

Coach & Team Manager Meeting

Sunday, September 21, 2025



Sherwood Park Ringette Association was the **first** ringette association in the Province of Alberta having been formed in September of 1975

Welcome to the Coach and Team Manager Meeting



AGENDA:

Coaches Information

- Screening: CRC and VSC
- Registration
- Team Staff Requirements
- Coaches Resources and Responsibilities
- Coach and Player Development
- New Ringette Rules for 2025

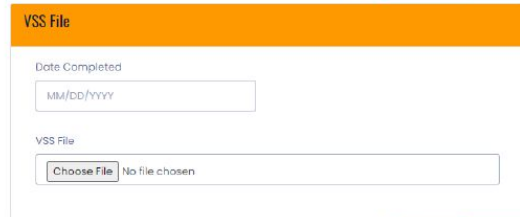
Team Managers Information



Screening: CRC and VSC

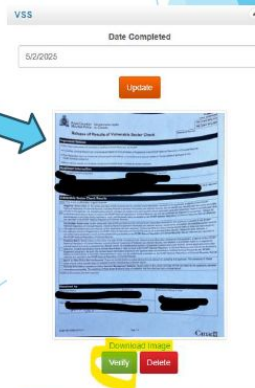
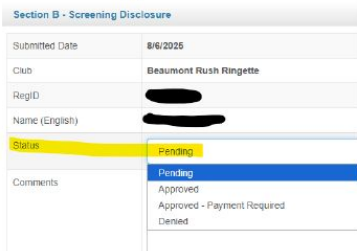
Screening - Vulnerable Sector Check

Coaches can go into their RAMP profile and add a Vulnerable Sector Screening (VSS).

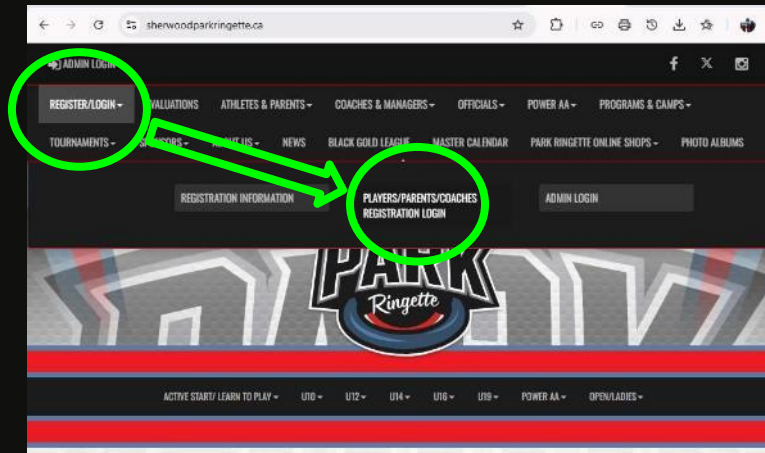


Coaching directors, or a designate, must complete a 2-step approval process.

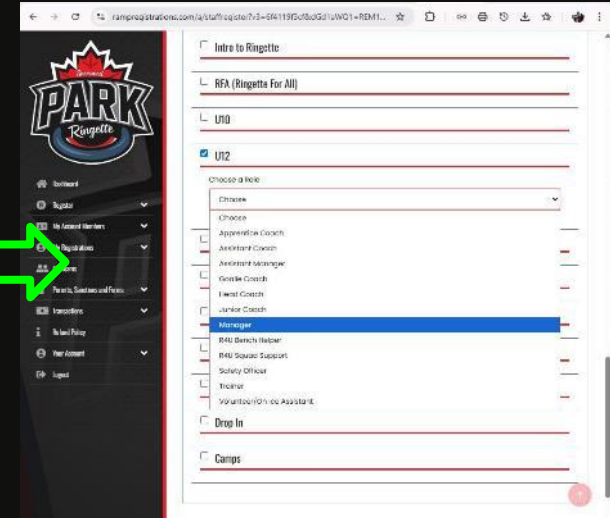
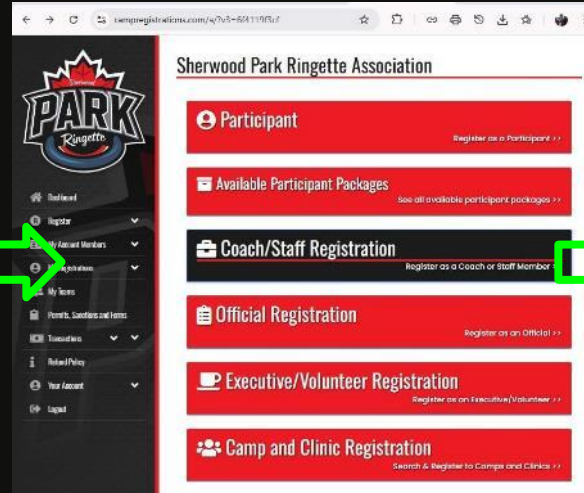
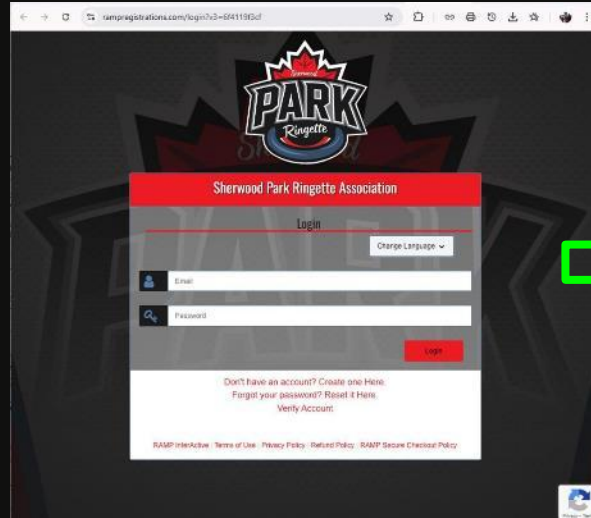
1. View and verify the VSS file: must be within 3 years, no flags.
2. View and approve the Screening Disclosure form: no flags.



Registration



UPLOAD YOUR CRC /VSC



Coach Registration

Where/How to register?

Coaching Association of Canada (CAC)
website, also called the NCCP Locker

<https://thelocker.coach.ca/>



This is where coaches register for/complete:

- CiS eModule
- Safe Sport
- MED Class (or via [AB Sport](#))
- MED Online Evaluation
- Comp Dev Multi-Sport modules

Ringette Canada's Coaching Platform

<http://www.coachingringette.ca/>



This is where coaches register for/complete:

- CSI Class
- CI Class
- CI Evaluation
- Manager Cert (optional)

In either case, if a coach is having trouble accessing their profile, DO NOT create a new one.
Email bronwen@ringettealberta.com for a reset.

Coach Registration

What a coach sees when they register...

“Confirm Completion”: this will check with the NCCP Locker and if it's complete there, then this coach will see a green check mark appear

“Register”: this will bring the coach to a list of courses, and they can select which date/location works best for them. They will then be directed to pay.

RAB is no longer offering subsidized MED Classes. Coaches must find one via the Coaching Association of Canada or Alberta Sport.

Coaches who need to register for their Comp Intro evaluation by Dec 15th must first complete and submit the required portfolio documents.

Component	Registered	Completed
1 Coach Initiation in Sport <small>I want to complete Coach Initiation in Sport (thislocker.coach.ca eLearning)</small> <small>Ringette Canada must be notified to confirm completion.</small>	Confirm Completion	--
2 Make Ethical Decisions Module <small>This is a stand-alone generic module offered by your provincial coaching body.</small>	Confirm Completion	--
3 Community Sport Initiation Clinic	register	--
4 Make Ethical Decisions (MED) Online Evaluation <small>I want to complete MED Online Evaluation (thislocker.coach.ca eLearning)</small> <small>Ringette Canada must be notified to confirm completion.</small>	Confirm Completion	--

Comp Intro Portfolio
There is a **\$80 charge** for this module.

begin

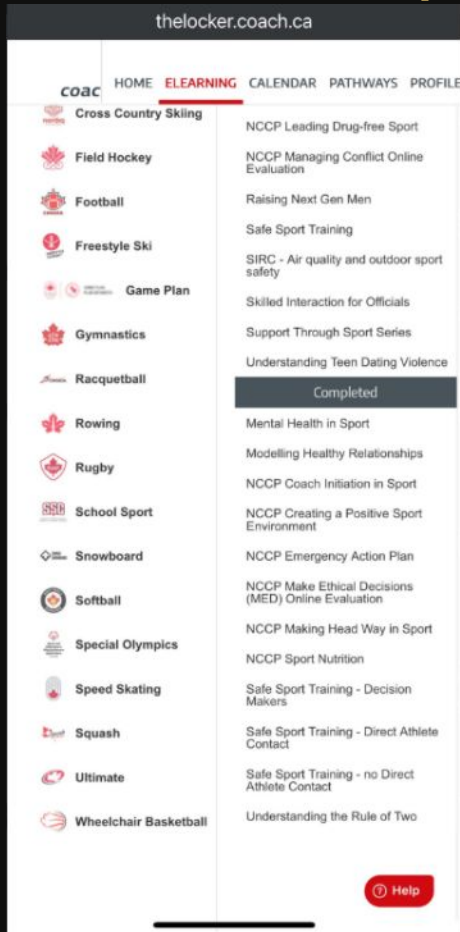
Comp Intro Evaluation


















Comp Intro
Portfolio required

Team Staff Requirements

x = required			MULTISPORT COURSES					SPORT-SPECIFIC COURSES				
division	level	role	<u>Safe Sport</u>	<u>Making Head Way</u>	<u>Coach Initiation emodule</u>	<u>MED Class</u>	<u>MED Test</u>	<u>Community Sport (CSI) Class</u>	<u>Competition Introduction (CI) Class</u>	<u>Comp Intro Evaluation</u>	<u>Competition Development (CD) in training</u>	<u>Comp Dev Certified</u>
Active Start	all	Head Coach	x	x	x	recommend		recommend				
Active Start	all	Assistant Coach	x	x	x							
U10	all	Head & Asst. Coach	x	x	x	x	x	x				
U12	B, C	Head & Asst. Coach	x	x	x	x	x	x				
U12	A	Head & Asst. Coach	x	x	x	x			x			
U14	C	Head & Asst. Coach	x	x	x	x	x	x OR CI	x OR CSI			
U14	A, B	Head & Asst. Coach	x	x	x	x			x			
U14	AA	Head Coach	x	x	x	x	x		x	x		
U14	AA	Assistant Coach	x	x	x	x			x			
U16	C	Head & Asst. Coach	x	x	x	x	x	x OR CI	x OR CSI			
U16	B	Head & Asst. Coach	x	x	x	x			x			
U16	A	Head & Asst. Coach	x	x	x	x	x		x	x*		
U16	AA	Head & Asst. Coach	x	x	x	x	x		x	x*	1 CD multi-sport per season ^A	
U19	B	Head & Asst. Coach	x	x	x	x			x			
U19	A	Head & Asst. Coach	x	x	x	x	x		x	x*		
U19	AA	Head & Asst. Coach	x	x	x	x	x		x	x*	1 CD multi-sport per season ^A	

Team Staff Requirements



thelocker.coach.ca	
coac	HOME ELEARNING CALENDAR PATHWAYS PROFILE
 Cross Country Skiing	NCCP Leading Drug-free Sport
 Field Hockey	NCCP Managing Conflict Online Evaluation
 Football	Raising Next Gen Men
 Freestyle Ski	Safe Sport Training
 Game Plan	SIRC - Air quality and outdoor sport safety
 Gymnastics	Skilled Interaction for Officials
 Racquetball	Support Through Sport Series
 Rowing	Understanding Teen Dating Violence
 Rugby	Completed
 School Sport	Mental Health in Sport
 Snowboard	Modelling Healthy Relationships
 Softball	NCCP Coach Initiation in Sport
 Special Olympics	NCCP Creating a Positive Sport Environment
 Speed Skating	NCCP Emergency Action Plan
 Squash	NCCP Make Ethical Decisions (MED) Online Evaluation
 Ultimate	NCCP Making Head Way in Sport
 Wheelchair Basketball	NCCP Sport Nutrition
	Safe Sport Training - Decision Makers
	Safe Sport Training - Direct Athlete Contact
	Safe Sport Training - no Direct Athlete Contact
	Understanding the Rule of Two

Safe Sport

This is a new requirement as of the 2024/25 season.

Making Head Way in Sport

was updated on September 1, 2024. You will need to complete this new version

Coaching Staff Requirements

Team Staff Requirements

- Teams must have at least 3 fully qualified coaches
 - Including one Female Coach (18+)

Full requirements differ by division!

Division	Head Coach	Asst. Coach
Active Start	CIS eModule	CIS eModule
U10/Fun 2/3	CSI Trained	CSI Trained
U12B/C	CSI Trained	CSI Trained
U12A	CI Trained	CI Trained
U14C	CSI or CI Trained	CSI or CI Trained
U14A/B	CI Trained	CI Trained
U14AA	CI Certified	CI Trained
U16C	CSI or CI Trained	CSI or CI Trained
U16B	CI Trained	CI Trained
U16A	CI Certified	CI Certified*
U16AA	CI Certified + CD module^	CI Certified* + CD module^
U19AA	CI Certified + CD module^	CI Certified* + CD module^
U19A	CI Certified	CI Certified*
U19B	CI Trained	CI Trained

Then you can add on-ice assistants (helpers)

On-ice assistants (helpers) are now allowed on the bench for games, BUT they are NOT COACHES and cannot act as such.

They must always be supervised by a coach.

ALL REGISTERED TEAM STAFF

must complete Safe Sport Training

ALL BENCH STAFF*

must complete Making Head Way

*Manager is exempt

TRAINERS

must submit proof of training

Task	Coach	Helper
Planning practice	X	
Leading a drill in practice	X	
Determining game strategy and tactics	X	
Giving sport-specific feedback to athletes (skill or strategy)	X	
Making a lineup	X	
On-ice during games (AS, U10 Step 1 and Step 2)	X	
Gold standard Rule of 2 eligible	X	
Opening a bench gate	X	X
General cheering/support for athletes	X	X
Helping with equipment issues on the bench	X	X
On the ice at practice	X	X
Guiding athletes through drills	X	X
Moving rings/pylons for drills	X	X

Coaching Staff Requirements

Team Staff Requirements cont'd

- ▶ Active Start: All Coaches do Coach Initiation in Sport (CiS) eModule
- ▶ U10, U12B, U12C, **U14C, U16C**: All Coaches **Community Sport Initiation (CSI)** Trained (14C and 16C can be EITHER **CSI Trained** or **CI Trained**)
- ▶ U14, U16, U19: All Coaches **Competition Introduction (CI)** Trained
- ▶ U14AA (Head Coach ONLY), U16A/AA, U19A/AA: All Coaches **CI Certified***
- ▶ Junior Coaches & On-Ice Assistants: CiS eModule
- ▶ Managers: N/A - please register a manager per team!
- ▶ Trainers: submit proof via Google form

Components required to complete the pathway for each status:

CSI Trained	CI Trained	CI Certified
Make Ethical Decisions Ringette Community Sport Initiation Course Coach Initiation in Sport eModule Make Ethical Decisions Online Evaluation	Make Ethical Decisions Ringette Competition-Introduction Course Coach Initiation in Sport eModule	Ringette Competition-Introduction (CI) Evaluation Make Ethical Decisions Online Evaluation

All team staff
MUST complete
NCCP Safe Sport
module

All BENCH staff
must complete
Making Head Way
in Sport

*Assistant Coaches at U16 and U19 A/AA who complete the Comp Intro class in the current season are not required to also do their Comp Intro Evaluation in the same season.

Coaching Staff Requirements

Team Staff Requirements cont'd

- ▶ U16AA and U19AA additional requirements:
 - ▶ Coaches already CI Certified prior to the current season must complete a multi-sport Competition Development (Comp Dev) module
- ▶ Make Ethical Decisions (MED) Class vs. Online Evaluation
 - ▶ **DO NOT PAY \$85**
- ▶ DEADLINES:
 - ▶ Prior to stepping on the ice for Junior Coaches & On-Ice Assts
 - ▶ December 15th for CSI and CI Trained.
 - ▶ December 15th for CI certification REGISTRATION
 - ▶ January 31st for CI certification COMPLETION
 - ▶ January 31st for Comp Dev multi-sport modules

Team Staff not meeting the requirements by Dec 15th (except CI Cert & Comp Dev) must be removed from the roster and may not participate in team activities.

Coaching Course Dates

SHERWOOD PARK



- MED: <https://albertasport.ca/coaching/nccp-multi-sport-calendar/>
- CSI: November 15th
- CI: December 6th and 7th

2025 Fall NCCP Coaching Clinics

PROJECT TITLE 2025 Fall NCCP Coaching Clinics

PROJECT MANAGER Brandy Hanson - Bronwen Harvey

COURSE BOOKING DETAILS						
STATUS	Association	Date	COURSE START TIME	COURSE END DATE	COURSE DURATION	ON ICE TIME
Community Sport Initiation Courses						
Booked	Spruce Grove Ringette Association	Sunday, 28/09/2025	08:00	18:00	18:00	15:15 - 16:15
Booked	Calgary Ringette Association	Saturday, 18/10/2025	08:00	18:00	10:00	12:15 - 13:15
Booked	St. Albert Ringette Association	Saturday, 25/10/2025	08:00	18:00	10:00	13:15 - 14:15
Booked	Calgary Ringette Association	Saturday, 01/11/2025	08:00	18:00	10:00	12:15 - 13:15
Booked	Calgary Ringette Association	Saturday, 08/11/2025	08:00	18:00	10:00	14:45 - 15:45
Booked	Sherwood Park Ringette Association	Saturday, 15/11/2025	08:00	18:00	10:00	12:15 - 13:15
Booked	Calgary Ringette Association	Sunday, 30/11/2025	08:00	18:00	10:00	15:30 - 16:30

Competition Introduction Courses

Booked	Calgary Ringette Association	Saturday, 04/10/2025	09:00	17:00	08:00	N/A
		Sunday, 05/10/2025	09:00	17:00	08:00	14:15 - 15:15
Booked	Spruce Grove Ringette Association	Saturday, 25/10/2025	09:00	17:00	08:00	N/A
		Sunday, 26/10/2025	08:00	16:00	08:00	10:15 - 11:15
Booked	Calgary Ringette Association	Saturday, 25/10/2025	11:00	19:00	08:00	N/A
		Sunday, 26/10/2025	11:00	19:00	08:00	17:45 - 18:45
Booked	St. Albert Ringette Association	Saturday, 15/11/2025	09:00	17:00	08:00	N/A
		Sunday, 16/11/2025	09:00	17:00	08:00	13:00 - 14:00
Booked	Calgary Ringette Association	Saturday, 22/11/2025	09:00	17:00	08:00	N/A
		Sunday, 23/11/2025	09:00	17:00	08:00	13:45 - 14:45
Booked	Sherwood Park Ringette Association	Saturday, 06/12/2025	09:00	17:00	08:00	N/A
		Sunday, 07/12/2025	09:00	17:00	08:00	12:15 - 13:15

Coaching Course Dates

All U16AA and U19AA coaches will be required to complete a "new to you" **Competition Development** module

September 2 - September 4, 2025	Psychology of Performance	https://thelocker.coach.ca/event/registration/13599
September 3, 2025	Manage a Sport Program	https://thelocker.coach.ca/event/registration/13603
September 9 - September 10, 2025	Coaching and Leading Effectively	https://thelocker.coach.ca/event/registration/13558
September 10 - September 24, 2025	Performance Planning	https://thelocker.coach.ca/event/registration/13537
September 15 - September 22, 2025	Developing Athletic Abilities	https://thelocker.coach.ca/event/registration/13538
September 21 - September 22, 2025	Prevention and Recovery	https://thelocker.coach.ca/event/registration/13541
September 29, 2025	Advanced Practice Planning	https://thelocker.coach.ca/event/registration/13534
October 4 - October 5, 2025	Psychology of Performance	https://thelocker.coach.ca/event/registration/13744
October 22 - October 23, 2025	Developing Athletic Abilities	https://thelocker.coach.ca/event/registration/13760
October 26 - October 27, 2025	Coaching and Leading Effectively	https://thelocker.coach.ca/event/registration/13768

<https://albertasport.ca/coaching/nccp-multi-sport-coaching-modules/competition-development-modules/>

Coaching Course Registration

Where/How to register?

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Email bronwen@ringettealberta.com for a reset.

Coaching Course Registration

If you need help with HOW TO REGISTER watch [THIS PLAYLIST](#) on YouTube. It will show you step by step how to navigate the registration platforms.

Community Sport

Coming soon.

Go to your www.coachingringette.ca/c profile and to your status or registration tab.

Click 'register' to see the list of upcoming courses.

These are in-person but register for whichever course best fits your schedule.

You should expect to miss at least one team activity during the course so don't wait to register until you're all clear. Refunds may not be available for late cancellations/rescheduling requests.

Component	Registered	Completed
1 Coach Initiation in Sport <small>I want to complete Coach Initiation in Sport (thelocker.coach.ca elearning) Ringette Canada must be notified to confirm completion.</small>	Confirm Completion	—
2 Make Ethical Decisions Module <small>This is a stand-alone generic module offered by your provincial coaching body.</small>	Confirm Completion	—
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Competition Introduction

Coming soon.

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2 Make Ethical Decisions Module <small>This is a stand-alone generic module offered by your provincial coaching body.</small>	Confirm Completion
3 Competition Introduction Clinic	register
4 Make Ethical Decisions (MED) Online Evaluation <small>I want to complete MED Online Evaluation (thelocker.coach.ca elearning) Ringette Canada must be notified to confirm completion.</small>	Confirm Completion
5 Comp Intro Portfolio <small>There is a \$50 charge for this module.</small>	begin
6 Comp Intro Evaluation	Comp Intro Portfolio required

Coaching Course Reimbursement



Coaching Staff Course Reimbursement

The costs of ringette related courses offered by Ringette Alberta or Ringette Canada for development and coach certification will be reimbursed by Park Ringette.

For information on team staff requirements go here: <https://ringettealberta.com/team-staff-requirements/>

Coaching courses will be reimbursed by after you have completed the course.

To receive your reimbursement, you must:

1. Complete and submit this form - 1 entry per course (if you have two receipts, fill this out twice)
2. Attach/upload your receipt to this form.
3. Attach course completion confirmation (course certificate or a screenshot of your NCCP Public Transcript page - <https://coach.ca/coach-transcript> will suffice.

Receipts and course confirmation will be compiled and reviewed at the end of each month for reimbursement.

If you have questions or issues with this form, send an email to Park Ringette's Director of Coach Development: coach@sherwoodparkringette.ca

Thank you!

Name of the Course completed *

- ☐ NCCP Coach Initiation in Sport (CIS eModule)
- ☐ Make Ethical Decisions (MED)
- ☒ Community Sport Initiation (CSI - Ringette)
- ☐ Competition - Introduction (CI - Ringette)
- ☐ Competition - Development (CD - Ringette)
- ☐ NCCP - Coaching Athletes with a Disability
- ☐ NCCP - Creating a Positive Sport Environment
- ☐ NCCP - Sport Nutrition
- ☐ Developing Athletic Abilities
- ☐ Coaching & Leading Effectively
- ☐ Prevention & Recovery
- ☐ Managing Conflict
- ☐ Leading Drug-Free Sport
- ☐ Psychology of Performance
- ☐ Manage a Sport Program
- ☐ Performance Planning
- ☐ Respect in Sport for Activity Leaders
- ☐ Respect Group - Keeping Girls in Sport
- ☐ First Aid and CPR
- ☐ CRC and VSS
- ☐ Other: _____

Attach/upload your receipt *

Upload 1 supported file: PDF or image. Max 10 MB.

[Add file](#)

Attach course completion confirmation (course certificate or a screenshot of your NCCP Public Transcript page) *

Upload 1 supported file: PDF or image. Max 10 MB.

[Add file](#)

Reimbursement Amount requested *

140.00

Preferred Method of Reimbursement *

- ☐ Mobile number E-Transfer
- ☒ Email address E-Transfer
- ☐ Other: _____

Coaching Staff Requirements

Expired Statuses & Coaches Week

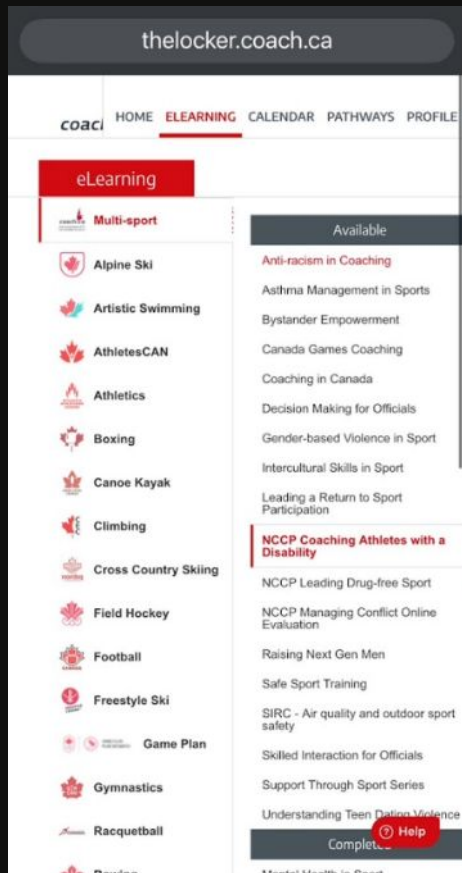
- ▶ When you check and a coach's profile has this, they need to renew. This coach needs 20 PD Points in order to continue coaching. CSI would be 10 points.

 Ringette			
COACH			
RINGETTE COMPETITION-INTRODUCTION	SINCE	END	P.D. POINTS
*** Certified NOT RENEWED	14-Jun-2013	Jan 2019	0 / 20

When the coach gets to 20/20, the end date will stay the same until January 1, 2024 when it will automatically change to 0/20 end Jan 2029

- ▶ There are lots of ways to get PD points, many done online via the CAC's eLearning:
 - ▶ Making Head Way (5 pts), Safe Sport (2 pts), Coaching Athletes with a Disability (5 pts), Mental Health in Sport (1 pt), Creating a Positive Sport Environment (5 pts), Sport Nutrition (5 pts), and many more.
 - ▶ The cost for each varies from FREE to \$20, and your association may want to discuss if they will be reimbursing any coaches for renewing.
- ▶ Coaches Week is September 16-22nd this year, and the Coach Initiation in Sport eModule will be FREE on Sept 15th. Start it then, finish later.
 - ▶ RAB will be promoting it heavily on social media, but this is a great time to save everyone some money. New coaches, junior coaches, on-ice assistants all need this.
 - ▶ Some of the online content listed above will also be free, though not all.

Coaching Staff Requirements



coach.ca/programs-and-initiatives/events-and-awa...

New to Coaching Education and Training Programs and Initiatives Sport Safety

Enjoy FREE or discounted NCCP education

During National Coaches Week, coaches can diversify their coaching knowledge with free or discounted NCCP education. Connect with your local [P/TCR](#), or [National Sport Organization](#) to learn more about their National Coaches Week events, or [log into the Locker](#) to access the following eLearning modules for free:

- September 15: [NCCP Coach Initiation in Sport](#)
- September 16: [NCCP Creating a Positive Sport Environment](#)
- September 17: [NCCP Sport Nutrition](#)
- September 18: [NCCP Coaching Athletes with a Disability](#)

coach.ca
Coaching Association of Canada
Association canadienne des entraîneurs

Canada

Coaching Staff Requirements

Coaching Requirements - Responsibility

- ▶ Ringette Canada determines the requirements for coaches, and it comes down to liability.
- ▶ Ringette Alberta can and has made recommendations to RC about changes to how many team staff need the full requirements as well as revamping the current pathway to better suit coaches' needs. This is not a quick process.
- ▶ Local Associations are the first point of contact for coaches. It is your responsibility to make sure coaches know what they need and how to get there. Check in on them frequently.
- ▶ RAB is available to ask questions you cannot handle. RAB will also deal with resetting login/password and registration date changes.

Coaches should expect to miss one or more team activities to complete their courses. They should not wait to register until they are clear and should not request a reschedule due to a team conflict.

Coaching Staff Requirements

Fees & Fines

- ▶ We recommend being clear with coaches about what will and won't be reimbursed with regards to their coach training.

Course	Fee
Ringette - Community Sport Initiation (CSI)	\$140
Ringette - Competition Introduction (CI)	\$235
Ringette - CI Evaluation	\$80

- ▶ Fines will be assessed to associations for the following infractions:

- ▶ Athletes participating in any team event before they are registered in RAMP
- ▶ Coaches participating in any team event before they are registered in RAMP
- ▶ Individuals acting in a role for which they do not meet the qualifications, e.g. allowing an individual to register as a trainer but act as a coach
- ▶ AFTER the Roster Freeze date of Dec 15th, teams who require additional team staff to be added in order to remain viable

Fines range from \$500-\$750 and may result in teams forfeiting previous games played

OR any ice/bench staff still participating after Dec 15th if they were removed from the roster

Coaches Resources and Responsibilities

Responsible Sport Movement

▶ Rule of Two infographic

- The "Rule of Two" also applies to electronic and online messaging.
- ▶ Use discretion when creating or joining a team text / online chat. Ensure all messages include a parent or coach. }
DO NOT have one-to-one messaging emails, texts, online chats, etc with an individual player.

▶ 3 pillars of the [Responsible Coaching Movement](#)



Rule of Two



Background Screening



Ethics Training

RULE OF TWO

The goal of the **Rule of Two** is to ensure all interactions and communications are open, observable and justifiable. Its purpose is to protect participants (especially minors) and coaches in potentially vulnerable situations by ensuring more than one adult is present. There may be exceptions for emergency situations.



- ▶ Documents to share with your coaches: Emergency Action Plan, Kickoff meeting agenda template, medical forms

Coaches Resources and Responsibilities

Park Ringette Policies and Forms

- The Return to Play form below must be filled out by a healthcare professional and returned to the Team Manager or Coach before the athlete will be allowed to resume play.

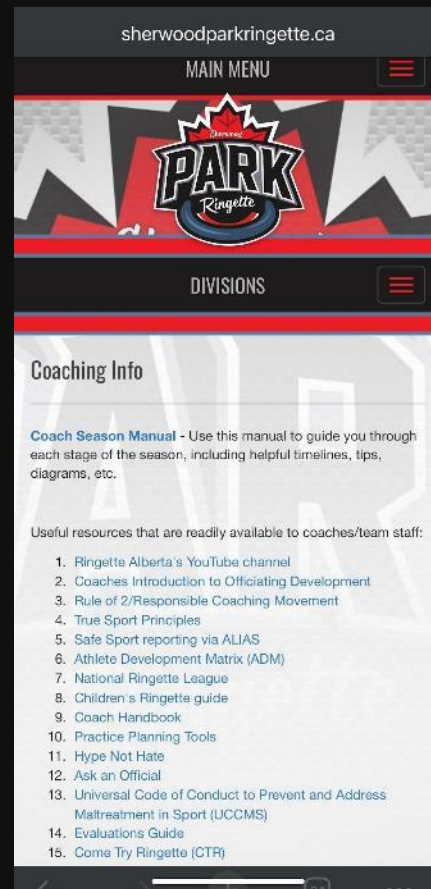
[SPRA Concussion Policy](#)

[SPRA Athlete Return To Play Policy](#)

[SPRA Return To Play Form \(mandatory\)](#)



NEW Park Ringette Coach's Season Manual



Coaches Resources and Responsibilities

Interacting with On-Ice Officials

This must be communicated to all coaches, athletes, and spectators clearly.

- ▶ Abuse of officials will not be tolerated.
- ▶ Despite taking in ~100 new officials every year, the pool of officials only grows by a few each season. This means ~100 officials LEAVE.
- ▶ Officials have a long-term development plan, and it doesn't include mastering everything at once at the beginning.
- ▶ You should expect officials to be about as competent as the athletes at whatever level you're at
- ▶ Officials make 200+ decisions over the course of a game.
- ▶ Asking an official for clarification is ok, and you can still disagree, but the discussion is over.
- ▶ Coaches have a responsibility intervene when athletes, spectators, or other team staff aren't behaving respectfully.

Coaches Introduction to Officiating Development

Years of Experience	Levels Officiated	Suggested Development Provided (at minimum)	Expected Proficiency
0	U12B and lower	Level 1 clinic, games with mentor, games with a more senior official (1 or more years experience), evaluations	<ul style="list-style-type: none"> can keep up with the play introduction of basic signals (violations, 2 line, goalie ring) basic penalty execution (tripping, high stick, hooking, and some body contact) introduction to decision making and anxiety management introduction to communication strategies
1 to 2	U12A and lower	Refreshers every 2 years, should be attending local tournaments, evaluations	<ul style="list-style-type: none"> consolidate signals intro and develop penalty mechanics develop violation mechanics develop positioning develop decision making and anxiety management develop communication develop teamwork introduction to conflict resolution

Years of Experience	Levels Officiated	Suggested Development Provided (at minimum)	Expected Proficiency
2 to 5	U14B to Open (depends on age of Official, number of games officiated, and rank/clinic achieved)	Level 2/3 clinic (invite only)- must be 16 years old, should be attending regional tournaments, evaluations, potentially playdowns or provincials	<ul style="list-style-type: none"> consolidate penalty mechanics, verbalization, and violations refine signals introduce and develop misconduct/match penalty mechanics consolidate positioning develop and consolidate decision making consolidate communication, teamwork and conflict resolution develop advantage calls
5+	U14A to Open A	Should be attending regional tournaments, evaluations, playdowns or provincials	<ul style="list-style-type: none"> refine penalty mechanics, verbalization, and violation mechanics consolidate multiple penalty mechanics, and consolidate/refine misconduct/match mechanics refine position, consolidate reading the play refine decision making, communication, teamwork, and conflict resolution consolidate advantage calls

<https://ringettealberta.com/content/officials-resources>

- [Coaches Introduction to Officiating Development](#)
- [Parent Introduction to Officiating Development](#)

Coach and Player Development

Junior Coaches, Managers, Trainers & Team Requirements

- ▶ Get a Junior Coach!
- ▶ Must be supervised by a head coach or assistant coach at all times
- ▶ Do not fulfill the female coach requirement

Teams are not required to register a manager but are strongly encouraged to do so. This helps with communications in the future! Managers are not allowed on the bench.

- ▶ Ringette Alberta believes that:

“Young Ringette players benefit from the positive role modelling of adult women in leadership (coaching) roles and from observing mutually respectful teamwork between adult female and adult male coaches.”

- ▶ Min/Max on TRF
- ▶ Min/Max on bench during games
- ▶ Acceptable Absences - RAB doesn't need to know!

Teams are not required to register a trainer, but if they do, the trainer(s) must submit proof via a Google form (to be sent). Female trainers do not fulfill the female coach requirement.

Coach and Player Development

Mentorship & Development Opportunities

- ▶ Development opportunities for coaches include:
 - ▶ RAB Challenge
 - ▶ RAB Cup
 - ▶ La Relève
- ▶ RAB has a Coaching Resources page that is updated regularly
- ▶ RAB has a YouTube Channel with videos of various skills/strategies for various levels
- ▶ Ringette Canada has the Athlete Development Matrix available!
<https://ltrd.ringette.ca/wp-content/uploads/2020/10/Ringette-Canada-ADM-2020-PG-Eng-2.pdf>

Practice Planning



How to plan a practice!

Ask yourself, then answer these questions: What (who) are you working with and what do you want to work on?

1. Logistics

- Time
- Duration
- Location
- Full ice/half ice
 - Who are you sharing with? Same division, different.
- How many athletes expected
 - Assigning them to groups/pinnies colours?
- How many coaches/junior coaches coming – what are their roles, are they running a station? Do they know what's expected of them?
- How many goalies?
- Equipment – rings, pylons, pinnies, 1st aid, binder (emergency info) etc.

2. Practice sections:

- Introduction: greet athletes, share practice plan, skills planned etc. Can be done pre-practice when athletes arrive or via email ahead of time, or a combination of both.
- Warmup: gradually increase intensity of movement. Includes a general warmup and specific warmup (passing, shooting, making saves). Reserve 15-20 minutes for this. There are lots of games that work for warmups.
- Main part: this includes everything in the practice that is not warmup or cooldown. All skill development, strategy and tactic work, and conditioning if applicable. Reserve 30-50 minutes for this.
- Cool down: gradually decrease the intensity of movement.
- Conclusion: reiterate the focus of the practice, remind athletes about what's next (game, practice, tournament, etc.). Can be done on the ice, bench, or dressing room.

3. What to work on? **Always start by thinking about what you want to work on, not just which drills you want to do.**

Try to limit the variety of skills/tactics you work on in a single practice. This varies depending on the level, but working on too many different skills is challenging to athletes and doesn't give them enough time to take it in. There are things it's impossible to separate (checking vs. ring protection) but you can choose which part to emphasize and provide feedback on. Pick one from each category (categories are incomplete – see Athlete Development Matrix).

- Skating: forward, backward, crossovers, stops, pivots
- Ring skill: passing, receiving, checking, ring protection, shooting
- Strategy: breakout, free pass, offensive zone play, defensive triangle, forechecking, special situations.
- Goaltending: positioning, ring distribution, crease movement, rebound control, fakes



- Selecting drills and progressions.** Starting from the skills/tactics you want to work on, and, catering to the mid-level ability of your team, find or adapt a drill to practice that skill/tactic. Make sure the drill has progressions so it will grow with athletes.
 - If applicable, allow athletes an opportunity to practice just the skill/tactic without outside pressure/opponents. This doesn't need to be game-like and athletes should be given the chance to do multiple reps in a short period of time. Examples:
 - If your skill is a 2-foot stop, don't have them practice by skating all the way to the other end of the ice and stop once. Have them set on a zigzag pattern and stopping every line, or use pylons.
 - When learning to pass, have athletes pass to themselves against the boards. They still learn about proper technique and aim (the ring should come back to them) but without waiting for a partner to catch a pass and return it. Athletes may get 3-4 times more passes done than in pairs.
 - Find or adapt more than one drill that allows athletes to practice the same skill/tactic in a way that mimics how the skill/tactic is used in a game. Some skills/tactics lend themselves better to this than others, but it's imperative to make sure that you avoid drill setups that go against ringette tactics/strategies. If you're not sure what that might look like, ask Ringette Alberta!
 - Make the skill/tactic fun by playing a game that incorporates the skill. Many forms of tag or relay races can use basic ringette skills.

General Considerations

- Safety has to be the first consideration always. Make sure any races don't end too close to the boards, keep athletes in lanes that avoid collisions, have lines start in safe spaces.
- Don't forget about your goalies!** Make sure they are included in team huddles, have a coach assigned to them, and know what's expected during each segment of practice. If you're not sure how to approach goalie coaching, contact your association coaching director or Ringette Alberta.
- Athletes often compare themselves to teammates. Who's the fastest? Who's the strongest? Try to create drills/progressions/games that offer athletes a chance to compete against themselves, or that require teamwork.
 - How far did they glide this time? Make a mark on the ice/leave a ring there. See if they can go that far or further the next repetition!
- Plenty of relay races, ring races, variations of tag, and other activities can be modified to practice certain skills.
- Use stations! This allows athletes to practice skills in smaller groups where they may feel less pressure to do well quickly, therefore taking their time to actually learn a skill. Athletes can also be separated into similar small groupings where they are closer in ability. Make sure there are enough coaches to run each station and that they are prepared.

<https://ringettealberta.com/content/coaching-resources>

Practice Planning: hockeyshare.com

hockeyshare.com/drills/assn/#

PARK 50-50

SPRA - Shared Drills

Search SPRA

PASSING

SHOOTING

SKATING

COMPETITIVE

SMALL GAME

GOALIE

SYSTEMS

TIMING

BACKCHECKING

WARMUP

STATIONS

1 ON 1

2 ON 2

2 ON 1

3 ON 2

3 ON 3

2 ON 0

ABILITY

DEFENSE

FORWARDS

SKILL DEVELOPMENT

UNCATEGORIZED

Search: Assn Plans

SPRA Week 1
2024-10-14 - 12:00pm - 12:00pm
Shared with Association

SPRA Week 2
2024-10-14 - 12:00pm - 12:00pm
Shared with Association

U14 #5 23-24
2023-11-21 - 12:00pm - 12:00pm
Shared with Association

U16 #5 23-24
2023-11-21 - 12:00pm - 12:00pm
Shared with Association

U19 #5 23-24
2023-11-21 - 12:00pm - 12:00pm
Shared with Association

U10 S1 S2 #5 23-24
2023-11-14 - 12:00pm - 12:00pm
Shared with Association

U12 & U10S3 #5 23-24
2023-11-14 - 12:00pm - 12:00pm
Shared with Association

U16 #4 23-24
2023-11-21 - 12:00pm - 12:00pm
Shared with Association

U19 #4 23-24
2023-11-21 - 12:00pm - 12:00pm
Shared with Association

U12 & U10S3 #4 23-24
2023-11-21 - 12:00pm - 12:00pm
Shared with Association

U14 #4 23-24
2023-11-21 - 12:00pm - 12:00pm
Shared with Association

U10 S1 S2 #4 23-24
2023-11-21 - 12:00pm - 12:00pm
Shared with Association

1/2 Ice Tumo Box with D to D Support

Diagram 1:
Set Up - 2 D mid ice in defensive end, 2 F on the boards.
F1 pass the ring to D1 who has moved into a back support position.
D2 skates backwards to create some separation.
F1 pressures D1 to look for support.

Diagram 2:
D1 makes a support pass to D2.
D2 then make a clean stick to stick pass out of the zone to F2

Diagram 3:
F2 picks up pass and "jumps" middle.
F1 and F2 are not on the same team moving back into the zone 2v2 on the supporting D.
D1 marks tight on F1.
D2 pressures F2 to make a pass.
F2 finds a passing lane to F1

Diagram 4:
Drill continue 2v2 to the net.
If D get the ring, they must make a clean pass back to a coach standing at the blue lines. If F1 and F2 lose the ring before a shot on net they are stopping to D from making a pass to the coach.

Drill continues if F get the ring back.
Once a shot or a pass to the coach is made, the drill is over.

Coach and Player Development



Plans for the 2025–26 Season:

- Powerskating Changes – Renee Brown-Lobb
- Dr. Lisa Rogerson – Mental Training
- Dryland Space Availability
- Shooting Clinics
- Coach the Coach Sessions
 - Power Skating
 - Tactical
- Goaltender Development



Coach and Player Development



Renee Brown-Lobb

- Grew up playing Ringette in Sherwood Park
- Degrees in Kinesiology and Education
- High school athletics teacher in Edmonton
- 10 years coaching experience
- Joining us Thursdays
 - Coaches MUST attend on ice with your teams
- Plans in the works for her to provide coach the coach on ice - power skating specific



Coach and Player Development



Changes to Frequency of Sessions

- LTAD
 - Following closer to the LTAD framework means:
 - U10 – fun and general physical literacy over technical
 - 4 Sessions in first half of season
 - U14/16C - balance growth with engagement.
 - 4 Sessions in first half of season
 - U12, U14 A/B, U16 A/B - key skill-building phases per LTAD, athletes are most engaged and ready for focused development
 - 4 Sessions in first half of season
- U19
 - Piloting only 4 sessions and for whole division on a FCFS sign up basis due to low attendance prev seasons
- **Overall:** looking at ice availability to add additional sessions in January

Coach and Player Development



Dr. Lisa Rogerson

- PhD in Sport Psychology
- Olympic Level performance enhancement consultant
- Mental Training for Players
 - Step 3 to U19 (AA TBD)
 - Sessions Scheduled by age division
 - From Sept 29 to Oct 7
 - Community Centre Room 2
- Focus:
 - Cognitive focus vs. level of competition
 - Age appropriate strategies for players on facing adversity, what does success look like, inclusion, emotional regulation etc
- Coaches to attend with teams



Coach and Player Development



Dryland Space Available

- Campbelltown School Gym
 - Tues and Thurs 6:30–7:30 all season
 - FCFS sign up will come out this week
- Shooting Clinics
 - During development ice Friday evenings at MLP
 - Currently working on a vendor
 - Players and coaches to attend – coaches expected to learn along with players to reinforce techniques during practice

Coach and Player Development

Goaltender Development

- ▶ Ringette Alberta requires all associations to monitor and enforce the Group Member Goaltender Policy
- ▶ Any athlete can choose to ONLY play in goal at any time/age, but that does not mean they get to play in goal every game.
- ▶ AS, U10 Step 1 & 2: max 25% of games prior to Dec 31st, and 25% of games after Dec 31st.
- ▶ U10 Step 3: max 50% of games prior to Dec 31st and max 50% of games after Dec 31st.
- ▶ U12B and U12C: max 75% of games prior to Dec 31st, and 75% of games after Dec 31st.
- ▶ The purpose is to develop a bigger pool of goaltenders so that teams/ associations are not parachuting in goaltenders from hockey late in the season.
- ▶ Make goaltending fun from the first, it won't be so intimidating in U12
- ▶ This should not come as a surprise to coaches in February
- ▶ If this is ever going to change, we need another option to develop goalies!

Coach and Player Development

Children's Ringette

- ▶ The guide was updated in June 2025 and can be found at <https://ringettealberta.com/content/childrens-ringette-guide-for-coaches>
 - ▶ Outlines key elements of the half ice game, as well as transition from half-ice to full ice for Step 2 if groups are using that.
 - ▶ Optional pilot for junior referees - First Stripes!
 - ▶ Roles for coaches

Coach and Player Development

Affiliation

- ▶ Read through the affiliation policy.
- ▶ How many affiliates can you have dressed at your game?
- ▶ Intent is to safely have enough athletes to compete. Affiliation is NOT:
 - ▶ Develop athletes with more ice time
 - ▶ Make your team more competitive
- ▶ Tip: if you affiliate a player whose parent is a coach, add the parent to that team's coaching staff.
- ▶ Collaborate with nearby associations if you do not have a team at every level.
- ▶ Affiliate from more than one team if you can so that conflicts won't affect everyone
- ▶ Work together so that there are enough affiliates for every team

RAB Policy 5.0 Player Affiliation

5.4.6 Competitors 'dressed' and listed on a team's game sheet shall be:

5.4.6.1 A minimum of seven (7) players (including skaters and goaltenders).

5.4.6.2 A maximum of five (5) affiliate players.

AFFILIATING ONLY SKATERS

5.4.7 When affiliating only skaters for participation in a game:

5.4.7.1 A maximum of eleven (11) skaters may be dressed and listed on the team's game sheet.

5.4.7.2 A part time goaltender who is dressed as a skater for a particular game is included in the 11 maximum skaters.

AFFILIATING ONLY A GOALTENDER

5.4.8 When affiliating only a goaltender to participate in a game:

5.4.8.1 Subject to 5.4.10, a maximum of eighteen (18) competitors may be 'dressed' and listed on a team's game sheet.

AFFILIATING A COMBINATION OF SKATERS AND A GOALTENDER

5.4.9 When affiliating a combination of skaters and goaltenders for participation in a game:

5.4.9.1 A maximum of 11 skaters and 2 goaltenders may be dressed for a game where a team dresses two goalies subject to clause 5.4.8.

5.4.10 Affiliate Goaltenders

5.4.10.1 The affiliate goaltender is only to be played in the event of illness, injury or absence of the full-time goaltender.

5.4.10.2 The affiliate goaltender may be dressed as a back-up in any game (provided the team follows 5.4.1) and may only play if the full-time goaltender gets hurt or becomes ill during the course of that game.

5.4.10.3 Coaches must ensure the purpose of affiliation is upheld with their goaltender affiliation choices.

Interpretation:

Case 1: A team has only 10 or fewer skaters and 1 goaltender from their regular team available to dress for a game:

Policy allows: Affiliation of the number of skaters to get the team up to a maximum of 11 dressed skaters on the game sheet for that team.


Coach and Player Development

Extras!

- ▶ Educate your spectator group about the rules and strategies of ringette. It's much more like lacrosse or basketball than hockey. This will help your coaches and athletes avoid mixed messaging! RAB has YouTube videos for that!
- ▶ Encourage your coaches/teams to partner with an older/younger team in your association. Share a practice, do a joint warmup, watch each other play a game and make posters to cheer them on. It's great teambuilding and mentorship for the older athletes, and the younger ones love it.
- ▶ Take your team to watch a higher-level game in your area, or watch one together on YouTube (from Worlds, NRL, or Canada Games). Athletes, coaches, and spectators will learn a lot.
- ▶ Assign a coach to work with your goalie(s) every practice. Can be the same or different each time, but don't ignore them or leave them alone!
- ▶ Start planning teambuilding activities right away. Vary the type of activity so that different players can excel at different activities.

Pilot opportunity!
Spectator educator

2025 Rule Changes



**RINGETTE
CANADA**

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RINGETTE CANADA ANNOUNCES RULE CHANGES FOR THE 2025-26 SEASON

August 21, 2025

Ringette Canada has announced a series of rule changes for the 2025-26 season. Recent ringette rule changes have been brought in to focus on player safety & game flow.

These rule changes were unanimously approved by the organization's rule change task force.

Ringette Canada will be highlighting some of the rules changes, specifically those surrounding equipment, with an information campaign that will roll out over the coming weeks to help address any questions from the ringette community.

Ringette Canada has also created a video to help highlight the new rules put in place. You can find that on our YouTube channel: <https://www.youtube.com/watch?v=tY2dNhNVdTO>

<https://www.ringette.ca/news/june-2025-equipment-rule-changes/>

2025 Rule Changes

With a new cycle of rule changes, there have been questions asked about updates to equipment rules. We have answered several below, and will continue to add more as they are received over time.

GLOVES

1. Why are lacrosse gloves now not allowed in ringette?

This is not a new rule. This rule has been in the Official Rules and Case Book for a long time. The update to the rule regards the anatomical area described, however the intention has always been to protect the wrist arteries and veins, as well as protecting the hands.

2. If my glove is damaged during play, what do I do?

If your glove is damaged, similar to if your neck guard comes off during play, you stop what you're doing and skate off the ice to the players bench until it is fixed.

3. If the rule says gloves can't be modified, how can you re-palm it?

Glove re-palming for durability, using approved materials such as leather, clarino or tackified leather, patching of finger gussets, thumb repairs, and cuff stitching is possible if it maintains the integrity of the original glove.

4. What gloves are allowed?

Gloves manufactured for ice sports that are made with cut resistant materials are acceptable. All gloves made for ice hockey, as well as PURE and Winnwell's Athena have been tested for safety and are approved.

5. Are there statistics on why hockey/ringette specific gloves need to be used and how many injuries have been incurred from lacrosse gloves?

Lacrosse gloves with an open wrist are not legal for Ringette. If an injury were to occur to an athlete wearing illegal equipment they would not be covered by Ringette Canada's insurance policy. One injury is too many.

<https://www.ringette.ca/our-sport/equipment-standards/equipment-faqs/>

June 2025 Equipment Rule Changes

2.1 Knee, Shin, **Shoulder** and Elbow Pads

All players shall wear knee, shin and elbow pads. A plastic shell, or similar hard shell protection, is required in all knee protectors (goalkeepers excluded). **All players registered in U19 and younger age groups shall wear shoulder pads designed for participation in ice sports.**

5.7 Gloves

5.7.a All players shall wear gloves that fully cover the hands and that have two layers of material on the back with some type of protective padding material in between.

NOTE: A protective glove that, as a result of wear, has small or insignificant holes in the palm need not be removed from play. However, should such holes compromise the safety of a player, that player should not be allowed to use the glove.

5.7.b Palmless gloves and gloves that expose the **volar** aspect (underside) of the wrist to the risk of injury are prohibited.

5.2 Ringette Sticks

5.2.b The Ringette stick may be made of wood, plastic, aluminum or any similar material. In the case of composite sticks that employ more than one material in their construction, **sticks and tips must be manufactured specifically for Ringette and designed to meet the sport's regulations and performance standards. Modified or repurposed composite sticks from other sports are not permitted. Should one of the replaceable pieces separate during the game if possible it should be returned to the team to determine if it can be safely and legally repaired.**

5.2.c A stick can be painted. However, if it is commercially manufactured, the make and model shall still be visible. Should the make and model not be visible, the stick will be deemed to be illegal.

5.2.d Both ends of the stick shall be free of cracks and splinters. If the surface of the stick is textured, the difference between the lands and grooves shall not exceed 1mm (0.04 in.) Tape may not be added to the playing end of the stick. **Should a stick be deemed broken other than the separation of replaceable pieces, it shall be removed from play for the remainder of the game.**

<https://ringettealberta.com/content/required-ringette-equipment>



<https://www.ringette.ca/news/ringette-canada-announces-rule-changes-for-the-2025-26-season/>

2025 Rule Changes

BROKEN/LOST STICK TIP?

Stick and/or tip can be returned to the team

When the stick is safely repaired it can return to play

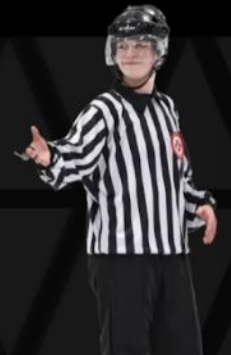


BROKEN/LOST STICK TIP?

Revised delay of game:


Player given chance to drop it

Only when deliberate




<https://www.ringette.ca/news/ringette-canada-announces-rule-changes-for-the-2025-26-season/>

2025 Rule Changes




4 on 3 during any delayed penalty


No need to pull your goalie



Ringette Canada | Ringuette Canada




**4 on 3 during delayed penalty,
Goalie can remain on the ice**




Rule only applies during signal

**Does not persist during penalty
time**

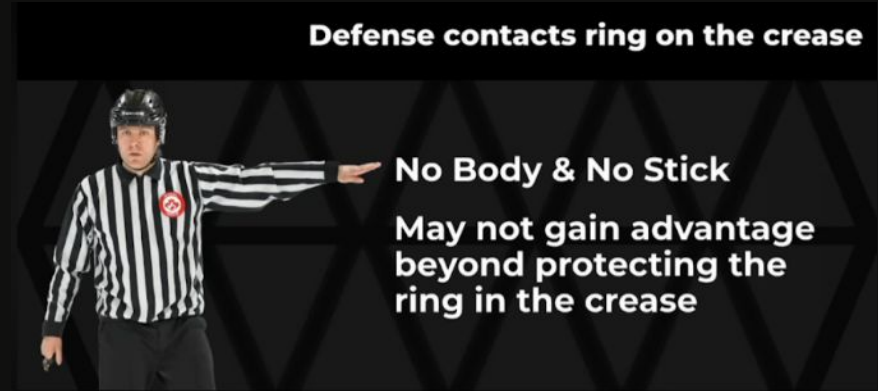
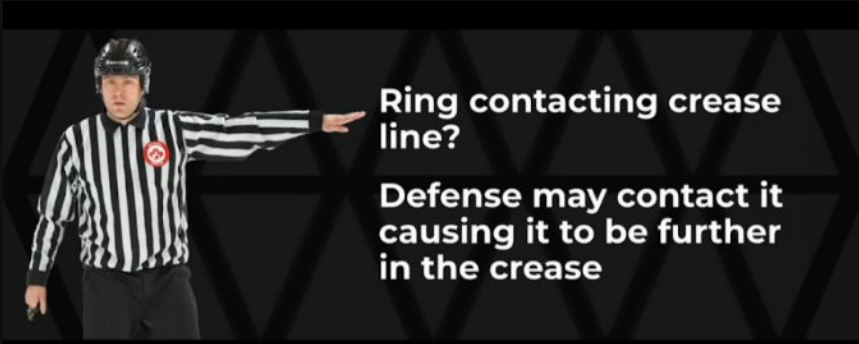


Ringette Canada | Ringuette Canada



<https://www.ringette.ca/news/ringette-canada-announces-rule-changes-for-the-2025-26-season/>

2025 Rule Changes



<https://www.ringette.ca/news/ringette-canada-announces-rule-changes-for-the-2025-26-season/>

2025 Rule Changes

Intermission “Warm up”

2 rings

1 shooter

Ice half nearest team's bench



No penalty shot or awarded goal if a goal would be disqualified.

<https://www.ringette.ca/news/ringette-canada-announces-rule-changes-for-the-2025-26-season/>

Spark Passion. Foster Potential. Build Community.

1

Complete your CRC/VSC

The request letter from Park Ringette is on our website, under the "MANAGER" tab

2

Register in RAMP

Deadline for Association to provide BGL with all team staff contacts is Friday, October 03, 2025

3

Complete Required Training

Check your MyLocker account and the coaching ringette account

4

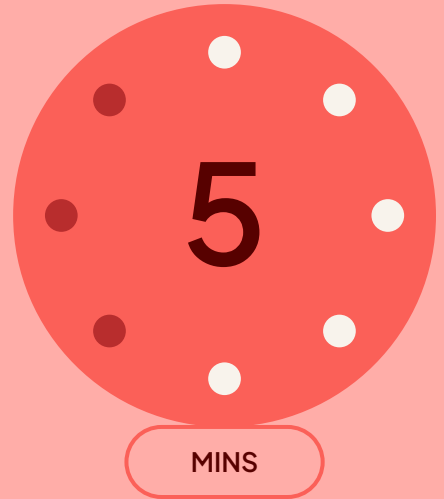
Enjoy the season

A good coach can change a game. A great coach can change a life.



Rest time

Let's take a break!



The Team Manager

Thank you for taking on the important role of Team Manager this year!

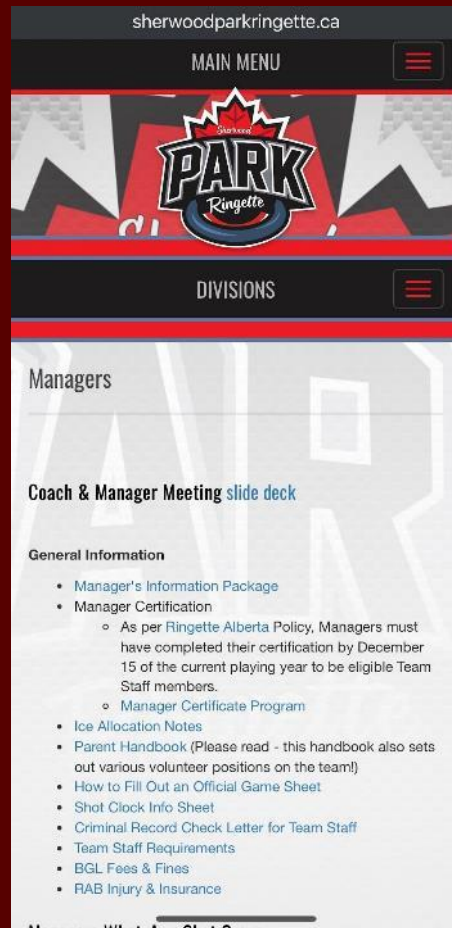
Our teams cannot function without this vital position being filled.

Our website has been updated to provide the documents you will require as a manager, please reference it often.

****New this year****

Managers Toolbox

<https://parkringette.com/content/managers>



Team Managers Information

AGENDA:

- Key Dates
- Getting Going...
- CRC / VSC
- Bank Account
- Minor Officials
- Spectator Liaison
- Digital Game Sheets
- Exhibition Games
- Blackouts and Reschedules
- Platinum Ring
- Golden Ticket Exchange
- Change Rooms
- Dispute Resolution Process
- Code of Conduct and Ethics
- Social Media
- Team Photos
- Qualifications/Requirements
- Fundraising
- Equipment Requests
- Team Apparel
- Manager's WhatsApp group chat



KEY DATES:

BGL Managers Meeting - October 7, 2025 (subject to change)

BGL Critical Dates

Session 1

- October 4, 2025- Session 1 schedule distributed
- October 10, 2025 - Session 1 begins play all divisions except U10 (begins October 17)
- Session 1 Blackout Deadline September 19

Affiliate Registration Form

To be submitted by November 15

You will be given a list of your designated affiliates for the season.

Player Affiliation Form (available on the RAB website) needs to be completed and sent back to our REGISTRAR.

If you have any questions about your team affiliates, please reach out to your division director.

KEY DATES:

Session 2

- December 6, 2025- Session 2 schedule distributed
- December 12, 2025 - Session 2 begins for all divisions
- Session 2 Blackout Deadline

CHRISTMAS BREAK DECEMBER 21 - January 2 - NO GAMES

Session 3

- Begins at different times for different levels, please refer to BGL Critical Dates Document for your division.

Alberta Winter Games - February 13-16, 2026 - U16 A/B/C Division Only

KEY DATES:

Phyllis Sadoway Tournament

- November 7-9, 2025

Platinum Ring Tournament:

- November 7-9, 2025

Mini Platinum Ring Tournament

- January 30 - February 1, 2026
- Active Start 1 & 2, U10 Step 1, U10 Step 2 (Full Ice), U10 Step 3 (Full Ice)



GETTING GOING...

Communicate with your Team Staff (all Coaches, JR Coaches, Manager) – you are a team!

Set up Team Snap / RAMP

Parent meeting

- Set out expectations for the season
 - Player Expectations
 - Parent Expectations
 - Financial Expectations, proposed spending
- Fill Volunteer Roles

Ensure your team staff all have their CRC and are registered in RAMP

Read the Parent Handbook (on the website [here](#))



GETTING GOING...

COMMUNICATION:

The main job of the Manager is communication with your team!

This can include communicating the schedule of games, practices, social events, etc... to your team (using a platform that your team chooses – Team Snap, RAMP, etc...)

Lines of Communication for a Manager

- Division Director
- Ice Allocator
- Player/Coach/Goalie Development
- Coaches
- Parents
- All correspondence to BGL must follow the Line of Communication Flow Chart per their Operations Manual (page 10)
(Also can be found in the Parent Handbook)

GETTING GOING...

COMMUNICATION:

HOW DO I COMMUNICATE WITH MY TEAM?

Teams typically choose a software platform to communicate with one another. There are options, but most commonly used platforms are TeamSnap or RAMP.

- RAMP is free and can be directly linked to your team and schedule.
- TeamSnap will incur costs to the team. There are different levels of subscriptions. Under 15 players can use a free version. If you opt to use Teamsnap, include it as a budget line item. Annual Subscription is usually cheaper than paying monthly for the length of the season. TeamSnap charges in USD.
- TeamLinkt is another team management app that is available to use.



GETTING GOING...

TEAM ROLES:

Here is a list of roles that you **may** require on your team. It is not the Manager's job to do everything. Delegate responsibility where you can. All these roles are outlined in the Parent Handbook.

- Manager
- Treasurer
- Tournament Coordinator
- Fundraising Coordinator
- Minor Officials Coordinator
- Platinum Ring Representative
- Spectator Liaison
- Social Coordinator
- Nutrition
- Social Media Coordinator
- Apparel/Teamwear



CRIMINAL RECORDS CHECK:

All members of your Team Staff are required to have an up to date (up to 2 years old) Criminal Record Check (CRC). This can be done free of charge for residents of Strathcona County at the RCMP Detachment. A letter from Park Ringette is required and can be found on our [website](#).

If you are not a resident or are trying to get one with EPS, there may be a charge. A copy of each person's completed CRC must be uploaded by THEMSELVES into their RAMP Profile.



SETTING UP A TEAM BANK ACCOUNT:

Managers may be required to assist their Team Treasurer with setting up a team bank account. The bank you choose may require signed copies of both **meeting minutes** (from your parent meeting) **and rosters** before an account can be set up. The signed minutes usually need to include the following:

- Who was in attendance, date, and time (start and finish)
- The agenda of the Parent Meeting (get from your coach)
- How many people you'll be requiring to have signing authority
- What the account should be named
- To be signed by at least two people in attendance

Alternatively, your bank may only require a signed letter (coach, manager, treasurer). A template for this letter is available in the Managers Toolbox.

MINOR OFFICIALS:

HOME TEAM:

Time Clock

Game Sheet

AWAY TEAM:

Shot Clock

Penalty Box



SPECTATOR LIAISON:

Teams are required to have a Spectator Liaison (SL) at each game.

Liaisons must have badge visible at games (Park Ringette will supply each team with one prior to league games starting)

Responsibilities of the SL:

- Seat yourself in a visible area to watch the game
- Monitor the behavior of your team's spectators
- Quickly diffuse potential issues by calmly addressing the behavior with the person(s) involved
- Connect with the other team's SL should unacceptable behavior occur with spectators not associated with your team. Under no circumstances should a SL directly police another team's fans
- Submit a brief report in writing, outlining any incidents involving any individuals, to:
vp@sherwoodparkringette.ca

DIGITAL GAME SHEETS

BGL Electronic Game Sheet Instructions ([click HERE for link to further instructions](#))

RESPONSIBILITIES OF THE HOME TEAM and VISITING TEAMS

1. The Home team is responsible to enter all MINOR officials
 - Time Keeper
 - Scorekeeper (RAMP Game sheet App)
 - Shot Clock operator
 - Penalty box attendants
2. Home team must set their roster in game sheet APP prior to the start of the game
3. Visitor team must set their roster in game sheet APP prior to the start of the game
4. Players or Coaches can be edited if suspended or injured and must be changed in the roster
5. Spectator Liaison to be added to both Home and Visitor Rosters under TEAM STAFF
6. Discipline information will automatically be forwarded to the BGL Disciplinary Director at the conclusion of the game
7. Visiting team must verify the game sheet as we currently do (please remember this verification is for the score and the completion of the game)

DIGITAL GAME SHEETS

SCOREKEEPER RESPONSIBILITIES

- Correctly completing the online score sheet while in the time keepers box is essential to ensure we have accurate record keeping. It is important that managers and parents are knowledgeable about the new online game sheet system.
- It is the scorekeepers responsibility to ensure accurate game information is recorded on the electronic game sheet
- The score keeper or 1 penalty box attendant may also aid in the scorekeeping by using a scratch pad to help keep track of goals, penalties and the times for accurate input of stats into the game sheet App
- At the conclusion of the game the score keeper must ensure that all minor officials have been added to the game sheet (time keeper, score keeper, and shot clock operator)
- The goalies **MUST** be added to the game sheet at the conclusion of the game please fill in all fields as they are required for the upload of the goalies. The shots will need to be filled in, this field can use either accurate shots if tracked or just enter 1 shot per goal.

DIGITAL GAME SHEETS

REFEREES

- Referees must complete the game sheet on the time keeper's device or their own following the game. Referees should be checking for accuracy of the sheet as well as input of their information.

Visiting team must also verify the game sheet on the back end of the BGL site under administration.

Helpful Aids for Managers and Minor Officials

www.youtube.com/watch?v=mH9lWiNPAFM

[RAMP GAMESHEET INFO](#)

Exhibition Games | BGL

- Exhibition games are booked and set up via BGL.
- Games will be set up by the home team using the [Request an Exhibition Game](#) button on the BGL website.
- Teams use ice they have and make the arrangements with the visiting team.
- Refs will be booked by BGL when the game request is submitted and will be charged back to the home team association
- Managers should keep a log of the refs to ensure the team has the funds to pay Park Ringette
- Teams should allow a minimum of 1 week to allow for the refs to be booked.
- Teams attempting to book games on their own will be subject to BGL discipline.
- League games are given priority over exhibition games, and referees may have reduced availability during tournaments and similar events.

Blackouts, Reschedules, Fines, Exhibition Games

- Session 1 blackout deadline has passed (September 19)

You will automatically receive a blackout for Turkey Ring and/or our own tournament Nov 7-9.

Each team is eligible for 2 blackouts during the season. They can be split between session 1 and 2 or incurred in the same session.

Please use the Team Tournaments Document circulated by the Ice Allocator to notify our scheduler of your tournaments

Team Tournaments

Each team is allowed 1 free game reschedule and 1 extra game reschedule at a cost to the team.

- Any further reschedule requests will be considered a forfeit and will incur a cost to the team.
- Travel/Weather reschedule information is listed on BGL website, please ensure you are familiar with what is required to reschedule so you do not incur a fine. (Page 43 Operations Manual)



Platinum Ring



1. **All Park Ringette teams must attend Park Ringette PRT home tournaments.**
2. Each team will need to assign/provide a representative from your team to help with the Platinum Ring. This representative must attend all planning meetings. (If unable to attend have someone else from the team in your place)
3. Tournament representative will work within the committee to help our Platinum Ring be a successful experience with tournament representative and rink representative duties.
4. Representatives are responsible to communicate tournament commitments to the team, such as raffle basket donations valued at \$150 and geared to their teams age group. Representatives must also arrange volunteer shift schedules for the tournament with their team.
5. Each team representative is to obtain 2 donations for the tournament. It can be a silent auction item **or** a discount at a local restaurant. Letters from the Platinum Ring Directors will be provided to the representatives, which can be provided to the various businesses as required.
6. Representatives will generally work one to two additional shifts the weekend of the tournament as a “Tournament Committee Representative” in addition to team volunteer requirements



Platinum Ring

- Each Park Ringette team must register for the tournament at https://secure.htgsports.com/tourneys.nsf/BTSRP_Reg?OpenForm&ParentUNID=63D302B31BD75DDD85258C7300539B5B&lang=en

The link can also be found on the Park Ringette website, under tournaments.

- Please have your team's PRT Representative email tournament@sherwoodparkringette.ca with your team division and team name (ie: U14B-2 Rockstars) with their name, email and phone number **no later than Sept 28, 2025**
- There is no tournament registration fee for Park Ringette teams.



Golden Ticket Exchange

GOLDEN TICKET

- A golden ticket is an exchange with another association's team in the same division for a spot in their tournament and they in return receive a spot within our Platinum Ring tournament.

GOLDEN TICKET RULE

- There is only 1 available per Park Ringette team, per season. Teams are to obtain their own golden ticket and must be exchanged with a team in the same division.
- Once you have made an agreement with another association, you must email tournament@sherwoodparkringette.ca with your team and their team's name, and ensure that they have been Cc'd in the email. BOTH teams must be registered, and the other team's payment must be sent via etransfer.



Change Rooms

- Female (adult) in the dressing room
- The Rule of Two
- Cell phone use – guidelines

RULE OF TWO

The goal of the **Rule of Two** is to ensure all interactions and communications are open, observable and justifiable. Its purpose is to protect participants (especially minors) and coaches in potentially vulnerable situations by ensuring more than one adult is present. There may be exceptions for emergency situations.



GOOD RULE OF TWO IMPLEMENTATION PRACTICES

- The coach is never alone and out of sight with a participant without another screened coach or screened adult (parent or volunteer) present.
- Allow training environment to be open to observation.
- Ensure a participant rides in a coach's vehicle with another adult present.
- Consider the gender of the participant(s) when selecting the screened coaches and volunteers who are present.
- Eliminate one-to-one electronic messaging. Ensure that all communications are sent to the group and/or include parents.

Learn more: coach.ca/responsiblecoaching



Coaching Association of Canada
Association canadienne des entraîneurs



Dispute Resolution Process

1. Wait 24 Hrs, then connect with the Team Manager or Coach as required



2. If not resolved at that level, connect with your Division Director



3. If not resolved at that level, Division Director and Complainant will contact the President and Vice-President



Code of Conduct and Ethics

As Coach and/or Manager it's important that you have each athlete/family sign a printed copy of the **Park Ringette Code of Conduct and Ethics**.

- The form can be found here:

https://cloud.rampinteractive.com/sherwoodparkringette/files/Code%20of%20Conduct%20for%200Players%20%26%20Families-21_22.pdf

- Ensure you collect these and keep them on file, as they are an important reminder to our membership and a helpful referral document should it be needed.
- This should be done for all teams U10 Step 1 to U19, including the AA teams.

!TIPS! Coach can review with the athletes and discuss each item.



Code of Conduct and Ethics



Code of Conduct for Players & Families

SPRA is committed to providing an environment in which all individuals are treated with respect. Furthermore, SPRA supports equal opportunity and prohibits discriminatory practices. Members are expected to conduct themselves at all times in a manner consistent with the values of SPRA. Members will be subject to sanctions according to SPRA's Discipline Policy¹ for non-compliance of the following:

- I will not abuse or harass any official, opposing team member, team mates, parents, member of the coaching staff or SPRA Executive.
- I will not show disrespect to the officials, including the use of foul language and obscene or offensive gestures.
- I will comply with the rules, regulations and policies of SPRA.
- I will follow the public health guidelines of the day.
- I will ensure any behavior on or off the ice shows integrity to the event and SPRA, this includes dressing room and practice behavior.
- I will adhere to the highest standards of fair and respectful game play. I will not engage in conduct that is disrespectful and does not demonstrate fair play (e.g. any excess of penalties, major penalties on the ice against other players, coaches and officials, etc.)
- I will not deliberately disregard the Ringette Alberta or SPRA Rules.
- I will not engage in any conduct detrimental to the game of ringette, including but not limited to, abusive use of alcohol and/or cannabis, non-medical use of drugs, tobacco or vaping products by minors.
- I will represent SPRA with pride and will not use Social Media (such as but not limited to Facebook, Twitter, Instagram) to disrespect, harass, or intimidate others.
- I will only post appropriate, positive social media content which is consistent with the values of SPRA.
- I will not take photographs or videos in the locker room.
- The SPRA Code of Conduct shall govern all disciplinary matters within our association to the extent that it conflicts with or augments the Code of Conduct of the Alberta Ringette Association or Ringette Canada, but shall not supersede or replace elements of the Zone bylaws or Ringette Alberta By-Laws.
- My family and I agree to this code of conduct, and will follow it.

My family and I agree to this code of conduct, and will follow it.

Athlete: _____ Signature: _____

Family Representative Signature: _____ Date: _____

¹ All information on SPRA's Policies, Values and Code of Conduct can be found on our website*



Social Media

Pam Kennerd, Social Media Coordinator

This season:

- Teams should ID a social media rep for each team that we can communicate with
- Please provide your team rep contact information to Media@SherwoodParkRingette.ca by **October 15**.
- Team Social Media Rep should be aware of the Guidelines and Procedures manual on Park Ringette website and the social media policy.
- Any team social media accounts are expected to follow Park Ringette's social media policy and operate on behalf of Park Ringette. Team accounts are not used for personal opinions or objectives. Please ensure you demonstrate respectful and supportive behaviour with regards to the association, program and athlete accomplishments or results. Please tag Park Ringette in your social media posts.

Code of Conduct: At time of registration, each family signed this document. It is important that each team take a few moments to review this document prior to the start of the season. It can be found on the managers tab of the website.



Social Media

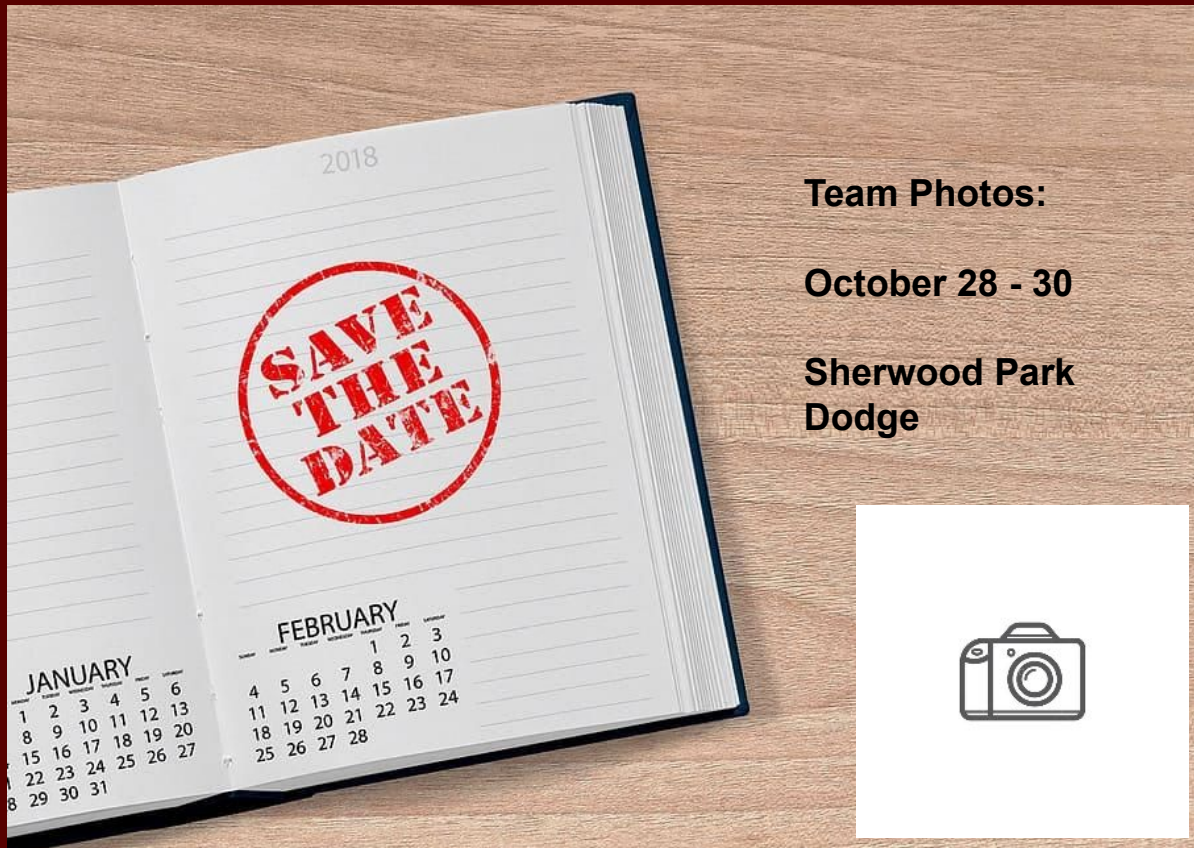
SOCIAL MEDIA TEAM REPRESENTATIVE

(Volunteer Role on Each Team)

- Each team will designate one representative who will update Park Ringette's Social Media Coordinators with team specific events (such as tournaments you are attending, team events, special player recognition).
- Please send information in a timely manner (i.e. if you know your team is going to a tournament, please send us the info earlier in the week so we can post something prior to the weekend).
- Not everything can be posted, we will do our best to post what we can.
- Ensure the content you are sending is appropriate to be posted online. **NO PHOTOS FROM IN THE CHANGEROOM**
- Privacy: Ensure identifying information (e.g. full names) is not included.
- At the beginning of the year discuss with coaches and parents what the team is comfortable posting, achieve consensus and adhere to this consensus.
- Encourage others that post to tag Park Ringette in their post - we love to see everyone's posts and hopefully can share those as well!
- Team features - once per season, please provide a short write up on the team, with a few pictures, through your social media team rep. Information can be sent to media@sherwoodparkringette.ca



Team Photos



General Business



Qualifications/Requirements

At some point during the season, you (Manager) will be contacted by Park Ringette with a list of your Team Staff and any qualifications they may be missing. It is your job to pass along this information to the intended party so that they know what is required. It is not your job to facilitate them getting the correct certifications.

Although not mandatory, as per Ringette Alberta Policy, Managers must have completed their certification by December 15 of the current playing year to be eligible Team Staff members.

Information can be found at: <https://ringettealberta.com/team-staff-requirements/>



Fundraising

AGLC Licensing

- If you are holding a fundraising RAFFLE for your team, you MUST be licenced by AGLC.

Please contact fundraising@sherwoodparkringette.ca for assistance with the licensing process

Park Ringette Fundraising Raffle:

- Tickets will be distributed to Team Managers
- Raffle tickets are paid with registration. Please do not collect money for sold tickets. Families must return all the tickets but keep the money they collect.
- Managers will return all of the team's tickets together at a time designated by the fundraising coordinator.
- Tickets will be distributed before Christmas break, draw date will be in January.



Equipment Requests

- Pylons
- Ice markers
- First Aid
- Hand Sanitizer
- Game Sheets

Please send requests for additional equipment to your Division Director



Ice Schedule and Reschedule Policies

CAN'T ICE A TEAM FOR PRACTICE?

- If you know in advance that your team cannot ice enough players (8 bodies) for your full or shared ice slot, contact the Ice Allocator ASAP. Failure to notify may result in a fine.

CAN'T ICE A TEAM FOR A GAME?

- If you know you can't ice a team for a league game, contact the Ice Allocator ASAP. They will make the appropriate contacts in order to reschedule. Please ensure you review BGL policy for acceptable reasons to not ice a team.

CANCELLING ICE FOR YOUR TEAM IS YOUR LAST RESOURCE

- Be sure to check in with all of your affiliate players for their availability before contacting the Ice Allocator to cancel your game/practice ice.



Team Apparel

Park Ringette X Fully Promoted

- OPEN YEAR ROUND

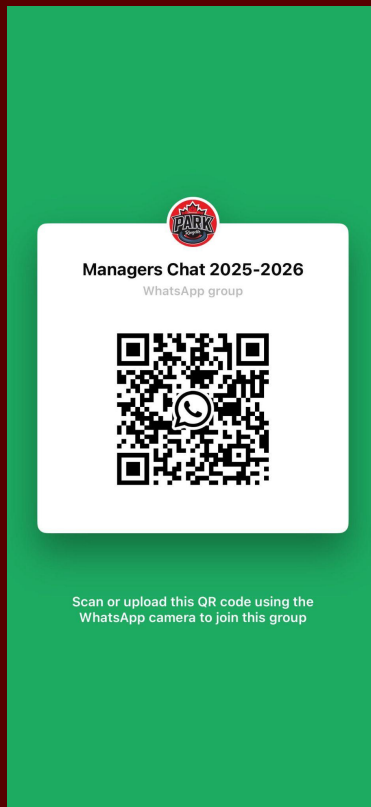
Park Ringette X Lululemon

- Deadline: September 30, 2025 at 11:59pm
- All orders will be processed after the store has closed. Please allow approximately 3-4 weeks processing time to receive your goods. An email notification will be sent out once the orders are ready/have been shipped. If you have questions or require assistance, please contact us at customercare@vbsapparel.ca
- **All orders are final sale. No refunds or exchanges.**



MANAGERS WHATSAPP GROUP CHAT

Managers Group Chat



General Business



Quick Links

[Park Ringette Master Ice Calander](#)

[Ringette Alberta Sanctioned Tournaments List](#)

[Provincials 2026 Information](#)

managers@sherwoodparkringette.ca

Spark Passion. Foster Potential. Build Community.

Thank You...



Without our volunteers, there would not be ringette in our community. We aim to provide a rewarding experience for not only the athletes, but parents/guardians and coaches as well. Park Ringette is only able to operate because of volunteers.

We appreciate your willingness to be a leader within Park Ringette, the adherence to True Sport Principles, and the guiding principles from Ringette Alberta and Ringette Canada.

If you have questions or feedback about coaching, send an email to Park Ringette's Director of Coach Development: coach@sherwoodparkringette.ca