

Policy Section	Change	Policy Version #	Date Approved	Effective Date
All	New Policy	0	2002	2002
All	Policy Revisions	0.1-0.7	2003-2011	2003-2011
All	Split Policy into sections 1.0 – 23.0, Appendix A – G	1	2012	2012
2.0 – 10.0	Wording Changes, added new sections	2	2014	2014
All	Wording Changes, added new sections	3	2015	2015
All	Wording Changes	4	08/06/2016	08/06/2016
All	Spelling, Punctuation	5	N/A	11/03/2017
10.4.5.2.3	Remove references to the Manager on the Bench	6	10/21/2018	10/21/2018
10.4.3.2.3, 10.4.3.3.1, 10.4.7.1	Changed workbook to Completion of Coach Initiation in Sport eModule	7	06/15/2019	06/15/2019
10.4.8.2.7	Add school/exam as an acceptable absence	7	06/15/2019	06/15/2019
All	Change wording from “certified” to “qualified”	8	09/16/2023	09/16/2023
All	Remove references to Playdowns	8	09/16/2023	09/16/2023
10.4.3	Add Safe Sport requirements, minimum 3 coaches with full qualifications	8	09/16/2023	09/16/2023
10.4.8	Add officiating to acceptable absences	8	09/16/2023	09/16/2023
10.4.9	Add section for substitute coaches	8	09/16/2023	09/16/2023
10.3.7	Minor change to role of on ice assistant	9	06/17/2025	06/17/2025
10.4.3	Minor changes to description of junior coaches and on-ice assistants. Removal of ‘additional coach’ role.	9	06/17/2025	06/17/2025
10.4.4	Unlimited trainers allowed on the TRF	9	06/17/2025	06/17/2025

10.0 TEAM STAFF POLICY

10.1 Purpose

Ringette Alberta sets the following standards in the best interest of the athletes who participate in the game of ringette.

Athletes benefit from properly trained team staff, therefore team staff are required to meet minimum standards in education and performance.

10.2 Applicability

This Team Staff Policy applies to all Group Members of Ringette Alberta and their teams / training groups and any Ringette Alberta Representative Team.

This policy applies to:

- practices
- exhibition games
- league games
- tournament games
- Ringette Alberta Provincial Championships
- Alberta Winter Games
- Canada Winter Games
- any Canadian or Western Canadian events where Ringette Canada does not have a team staff policy in effect

10.3 Principles

- 10.3.1** Every athlete deserves qualified team staff.
- 10.3.2** Team staff should obtain required education as early in the season as possible so that the athletes benefit from the individual's knowledge for the bulk of the season.
- 10.3.3** Young Ringette players benefit from the positive role modelling of adult women in leadership (coaching) roles and from observing mutually respectful teamwork between adult female and adult male coaches. This principle is actively supported by female coaches, male coaches and Group Members.
- 10.3.4** The Junior Coach role exists to allow and encourage young ringette players to explore the coaching role under the guidance of qualified mentor coaches.
- 10.3.5** The Manager role exists to provide administrative and off-ice support to the coaches and players. The Manager is not a coach.
- 10.3.6** The Trainer role exists to provide "prevention, diagnosis, and intervention of emergency, acute and chronic medical conditions" of ringette athletes in collaboration with other medical professionals. The Trainer is not a coach.
- 10.3.7** The On-Ice Assistant role exists solely for the purpose of assisting Team Staff with on-ice practice sessions and/or taking on minor responsibilities on the bench during games.
- 10.3.8** The Player Coach Role is appropriate for Open Ringette Teams.

10.4 Requirements

10.4.1 Timelines

- 10.4.1.1 The deadline for Team Staff to meet requirements is December 15th of the current playing season except as noted below:

Competition Introduction Evaluation	January 31 st of the current playing season *Coaches must be registered for the Competition Introduction Evaluation by December 15 th to allow for scheduling.
Junior Coach	Prior to commencing their role
On Ice Assistant	Prior to commencing their role

- 10.4.1.2 Individual team staff members who do not meet ALL specified requirements by the indicated deadline will be removed from the team roster for the remainder of that season whether they complete certification subsequent to the deadline or not.

10.4.2 Fees

- 10.4.2.1 Any fees related to providing the certification information/training will be set by the service provider.

10.4.3 Team Staff Roles and Related Certifications/Qualifications

It is important to note that insurance is provided based on the assigned role. Someone acting outside of the role assigned may not be covered in the event of an incident they are involved in.

10.4.3.1 Head and Assistant Coaches

- 10.4.3.1.1 Head and Assistant Coaches must meet the training / certification requirements for the division and level of their team as defined by Ringette Canada except where indicated otherwise.
- 10.4.3.1.2 A complete list of acceptable Head and Assistant Coach Certification requirements is listed on the Ringette Alberta web site. Inadvertent, temporary omission of the requirements on the Ringette Alberta web site does not exempt the Head or Assistant Coach from meeting the requirements.

10.4.3.2 Junior Coach

- 10.4.3.2.1 Junior Coaches are permitted to be registered on teams that are in any division that is younger than the Junior Coach.
- 10.4.3.2.2 The Junior Coach must be a registered player in the current or previous season.
- 10.4.3.2.3 Completion of the Coach Initiation in Sport eModule and the Safe Sport Training prior to commencing the duties of the Junior Coach is required.
- 10.4.3.2.4 The Head Coach is responsible to ensure a safe and effective training environment at all times and is therefore responsible for the actions of the Junior Coach.
- 10.4.3.2.5 Junior Coaches are never permitted on the ice or the bench without the presence, supervision and direction of a qualified head or assistant coach.

10.4.3.3 On Ice Assistant

- 10.4.3.3.1 Completion of the Coach Initiation in Sport eModule and Safe Sport Training prior to commencing the duties of the On Ice Assistant is required.
- 10.4.3.3.2 An On-Ice Assistant is permitted to assist during practices, and to perform minor duties on the bench during games. The On-Ice Assistant role is not intended for leading drills or providing technical feedback to athletes.
- 10.4.3.3.3 The Head Coach is responsible to ensure a safe and effective training environment at all times and is therefore responsible for the actions of On Ice Assistants.
- 10.4.3.3.4 On Ice Assistants are never permitted on the ice or the bench without the presence, supervision and direction of a qualified Head or Assistant Coach.

10.4.3.4 Manager

- 10.4.3.4.1 Teams are not required to register a Manager, though it is strongly encouraged. Managers may wish to complete ringette Canada's Manager Certification program. Managers must complete Safe Sport training prior to commencing their role.

10.4.3.5 Trainer

10.4.3.5.1 The Trainer must possess a valid first aid certificate or more advanced training. A list of acceptable trainer qualifications is listed on the Ringette Alberta web site. Proof of valid training will be submitted via the Trainer's local association or directly to Ringette Alberta.

10.4.3.5.2 Trainers must complete Safe Sport Training prior to commencing their role.

10.4.3.5.3 Inadvertent, temporary omission of the requirements on the Ringette Alberta web site does not exempt the Trainer from meeting the requirements.

10.4.3.6 Safe Sport: All registered team staff members must complete the NCCP's Safe Sport module prior to the team's first event.

10.4.4 Minimums & Maximums on the Team Registration Form (TRF)

10.4.4.1 Minimum (one of which must meet the gender equity clause 10.4.5.1.2)

10.4.4.1.1 Head Coach (1)

10.4.4.1.2 Assistant Coach (1)

10.4.4.2 Maximum

10.4.4.2.1 Head Coach (1)

10.4.4.2.2 Assistant Coach (unlimited)

10.4.4.2.3 Junior Coach (unlimited)

10.4.4.2.4 Manager (1)

10.4.4.2.5 Trainer (unlimited)

10.4.4.2.6 On Ice Assistant (unlimited)

10.4.5 Minimums & Maximums on the Players' Bench During Games

Only those listed on the TRF may be listed on the game sheet and be on the players' bench

10.4.5.1 Minimum, except as permitted in 10.4.8. Acceptable Absence of Team Staff

10.4.5.1.1 Coaches where one meets the requirement in 10.4.5.1.2

10.4.5.1.2 Gender Equity: All U19 and under teams require a minimum of one (1) female Head or Assistant Coach who is 18 years of age or older.

10.4.5.2 Maximum

10.4.5.2.1 Head Coach (1)

10.4.5.2.2 Assistant Coach (1)

10.4.5.2.3 Plus additional (3) team staff made up of any combination of Assistant Coaches, On-Ice Assistants and/or Trainers as per TRF.

10.4.5.2.4 Junior Coaches (unlimited)

10.4.6 Team staff must meet the following age requirements as of the date they commence their team staff duties:

Position	Minimum Age	Maximum Age
Head Coaches	18 years of age	N/A
Assistant Coaches	16 years of age while ensuring the Gender Equity clause above is met	N/A
Junior Coaches	14 years of age	18 years of age Junior coaches who are 17 at the start of the season but turn 18 years of age during the season are permitted
Mangers	16 years of age	N/A
Trainers	18 years of age	N/A
On Ice Assistants	18 years of age	N/A

10.4.7 Monitoring and Enforcement

10.4.7.1 Junior Coach and On Ice Assistant Coach Initiation in Sport eModule and Safe Sport Training

10.4.7.1.1 Group Members shall monitor and enforce. Ringette Alberta will verify.

10.4.7.2 Practices

10.4.7.2.1 Group Members shall monitor and enforce.

10.4.7.2.2 It is understood that not all team staff can be present for every practice, therefore, the enforcement shall constitute: disallowing non-qualified individuals from being on the ice during team practices unless those individuals have been approved by the Group Member to deliver formal supplemental training to their athletes (e.g., Goaltender specific training, power skating) or approved On Ice Assistants (10.4.3.3), or permitted by 10.4.9.

10.4.7.3 Exhibition Games, League Games

10.4.7.3.1 Group Members shall monitor and enforce.

10.4.7.3.2 It is understood that not all team staff can be present for every game, therefore, the enforcement shall constitute: disallowing non-qualified individuals to be on the players' bench during these games except where permitted by 10.4.9.

10.4.7.4 Tournament Games

10.4.7.4.1 Tournament Hosts shall monitor and enforce.

10.4.7.4.2 It is understood that not all team staff can be present for every game, therefore, the enforcement shall constitute: disallowing non-qualified individuals to be on the players' bench during these games except where permitted by 10.4.9; AND,

10.4.7.4.3 Recording on the Game Sheet the particulars of all occurrences of the team having a non-qualified individual on the bench and all instances of the team not meeting the minimum requirement(s) as indicated in this policy.

10.4.7.5 Ringette Alberta Provincial Championships, and the Alberta Winter Games (AWG)

10.4.7.5.1 Ringette Alberta shall monitor and enforce.

10.4.7.6 Western Canadian Ringette Championship

10.4.7.6.1 Ringette Alberta and the Western Canadian Ringette Championships Governing Authority or designate shall monitor and enforce.

10.4.7.7 Canadian Ringette Championships, Canada Winter Games, any other events involving Team Canada

10.4.7.7.1 Ringette Canada shall monitor and enforce.

10.4.8 Acceptable Absence of Team Staff

10.4.8.1 Teams may have a legitimate reason for the team falling below the minimum Team Staff Requirements during League play, tournaments, Provincial Championship Tournaments, Alberta Winter Games.

10.4.8.2 If one or more of the following conditions are met and legitimate proof (as determined by Ringette Alberta only) of reason for absence is provided to Ringette Alberta, the team in question may continue to participate, without penalty:

10.4.8.2.1 Illness/Injury to the Coach.

10.4.8.2.2 Poor Driving Conditions or Natural Disasters.

10.4.8.2.3 Work Conflicts at the time of the game plus reasonable travel time from the place of employment to the location of the game.

10.4.8.2.4 Coaching/Playing/Officiating Conflicts.

10.4.8.2.5 Sudden emergencies related to the Coach's family, home or employment.

10.4.8.2.6 Attending a ringette related professional development course (coaching, trainer, manager course or seminar).

10.4.8.2.7 School/exam commitments.

10.4.9 Substitute/Temporary Coach

In the event a team is lacking enough coaches (in compliance with 10.4.8) to safely run a game or practice, they may add up to 2 coaches who meet the following criteria:

10.4.9.1 Already registered with Ringette Alberta as a coach.

10.4.9.2 Meets the coaching requirements for that division or higher.

10.4.9.3 If the team is missing their female coach, prioritize replacing with a female coach when possible.

10.4.10 Compliance and Consequences

10.4.10.1 If a team meets the minimum team staff requirements but has non-qualified individuals on the players' bench, the non-qualified individuals shall be removed from the players' bench and the team is subject to 10.4.10.2.

10.4.10.2 If the team does not meet the minimum team staff requirement and has not met the standards defined in 10.4.8.

10.4.10.2.1 The game may be played provided there is at least one adult 18 years of age or older on the players' bench to provide adequate supervision. The result of the game shall be officially recorded as 0-7 in favour of the opposing team.

10.4.10.2.2 If both teams scheduled to participate in the same game do not meet the minimum standard, the game may be played provided there is at least one adult 18 years of age or older on each team's players' bench to provide adequate supervision, both teams will be given a 0-7 loss for the game in question and in any related standings.

10.4.10.2.3 The team Association of the violating team(s) shall be fined the amount specified in Appendix A – Rates and Fees.

10.4.10.2.4 If the team does not pay this amount within Member Association will be responsible for paying this amount plus a late fee specified.

10.5 References

2.0 Registration Policy

9.0 Open Ringette Policy

Screening Policy

National Athletic Trainers Association NATA News (12/2007): 14. 2007