



Coach Handbook

Thank you for volunteering your time to be a coach or bench staff! This handbook should help guide you but if at any time you have any questions, please feel free to reach out to president@newmarketringette.ca.

LORL Rules

All our regional teams will be playing in the Lower Ontario Ringette League this year. The rules for this league can be found [here](#). Or on the LORL Website, All coaches and bench staff should read through this document.

Though playing in LORL, Tournaments Sanctioned by Ringette Ontario not LORL will Follow Ringette Ontario policies and guidelines can be found [here](#). Or on Ringette Ontario Website.

Changeroom Policy

For players on FUN1, FUN2 and FUN3 parents can enter the changeroom and it is expected that players of all genders will change together.

For U12 and above, players should change with the gender they identify as. Two changerooms will be provided, one for male and one for female.

For U12 and above, no parents or bench staff should enter the changeroom except for prior to or right after the game bench staff can talk to the team to prep for or recap from a practice or game. But bench staff should always enter in a group of 2 or more.

Full policy [here](#). Or on Newmarket and District Website.

Fair Ice Policy

There were policies in place by Ringette Ontario to ensure all players get the chance to develop and practice game time scenarios but also allow coaches to be more competitive during certain circumstances (such as 2nd half games, tournaments, etc). LORL has then put in place their own Rules based upon this policy. You can find them in the [LORL rules](#) mentioned above page 11 for REGIONAL League Games. For Ringette Ontario Sanctioned Games and Tournaments you can find them [here](#), but here is a table explaining the rules at a high level for LORL:

	FUN 3 & Under	U1 2	U14	U16	U19
Game Type	Regional	Regional	Regional	Regional	Regional
League Development Games (before Dec. 31st)	E	E	E	E	E
League Competition (after Jan. 1st)	E	E	D2	D2	D2
Regionals	E	D1	D2	D3	D3

- **EQUAL (E)** Is defined as equal ice-time every game to the best of the coach, allowing for the uncertainty in the frequency in stoppages of play. Exceptions will be made where lines are not balanced: Example: 4 defence, 2 centres, 5 forwards. The expectation is that those playing in the positions receive equal ice time - no “shortening the bench.”
- **DISCRETION 1 (D1)** 13 LOWER ONTARIO RINGETTE LEAGUE Is defined as equal ice time every game, however, there is the ability for a coach to use select players in the last two (2) minutes of regulation time and overtime.
- **DISCRETION 2 (D2)** Is defined as equal ice time every game, however, there is the ability for a coach to use select players in the last two (2) minutes of regulation time, overtime and any situation that does not require five (5) skaters vs. five (5) skaters.
- **DISCRETION 3 (D3)** Is defined as equal ice time every game, however, there is the ability for a coach to use select players in the last two (2) minutes of regulation time, overtime and any situation that does not require five (5) skaters vs. five (5) skaters. Further, coaches have the ability to use players anytime during post round robin play as they decide.
- **GOALTENDERS** Goaltenders have the option of changing at half-time of each game or playing full games as long as they have equal game time throughout a season and/or tournament. Goaltenders are restricted to a one game differential throughout the season and during tournaments. Further, coaches have the ability to use goaltenders anytime during the post round robin play as they decide. There is an expectation that throughout the season, each player will have accumulated approximately the same amount of ice time, to the best abilities of the coach.

Penalties

Any time there is a Penalty that is marked number 15 or higher on the Game sheet, coaches/managers have 24 hours to report or before your next scheduled game whichever comes first via the below online form:

- <https://lorl.ca/form/6720>

The region will get back to you to let you know if there are any additional consequences required such as suspensions.

The following are requirements that come directly from Ringette Ontario regarding playing rules and penalties, please familiarize yourself with these rules:

- [Competition Playing Rules](#) found on Ringette Ontario Website.

Game Substitutions (Borrowing Players)

There will be times when you will have players away and need to “call up” players. Anytime you borrow a player for a game, you MUST mark them as an AP beside the name in the Game Sheet App. You can borrow from other teams in the league, but wherever possible, trying to borrow from inside the association is always encouraged. As a courtesy, you must let the coach of the player you are borrowing AND the president of the association know that you would like to borrow a player. This can be done through email.

You should not approach a player/family directly. All communications should go through the coach and president. The coach will then put out a call out to the team to see who is available.

Note, you can only borrow a player if you are missing a player (if a player is serving a suspension, they are not deemed missing and you may not call up) you can only call up to **12 skaters** regardless of your roster size. So, for example, if your TRF has 13 players on it, and two are away for a game, you can borrow one more player but not two (to bring you to 12 skaters and a goalie).

Be aware you can only pull from the same age division or one lower, same calibre or less, no matter what the age of the player, Here are some examples:

- U16B team could pull from another U16B team, U14A, or U14B, but not U16A.
- U12B team could pull from another U12B team, FUN3, FUN2, but not U12A or U14A.
- FUN3 team could pull from another FUN3 team, or FUN2, but not U12B.

Be sure to write (AP) in the game sheet beside the player's name. You must also ensure that any player NOT playing is marked absent in the app.

- LORL Policy - You can borrow an individual player up to 5 times per season per team, and goalies are unlimited. Each player can be borrowed up to 8 times total across all teams.
- When replacement players for a game are required, you must fill in this form - <https://lorl.ca/form/6721>. Also found on the LORL website

NDRA Players Being Borrowed

To ensure no team is left in a situation where they are without their regular rostered players due to a player being borrowed by another ringette team, a policy has been put in place.

This policy applies to a player who is borrowed by another ringette team. This policy does not apply to a player who may be enrolled in another sports team outside of ringette.

Policy and Procedure

If another ringette team wishes to borrow an NDRA registered player, the coach of the borrowing team must reach out to the Head Coach of the team and the President of the association where the player is being borrowed. If there is a conflict of interest with the President, the Vice President will

be included. A request to borrow a player should only be approved for games where the borrowed player would not miss a game of their own. If there is a conflict for the player being borrowed the request could be denied. It is up to all parties to review schedules and ensure there are no conflicts before any approval will be issued.

Policy can be found [here](#) or on the NDRA Website.

Player Tournament Substitutions

- Requests for substitutions must be made at least forty-eight (48) hours prior to the official beginning of the tournament. Requests made with less than forty-eight (48) hours or during the tournament will only be granted for medical or extenuating circumstances, at the discretion of the Ringette Ontario Program Manager (or designate). Requests made less than 2 hours before the substitution is required will only be considered under emergency circumstances, at the discretion of the Ringette Ontario Program Manager (or designate). Players (including goalies) cannot play in more than one (1) sanctioned event on more than one (1) team on the same weekend or in the same sanctioned event. All substitutes must be listed on the TRF Adjustment form, and the form must be submitted to Ringette Ontario for approval. Written approval from the Ringette Ontario Program Manager (or designate) is required before a substitute can participate
- [Tournament Substitution Rules](#) can be found here or on Ringette Ontario Website Operating Resources

However, a TRF adjustment form is also required to substitute for Tournament Games.

- [TRF Adjustment Form](#)

Bench Staff Substitution

Any bench staff who is on a TRF for the season already with the same qualifications, can be substituted during a game if another team is short a bench staff. For example, a trainer for FUN3, could fill in for U12B. However, for a tournament, you must fill in the Bench Staff Adjustment form below. You have to remember U12 and up teams require 1 female coach on bench for games, FUN 3 and lower the female can be a trainer.

- [Bench Staff TRF Adjustment](#)

Requests for substitutions must be made at least forty-eight hours prior to the official beginning of the tournament. Requests made within less than forty-eight hours or during the tournament will only be granted for medical or extenuating circumstances.

Remember that when borrowing a bench staff member from another team for a tournament it must be a direct substitution for the member they are replacing. For example, you can not borrow a coach to replace a trainer or borrow a trainer to replace a coach.

Tournament Guidelines

The number of tournaments a team can participate in varies based on the level:

- FUN1, FUN2, FUN3, U12 - Up to 5 tournaments per year including year-end event (Regionals, U12 Event).
- U14 and up - No limit to the number of tournaments per year.

[Maximum number of tournaments per year](#) is found here or on Ringette Ontario Website

Bench Staff Guidelines

- You can have up to five bench staff on the bench for all games (this includes if you have someone taking pictures or videos). This includes coaches and one trainer.
- You must have a Head Coach and a Trainer on the bench for each game, more staff are optional but strongly recommended.
- Although a team may have more than one trainer registered on the Team Registration Form there may only be one person assuming the trainer position on the bench per game.
- No managers are allowed on the bench at any time, unless they hold a coach or trainer position as well
- All minors, under the age of 16, on the ice, junior coaches, jr. on ice FUN helpers etc must be in full ringette gear
- You must have a bench staff member who has Standard First Aid, if you do not have a trainer present, a coach with first aid can fill this role.
- Everyone going on the bench for a particular game must sign the game sheet.
- No coaches are allowed on the ice during gameplay except FUN1 and FUN2 when one coach is permitted on the ice.
- FEMALE COACH ON THE BENCH MINIMUM OF ONE MEMBER OF THE TEAM STAFF OF U19 OR YOUNGER TEAMS MUST BE A FULLY QUALIFIED FEMALE HEAD COACH AND/OR ASSISTANT COACH, AGE EIGHTEEN (18) OR OLDER, WHO IS PRESENT FOR ALL TEAM ACTIVITIES. JUNIOR COACHES, TRAINERS AND MANAGERS DO NOT MEET THE FEMALE COACH ON THE BENCH REQUIREMENT. RINGETTE ONTARIO FOLLOWS THE RINGETTE CANADA FEMALE COACH ON THE BENCH POLICY, IN TURN NDRA FOLLOWS THE SAME.

This is all documented here: [Team Staff Qualification Policy](#)

Injuries

- Whenever a player sustains an injury that requires them to be pulled out of game/practice this form needs to be filled out within 10 days.
 - [Injury Tracker](#)
- If the injury is a suspected concussion, there are a lot of resources and information from Ringette Ontario
 - [Ringette Ontario Concussion Information](#)
- Newmarket Ringette also has a Serious Injury Policy
 - [Newmarket Ringette Serious Injury Policy](#)

Team Registration Form

At all times your manager should have a copy of your TRF (Team Registration Form) and any adjustments made to it with corresponding backup, especially when attending a tournament. The TRF will be sent to each team by the Registrar once all players and staff are registered. If you misplace it, please email registrar@newmarketringette.ca.

NDRA Logo

No team can use the NDRA logo without permission from the Board. If a team has a need to use the NDRA logo, please have a team representative approach any Board member who can make a motion on the team's behalf.

- [NDRA Logo Policy](#)

Use of Practice Ice for anything other than a Practice

Each team is allocated ice time to use for regular practices. If a team would like to use the ice for something other than a practice, such as a Parents vs. Kids game, inviting other non-NDRA players, scrimmage, etc, then please let any board member know, who will let the Board know. The board needs to be aware and vote if the ice being used for any other purpose other than a practice.

If you do have a parents vs kids game, everyone going on the ice who is not a Newmarket Ringette Registered player or Bench Staff must sign the [Newmarket Ringette Waiver](#). All people 16 and under require full equipment.

Team Fundraising

Teams are encouraged to do their own team fundraising to help cut down on team budget costs. However, before any fundraising can begin, the team must get the Board's approval. Please see any Board member who can make this motion on your behalf. The Board needs to be aware of the start and end dates for the fundraiser, and the details of what the funds will be used for. Once approval is granted, the team can then proceed with the fundraiser. The purpose of involving the board is to ensure there is no overlap with other existing Association Wide fundraisers, Conflicts of Interest, etc. Please see the fundraising policy for more details.

- [NDRA Fundraising Policy](#)

VSS Policy

- [NDRA Screening Policy](#)

All bench staff and on-ice volunteers require a valid VSS every three years. In between, Annual Declaration forms should be used. Please see the VSS Policy for more specific details.