

SWRA Coaching Handbook

Southwest Winnipeg Ringette Association oversees the game of Ringette for the catchments of South Winnipeg C.C, Fort Garry C.C, Corydon C.C, and Varsity View C.C. We are the second largest association in the city of Winnipeg and strive to provide a high-quality program for girls of all ages to enjoy.

We are a 100% volunteer run association.

Mission Statement

To provide our children with opportunities to develop life and Ringette skills through fair play.

Core Value Statement

The Southwest Winnipeg Ringette Association provides every player in our Ringette program with a fun, safe, positive playing environment by promoting the development of self-esteem, trust, respect, honesty, teamwork & sportsmanship through balanced participation.

The intent of this coaching handbook is to make sure all volunteers are aware of what is available as coaching resources and to ensure that the SWRA mission statement and core values are demonstrated by all adults volunteering their time to make the game of Ringette a positive experience for all involved – players and parents alike.

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1. WHO'S WHO IN THE ZOO?

RMB -Ringette Manitoba

- <https://ringettemanitoba.ca/>
- Manages the Ringette Program for the province of Manitoba
- Supports WRL and local associations by registering players with Ringette Canada, certifying Ringette coaches, and training Ringette officials.
- Office is staffed by paid employees

WRL - Winnipeg Ringette League

- www.winnipegringette.com
- Manages the Winnipeg Ringette League, setting policy for all WRL participating teams.
- Places teams in the appropriate loop as per guidance from the local association and re-seeds teams for the second half based on first half performance.
- Creates the Ringette game and playoff schedule for ALL Ringette teams participating in the WRL.
- The WRL is a volunteer run organisation.

SWRA – Southwest Winnipeg Ringette Association

- www.swra.ca
- SWRA is responsible for the management of the Ringette program within the Southwest Winnipeg catchment area
- SWRA sets policy for the local association.
- Forms teams in accordance with WRL policy and submits roster to Ringette Manitoba.
- Manages and allocates practice ice times for all SWRA teams.
- Submits game ice options to the WRL for home games.
- SWRA is a volunteer run organisation.

Other Local Associations that compete in the WRL:

Bonivital (BVRA)
St James
MacDonald
Eastman
Portage (Central)
Brandon (Westman)
North Winnipeg (NWRA)
Interlake
River East
Transcona

2. COACH ROLES AND RESPONSIBILITIES

- Consistently treat individuals fairly and reasonably.
- Ensure that the rules of the sport of Ringette, and the spirit of such rules, are adhered to.
- Ensure a safe environment for athletes/participants by selecting activities and establishing controls that are suitable for the age, experience, ability, and fitness level of athletes, including educating athletes as to their responsibilities in contributing to a safe environment.
- Encourage and facilitate athletes to be responsible for their own behaviour, performance and decisions.
- Give athletes the opportunity to discuss, contribute to and agree with proposed training and performance standards.
- Provide athletes and the parents/guardians with the information necessary to be involved in the decisions that affect the athlete.
- Consider the academic pressures placed on student-athletes and conduct training and events in a manner that supports academic success.
- At all times an open and observable environment should be maintained for all interactions between adults and athletes. Private or one-on-one situations should be avoided. Common sense should be used to move such a meeting to an open and observable location if the meeting inadvertently begins in private.
- Ensure regular parent meetings are held to ensure open lines of communication are maintained and strive to involve parents in key decisions.
- Ensure a minimum of 2 members of the coaching staff are present at all on ice practices.
- Coaches should strive to be a positive role model. No arguing with or criticism of referees, coaches, players or spectators during games.
- Coaches must ensure that all players receive fair instruction, support, playing time. Playing time includes:
 - shifts to be of fair length for all players
 - players to take turns equally sitting out when his/her team has a penalty
 - during the last few minutes of play, all players should be utilized throughout the season to experience the opportunity of protecting a lead or scoring the tying or winning goal
 - all players to equally receive extra playing time due to the absence of player(s)
- All players, regardless of skill, should be taught to play the game properly to develop their skills.
- Coaches should be familiar with the following prior to the start of the season:

WRL Rulebook

<https://www.winnipeggingette.com/files/WRL%202019-2020%20Rulebook.pdf>

WRL Coach Handbook <https://www.winnipeggingette.com/files/WRL%202013-2014%20COACH%20handbook.pdf>

3. TEAM STAFF

All teams with players under the age of 18 **MUST** have a qualified female team staff over the age of 18 listed on the roster and on the bench for every game. There should not be anyone on the bench during a game that is not listed on the roster, unless you have been given permission for a guest coach in extenuating circumstances.

Managers will not be permitted on the bench during any games at the U14 AA, U16 A, U16 AA, U19 A, U19 AA and Open Elite levels.

Coaches are to select a team manager whose responsibilities will include the distribution of information to parents, scheduling of tournaments and practices, and the organization of team finances.

Team staff adjustments may be made by the SWRA Board in cases where the fair play policy is NOT being followed and where each player is not being given a fair opportunity.

4. SWRA CODE OF CONDUCT / DISCIPLINARY PROCEDURE

Please review the complete document at www.swra.ca

At registration all players and parents agreed to abide by the code of conduct as laid out in this document.

Inappropriate behavior will not be tolerated. Such behavior includes talking back to coaches or referees, incessant whining or complaining on the bench, disrupting practices, remarks critical of teammates, and any type of action in fun or otherwise which could cause injury to another player or is considered abusive or discriminatory.

WRL Parent and player handbook

https://docs.google.com/document/d/1w00yfHrhAzNfN2_UhJw46qur98I8VhkIfa9ZZv7vDuE/edit

5. SWRA POLICY AND PROCEDURES

This document may be viewed at www.swra.ca

Please review this document as it contains lots of pertinent information to you as a coach

6. COACHING REQUIREMENTS

Ringette Manitoba requires that all bench staff complete the mandatory training that is outlined for the position they are listed on the roster.

This training must be completed by January 15th annually. Any bench staff who have not completed the required training by the January 15th deadline will be removed from the roster for the remainder of the season.

All team staff listed on the roster MUST complete a Bench Staff Code of Conduct annually and a Child Abuse Registry every two years. Both forms must be submitted by November 1st.

The Government of Manitoba link below is for Coaches who elect to apply for their Child Abuse Registry Check electronically. There is a fee for this service paid directly by the person applying.

The link for individuals to follow do their form online directly with CFS:

<https://www.gov.mb.ca/fs/abuseregistries.html>

To follow the child abuse form process:

https://www.gov.mb.ca/fs/childfam/child_abuse_registry.html

All team staff are required to complete [Respect in Sport](#).

All teams with players under the age of 18 MUST have a qualified female team staff over the age of 18 listed on the roster and on the bench for every game. There should not be anyone on the bench during a game that is not listed on the roster, unless you have been given permission for a guest coach in extenuating circumstances.

Managers will not be permitted on the bench during any games at the U14 AA, U16 A, U16 AA, U19 A, U19 AA and Open Elite levels.

Coach mandatory training requirements differ depending upon age group and level. Please review your specific requirements at www.ringgettemanitoba.ca (Found under Technical team>Coaches>Coaches requirements)

General Coaching Requirements

<https://ringgettemanitoba.ca/our-technical-team/coaches-requirements/>

Trainer Requirements

<https://ringgettemanitoba.ca/trainer-requirements/>

Manager Requirements

<https://ringgettemanitoba.ca/manager-requirements/>

Female Apprentice Coach Program

<https://ringgettemanitoba.ca/ringette-manitoba-2020-2021-female-apprentice-coach-program/>

7. MANAGER REQUIREMENTS

Manager requirements differ depending upon age group and level.

<https://ringgettemanitoba.ca/manager-requirements/>

SWRA does not reimburse for the Manager Course, this fee should be considered a team cost

8. COACHING CLINICS

Details of available coaching clinics may be found at

<https://ringgettemanitoba.ca/our-technical-team/coaches-clinics/>

Information about specific courses is available at www.ringgettemanitoba.ca

(Technical team>coaches>coaching clinics)

SWRA reimburses for the essential coaching clinic fees of rostered coaching staff to a maximum of four per team per year. Teams will be responsible for the payment of any coaching requirements beyond four.

Receipts for the courses / clinics should be submitted to the Director of Coaching and the treasurer.

Reminder:

If bench staff have not fulfilled all their requirements by January 15th they will be removed from the roster.

9. ROSTER CHANGES

Player or Coach Addition / Deletion

- In the event a new player / team staff member is recruited or retires the Coach/Manager must advise the SWRA Registrar immediately
- Addition / Deletion Forms must not be submitted directly to Ringette Manitoba.
- In the case of a new player, they are not able to participate in games or practices until the SWRA Registrar provides approval
- In the case of a new bench staff member, they are not to participate in games until the SWRA Registrar provides approval

10. MEDICAL CONDITIONS

- Due to Privacy considerations, medical conditions are not captured during the Ringette registration process.
- Coaches should ask parents to share only the necessary level of information they feel the Coach needs to be aware of – if any.
- If the parent is open and does share details, treat this personal information as extremely confidential.
- If you have a trained medical professional on your team and they are formally involved as a member of the bench staff, make sure they are informed.

11. COMMUNICATING WITH THE SWRA

www.swra.ca

All teams will be provided with a TeamSnap account at the beginning of the season.

Team communications will come from the SWRA Director of Coaching or the appropriate Age Level Convenor to the team.

All team communication to the SWRA Board must go through the SWRA Director of Coaching or appropriate Age Level Convenor.

SWRA Director of Coaching	coach@swra.ca
Ringette 4 U	r4u@swra.ca
U10	u10@swra.ca
U12	u12@swra.ca
U14	u14@swra.ca
U16/U19	u16u19@swra.ca

12. TOURNAMENTS

Information regarding tournaments can be found at the following:

www.swra.ca

<https://ringgettemanitoba.ca/event-calendar/category/tournament-listings/>

13. PLAYOFFS / PROVINCIALS

WRL host playoffs, in late February, for the following teams:

U10	U12	U14	U16 B/C	U19 B/C
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Ringette Manitoba host Provincials. These are optional and incur extra cost but for those included in the February round, these teams do NOT take part in WRL Play offs

The first round of Provincials is held in February annually and includes the following levels:

U14AA	U16A	U16AA	U19A	U19AA
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Our second round of Provincials are held in March immediately following playoffs and includes the following levels:

U12A	U14A	U14B	U14C	U16B	U19B
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<https://ringgettemanitoba.ca/our-competitive-side/provincials/>

14. WESTERNS

In Manitoba the 1st and 2nd place teams in the U14 AA Provincials attend WCRC with no pickup players.

The U16 A, U19 A and Open Elite Provincial Gold Medalists attend WCRC as Team Manitoba and are permitted to pick up players to supplement their roster.

In a year that Manitoba is hosting the event the second-place team at Provincials in the U16 A, U19 A and Open divisions will attend as the host team.

Westerns are typically held at the end of March.

<https://ringgettemanitoba.ca/our-competitive-side/westerns-wcrc/>

15. COACHING RESOURCES

- RMB Coaching Tools
Prepared practice plans by age level (U9 through U19)
<http://manitobaringette.ca/programs/coaches/intro.cfm>
- Ringette Development Videos –
Basic stance:
http://www.youtube.com/watch?feature=player_embedded&v=zHDJqGa0tpg
Checking:
http://www.youtube.com/watch?feature=player_embedded&v=jzIfzRud8MQ
Ring Handling:
http://www.youtube.com/watch?feature=player_embedded&v=2DjpD71uKw
Receiving & Passing:
http://www.youtube.com/watch?feature=player_embedded&v=nk7Nr8awNK4
Passing:
http://www.youtube.com/watch?feature=player_embedded&v=NLnsIoM1XBM
Receiving:
http://www.youtube.com/watch?feature=player_embedded&v=H3Cyn_aF8_0
Shooting:
http://www.youtube.com/watch?feature=player_embedded&v=uYmz0IlhV28
Wrist Shot:
http://www.youtube.com/watch?feature=player_embedded&v=Pc1gujAusy4
Dekes and Fakes:
http://www.youtube.com/watch?feature=player_embedded&v=sc-3K5TfZ-0

- Ice Surface template (blank) –
 - <http://fga.ca/docs/RingettePracticePlanWorkSheet.pdf>
- SWRA Coaching Mentors –
New Coaches looking for mentors to help with practice planning or for answers to general Ringette questions should contact the SWRA Coaching Director and ask to be assigned a “Coaching Buddy”.

Anyone interested in being a “Coaching Buddy” and help junior/less experienced Coaches should contact the SWRA Coaching Director.

coach@swra.ca

- Lisa Brown Drill Manuals (made available as requested)
These are EXCELLENT manuals, and the website has tons of great resources.
<http://www.ringettetips.com/tag/lisa-brown/>

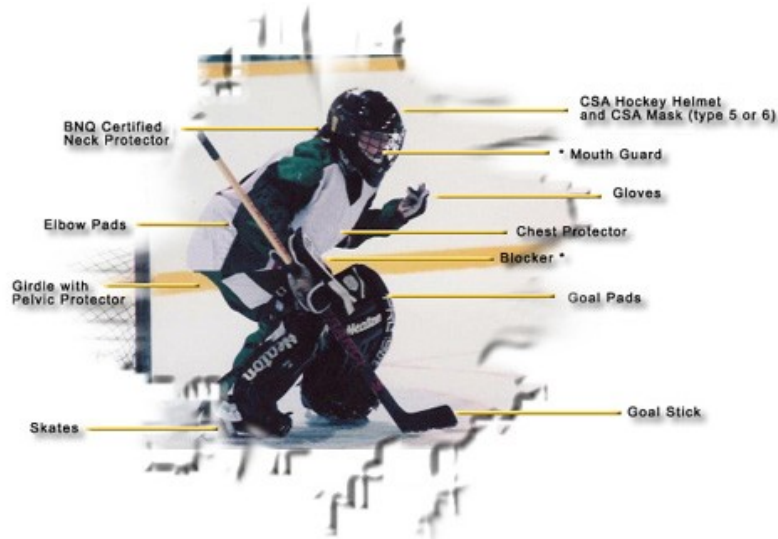
Personal Lisa Brown drill manuals may be viewed for coaching development.
The drill manual files may not be copied or printed.
Violation of this will result in removal of this resource from the Coaching package.

16. PLAYER EQUIPMENT

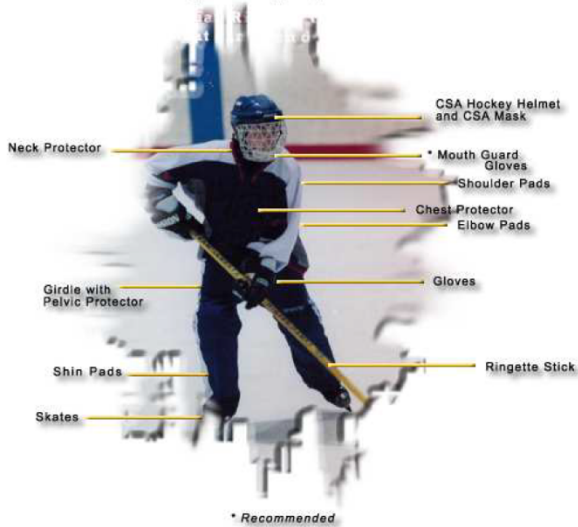
A coach is responsible for checking that each player is properly equipped with approved Ringette equipment before participating in a game or practice.

It is a good idea to:

- Carry a supply of spare helmet nuts and bolts.
- Make sure each player has the proper mask.
- Check that each player is wearing their neck guard.
- Test each player’s stick length before the start of the season.
- Encourage the use of player mouth guards.



Player Equipment



17. OTHER EQUIPMENT

All SWRA Coaches must wear a CSA approved helmet during SWRA practices.
 All SWRA Coaches must instruct and demonstrate skills using a regulation Ringette stick.

- Each team will be provided with
- Rings
 - Pylons
 - First Aid Kit
 - Whiteboard
 - Jerseys
 - Coaches Bag

We do have Goalie equipment available, especially for the younger age groups. Please contact equipment@swra.ca

Please Look after the equipment!

Rings are the single biggest equipment cost covered by Ringette clubs each year. You can help control the cost of playing Ringette by:

- Counting how many rings you put out for a practice.
- Picking up the same number.

Note: If you split a ring, don't throw it out! Trade in for a new one.

Jerseys are expensive

- Distribute and collect team jerseys before and after each game.
- Keep jerseys on hangers and air out between games.
- Identify a parent to be responsible for team jerseys.

18. SWRA VOLUNTEER POLICY

(Excerpt from our Policy and Procedure manual)

- a. It is understood that without volunteer input from all, and a proper functioning Board of Directors, ringette in the district will cease to exist.
- b. At the start of each season, all positions on the Board of Directors must be filled.
- c. At the start of a new ringette season each team may be responsible for up to 2 board positions (not including Open).
- d. Open teams are responsible for providing the SWRA Open Representative and Open players are encouraged to coach youth teams.
- e. Board positions may have their responsibilities divided if the position is considered too busy.
- f. Each incumbent board member will be responsible to produce an updated Standard Operating Procedure (SOP) manual of their position to ensure that the person who takes over has a clear roadmap as to what the job duties are.
- g. Outgoing board members should be willing to help mentor and transition new members into the role.
- h. At the beginning of each season, vacant board positions to be identified and teams notified of the need. Teams will be targeted to find a person to fill the vacant position according to whether they already have a board member on their "roster" and the age group (recruitment will target U10 moving to older age groups as required)
- i. Failure to fill all vacant board positions within 2 weeks of team formation may result in teams having their practice ice allocation withheld until such a time that all positions are filled.

- j. In addition to the board of directors, there are many other volunteer needs at the team level and SWRA expects all parents to help as needed. We expect each family to give at least **4 hours** of volunteer time, and this may be completed in a variety of ways (e.g. coaching, team manager, jersey parent, team party planner, board member).

19. TEAM MEETING

Schedule a coach meeting as soon as possible after the team has been formed, preferably before the first practice.

Outline a general team strategy, proposed practice, game, and tournament schedule, and projected budget for the entire season. The parents must grant their approval of these plans at the same meeting. A meeting of parents and coaches should also be scheduled for the mid-point of the season.

Suggested Meeting Agenda:

Coach/Team Staff Introduction

- Introduce yourselves – your background, your ringette experience, a bit about yourself, family etc.
- Get families to also introduce themselves and identify their player

Coaching philosophy

- Share your philosophy and your approach to the game
- If you have rules/consequences, vet them out with the parents first/players second

Your expectations of all involved – Team Staff, Players, and Parents

- Review the code of conduct
- Practice arrival times
- Game arrival times
- Game readiness

Team finances / budget

- Tournaments – How many, where, when?
 - Local, Provincial, Out of Province, Out of Country
 - Parents and Players should be heard. Tournaments are important team building activities, but they are also expensive.
- Team Building activities
 - Pre-season get together, Holiday season, Team Windup
- Team apparel
- Additional Practices:

- Power skating
- Dryland (we recommend a weekly session, it's a great place for the girls to get to know each other. Boxing is popular unitedboxingclub.com or panamboxing.com, private group sessions at local gyms or rent the gym at a local school)
- Practice Ice

Recruit all parents into a volunteer role.

Again, they agreed to this as part of the code of conduct and need to fulfill their obligations to maintain themselves as a member in good standing. All too often it's the same people to help over and over. If everyone helps a little bit, no task will overwhelm one person and they will gain from being more involved.

Team communication

- Make sure the parents are aware and approve of anything being posted online
- Make sure everyone has the correct contact details uploaded in TeamSnap
- Embrace the 24-hour rule
- Good idea to establish the "Parent Liason" role
- Social Media guidelines – Facebook, Twitter, & SMS
- Zero Abuse policy – social bullies

20. FAQ's:

- How do I get the equipment I need for my team?
The SWRA Equipment Manager will contact you at the beginning of the season and give you your Coaching Bag. If you require additional equipment / replacements, then they can be contacted at equipment@swra.ca
- Who should I contact in regarding games, opt in/out requests, conflicts, etc.?
Email the WRL using email addresses on the WRL website
- How do I get more practice ice?
Check the WRL website for available ice. Also, casual ice rentals from city arenas are available <https://winnipeg.ca/cms/recreation/rentals/arenarentals.stm#ice>
- I don't want the practice ice allotted to me by the SWRA.
You will be billed for this ice time. It is the team's responsibility to sell, trade, or use the ice they are provided with.
- Where do I find information about tournaments?
The SWRA and RMB websites will have tournament information.
- When does the season start?

All important dates pertaining to the WRL season are posted in the WRL website.
www.winnipegringette.com

- Who can parents contact about Coaching?
Parents can contact the SWRA Director of Coaching on all Coaching related issues. coach@swra.ca

21. OTHER RESOURCES:

WRL Parent and player handbook

https://docs.google.com/document/d/1w00yfHrhAzNfN2_UhJw46qur98I8VhkIfa9ZZv7vDuE/edit

SWRA Policy and Procedures www.swra.ca

SWRA Code of Conduct www.swra.ca

SWRA Constitution & Bylaws www.swra.ca

SWRA Managers Handbook www.swra.ca

Ringette Canada – Information on Concussions

<https://www.ringette.ca/concussion/>

