

# CANADA WINTER GAMES POLICY

RINGETTE NOVA SCOTIA



RINGETTE NOVA SCOTIA, APPROVED SEPTEMBER 2025

## PURPOSE

Ringette was first introduced into the Canada Winter Games in 1991. The Canada Winter Games (CWG) is a key event in the development of Canada's young athletes. For Ringette, CWG is an opportunity for Learn to Win/Train to Win athletes to compete as part of their provincial team and is a stepping stone to Ringette Canada national team programming, and national and international play.

This policy documents the Ringette Nova Scotia (RNS) process to select team staff and athletes for the CWG.

## ACCOUNTABILITY

The RNS Board is accountable to ensure this policy is administered as outlined in this document.

The CWG team staff are accountable to the High Performance Committee of the RNS Board. The Head Coach is expected to provide quarterly status reports to the High Performance Committee, which will be shared with the RNS Board, throughout the program.

CWG athletes are accountable to the coaching staff and must abide by all relevant RNS policies.

## COACHING AND TEAM STAFF SELECTION PROCESS

Team Staff will be selected for the CWG program through an application and interview process overseen by RNS. Coaching staff will consist of one head coach and three assistant coaches. A minimum of one coach must be female and at least 18 years old.

RNS will first select a head coach, who will then play an active part in the application, interview and selection process of assistant coaches and any other additional team staff, including the team manager. All team staff must be approved by the RNS High Performance Committee chair and the RNS Board.

All coaches will report to the High Performance Committee for the duration of the CWG program.

## COACH REQUIREMENTS

Applicants must demonstrate:

- Experience coaching at a high-performance level
- Experience, through a variety of means, engaging and interacting with multiple stakeholders including athletes, parents, boards and committees
- Proof of their Competition Development Certification, or, if not certified, their commitment to be Competition Development Certified in Ringette. Preference may be given to those already certified
- Their commitment to meet all requirements and certification deadlines outlined in the CWG Technical Package

Any coaches that fail to meet these requirements will be removed from CWG staff.

During the screening and interview process, applicants must demonstrate how they use and apply the following competencies, as well as those outlined in the Ringette Athlete Development Matrix:

- Motivation, cognitive development and goal setting
- Personal and moral development, leading by example and career in sport
- Training to maximize athletic abilities
- critical thinking and problem solving
- leadership, inclusivity, communication and feedback

As part of their application package, coaching candidates must submit:

- a resume that outlines their coaching experience, competencies and technical expertise relevant to CWG.
- a cover letter specifying the role(s) being applied for (head coach, assistant coach or both)
- three (3) letters of reference: one must be from the most recent high performance coaching role, one must be from an athlete or parent of an athlete that the applicant has previously coached at a high-performance level, and one must outline relevant and related experience outside ringette.

All head coach applicants will submit a presentation outlining their proposed CWG Program Training Plan. This must reflect their experience and plans to apply the competencies in the Learn to Win/Train to Win Pathway.

Applicants for the head coach and assistant coach positions must not have additional coaching commitments outside of CWG during the season of the CWG.

---

## COACH SELECTION

---

### HEAD COACH SELECTION:

Coach applications will be evaluated on relevant competencies noted above through their application and/or interviews. Submitted applications will be screened by the RNS High Performance Committee Chair and the RNS Executive Director based on the selection criteria above.

Head Coach applicants selected for an interview will be interviewed by a panel consisting of:

- A ringette subject matter expert
- A previous CWG athlete
- Two high performance coaches with national and preferably CWG experience

All members of the interview panel will:

- Declare a conflict of interest if they hold opinions, have a direct relationship with or have had past experiences with an applicant that makes it impossible for them to maintain objectivity regarding that applicant or would give the obvious appearance of bias in their consideration of that applicant.
- All members of the interview panel will sign an attestation to this effect.

The RNS Executive Director and/or High Performance Director will be present in the interview process in *an ex officio*, non-voting capacity.

---

### ASSISTANT COACH SELECTION:

The CWG Head Coach, in conjunction with the RNS High Performance Chair and Executive Director, will review the remaining applications for assistant coaching positions. Assistant coach applicants selected for an interview will be interviewed by the head coach interview panel as well as the head coach.

---

### NOTIFICATION:

The RNS Board will be notified of all successful coaching applicants. All successful coach candidates will be notified in writing of their selection and be asked to confirm acceptance within 10 working days of the offer. All successful candidates will be required to:

- Complete a Criminal Record Check and Child Abuse Registry Check
- Confirm in writing they have read and will follow this CWG policy and all other relevant RNS policy.
- Be subject to the RNS Conflict of Interest Policy and sign a declaration of conflict of interest
- Be subject to the RNS Provincial Team Code of Conduct Policy

## ATHLETE SELECTION AND EVALUATION PROCESS

---

### RNS ATHLETE SELECTION PROCESS

RNS is responsible for evaluating athletes for the CWG. Selection criteria will be determined by the coaching staff, be transparent and communicated to all athletes and parents in advance of any assessment taking place.

Evaluators must include:

- the Head Coach
- assistant coaches (rotating evaluation and on ice activities)
- the Director of High Performance
- at least 3 independent evaluators.

All evaluators will:

- Declare a conflict of interest in the evaluation of an athlete if they have a direct relationship with, hold opinions of or have had past experiences with that athlete, making it difficult for them to maintain objectivity or giving the obvious appearance of bias in their consideration of that athlete

The criteria above will be discussed with each evaluator during the evaluator selection process.

---

### ATHLETE ELIGIBILITY:

Athletes must meet all requirements identified in the Ringette Canada CWG Technical Package to be eligible to play for the Ringette NS CWG team. Athletes must also:

- be Canadian citizens, or eligible for Canadian citizenship and actively pursuing either Citizenship Certificates or Canadian Passports
- be willing to attest to being in good standing with their respective provincial Ringette Association
- be a permanent resident of NS or be living in NS more than 6 months each year.
- Once selected, the team's athletes will be expected to be training towards, and meet the standards expected by the CWG coaching staff.

---

### IDENTIFICATION PROCESS:

All athletes interested in the CWG must complete the Self-ID form to be considered for the Ringette NS CWG team. Athletes who have questions while reviewing the Self-ID information can reach out to the RNS Executive Director for clarification. Athletes who do not complete the self-ID form will not be considered for the Ringette NS CWG team.

In the season prior to the CWG, team staff will advertise, organize and conduct at least two athlete development and identification camps to be hosted in or near the Halifax region. Prior to attending an identification camp, all athletes and their parents or guardians will receive information regarding:

- player selection criteria and procedure
- the time commitment, travel requirements and monetary commitments the Ringette NS CWG team.
- appeal procedure.

---

### ID CAMP EVALUATION CRITERIA:

Athlete performance on and off the ice will be considered in the evaluation process. This may include but is not limited to:

- Evaluation tryout camps
- Scouting by coaching staff/evaluators
- Practice evaluations
- Fitness levels/testing

- Scrimmages

Player selection criteria will include, but is not limited to:

- Ringette experience including previous and current performance
- Positional requirements (primary and backup)
- Present and projected development and/or improvement
- Leadership/Contribution to team chemistry
- Availability for competition and training
- Physical ability and potential
- Technical ability and potential
- Ability to work as a team player
- Commitment towards the goals of the program

Each factor will be assigned a weight by the Head Coach to be used during the evaluation process.

Non-performance based evaluations may be conducted by coaching staff.

## NS CANADA WINTER GAMES TEAM SELECTION

Following the final camp, the Head Coach will, in consultation with the assistant coaches, select the final roster, including alternate athletes. The number of athletes will align with the Ringette Canada CWG Technical Package.

The final team roster will be recommended by the Head Coach to the Chair of the High Performance Committee and will be approved by the RNS Board within 10 working days of receiving the recommendation from the CWG Head Coach.

Offers to athletes will be completed in writing by the Head Coach. Athletes will have 10 working days to respond.

Athletes may request feedback on their selection results by contacting RNS. Feedback will be made available by RNS within 30 days of a request.

Appeals of selection decisions will be heard and decided in accordance with the RNS Provincial Team Selection Protests Policy.

---

### ALTERNATES:

An alternate is a designated athlete, not on the final roster, that has been evaluated and selected to train with the Ringette NS CWG team. Alternates will be designated at the same time the team is announced.

Alternate athletes will be selected to join the team if one or more of the originally selected athletes are dismissed or unable to attend due to medical reasons or personal circumstances. Should a CWG rostered athlete not be able to perform their duties on the team in a way that prevents them from participating at the CWG, a player will be selected from the alternate list to fill the vacated spot based on the results of the athlete evaluations.

If an alternate player has not kept up their physical fitness, is unavailable or is not interested, coach staff will approach athletes based on the results of the evaluation to be named as alternates.

Alternates may attend events leading up to the CWG, as requested by the Head Coach. These events will include practices, dryland or intersquad games. Alternates will only participate in exhibition games or out of town tournaments should a CWG athlete be unable to participate.

Alternates will not attend the CWG themselves unless replacing a rostered player.

## CWG TEAM EXPECTATIONS

Athletes will have several commitments to meet for the CWG season. Athletes selected to the Ringette NS CWG team will be provided an outline of their training schedules at time of selection. Athletes are expected to follow the full season training plan developed by the Ringette NS CWG coaching staff. The team may also attend pre-competition tournaments. Full participation and attendance at all team events and training camps is expected.

Athletes and families will be expected to contribute to organizing team training weekends and support the coaching staff.

Athletes selected to the Ringette NS CWG team must:

- Sign a written agreement that outlines expectations and responsibilities
- Adhere to the RNS Provincial Team Code of Conduct policy;
- Adhere to the CWG Program standards as defined by the Head Coach.

Parents/Guardians of athletes who are selected to the Ringette NS CWG team must also sign a written agreement that outlines expectations and responsibilities.

Athletes are expected to work with RNS to provide photos and biographical information to highlight them on social media.

## EXEMPTION REQUESTS

Athletes may request an exemption from the selection event due to injury, illness, or extenuating circumstances, by submitting an Athlete Exemption Form along with required supporting documents to RNS.

Athletes need to have attended at least one evaluation camp to be considered for an exemption. An athlete submitting an exemption form should do so as soon as they are aware of being unable to participate. Exemption requests will be assessed by a panel consisting of 3 members:

- the RNS Executive Director,
- the Head Coach
- a qualified neutral third party selected by RNS.

The panel will provide their ruling in writing, along with next steps.

Appeals of exemption decisions will be heard and decided in accordance with Ringette NS Provincial Team Selection Protests Policy.

Injured athletes are expected to attend training sessions and participate in some capacity where possible. It is expected that athletes exercise their best judgment to determine whether attending is in their best interests.

## RELEASE OF ATHLETES OR COACHES FROM A CAMP OR FROM THE TEAM

An athlete or coach may be released at any time for reasons that include but are not limited to:

- inability to perform due to injury, illness, or other medical reason.
- failure to remain in good standing with Ringette NS.
- inability meet performance expectations
- inability to commit to the required team activities
- exhibiting conduct that does not adhere to the RNS code of conduct, policies and procedures, anti-doping policy, or team rules;
- exhibiting conduct that is detrimental to the image of RNS.

CWG coaching staff can recommend the removal of any athlete during any stage of the athlete selection process. Recommendations will be made by the Head Coach to the RNS High Performance Committee Chair. The decision,

including reasons for removal, will be communicated in writing to the athlete and parent/guardian from the High Performance Committee Chair of RNS.

RNS can remove any coach during any stage of the CWG training and competition process. Reasons for removal will be communicated by written letter to the coach from the RNS High Performance Committee Chair.

## CWG PROGRAM COSTS

The CWG Team program budget will be developed by the CWG Head Coach and team staff and approved by the High Performance Director and the RNS board.

Program costs will cover athlete accommodation, sport science, facility rentals and other operational costs required to administer the program. Training events will be hosted in the Halifax region, subject to access for athletes, costs and venues. Costs related to the CWG program are athlete only and do not include parent/guardian costs.

Fundraising is encouraged but that does not entirely cover the cost of the program. Costs are the responsibility of the athlete and their family.

## CWG PROGRAM STAFF

In addition to the CWG coaching staff, the CWG team may include other staff such as: sports training, manager, and sports consultants. All CWG staff will meet the requirements in the Ringette Canada CWG Technical Package and any other Ringette Canada requirements.