


# Head Coach Handbook



This handbook is intended to help a head coach ensure that their Team Staff is qualified for the upcoming season as well as provide resources to aid in athlete and team development.

There are more than 2,000 team staff in Alberta; to make communication more efficient, RAB requests you adhere to this flow-chart: 



## Documents & Links

- Team Staff Policy (#10): <https://ringettealberta.com/content/ringette-alberta-policies>
- Affiliation Policy (#5): <https://ringettealberta.com/content/ringette-alberta-policies>
- Ringette Alberta's coaching page: <https://ringettealberta.com/team-staff-requirements/>
- Ringette Canada's coaching page: [www.coachingringette.ca](http://www.coachingringette.ca)
- Alberta Sport's Module Calendar: <https://albertasport.ca/coaching/nccp-multi-sport-module-calendar/>
- Ringette Alberta's [Rates and Fees](#) appendix
- [Universal Code of Conduct to Prevent and Address Maltreatment in Sport \(UCCMS\)](#)
- [Practice Plan template](#) and more

## Team Staff Policy highlights

Read through the policy more than once. Use it whenever a question comes up!

10.4.3: team staff roles and related qualifications

10.4.4: min/max #s on Team Registration Form (TRF)

10.4.5: min/max #s on Bench during Games

10.4.6: age requirements for team staff

10.4.8: acceptable absences. NOTE: holidays are NOT considered acceptable absences

10.4.9: substitute/temp coaches

**10.4.10: consequences:** Consequences are important to note, and include violations such as athletes not registered, coaches not registered, coaches on the bench who are not on a team's TRF, and more. These can result in fines to the team/association and forfeit of games played.

## Affiliation Policy Highlights

Read through this policy more than once. Ask questions if anything is unclear.

5.3.4: Affiliation is not a tool to be used to provide additional ice time for select players

5.3.5: Affiliation is not to be used to improve the competitiveness of a team

5.4.7: Max of 11 skaters dressed when affiliating any skaters

5.4.8: Max of 18 total players dressed when affiliating only goaltenders

5.4.9: Max of 11 skaters and 2 goaltenders when affiliating a combination of skaters and goaltenders

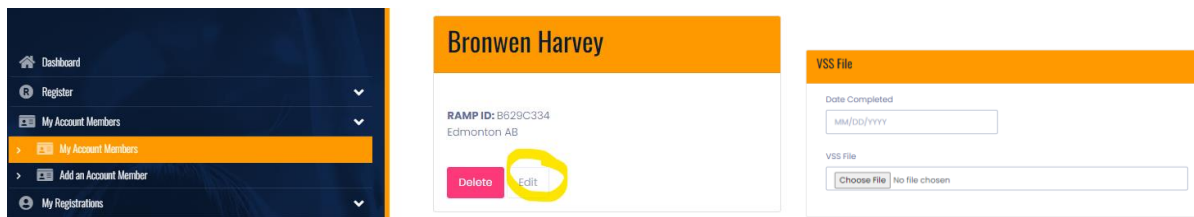
5.4.10: Affiliate goaltender may only play in the event of an illness, injury, or absence of the full-time goaltender. Affiliate may be dressed as a backup but can only play as listed previously.

5.4.17: Teams are encouraged to affiliate from multiple teams and/or associations to allow for conflicts while still having access to affiliates.

## Criminal Record Checks

All team staff must have a **Vulnerable Sector Screening** completed, uploaded into RAMP in their profile, and verified by their association coaching director (or designate). Some coaches upload incorrect documents into RAMP in the Criminal Record Check or Vulnerable Sector Screening and those would cause significant problems if there was ever an incident and the association can't demonstrate that this coach completed the requirement.

Uploading the Vulnerable Sector Check into their RAMP profile:



## Roles/Requirements

1. As soon as possible when your association opens registration: Register in RAMP as a coach
2. Once teams are formed: Host a season kickoff meeting (template available)
3. As soon as possible: complete coaching requirements for the level you are at.  
Communicate with your association coaching director for information or continue reading below.
4. Help your other team staff to understand and register for the course requirements to fulfill their roles.
5. Deadline for course and evaluation registration is December 15<sup>th</sup>.
6. Teams/Head Coaches/Managers should make sure the following things are completed and easily available at all team activities:
  - a. Emergency Action Plan (EAP) – template available
  - b. [Accident Insurance Claim](#) form (available [RAB Website](#))
  - c. [Intro to Officiating Development pamphlet](#) – important for athletes, team staff, and spectators to understand

## Junior Coaches

Get a junior coach! If you are at the Active Start, U10, U12, or U14 especially you should try to get at least 1 Junior coach on your team. Junior coaches are ringette players ages 14-17 who want to try coaching. They bring with them a wealth of knowledge and experience about both the sport of ringette and team atmosphere that makes ringette unique.

Some will require more coaxing to get involved but it will be worth it. DO NOT reduce them to gate-openers and pylon-pushers. Ask them to run a game during practice, lead a drill, demonstrate a skill, and actively seek their feedback and input on strategy, tactics, and team activities.

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## Team Staff Requirements

Familiarize yourself with RAB's Team Staff Policy (#10). **Each TEAM must have at least 3 coaches who meet the division requirements, including the Head Coach and one female coach (18+).**

RAB is aware that many teams require more supervision, or need backup for busy coaches, and will allow additional coaches to be added who require fewer courses. RAB is committed to providing quality guidance and instruction to our athletes, and **the intent of this clause is that all individuals who are actively coaching** (leading drills, planning practices, providing ringette-related feedback etc.) **should complete the full division requirements** rather than the bare minimum. Assistant coaches who are registered to provide additional supervision, open gates, tie skates, or as backup in case of emergency are the intended targets of this clause.

### Full Requirements by division:

Division	Head Coach	Asst. Coach
Active Start	CiS eModule	CiS eModule
U10/Fun 2/3	CSI Trained	CSI Trained
U12B/C	CSI Trained	CSI Trained
U12A	CI Trained	CI Trained
U14C	CSI or CI Trained	CSI or CI Trained
U14A/B	CI Trained	CI Trained
U14AA	CI Certified	CI Trained
U16C	CSI or CI Trained	CSI or CI Trained
U16B	CI Trained	CI Trained
U16A	CI Certified	CI Certified
U16AA	CI Certified + CD module for CRC	CI Certified + CD module for CRC
U19AA	CI Certified + CD module for CRC	CI Certified + CD module for CRC
U19A	CI Certified	CI Certified
U19B	CI Trained	CI Trained
Open A/B/C/D	No requirements	No requirements
NRL	CI Certified + CD module	CI Certified + CD module

All TEAM STAFF must complete NCCP Safe Sport Training

Junior Coaches, On Ice Assistants & Additional Assistant Coaches:

- CiS eModule
- Safe Sport

Managers:

- Safe Sport

Trainers:

- Submit proof (certificate/licence)
- Safe Sport

**CD Module = Competition Development multi-sport module. More on that later!**

**Important note:** Team staff are insured based on their registered role. A person registered as a trainer because they have first aid but acting in a coaching capacity may not be covered by insurance in event of an incident they are involved in.

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Courses/components required for status	Coaching Status		
	CSI Trained	CI Trained	CI Certified
Coach Initiation in Sport (CiS) eModule	X	X	(pre-req)
Make Ethical Decisions (MED) Class	X	X	(pre-req)
MED Online Evaluation	X		X
Ringette – Community Sport Class	X		
Ringette – Comp Intro Class		X	(pre-req)
Ringette – Comp Intro Evaluation			X

## Registering for a coaching course

Make sure you know your association’s policy around coach reimbursement and communicate that to your team staff.

Coaches will need accounts in TWO platforms: [Ringette Canada’s](#) and the [Coaching Association of Canada \(CAC\)](#)’s. If the two systems don’t match, we will always consider the CAC’s records as correct.



There are two types of courses: multi-sport and sport-specific.

- Multi-sport courses are usually found, registered for, and sometimes completed via the CAC Website.
  - Sometimes these are independent online modules, sometimes they require an instructor (either virtual or in-person)
- Sport-specific courses are always through Ringette Canada (RC)’s platform.
  - These courses will always have an instructor, whether in person or virtual.

Course	Multi-sport or Ringette specific	Independent or Instructor	Where to register	Time & cost
Coach Initiation in Sport (CIS) eModule	Multi-sport	Independent	<a href="#">CAC eLearning</a>	~90 minutes, \$15
Make Ethical Decisions (MED) CLASS	Multi-sport	Instructor	<a href="#">RC Locker</a> or <a href="#">CAC Locker</a> or <a href="#">AB Sport</a>	\$30, 3.5 hours \$45, 3.5 hours \$45, 3.5 hours
MED Evaluation (exam)	Multi-sport	Independent	<a href="#">CAC eLearning</a>	FREE <b>*Do NOT pay \$85</b>
Safe Sport	Multi-sport	Independent	<a href="#">CAC eLearning</a>	~90 minutes, FREE
<a href="#">Community Sport</a>	Ringette	Instructor	<a href="#">RC Locker</a>	10 hours, \$130
<a href="#">Competition Introduction</a>	Ringette	Instructor	<a href="#">RC Locker</a>	~20 hours, \$220
<a href="#">Comp Dev modules</a>	Multi-sport	Depends on the course	<a href="#">CAC Locker</a> or <a href="#">AB Sport</a>	<a href="#">Varies widely. Get details here.</a>

**\*The MED exam is FREE once coaches have completed the MED Class, and both are required for most coaching statuses. If a coach says they are asked to pay but have completed the MED Class, contact RAB.**

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## Registration details w/ screenshots

RC's Locker registration page looks like this for **Community Sport**. RC's Locker talks to the CAC's with a bit of a time delay.

Coaches who have completed the CIS eModule can hit 'confirm completion' and if the CAC locker shows it's complete then the coach will get a green check mark.

There may be a day or two delay, and if for any reason the sync still isn't working, as long as it's showing as complete in their CAC locker they're fine.

To see a list of open courses for either **CSI (#3)** or **MED (AB) (#5)**, coaches click 'register' then select the one they want.

Once coaches complete the **MED Class, either #2 or #5** (NOT BOTH) and it's showing up in their CAC Locker, they can complete the MED Online Evaluation (exam) for FREE and click 'confirm completion'.

	Component	Registered	Completed
1	Coach Initiation in Sport <i>I want to complete Coach Initiation in Sport (thelocker.coach.ca eLearning)</i> Ringette Canada must be notified to confirm completion.	Confirm Completion	--
2	Make Ethical Decisions Module This is a stand-alone generic module offered by your provincial coaching body.	Confirm Completion	--
3	Community Sport Initiation Clinic	register	--
4	Make Ethical Decisions (MED) Online Evaluation <i>I want to complete MED Online Evaluation (thelocker.coach.ca eLearning)</i> Ringette Canada must be notified to confirm completion.	Confirm Completion	--
5	Make Ethical Decisions Module (AB) Clinic This is a stand-alone generic module offered by your PSO.	register	--

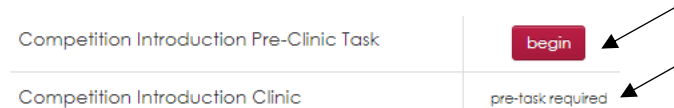
In the table on page 7 there are 3 options for registering for the MED CLASS. Coaches who register through the CAC Locker or AB Sport will be completing #2 MED Module.

Coaches who register through the RC Locker will use #5 and once complete, will click 'confirm completion' for #2.

**THESE ARE THE SAME COURSE; coaches do not need to do both.**

RC's Locker looks like this for **Comp Intro**. It functions the same as the Community Sport and confirming completion of the same module (MED or CIS eModule) will carry over here as well.

Before registering for the Comp Intro class, coaches must complete the pre-clinic task. When that's done and submitted, the 'register' button will appear!



### Course content details for coaches

The sport-specific courses both have an on-ice component where coaches are expected to go on the ice and lead part of a skill/drill/tactic for either the coaches in the class or a team of athletes. If a coach is unable to go on the ice for any reason, they can still complete the training, but they will have to participate from the bench (or other arrangement as agreed upon with the instructor depending on the coach's needs). For this, coaches are expected to bring skates, a helmet, gloves and a RINGETTE stick.

	Component	Registered	Completed
1	Coach Initiation in Sport <i>I want to complete Coach Initiation in Sport (thelocker.coach.ca eLearning)</i> Ringette Canada must be notified to confirm completion.	Confirm Completion	--
2	Make Ethical Decisions Module This is a stand-alone generic module offered by your provincial coaching body.	Confirm Completion	--
3	<b>Competition Introduction Pre-Clinic Task</b>	✓	✓
4	Competition Introduction Clinic	register	--
5	Make Ethical Decisions (MED) Online Evaluation <i>I want to complete MED Online Evaluation (thelocker.coach.ca eLearning)</i> Ringette Canada must be notified to confirm completion.	Confirm Completion	--
6	Make Ethical Decisions Module (AB) Clinic This is a stand-alone generic module offered by your PSO.	register	--
7	Comp Intro Portfolio <i>There is a \$80 charge for this module.</i>	begin	--
8	Comp Intro Evaluation	Comp Intro Portfolio required	--

### Competition Introduction Certified

Coaches who need to do their **Comp Intro Certification** must first submit the portfolio (#7 above). Then RAB will assign an evaluator in that coach's area who will review the portfolio and reach out to the coach regarding corrections or to schedule a time to do the practice observation.

Portfolio documents include a Yearly Training Plan (YTP), Emergency Action Plan (EAP), practice plan, and a scenario analysis. Details can be found in the Comp Intro workbook they receive during the course. Coaches could submit items that were completed together with others in their coaching staff but must be able to answer questions about the documents.

Practice observation is when the evaluator will attend a practice run by the coach in question. They will review the practice plan ahead of time and have a debrief afterwards.

Evaluators can do a maximum of 2 coaches per practice. While ideally coaches are observed coaching their own teams, if scheduling doesn't permit, they could be evaluated running a practice for another team.

**Competition Development (Comp Dev)** is currently only required for Canada Winter Games coaches, though this may change to include NRL and U19AA coaches in the future. If coaches on your team staff are interested, review the information available under "Competition Development" on our [website](#).

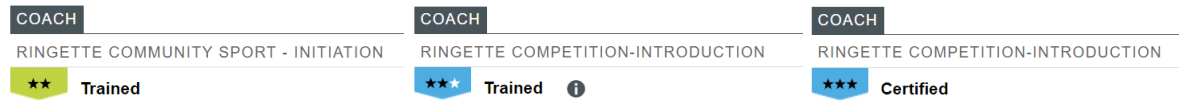
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## Checking Compliance

Interpreting your Coaching Status: **Coaches must have a complete status**; “in training” or “not yet trained” will result in them being ineligible and removed from the team’s roster.

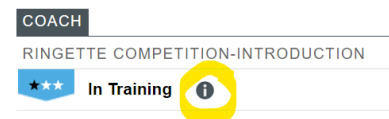
### Community Sport Trained, Comp Intro Trained, Comp Intro Certified



**Community Sport** and **Competition Introduction** are two different contexts and having a trained or certified status in one does **not** make a coach eligible for the other.

A coach who is **Comp Intro certified** is approved for divisions that require **Comp Intro trained**.

## Identifying what’s missing



← This coach does not have a complete status for Comp Intro and would not be approved. By clicking on the ‘i’ icon you get more information to see what’s missing.

RINGETTE COMPETITION-INTRODUCTION		
Coach	Pathway	Completed
Certified	Module	
<b>Trained</b>	<b>Make Ethical Decisions</b>	
In Training	Ringette Competition-Introduction Course	19-Jun-2019
Achieved: 19-Jun-2019	Coach initiation in sport	5-Dec-2019

← to be Comp Intro TRAINED they need to complete the MED Class

RINGETTE COMPETITION-INTRODUCTION		
Coach	Pathway	Completed
Certified	OPTION 1	
<b>Certified</b>	OPTION 2	
Trained	Module	
In Training	<b>Ringette Competition-Introduction (CI) Evaluation</b>	
Achieved: 19-Jun-2019	Make Ethical Decisions Online Evaluation	6-Dec-2014

← to be Comp Intro CERTIFIED they need to do their CI Evaluation

\*The different options refer to an older version of the pathway to a certain status. Only one pathway would be available to a coach now.

This coach has done the MED Evaluation but NOT the class, and the class is required for the Comp Intro Trained status. The coach could:

- Complete the MED Class and be CI Trained (\$30-\$45)
- Complete their CI Evaluation and be CI Certified (\$80)

### Considerations:

- Are they likely to be coaching a level that requires the CI Certified status in the future?
- Will their association reimburse the \$80 if it’s not required for their current level?
- If there are too many CI Evaluation requests, Ringette Alberta will prioritize those who are coaching at levels that require it



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## Status Renewal and Professional Development (PD) Points

Community Sport Trained, Competition Intro Trained, Competition Intro Certified.

Statuses will renew if the coach has 10/10 or 20/20 points for that status. Whatever the year of renewal is, on January 1<sup>st</sup> it will reset, and the coach will have 0/10 or 0/20 with the END being January 2030. This includes a status that was expired before it was renewed; it won't show a new end date until January 1.

### Important notes:

- Comp Intro Trained and Comp Intro Certified are two different statuses. If a coach's Comp Intro Trained is expired or about to expire, but they will be doing their Comp Intro evaluation, they don't have to worry about renewing.
- If a coach who is coaching U14A has a valid status for Comp Intro Trained (required for U14A), but their Community Sport is expired, they will be approved because they are not coaching at a level that requires Community Sport.

### For a status that is **EXPIRED** (expired Jan 2024 or earlier):

- Coaches do not have to re-take any of the courses they've already done.
- **Coaches MUST complete the missing PD points by December 15<sup>th</sup>.**
- The end date won't change until January 1st, but as long as the points say 10/10 or 20/20 the coach will be approved.

The screenshot shows a Ringette profile for a coach with a 'Trained' status. The status is in the 'MAINTENANCE' phase. The start date is Jan 2019 and the end date is Jan 2024. The coach has 7/10 points. A red box highlights 'NOT-RENEWED' under the 'SINCE 21-OCT-2004' label.

### For a status that is **DUE** (expires 2025):

- If the points say 10/10 or 20/20 then coaches don't have to do anything! It will renew automatically on January 1, 2025.
- If the points say anything OTHER than 10/10, or 20/20 coaches have until December 31, 2024 to get the remaining points to top it up.
- **Not renewing by the expiry date will result in the coach being removed from all TRFs on January 1 and ineligible to continue coaching until they have completed the missing points.**

The screenshot shows a Ringette profile for Bronwen Harvey with a 'Trained' status. The status is in the 'CONTRIBUTING' phase. The start date is Jan 2020 and the end date is Jan 2025. The coach has 10/10 points. A red box highlights 'RENEWED' under the 'SINCE 8-OCT-2014' label.

### For a status that is **CURRENT** (expires 2026, 2027, 2028, 2029):

- If the points say 10/10 or 20/20 then the coach doesn't have to do anything! It will renew automatically on January 1, 202x.
- If the points say anything OTHER than 10/10, or 20/20 they have until December 31, 202x to get the remaining points to top it up.

The screenshot shows a Ringette profile for a coach with a 'Certified' status. The status is in the 'CONTRIBUTING' phase. The start date is Jan 2024 and the end date is Jan 2029. The coach has 3/20 points.



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## There are many easy ways to get PD points:

- Go to <https://thelocker.coach.ca/onlinelearning> and click on any of the courses showing in the 'available' list. That will provide a description of the course content, the cost (some are free), approximate duration, and how many PD points it's worth.
  - If coaches haven't already done them, we recommend doing the Coach Initiation in Sport (\$15, 5 pts), Making Head Way in Sport (FREE, 5 pts), and Safe Sport (FREE, 2 pts).
- [Keeping Girls in Sport](#) is a great option, worth 3 PD points. It has a cost, but the content is so valuable for coaches who work primarily with female athletes, as we do in Ringette.
- Go to [Alberta Sport's calendar](#) to see what multi-sport modules are being offered in the next few months. These are instructor-led, often online, occasionally in person. During Coaches' Week (Sept 16-22, 2024) they are offered with more frequency and often at discounted rates.

## Canadian Ringette Championships (CRC) – U16AA and U19AA

Teams who qualify for the CRC have a few additional requirements relating to team staff.

1. Each team must have at least one bench staff with First Aid or better. This could be a Trainer who is registered to their team, or a coach. Managers or Junior Coaches will not fulfill this requirement.
2. All coaches must be Comp Intro Certified.
3. Head and Assistant Coaches must complete 1 Competition Development (Comp Dev) multi-sport course that is new to them between the end of the previous CRC and March 1<sup>st</sup> of the current season prior to the CRC.
  - a. EXCEPT if a coach completed their Comp Intro certification that season, they do not also have to do the Comp Dev module.
  - b. EXCEPT if the coach is already Comp Dev Trained or Certified.

Coaches can pick any of the 8 multi-sport modules listed in the previous section. They can check the [CAC course calendar](#), or [Alberta Sport](#). Many of these modules are offered during Coaches' Week in September, so remind coaches early in the season to check on these.

If a coach completes a module but their team does not advance to the CRC, the module will **not** count towards the following season's CRC.

## Coaching Resources and Development

Ringette Alberta has some resources available to coaches, as well as known opportunities for further development.

Development opportunities:

1. [Ringette Alberta \(RAB\) Challenge](#)
  - a. Mid-end of April, open to U12 and U14 athletes from all divisions across the province. Athletes receive practices, games, off-ice training, and other activities. It's a very fun weekend.
  - b. Coach development includes sessions with Coach Mentors
  - c. Athlete registration opens February 1, Coach registration opens in March.
2. [Ringette Alberta \(RAB\) Cup](#)
  - a. End of April, open to U16 and U19 athletes from all divisions across the province. Athletes receive practices, games, off-ice training, and other activities. While also fun, this event is more focused on higher-level athlete development.
  - b. Coach development includes sessions with Coach Mentors and receiving feedback.
  - c. Athlete registration opens February 1, Coach registration opens in March.
3. Ringette Canada's La Relève
  - a. Takes place in the summer, where about 68 athletes from across the country are invited to attend based on scouting done at the Canadian Ringette Championships and locally. In Alberta this includes RAB Cup.
  - b. Coaches typically must be coaching at the U16AA level or higher to attend. Look for an application in February/March.

Resources:

- Ringette Alberta's YouTube channel: <https://www.youtube.com/@ringettealbertaofficial>
- Coaching Resources: <https://ringettealberta.com/content/tools-for-practice-planning>
- Children's Ringette: <https://ringettealberta.com/content/childrens-ringette-guide-for-coaches>
- Ringette BC's Children's Ringette resources: <https://ringettebc.ca/childrens-ringette/resources/>
- Ringette Canada's YouTube channel: <https://www.youtube.com/@RingetteCanadaRingetteCanada>

Resources are frequently being created and updated, so check back frequently!