



18+ ADULT DEVELOPMENT BENCH STAFF RESPONSIBILITIES AND REQUIREMENTS

Unless otherwise stated, the following requirements apply to all games played by a Ringette Ontario registered team, including tournament, Championships, league, and exhibition games.

1. A team may have a maximum of five Bench Staff members on the bench, although more than five may be registered on the Team Registration Form.
 - 1.1. Bench Staff positions and their respective duties are as follows:
 - 1.1.1. **Head Coach:** Overall responsibility for the team. This includes season planning, practice planning, player development, and delegation of duties to relevant Bench Staff. Ultimately responsible for player equipment and the safety and conduct of all players, Bench Staff, and parents.
 - 1.1.2. **Assistant Coach(es):** Work under the direction of the Head Coach to assist with player development. Duties may include the delivery of practice plans, both on and off the ice, and other duties as assigned. May substitute for the Head Coach as necessary.
 - 1.1.3. **Manager:** Responsible for administration of the team's off-ice logistics, including managing parent volunteers, communications and finances, and other duties as assigned.
 - 1.1.4. **Trainer:** Responsible for First Aid, safety, the team's Emergency Action Plan (EAP), the completion of Risk Management and Safety Incident/Accident Reports when necessary, and other duties as assigned.
 - 1.1.5. **Safety Officer:** The Safety Officer is responsible for ensuring that athletes with a potential injury are removed from play for assessment and that all injury reports are submitted to the Ringette Ontario office. The role should be assigned to the Trainer but in cases where there is no Trainer, another bench staff may be assigned the role. In Adult teams for BB and lower, where there are no bench staff, a non-playing member of the team may be assigned the role or the player-coach. The individual must be identified on the game sheet with an "SO" written beside their name.
 - 1.2. All members registered as Bench Staff must be eighteen (18) years of age or older.
 - 1.3. 18+ teams are required to have a qualified bench staff member registered on their TRF and present during sanctioned events. (For league games, consult with league rules to determine if bench staff must be present.)
 - 1.4. For 18+ "AA" teams, the qualified bench staff member must be a non-playing head coach.

- 1.5. For A playing levels and lower, the qualified bench staff member may be a player (i.e. not required to have a non-playing bench staff member). However, the player bench staff is responsible for the team and will be subject to all disciplinary actions normally assigned to the Head Coach, including ejection during the games. Please note that it is strongly recommended that teams have a non-playing member of the bench staff for sanctioned events.
- 1.6. In all cases, it is mandatory that at least one member of the team have first aid qualifications and that there is a designated Safety Officer.
Note: Non-qualified Bench Staff shall not be allowed to participate in RO Sanctioned Events after **November 30th**. Should a member of your association Bench Staff violate this rule, it shall result in team disqualification and/or fines levied. There shall be no exceptions and/or appeals to this rule.
- 1.7. In seasons in which new rules are in effect, one (1) member of the registered bench staff of every registered 18+/Adult team must attend a Rules Clinic or an Officiating Clinic by **November 30th** of the season. For A teams and below, if the team has a registered official on the roster, then that person has satisfied the requirement.
- 1.8. During sanctioned play, if a substitute Bench Staff is required due to an absent Bench Staff, any Ringette Ontario registered bench staff with the appropriate qualifications can become a valid participant of that Bench Staff if the overall bench staff requirements are met. For Tournaments and Provincial Championships, a Bench Staff Substitution Form must be completed (Form C-F-02) and approved by the Ringette Ontario Operations Director, Program Coordinator or Designate and presented to the Tournament Coordinators.
- 1.9. Coaching Staff and/or volunteers, who are participating on-ice, during a practice or during the running time of a game, must wear a C.S.A. approved helmet.
- 1.10. One of the Bench Staff of every team shall be responsible for familiarizing themselves, and their team, with the Ringette Ontario rules and processes found on the RO website.

***Note:** There are strict suspension rules associated with Excessive Penalties and Match/Misconduct Penalties for players and Bench Staff. A Bench Staff serving a suspension must leave the enclosed playing and seating area of the rink so as not to have any influence on the progress of the game. Refusal to do so will result in the forfeiture of the game by that team. The offender may also be subject to further suspension by the league or governing body.*

- 1.11. Coaching Staff should familiarize themselves with the Official Rules of Ringette, available on the Ringette Canada website: www.ringette.ca.
- 1.12. In accordance with Ringette Ontario policies, all players and Bench Staff shall register on a Team Registration Form (TRF). The Head Coach is responsible for the accuracy of the information on the TRF.
- 1.13. All Bench Staff are required to sign and adhere to the Bench Staff Code of Conduct.

2. BENCH STAFF QUALIFICATION REQUIREMENTS

- 2.1. The qualifications required by Bench Staff/Player Coach depend on the division and level of the team.
- 2.2. Please refer to the [Coach Pathways](#) for a complete list of Bench Staff Qualification Requirements, including Head Coach, Assistant Coach, Trainers and Managers.
- 2.3. All Bench Staff must have proper qualifications by **November 30th** of the playing season.
- 2.4. It is the Club's responsibility to ensure that Bench Staff are qualified by **November 30th** and that any unqualified bench staff are removed and/or replaced on the TRF.

