fees and fines schedule can be found here <http://www.blackgoldleague.com/content/bylaws---operations-manuals---appendices--forms>

## 5.8 Score Reporting, Game Sheets, and Shot Clock

Remember your reporting deadlines according to the HOW TO REPORT A SCORE instructions. Detailed information and instructions can be found here <http://www.blackgoldleague.com/content/how-to-report-a-score>

- HOME team game sheet entry with 24 hours of game conclusion  
Check back after the VISITOR team has done their verification, you may have errors that need correcting.
- VISITOR team verification of game sheet data entry within 72 hours of game conclusion  
If you reported errors and the HOME team has corrected them, please go back and change status to VERIFIED.

You must always click “Game is Finished” after you enter the score so that it will show up on the front end of the website.

The hard copy game sheet must be uploaded. This file is opened and reviewed for each and every game. It must be clear and legible. Please be sure to check the file before uploading. Please remember to have your parent volunteers review the Ringette Alberta “How to fill out an Official Game sheet”.

For U12 and higher, GOALIE information is to be enter on the hard copy game sheet. There are fields that need to be completed on the bottom of the game sheet. Please instruct your parent volunteer who is the SCOREKEEPER that this must be done. Then after the game is completed the HOME team must enter (as part of the How to Report a Score instructions) the following:

1. Click menu button GOALIES
2. ONLY enter the following information for all goalies that played during the game. Do not enter any of the other fields.
3. # (Jersey number of Goalie)
4. Min (Minutes Played)
5. Click UPDATE GOALIES

Managers need to clearly indicate on the hard copy game sheet if an AFFILIATE PLAYER has played a game. AP should be marked beside the player’s name on the roster. Please review the Ringette Alberta policy for AFFILIATION. If a team is found to have used an affiliate player incorrectly, it will be reported to Ringette Alberta.

All teams need to review and become aware of section 1805 Automatic Suspensions of the BGL Operations Manual. More information can be found here: <http://blackgoldleague.com/article/47584>

## 5.9 Silver Ring tournament

RAB is not sanctioning tournaments at this time. Currently, the EFCLRA is developing a plan for using this ice.



## 6 Referee (officials) Development – Dependent on Numbers

In a typical year (not this year) there are approximately 100 new officials that take a Level 1 clinic. They join approximately 450 officials currently registered in the province. When a new official enters the system, they take an online module, an in-class module, a one hour on ice component and an exam. Then it is up to each association to provide mentorship, suitable games for each official and games with senior partners. This new official is learning how to become a ref, and in his or her first year is starting to slowly build their confidence. Below is a chart defining the Long-Term Officiating Development program from Ringette Canada. We hope that by sharing this, we can encourage better understanding from coaches and parents regarding the expectations of officials at different levels of ringette; thereby, facilitating better retention and more positive experiences amongst both newer and more experienced officials. For further information on this process or officiating, please contact your Referee-In-Chief or the

### **Officials Development Coordinator at Ringette Alberta.**

Alberta Ringette has made available to coaches a feed back form. The intent of this form is to offer commendation to officials for a job well done or to notify the Officiating Committee of issues that should be addressed. A link to the form can be found here - <https://ringettealberta.com/officials-comments/>

## 7 Rules and Regulations Governing Ringette in the City of Edmonton (Zone 6)

A copy of the Rules and regulations can be found on our website here - <http://edmontonringette.com/content/bylaws-rules-amp-regulations>



# APPENDIX A