



RINGETTE ONTARIO

TEAM STAFF QUALIFICATION POLICY

PURPOSE

The purpose of this Policy is to outline the certification requirements for coaching ringette in Ontario. Ontario follows 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 standards in education and performance.

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
- Qualifiers
- Championships
- Ontario Winter Games
- Canada Winter Games
- Canadian or Eastern Canadian events where Ringette Canada does not have a team staff policy in effect

DUTIES

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. 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.

TEAM REQUIREMENTS

Head Coaches, Assistant Coaches, Managers and Trainers must be eighteen (18) years of age or older.

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 present for all team activities.

All teams 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) HC and Trainer permitted on the bench during a sanctioned event. 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.

Team staff should obtain 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 bench during games if they are appropriately qualified and the Bench Staff does not exceed the maximum number of five (5) persons on the bench. Junior Coaches must be qualified for the position prior to commencing their role.

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 are 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 on-ice training sessions must be registered with Ringette Ontario and must be qualified for the position prior to commencing their role. [Qualifications](#)

All Team Staff 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.

All coaching Information Change Forms (ICF) and substitution requests are to be directed to the Technical Director for approval. Any exceptions or challenges to current policies will be forwarded to the provincial Coaching Committee for review.

During a rule change year, the Head Coach or Assistant Coach of every registered team must attend a Rules Clinic or an Officiating Clinic by December 1st of the season. Regional Coaching Coordinators must obtain a list of participants at Rules and Officiating Clinics to verify compliance.

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 [Coach Pathways](#) for a complete list of Team Staff Qualification Requirements, including Head Coach, Assistant Coach, Junior Coaches, Trainers and Managers.

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. For more details on Maintenance of Certification for Ringette Ontario coaches can be found [here](#).

SUMMARY OF DEADLINES FOR EACH SEASON

November 30 th	All Team Staff Positions	Head Coach (HC) Assistant Coach (AC) Trainer Manager
December 1 st *rule change season	Rule Change Clinic	HC or AC
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	U14AA HC U16AA HC/AC U19AA HC/AC
Prior to commencing their role	All requirements completed	Junior Coach Role
Prior to commencing their role	All requirements completed	On-Ice Assistant Role