



## RINGETTE ONTARIO

### BENCH STAFF RESPONSIBILITIES AND REQUIREMENTS

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1. Unless otherwise stated, the following requirements apply to all games played by a Ringette Ontario registered team, including tournament, league, and exhibition games.
2. Ringette Ontario sanctioned events are:
  - Tournaments
  - Exhibition Games
  - League Games
  - Funfest
  - Regional Championships
  - Provincial Events
  - 3 on 3 Tournaments
3. 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.
  - a. Bench Staff positions and their respective duties are as follows:
    - i. **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.
    - ii. **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.
    - iii. **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.
    - iv. **Manager (not permitted on the bench):** Responsible for administration of the team's off-ice logistics, including managing parent volunteers, communications and finances, and other duties as assigned.
  - b. Head Coaches, Assistant Coaches, Managers and Trainers must be eighteen (18) years of age or older.
  - c. All teams FUN3 to U19 must have a Head Coach and Trainer on the bench and designated as such on the game sheet, where game sheets are required. The trainer must have First Aid Certification as defined in Team Staff Qualification Requirements document. It is highly recommended that this person be present at all team activities, not just sanctioned games. Other positions are optional but are strongly recommended for efficient operation and organization of a team.

- i. 18+ and 35+ teams are required to have a qualified bench staff member registered on their TRF and present during sanctioned events.
  - ii. For “18+ AA” teams, the qualified bench staff must be a non-playing head coach.
  - iii. For “18+A” playing levels and lower:
    - The qualified bench staff member may be a coach, trainer, or manager.
    - The qualified bench staff member may be a player if they are identified on the TRF as coach, or trainer.
  - iv. Where there is a player-coach, that individual is responsible for the team and will be subject to all disciplinary actions, including ejection during the game.
  - v. It is strongly recommended that teams have a non-playing member of the Bench staff on the Bench for sanctioned play.
- d. One member of the Bench Staff of U19 or younger teams must be a non-playing female, fully qualified female Head Coach or Assistant Coach on the bench, age eighteen (18) or older.
- e. All Bench Staff must fulfill the qualifications required for the position assumed as stipulated in this manual by November 30th of the current playing season and for U19 or younger teams cannot be a player on the team he/she is participating with as a Bench Staff member.
- f. The Bench Staff of a U16 or younger team may train a person sixteen (16) or seventeen (17) years of age, as of December 31st of the playing season, with no official duties, to be called a Junior Coach. A maximum of two Junior Coaches can be on the bench during games if they are appropriately qualified in accordance with the team’s registered level of play and the Bench Staff does not exceed the maximum number of five (5) persons on the bench.
- g. Although a team may have one or more Bench Staff assuming the same position, (i.e. there may be multiple Assistant Coaches and Junior Coaches registered on the Team Registration Form), there may only be one person assuming the Head Coach position, and Trainer position on the bench. There may not be more than two (2) Junior Coaches on the bench.

- h. 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 Invitational Tournaments, a Bench Staff Substitution Form must be completed and presented to the Tournament Coordinators. For Provincial Championships, any Bench Staff substitutions must be approved by the RO Operations Director.
- i. 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.
- j. Note that 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.
- k. In accordance with Ringette Ontario membership policies, all players and Bench Staff shall register with Ringette Ontario and assigned to a Team Registration Form (TRF). The Head Coach is responsible for the accuracy of the information on the TRF and to ensure bench staff are qualified.
- l. All Bench Staff are required to sign and adhere to the Bench Staff Code of Conduct Agreement, which is signed when registering in the RAMP portal.
- m. All teams FUN3 to U19 must have a Head Coach and Trainer on the bench and designated as such on the game sheet, where game sheets are required. The trainer must have First Aid Certification as defined in Team Staff Qualification Requirements document. It is highly recommended that this person be present at all team activities, not just sanctioned games. Other positions are optional but are strongly recommended for efficient operation and organization of a team.
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