

Edmonton Federation of Community
Leagues Ringette Association
Edmonton Ringette

2024-2025 Season

Coaches Manual





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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.

1.1. Coaching Principles

The following courses/principles are the foundational pieces that set the expectations for EFCLRA coaches.

1.1.1. 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

1.1.2. Safe Sport Principles

The Universal Code of Conduct to Prevent and Address Maltreatment in Sport calls for all sporting environments to be free from physical, sexual and psychological abuse. The Safe Sport Training module aligns with those values. It equips coaches, administrators and others to make decisions that promote athletes’ physical and mental wellbeing and empowers sporting organizations to foster a culture that contributes to athlete success.

For more information, please visit <https://safesport.coach.ca/>

1.1.3. Respect in Sport

The Respect in Sport Activity Leader/Coach Program educates youth leaders, coaches, officials and participants (14-years and up) to recognize, understand and respond to issues of bullying, abuse, harassment and discrimination (BAHD). Our Activity Leader and Parent Programs are the Safe Sport Canada solution!

For more information, please visit <https://www.respectgroupinc.com/respect-in-sport/>



1.1.4. Responsible Coaching Movement (RCM)

The Responsible Coaching Movement (RCM) is a call to action for sport organizations, parents, and coaches to enact responsible coaching across Canada – on and off the field of play.

For more information, please visit <https://coach.ca/sport-safety/responsible-coaching-movement>

1.1.5 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.
- There are additional courses on coach.ca

1.2. 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 EFCLRA coach mentoring programs.



1.3. Critical Dates

For the most up to date schedules form BGL, visit -
[http://blackgoldleague.com/content/critical-dates--- season-timeline](http://blackgoldleague.com/content/critical-dates---season-timeline)

| | |
|--------------|-----------------------------------------------------------------------------------------|
| Sep 8, 2024 | U10 Team Formation |
| Sep 12, 2024 | U12 Team Formation |
| Sep 14, 2024 | U14/U16/U19 Team Formation |
| Sep 16, 2024 | National Coaches Week (Free courses on coach.ca) |
| Sep 25, 2024 | Coaches/Managers Meeting and Affiliate Selection |
| Oct 9, 2024 | Maltreatment in Sport Part 1 (Mandatory for all U12-U19 Head Coaches) |
| Oct 15, 2024 | Maltreatment in Sport Part 2 (Mandatory for all U12-U19 Head Coaches) |
| Nov 15, 2024 | Affiliation Roster Deadline |
| Nov 22, 2024 | Silver Ring |
| Dec 15, 2024 | Deadline for all CSI and CI Trained requirements to be complete & Final Roster Deadline |
| Jan 17, 2025 | Silver Ring January Jamboree |
| Jan 31, 2025 | Deadline for CI Certified requirements to be complete |



2. Coaching Operations

2.1. Team Structure

Here is checklist for things to consider once your team is selected/provided:

- **Assemble a Coaching Staff:** The Coaching Director will provide a list of pre-approved assistant coaches that you may choose from. You may also ask for volunteers from your parents that may not have entered an application. These coaches will need to be approved by the Coach Selection Committee (send names to coaching@edmontonringette.com). Training requirements will be communicated by the Coaching Director and can be found online on Ringette Alberta's website (<https://ringettealberta.com/content/coach-amp-team-staff-requirements>). You must have at least one qualified female coach. (See 2.2.1 Ringette Alberta Coaching Requirements)
- **Junior Coaches:** Junior Coaches will be assigned to all teams in Active Start, U10 and U12. Depending on interest and numbers, U14 and U16 teams may have junior coaches assigned to them as well
- **Team Philosophy:** Ensure you discuss your team philosophy with your assistant coaches.
- **First Team Parent Meeting:** Once you obtain your roster and have a practice or two, it is a good idea to set a date/time for your first team parent meeting. Try to have a manager in place prior to this meeting so he/she can help you run the meeting. Otherwise, you will have to run the meeting and you can ask for a manager to step forward at the initial meeting. The following can be discussed at the first parent meeting:
 - **Assign Team Roles:** At the first team meeting, remind the parents that you will need everyone to step up and take on a role in order to make the season run smoothly for the players. Below are the team roles which may need to be filled depending on age level:
 - **Manager:** Liaison between coach and parents, works directly with the coach to plan and organize the off-ice portion of the season, communicates with parents regarding all team events, communicates with other roles on the team (<https://edmontonringette.com/content/for-managers>)
 - **Treasurer:** Manages the team funds and works out a budget along with the manager and coach, shares a budget with families throughout the season
 - **Tournament Coordinator:** Applies to tournaments
 - **Minor Officials-Coordinator:** Organizes parents to ensure that the minor official roles are always filled
 - **Jersey Parent:** Collects jerseys after every game. Ensures the jerseys are clean and at every game
 - **Social Coordinator:** while working with the manager, plans/books/organizes team social events such as parent party
 - **BGL Spectator Liaison:** Can be the same person or rotate each game. An individual who is willing and able to control and monitor the behavior of the parents and team spectators throughout the game



- 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.
- 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.
- 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 and what all will be included.
- 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.
- Have forms printed off for parents to fill out (ie. Player Medical, Fair Play Code of Conduct, etc.)

2.2 Assembling Your Team Staff

2.2.1 Ringette Alberta Coaching Requirements

- A minimum of three (3) coaches, with one being the head coach must be fully qualified (have all the required training as per Ringette Canada) for the level the team is playing at. At least one of the three qualified coaches must be female.
- Edmonton Ringette encourages all coaches to be fully qualified if they are providing coaching direction to players.
- Head Coaches - Only 1
- Assistant Coaches – **Unlimited amount**
- Goalie Coach (Optional) - An Assistant Coach on the Team Registration Form
- Junior Coaches (Optional) – **Unlimited amount**
- Trainer (Optional)
- On Ice Assistants (Optional) - **Unlimited amount**
- Manager

For games, a maximum of 5 Adults can be on the bench (combination of head coach, assistant coaches and trainer. Junior Coaches do not count towards this total. On Ice Assistants and Managers are not allowed on the bench.

What if a Coach is not available?

Many teams have a limited number of 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, please let your Divisional Director know and we will discuss options (ie. adding a coach to the TRF). We encourage you to have as many AC's as you can. Remember, an OIA and Team Manager are not allowed on the bench during a game. Junior Coaches do not qualify as a qualified coach.

If a female coach is unavailable for a game, you may proceed without the coach and it is suggested that you let the opposing team know in advance.

More information and requirements for these roles can be found on the Ringette Alberta Website -



<https://ringettealberta.com/content/coach-amp-team-staff-requirements>

For games, a maximum of 5 Adults can be on the bench (combination of head coach, assistant coaches and trainer. Junior Coaches do not count towards this total. On Ice Assistants and Managers are not allowed on the bench for games.

2.2.2 Edmonton Ringette Coaching Requirements

In addition to the Ringette Alberta coaching requirements, Edmonton Ringette requires the following:

- All coaches must be approved by Coaches Selection Committee
- Must Complete the course - [Understanding the Rule of Two](#)
- A Police Information Check (PIC)

2.3 Coaches Evaluation Form for 2024-2025

The Coaches evaluation form has become an important part of our coaching culture. 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.

3.0 Administration

3.1 Ice Allocation

3.1.1 Ice Allocation Process

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 U10 to U14 teams will be assigned team power skating. 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.



3.2 Player/Goalie Development

- <https://edmontonringette.com/content/goalie-development>
- Off Ice Options
 - Gym Ringette
 - Dryland

Appendix

Policies

Edmonton Ringette Policies

[Code of Conduct and Ethics](#)

[Dressing Room and Cell Phone Policy](#)

[Safety and Cell Phone Policies](#)

[Mandatory Shoulder Pad Policy - August 2024](#)

[Volunteer Credit Program](#)

Black Gold League Policies

[2023/2024 BGL Operations Manual](#)

- Section 1404 Postponing/Rescheduling a game
- Section 1407 Game Postponement Due to Weather Conditions
- Section 1418 Off Ice Minor Officials

[Appendix B - Fees and Fines](#)

Ringette Alberta Policies

<https://ringettealberta.com/content/ringette-alberta-policies>



[10.0 Team Staff Policy](#)

[24.0 Goaltender Development Policy](#)



Forms

[Fair Play Code of Conduct Waiver](#)

[Player Medical](#)

[Return to Play Form](#)

[Affiliation Form](#)

Resources

- Printable Game Sheet Scratch Pads ([Full Ice](#) and [Half Ice](#))
- [RAB FAQs](#)
- RAB Practice Planning - <https://ringettealberta.com/content/tools-for-practice-planning>
- Ringette Canada Practices Plans - [U10](#), [U12](#), [U14](#), [U16/19](#)
- BGL - How to Report a Score - <http://www.blackgoldleague.com/content/how-to-report-a-score>
- Coaching Courses Schedule - <https://ringettealberta.com/content/coaching-courses>