



# CLUB TEAM FORMATION PROCEDURES MANUAL

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## 1. PURPOSE

The purpose of this Procedures Manual is to support the implementation of the Ringette Ontario Club Team Formation Policy. The policy and these procedures apply to all U14-U19 AA-C teams. The policy and these procedures do not apply to 18+ or U12 and below divisions.

## 2. A/AA TEAM FORMATION PROCESS OVERVIEW

1. Submission of Ringette Ontario Player Intent to Tryout Form from individual players.
2. Submission of Willing to Host Form from Clubs.
3. Teams are allocated to Clubs.
4. Clubs submit tryout dates to Ringette Ontario.
5. Clubs open coach applications and select Head Coach for team(s).
6. Clubs open tryout registration.
7. Clubs host tryouts for allocated teams.
8. Teams are formed.

## 3. PLANNING PHASE

### 3.1 Intent to Tryout Form (A/AA only)

- 3.1.1 The Ringette Ontario Player Intent to Tryout form will be opened and closed as per Important Dates deadlines. The form can be accessed on the Ringette Ontario website under Member Resources – Forms and Operating Resources. The form will also be emailed to all Club Presidents when it opens.
- 3.1.2 All players who wish to attend A and/or AA tryouts must complete the Player intent to Tryout form by 11:59pm on the deadline date.
- 3.1.3 An intent data tracking sheet is shared with all Club Presidents to assist with Willing to Host forms.

### 3.2 Willing to Host Forms (All Levels)

- 3.2.1 The Willing to Host Form will be emailed to all Club Presidents when it opens.
- 3.2.2 Clubs wishing to host A and/or AA teams must submit a Willing to Host form by 11:59pm on the Important Dates deadline.
- 3.2.3 Combined teams should be submitted on the Willing to Host form of the “host” club only. The co-hosting club must be listed on the form in the applicable cell.



- 3.2.4 Ringette Ontario will evaluate the Willing to Host forms and determine which teams are allocated to each Club.
- 3.2.5 Applications will be evaluated on several factors including, but not limited to: number of player intents, viability of teams based on intents, ability to meet/exceed program standards, ability to provide quality programming, ability to provide qualified coaches, history of hosting, etc.
- 3.2.6 Ringette Ontario will notify Clubs of the team(s) that have been allocated to them by the Important Dates deadline.

### **3.3 Combined Teams**

- 3.3.1 Neighboring clubs may apply to form combined teams as part of the Willing to Host process.
- 3.3.2 At the U14-U19 A and AA levels, neighboring clubs are encouraged to collaborate or co-host when numbers allow or necessitate combining to field a viable team.
- 3.3.3 Players belonging to either of the clubs that have combined would be considered “home players” to the combined team.
- 3.3.4 Combined teams must clearly identify one Host Club on the Willing to Host form. The Host Club will be the club to submit the form for the combined team(s).

### **3.4 Coach Selection Process**

- 3.4.1 A Coach Selection Committee must be formed by each Club, including at least one board member (preferably the Coaching Coordinator). The committee members must be unbiased and free from any conflicts of interest.
- 3.4.2 Coaching applications are submitted to the Coach Selection Committee by a clear deadline (timing may vary based on level of play).
- 3.4.3 The Coach Selection Committee receives and reviews all applications.
- 3.4.4 Interviews are conducted with each candidate by the Coach Selection Committee. (See Appendix B for Suggested Interview Questions).
- 3.4.5 If only one candidate applies for a position, the Coach Selection Committee may review the viability of the applicant and award the position or choose to extend the application deadline.
- 3.4.6 The Coach Selection Committee submits their recommendations to the Club board, identifying the most suitable candidate.
- 3.4.7 The Club board provides final approval for coach selections.
- 3.4.8 Selected coaches are formally announced. If the selected coach is a parent, the announcement can be delayed until after tryout evaluations are completed but must be announced prior to any roster spot offers being sent out.



### 3.5 Additional Coaching Considerations

- The Coach Selection Committee should consist of an odd number of unbiased participants for voting purposes. It is recommended to include three (3) external individuals and two (2) board members.
- Clubs should create a coaching application form using questions to obtain information based on the criteria table below and the Club's specific needs.
- AA-level applicants should preferably already possess the required coaching requirements, in accordance with the coaching requirements for that season. Alternatively, they must complete all requirements by the Ringette Ontario deadline.
- The criteria in the table below should be considered for coaching candidates and the tools in Appendices B and C should be used to support decisions made by the Coach Selection Committee.

<b>Criteria</b>	<b>Preferred Attributes</b>
Coaching qualifications	Relevant NCCP certifications and current coach requirements completed.
Experience coaching and/or playing ringette at the requested level	Demonstrates familiarity with level of play and competitive demands.
Experience coaching in other sports	Shows breadth of coaching skill.
Coaching plans provided	Aligned with development goals and season planning.
Communication skills	Clear, respectful, and effective communicator.
Previous parent/player evaluations	Where available, reflect past performance and conduct.
Female representation	Compliance with female bench staff requirements.
Respect for officials and opponents	Demonstrates good sportsmanship and leadership.
Adherence to Ringette Ontario policies and procedures	Demonstrates compliance with policy and procedures in all aspects of their role(s).
Continuity with age group	Reflects familiarity and potential developmental impact.
Knowledge of LTAD (Long term athlete development) principles and the Athlete Development Matrix	Incorporates long-term athlete development in planning.



Experience as a ringette official (past 5 years)	Shows additional knowledge of the rules of the game.
Demonstrated team success	Evidence of past positive impact on players and team development (e.g., standings improvement, tournament success, etc.).

## 4. EXECUTION AND EVALUATION PHASE

### 4.1 Schedule and Plan for Tryout Process

- 4.1.1 Clubs must determine and submit requested tryout dates to the Ringette Ontario Program Manager for review and approval. Tryout dates must align with the Important Dates date ranges.
- 4.1.2 Neighboring clubs should coordinate to avoid overlapping tryout times and dates for the same age/level where possible.
- 4.1.3 Each Club will handle its own registration process and set its own tryout fees.
- 4.1.4 Each Club will establish an Athlete Evaluation Committee to assess skill levels and assist in conducting athlete evaluations.
- 4.1.5 Tryout attendance must be tracked and submitted (using the form in Appendix G) to the Ringette Ontario Program Manager within 24 hours of the tryout or prior to the next tryout, whichever is sooner. Not submitting accurate attendance will result in sanctions outlined in section 7.2.2 of the Club Team Formation Policy.
- 4.1.6 Roster spots offered and releases must be communicated in writing via email. The official “roster spot offered” or “roster spot not offered” forms must be used (see Appendices E and F for templates).
- 4.1.7 Offers (including conditional offers) and releases must be reported to the Ringette Ontario Program Manager immediately (as they are sent to athletes).
- 4.1.8 Roster spot offers cannot be sent to underage players until written approval from Ringette Ontario is received. To request approval, the form in Appendix H must be submitted by the Club President.
- 4.1.9 Athletes have 48 hours to accept or decline a roster spot offer (or conditional offer) and must do so in writing.
- 4.1.10 Submit the final roster, including complete bench staff, to the Ringette Ontario Program Manager for approval. Rosters cannot be announced until written approval is received.
- 4.1.11 The Club can announce the approved final roster, open registration, and complete the Team Registration Form (TRF).



## 4.2 Additional Tryout Procedures

4.2.1 Conditioning skating sessions can be hosted in advance of tryouts, but players are not required to attend. These sessions are not included in the tryout evaluation process, and evaluators cannot be present.

4.2.2 A club must host a minimum of three (3) tryouts per age group, per level, with a total of 4-5 tryouts recommended. Please see an example of tryout structures in the table below:

Tryout #	Suggested Format
Tryout #1	Skills and drills (open)
Tryout #2	Skills and drills (open)
Tryout #3	Intersquad scrimmage (invite only)
Tryout #4	Exhibition game (invite only)
Tryout #5	Optional: exhibition game (invite only)

4.2.3 Drills used during tryouts should be age and skill appropriate, evaluating all aspects of the game including skating, shooting, ring control, passing, game sense, and work ethic.

4.2.4 Clubs are not obligated to guarantee athletes a specific number of tryouts. However, it is recommended that athletes be permitted to attend at least two (2) tryouts before offers and/or releases are made.

4.2.5 Players are required to be present, and on-ice for at least one (1) tryout to be considered for a roster spot.

- Exceptions for third year U19 players who do not currently reside in close proximity to Clubs must be requested and approved, in writing prior to the first day of the tryout window (see Important Dates).
- In cases of illness, injury, or certified absence, the Club President must be notified, in writing, prior to the tryout (as early as possible) for the player to be eligible to be considered for a roster spot.
- If tryout dates and times overlap, preventing players from attending tryouts at multiple clubs, the player must attend the first scheduled tryout(s) at their home and/or current club, once the player has attended one (1) tryout at their home and/or current club (if applicable), they can then attend the tryout(s) of other club(s).

4.2.6 A parent/guardian meeting is recommended to be conducted prior to the first tryout (remote or in-person). Written documentation should be provided and include:

- Overview of the tryout process and offer/release communication.
- Team expectations (e.g., number of tournaments, travel, league play, estimated costs, commitment level, etc.).
- Player and parent/guardian commitment letter (see Appendix D sample).
- Confirmation of team category (e.g., female/mixed/male) that was submitted on the Willing to Host form.



**4.3 AA Tryouts**

- 4.3.1 The best available players will be selected, regardless of home club (no required team composition). Players must follow the right of refusal pathway (home, current, choice).
- 4.3.2 Releases and offers can be made after the first tryout, but it is recommended to allow players to attend two (2) tryouts before making any releases to allow for adequate evaluations from different evaluators.
- 4.3.3 Open roster spots for third year U19 age players can be considered for those potentially relocating. Clear communication to players regarding whether a spot will be held for them is required.

**4.4 A Tryouts**

- 4.4.1 Releases and offers can be made after the first tryout, but it is recommended to allow players to attend two (2) tryouts before making any releases to allow for adequate evaluations from different evaluators.
- 4.4.2 Team composition must adhere to the chart below based on the number of home/current players. Players must follow the right of refusal pathway (home, current, choice).

Roster Size	U14A	U16A	U19A
	Home/Current Players	Home/Current Players	Home/Current Players
13 (minimum)	9	8	6
14	9	8	7
15	10	9	7
16	10	9	8
17	11	10	8
18	11	10	9

**4.5 B/C Sort-Out Process**

- 4.5.1 Players cannot be retained from outside of the home club, unless a combined team has been approved by Ringette Ontario, the home club is not hosting a team at that level, or the release process has been followed to allow for team viability.
- 4.5.2 A sort-out process may be used to evaluate players and ensure teams are divided to allow for balance based on skill level.
- 4.5.3 U14-U19 B/C sort outs must occur on or after September 1<sup>st</sup>.

**4.6 AA/A Evaluation Committee Requirements**

- 4.6.1 Evaluators must be 18+ years old, unbiased, and possess relevant experience at the age group and level that is being evaluated.



- 4.6.2 It is recommended that evaluators be compensated to encourage participation from external and/or high-caliber individuals. This cost can be incorporated into the club's tryout fees and paid by the club.
- 4.6.3 Coaches who have been named or are under consideration for the age group and level being evaluated should not participate in the evaluation process until the final tryout(s); however, they may attend evaluation meetings if required.
- 4.6.4 The club board must have a Tryout Organizer. They are responsible for:
  - Recruiting evaluators.
  - Collecting evaluation results.
  - Facilitating roundtable discussions.
- 4.6.5 The Tryout Organizer should provide evaluators with training prior to tryouts (training session(s) and/or written material).
- 4.6.6 Each player should be evaluated by at least two (2) different evaluators.
- 4.6.7 When possible, the evaluation committee should be large enough to allow for one (1) evaluator per every five (5) athletes being evaluated. Evaluators should evaluate no more than eight (8) players per session. Additional evaluators may be required depending on the number of players attending the tryout.
- 4.6.8 The Tryout Organizer should compile all evaluations and consolidate them to be reviewed at a roundtable review session with all evaluators, and the head coach (if named).
- 4.6.9 Clubs are encouraged to review coach feedback about athletes from the previous season to assess attributes that may not be easily evaluated on the ice – such as coachability, attitude, and teamwork. This information should be considered during the final tryouts.
- 4.6.10 The Head Coach should be involved with evaluations and decision-making during the final tryout(s) but should be excluded from any decisions pertaining to their own child (if applicable).

#### **4.7 B/C Evaluation Committee Requirements**

- 4.7.1 Evaluators must be 18+ years old, unbiased, and possess relevant experience at the age group and level being evaluated.
- 4.7.2 When possible, the evaluation committee should be large enough to allow for one (1) evaluator per every eight (8) athletes being evaluated.
- 4.7.3 Coaches who have been named or are under consideration for the age group and level being evaluated should not participate in the evaluation process; however, they may attend evaluation meetings if required.
- 4.7.4 The club board must have a Sort-Out Organizer. They are responsible for:
  - Recruiting evaluators.
  - Collecting evaluation results.
  - Facilitating roundtable discussions.



- 4.7.5 The Sort-Out Organizer should compile all evaluations and consolidate them to be reviewed at a roundtable review session with all evaluators.

## **5. FINALIZING FORMATION PHASE**

### **5.1 Player Release and Final Roster Requirements**

- 5.1.1 If a player is not offered a spot on the team, the “Roster Spot Not Offered” form (see Appendix F) must be used to notify the player via email.
- 5.1.2 If a player is being offered a roster spot, the “Roster Spot Offered” form (see Appendix E) must be used to notify the player via email. The player has 48 hours to respond, in writing, to accept or decline the offer. Failure to respond within 48 hours will be considered a declined offer.
- 5.1.3 Clubs hosting multiple teams at the same age group and level may choose to offer program spots instead of roster spots and divide the players onto teams once the program is full (has enough goalies and skaters for multiple rosters). Players who accept the program spot offer will be placed onto one of the teams at a later date (to be determined between the Club and Ringette Ontario).
- 5.1.4 If a player attends tryouts at multiple clubs, the home club has the first right of refusal. If the home club does not offer the player a roster spot, the current club has the next right of refusal, if a roster spot is not offered the player may then accept an offer at another club, if applicable. If no roster spot offers are received at that level, the player may then try out for the next lower level.
- 5.1.5 Players who attend tryouts at clubs other than those with the first right of refusal (home/current), are eligible to receive a conditional roster spot offer. Conditional Roster Spot Offers must be sent in writing, via email. Players who receive a conditional offer have 48 hours to respond, in writing to accept or decline the offer. Failure to response within 48 hours will be considered a declined offer. By accepting a conditional offer, the player is committing to accepting a roster spot on the team if their home and/or current club(s) do not offer them a roster spot.
- 5.1.6 Players who decline a roster spot offer on an AA or A team, must return to their home club and start the team formation process again.
- 5.1.7 Players who accept a roster spot offer must honour the commitment. If the athlete voluntarily leaves the team, they are not eligible to join an A/AA team in any other club in the current season.
- 5.1.8 Athlete Release Forms must be completed for any player accepting a roster spot outside of their home club.





## 6. POLICIES IN EFFECT

- Athlete Recruitment Guidelines
- Appeal Policy (clubs should also have their own)
- Conflict of Interest Policy
  - o Conflicts of interest must be actively avoided in the team formation process. Examples of conflict of interest include (but are not limited to):
    - Evaluators conducting evaluations for teams that include their own child(ren).
    - Coaches selecting their own child(ren) or those of other relatives/close friends.
    - Board members selecting coaches for teams in their child's age group.

## 7. APPENDICES

- A. Definitions
- B. Sample Interview Questions for Coaching Candidates
- C. Sample Coach Interview Rubric
- D. Sample Player and Parent/Guardian Commitment Letter Template
- E. Roster Spot Offered Letter Template
- F. Roster Spot Not Offered Letter Template
- G. Tryout Attendance Reporting Form (MUST be used for all tryouts)
- H. Underage Athlete Roster Spot Approval Form (for Club Presidents only)



**Appendix A – Definitions**

<b>Term</b>	<b>Definition</b>
Ringette Ontario (RO)	Ringette Ontario – The Provincial Sport Organization for the sport of Ringette.
Club (Association)	A local, formal organization or Club that manages and fields teams for community-based or competitive play. To be identified as a Club, you must be registered and meet all sanctioning requirements of Ringette Ontario.
Releasing Club	The Club in whose boundaries the player resides, or the Club to whom the player has been released for three (3) consecutive seasons. In either case, this is the Club from whom the player wishes to be released.
Receiving Club	The Club to whom a player wishes to be released to.
Two Team Agreement	B/C level player that plays on a Club team and plays on an A team through terms agreed upon in a written “Playing Agreement”. Two team agreements must be completed per the current Ringette Ontario Two Team Player Procedures.
Home Club	The Club to which the player is eligible to play by residency or has been released to for three (3) consecutive years.
Current Club	The Club to which a player has been released the prior season for level of play will then be considered the player’s “Current Club”.
Neighbouring Club	A Club that is geographically adjacent or in close proximity to, a player's home Club.
Residency	Refers to where the player habitually resides. A player’s residence shall be defined as the structure in which the player is a permanent resident. Any determination of the address of the structure shall always be from the main entrance of such residence.
Sort-out	An on-ice activity to evaluate all players wanting to be considered for splitting teams at the same age level.
Integrated Support Team (IST)	<p>Integrated Support Teams are qualified individuals that support the team in areas such as nutrition, conditioning, mental performance, etc.</p> <p>To be qualified, the individuals must have been formally educated or working towards certification within the field.</p>



Athlete/Player	Refers to the youth participating in the sport of Ringette.
Club Board	Board of Directors as defined by ONCA and elected to govern a Ringette Club.
Impartial Evaluator	An individual, typically a knowledgeable volunteer, coach, or 18+ athlete with no personal affiliation (such as a child, family member, or close friend) to the athletes being assessed.
Right of Refusal	The home Club has an option to make a player an offer and is to be treated as the priority before other Clubs can offer a roster spot.
Affiliated Player (AP)	An Affiliated Player is a registered player on a Club team who is also eligible to play for an NRL team to fill in for absent or injured players. AP ONLY applies to NRL teams.
Recruitment/Solicitation	Direct contact of players without their Club's knowledge and approval.



## **Appendix B – Sample Interview Questions for Coaching Candidates**

[Sample Interview Questions for Coaching Candidates](#)

## **Appendix C – Sample Coach Interview Rubric**

[Sample Coach Interview Rubric](#)

## **Appendix D – Sample Player and Parent/Guardian Commitment Letter**

[Sample Player and Parent/Guardian Commitment Letter](#)

## **Appendix E - Roster Spot Offered Letter Template**

[Roster Spot Offered Letter Template](#)

## **Appendix F - Roster Spot Not Offered Letter Template**

[Roster Spot Not Offered Letter Template](#)

## **Appendix G – Tryout Attendance Reporting Form (MUST be used for all tryouts)**

[Tryout Attendance Reporting Form](#) – a club-specific link will be sent to each club that is hosting AA/A teams for the 2026-27 season.

## **Appendix H – Underage Athlete Roster Spot Approval Form**

[Underage Athlete Roster Spot Approval Form](#) – to be used by Club Presidents only.