



RINGETTE ONTARIO

TEAM STAFF QUALIFICATION POLICY

1. PURPOSE

THE PURPOSE OF THIS POLICY IS TO OUTLINE THE CERTIFICATION REQUIREMENTS TO BE A RINGETTE COACH IN ONTARIO. RINGETTE ONTARIO CLOSELY ALIGNS WITH THE STANDARDS SET BY RINGETTE CANADA AND NATIONAL COACHING CERTIFICATION PROGRAM (NCCP) WHICH MAINTAIN THE BEST INTEREST OF THE ATHLETES WHO PARTICIPATE IN THE GAME OF RINGETTE. ATHLETES BENEFIT FROM TRAINED TEAM STAFF; THEREFORE, TEAM STAFF ARE REQUIRED TO MEET MINIMUM REQUIREMENTS.

2. APPLICATION OF THIS POLICY

THIS POLICY APPLIES TO ALL INDIVIDUALS WISHING TO ENGAGE IN A TEAM STAFF ROLE FOR THE SPORT OF RINGETTE IN ONTARIO.

UNLESS OTHERWISE STATED, THE FOLLOWING REQUIREMENTS APPLY TO ALL RINGETTE ONTARIO SANCTIONED EVENTS, INCLUDING:

- PRACTICES
- LEAGUE GAMES
- EXHIBITION GAMES
- TOURNAMENTS
- RANKING EVENTS
- CHAMPIONSHIPS
- ONTARIO WINTER GAMES
- CANADA WINTER GAMES
- EASTERN CANADIAN RINGETTE CHAMPIONSHIPS
- EVENTS WHERE RINGETTE CANADA DOES NOT HAVE A TEAM STAFF POLICY IN EFFECT

3. DUTIES

ALL BENCH STAFF MUST ENSURE THAT ALL “ONE-ON-ONE” INTERACTIONS AND COMMUNICATIONS BETWEEN A COACH AND AN ATHLETE FOLLOW THE [RULE OF TWO](#) AS PART OF THE RESPONSIBLE COACHING MOVEMENT. THESE INTERACTIONS MUST TAKE PLACE IN AN OPEN, OBSERVABLE, JUSTIFIABLE, AND INTERRUPTIBLE SETTING (EXCEPT FOR MEDICAL EMERGENCIES).

RINGETTE TEAMS MUST ALWAYS HAVE TWO SCREENED, AND NCCP TRAINED OR CERTIFIED COACHES PRESENT TO FOLLOW THE RULE OF TWO. BE CONSIDERATE OF THE GENDER IDENTITY OF THE ATHLETE(S) WHEN SELECTING COACHES FOR YOUR PROGRAM. ONE OF THE COACHES, WHERE POSSIBLE, SHOULD ALSO BE OF THE SAME GENDER AS THE ATHLETE(S). SHOULD THERE BE A CIRCUMSTANCE WHERE A SECOND SCREENED AND NCCP TRAINED OR CERTIFIED COACH IS NOT AVAILABLE, A SCREENED VOLUNTEER, PARENT OR ADULT CAN BE RECRUITED.



A TEAM MAY HAVE A MAXIMUM OF FIVE BENCH STAFF MEMBERS ON THE BENCH, ALTHOUGH MORE THAN FIVE MAY BE REGISTERED ON THE OFFICIAL RO TEAM REGISTRATION FORM (TRF).

BENCH STAFF POSITIONS AND THEIR RESPECTIVE DUTIES ARE AS FOLLOWS:

- **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, TEAM STAFF, AND PARENTS. THE HEAD COACH IS RESPONSIBLE FOR HOSTING PARENT AND PLAYER MEETINGS PRIOR TO AND THROUGHOUT THE SEASON TO REVIEW ALL RO AND CLUB POLICIES AND ENSURE COMPLIANCE. THE HEAD COACH IS ALSO RESPONSIBLE FOR THE ACCURACY OF THE INFORMATION ON THE TRF AND SHOULD HAVE AN UP-TO-DATE COPY ON FILE FOR ALL TEAM ACTIVITIES.
- **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, IF QUALIFIED.
- **TRAINER:** RESPONSIBLE FOR FIRST AID, SAFETY OFFICER DUTIES, THE TEAM'S EMERGENCY ACTION PLAN (EAP), SAFETY INCIDENT/ACCIDENT REPORTS, WHEN NECESSARY, AND OTHER DUTIES AS ASSIGNED.
- **MANAGER:** RESPONSIBLE FOR ADMINISTRATION OF THE TEAM'S OFF-ICE LOGISTICS, INCLUDING MANAGING PARENT VOLUNTEERS, COMMUNICATIONS AND FINANCES, AND OTHER DUTIES AS ASSIGNED.

4. TEAM REQUIREMENTS

HEAD COACHES, ASSISTANT COACHES, MANAGERS AND TRAINERS MUST BE EIGHTEEN (18) YEARS OF AGE OR OLDER.

ALL TEAMS FROM U10 TO U19 MUST HAVE A HEAD COACH AND A TRAINER ON THE BENCH AND DESIGNATED AS SUCH ON THE GAME SHEET, WHERE GAME SHEETS ARE REQUIRED.

THERE IS ONLY ONE (1) HEAD COACH, AND ONE (1) TRAINER PERMITTED ON THE BENCH DURING A SANCTIONED GAME. OTHER POSITIONS ARE OPTIONAL BUT ARE STRONGLY RECOMMENDED FOR EFFICIENT OPERATION AND ORGANIZATION OF A TEAM.

ALL BENCH STAFF MUST FULFILL THE QUALIFICATIONS REQUIRED FOR THE POSITION ASSUMED AS STIPULATED IN THIS POLICY BY NOVEMBER 30TH OF THE CURRENT PLAYING SEASON, EXCEPT FOR THE COMPETITION INTRODUCTION EVALUATION WHICH IS A DEADLINE OF JANUARY 31ST (WHERE REQUIRED).

TEAM STAFF SHOULD OBTAIN THE REQUIRED EDUCATION AS EARLY IN THE SEASON AS POSSIBLE SO THAT THE ATHLETES BENEFIT FROM THE INDIVIDUAL'S KNOWLEDGE FOR THE BULK OF THE SEASON.

JUNIOR COACHES

THE BENCH STAFF OF A U16 OR YOUNGER TEAM MAY TRAIN A PERSON BETWEEN FOURTEEN (14) AND 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 TRF AND PRESENT ON THE BENCH DURING GAMES IF THEY ARE APPROPRIATELY QUALIFIED AND THE BENCH STAFF DOES NOT EXCEED THE MAXIMUM NUMBER OF FIVE (5) PEOPLE ON THE BENCH.

JUNIOR COACHES MUST BE QUALIFIED FOR THE POSITION PRIOR TO COMMENCING THEIR ROLE. JUNIOR COACHES CANNOT BE THE FEMALE COACH ON THE BENCH.

MANAGERS

IT IS RECOMMENDED THAT ALL TEAMS HAVE A REGISTERED MANAGER ON THEIR TRF. MANAGERS ARE NOT PERMITTED ON THE BENCH DURING SANCTIONED EVENTS, BUT THE TEAM MANAGER IS A CENTRAL FIGURE IN CREATING THE FLOW OF COMMUNICATION – NOT ONLY WITHIN THE TEAM (PLAYERS, PARENTS, AND COACHES), BUT BETWEEN THE TEAM AND ALL SUPPORT SYSTEMS SUCH AS THE MEMBERSHIP CLUB, LEAGUES, TOURNAMENTS AND OTHER TEAMS, COACHES, AND OFFICIALS.

BY TAKING ON THE OPERATIONAL ASPECTS OF THE TEAM, THE MANAGER ENABLES THE COACH TO FOCUS ON PLAYER DEVELOPMENT AND ON-ICE INSTRUCTION TO PROVIDE THE PLAYERS WITH REWARDING RINGETTE EXPERIENCES.

ON-ICE ASSISTANT ROLE

ANY VOLUNTEER WHO IS PARTICIPATING IN ON-ICE TRAINING SESSIONS MUST BE REGISTERED WITH RINGETTE ONTARIO AND MUST BE QUALIFIED FOR THE POSITION PRIOR TO COMMENCING THEIR ROLE. VOLUNTEERS AND NOT BENCH STAFF IN THE RAMP REGISTRATION SYSTEM.

THE ON-ICE ASSISTANT DOES NOT APPEAR ON THE TRF AND IS NOT ELIGIBLE TO BE ON THE BENCH DURING GAME PLAY.

IF THE ON-ICE ASSISTANT IS ALSO A PLAYER WITHIN YOUR CLUB (BUT NOT A JUNIOR COACH), THEY DO NOT REQUIRE DUAL REGISTRATION AS BOTH A VOLUNTEER AND A PLAYER.

ALL TEAM STAFF AND ON-ICE ASSISTANTS WHO ARE PARTICIPATING ON-ICE MUST WEAR A CSA APPROVED HELMET.

ALL TEAM STAFF ARE REQUIRED TO READ, SIGN, AND ADHERE TO THE BENCH STAFF CODE OF CONDUCT AGREEMENT AS PART OF THEIR REGISTRATION WITH RINGETTE ONTARIO

FEMALE COACH ON THE BENCH

MINIMUM OF ONE MEMBER OF THE TEAM STAFF OF U19 OR YOUNGER TEAMS MUST BE A FULLY QUALIFIED FEMALE HEAD COACH AND/OR ASSISTANT COACH, AGE EIGHTEEN (18) OR OLDER, WHO IS PRESENT FOR ALL TEAM ACTIVITIES.

JUNIOR COACHES, TRAINERS AND MANAGERS DO NOT MEET THE FEMALE COACH ON THE BENCH REQUIREMENT.

RINGETTE ONTARIO FOLLOWS THE RINGETTE CANADA FEMALE COACH ON THE BENCH POLICY.



5. **TEAM STAFF QUALIFICATION REQUIREMENTS**

THE QUALIFICATIONS REQUIRED BY ALL TEAM STAFF DEPEND ON THE DIVISION AND LEVEL OF THE TEAM. THE NATIONAL COACHES' CERTIFICATION PROGRAM (NCCP) FOR RINGETTE CONSISTS OF 3 STREAMS:

- COMMUNITY SPORT INITIATION (CSI) – DESIGNED FOR U12 AND BELOW
- COMPETITION INTRODUCTION (CI) – DESIGNED FOR U14 AND UP
- COMPETITION DEVELOPMENT (CD) – U20, JUNIOR NATIONAL TEAM AND SENIOR NATIONAL TEAM

PLEASE REFER TO THE CURRENT [COACH CERTIFICATION CHART](#) FOR A COMPLETE LIST OF TEAM STAFF QUALIFICATION REQUIREMENTS.

MAINTENANCE OF CERTIFICATION (PROFESSIONAL DEVELOPMENT)

MAINTENANCE OF CERTIFICATION IS THE NCCP POLICY THAT REQUIRES NCCP COACHES TO MAINTAIN THEIR CERTIFICATION THROUGH PROFESSIONAL DEVELOPMENT AND TRAINING OPPORTUNITIES OVER A PREDETERMINED PERIOD. THE DEADLINE TO RENEW STATUS IS JANUARY 1ST.

MORE DETAILS ON MAINTENANCE OF CERTIFICATION FOR COACHES CAN BE FOUND [HERE](#).

IMPORTANT DATES

DEADLINE	REQUIREMENT	TEAM ROLE
NOVEMBER 30 TH	ALL TEAM STAFF POSITIONS AND TRAINING	HEAD COACH (HC), ASSISTANT COACH (AC), TRAINER, MANAGER
NOVEMBER 30 TH *RULE CHANGE SEASONS ONLY	RULE CHANGE CLINIC	RECOMMENDED FOR ALL COACHES
JANUARY 1 ST	MAINTENANCE OF CERTIFICATION	TRAINED COACHES WHO ARE IN THE 5 TH YEAR OF CYCLE REQUIRE RENEWAL
JANUARY 31 ST	COMPETITION INTRODUCTION (CI) EVALUATION	AS REQUIRED, EXCEPT FOR THOSE CI TRAINED IN THE CURRENT SEASON.
PRIOR TO COMMENCING THE ROLE	ALL REQUIREMENTS COMPLETED	JUNIOR COACH ROLE
PRIOR TO COMMENCING THE ROLE	ALL REQUIREMENTS COMPLETED	ON-ICE ASSISTANT ROLE