



Approval & Version Control	
Approved By:	St. Thomas Ringette Board of Directors
Approved Date:	10 JUN 2026
Reviewed By:	St. Thomas Ringette Executive Board
Original (First Issue) Issue Effective Date:	10 JUN 2026
Last Review Date:	N/A
Document ID:	STP-021-01

## ST. THOMAS RINGETTE ASSOCIATION TEAM STAFF SELECTION POLICY

---

**1. Purpose:**

The St. Thomas Ringette Association (STRA) believes our team staff are the heart of a successful team. Team Staff have a responsibility to not only teach players the fundamental skills and strategies to become better players, but also serve as role models to help our players become better people. Athletes benefit from trained and qualified coaches and team staff.

**2. Scope:**

This policy applies to all individuals interested in being Team Staff of a STRA team (head coach, assistant coach, junior coach, trainer, and team manager).



### 3. Principles & Roles:

- a. Every athlete deserves qualified team staff.
- b. Team staff should obtain required education as early in the season as possible so that the athletes benefit from the individual's knowledge for the bulk of the season.
- c. Young Ringette players benefit from the positive role modelling of adult women in leadership (coaching) roles and from observing mutually respectful teamwork between other adult female and adult male coaches.
- d. The Junior Coach role exists to allow and encourage young ringette players to explore the coaching role under the guidance of qualified mentor coaches.
- e. It is recommended that all teams have a registered Team Manager on their TRF. Team Managers are not permitted on the bench during sanctioned events, but the Team Manager is a central figure in creating the flow of communication – not only within the team (players, parents, and coaches), but between the team and all support systems such as the membership club, Leagues, Tournaments and other teams, coaches, and officials. By taking on the operational aspects of the team, the team manager enables the coach to focus on player development and on ice instruction to provide the players with rewarding ringette experiences.
- f. The Trainer role exists to provide “prevention, diagnosis, and intervention of emergency, acute and chronic medical conditions” of ringette athletes in collaboration with medical professionals. The trainer must be First Aid Certified.
- g. The On-Ice Assistant role exists solely for the purpose of assisting Team Staff with on ice practice sessions.
- h. Requirements and timelines for Coach certification will follow Ringette Ontario Team Staff Policy - Individual team staff members who do not meet ALL specified requirements by the indicated deadline (*set by Ringette Ontario each season*) will be removed from the team roster for the remainder of that season whether they complete certification after the deadline or not.



4. **Requirements:**

4.1 All prospective coaches will complete the Coach Application Form that is provided by STRA by the deadline indicated. This form should be completed in all circumstances, whether new to coaching and/or assistant coaching - or returning. The application form will be made available on the STRA website and be completed and submitted as directed.

4.2 STRA will provide reimbursement for required certification for Head & Assistant Coaches as required. ***Any training attended during the summer months should be reimbursed to any Team Staff that is successfully selected for the season.***

4.3 Each STRA Team (Fun 2-U19) should have the following positions filled - ***Roles marked with an asterisk “ \* “ are mandatory.***

- a. Head Coach \*
- b. Assistant Coach \*
- c. Trainer \*
- d. Manager
- e. Junior Coach
- f. On-Ice Assistant

4.4 Each STRA Team (FUN 1 & OPENS only) - ***Roles marked with an asterisk “ \* “ are mandatory.***

- a. Head Coach \*
- b. Assistant Coach
- c. Trainer \*
- d. Manager
- e. Junior Coach (*FUN 1 ONLY*)
- f. On-Ice Assistant



4.5 An individual's offer to the role of a Head Coaching position, is awarded by the Team Staff Selection Committee.

4.6 A nomination to the role(s) of Assistant Coach, Trainer, Manager, Junior Coach and On-Ice Assistant is sent from the selected Head Coach to the Team Selection Committee.

- a. Final approval of any nominated Assistant Coach, Trainer, Manager, Junior Coach and /or On-Ice Assistant is required before they may attend team events or are added to the team TRF.
- b. Team Selection Committee's approval of the Head Coaches Team Staff nominations is to ensure that all STRA staff are bondable and share in the STRA's core values.

**5. Selection Criteria:**

5.1 The STRA will consider many factors in selecting its Head Coaches. The selection criteria includes, but is not limited to:

- a. Formal coaching, training, and certification levels.
- b. Level of experience commensurate with the level of Ringette being coached.
- c. Demonstrated conformance to the Bylaws and Policies of the STRA, Ringette Ontario, and Ringette Canada.
- d. Parent, player, and previous club references.
- e. Prior disciplinary action – written or verbal.
- f. Prior documented minor or major infractions within any club.
- g. Prior suspension applied by club, league, or any ringette event.
- h. Previous coaching evaluations and feedback.
- i. Coaching philosophy.
- j. Result of the Vulnerable Sector (new coaches) and / or Back Check (returning coaches)
- k. Meaningful female representation within the leadership structure of our organization.



**6. Team Staff Selection Committee:**

6.1 The Coaching Convenor will Chair (or appoint the chair of) the committee and appoint 2 or 4 additional members. The committee will review applications for the STRA Team Staff roles.

6.2 The STRA Executive board will review and approve all applications before the Team Staff Selection Committee begins the Head Coach interview process. This is to ensure that all STRA staff are bondable, share in the STRA's core values and to review any disciplinary history of the candidate.

6.3 Members of the Team Staff Selection Committee will have varied coaching background(s) that include, but are not limited to:

- a. Past or current head coaches with 2 years of experience in the divisions being selected (or higher) (for example - for a U16 selection, someone with U16 or U19 experience).
- b. A head coach from another sport, with two years of level and division specific experience. (for example; for a U16B selection, a lacrosse coach with 2 years of U16B experience).
- c. An experienced STRA board member with a ringette background (playing at the level, or head coaching experience)
- d. A **minimum of 50%** of the coach selection committee will be female.

6.4 The Team Staff Selection Committee may recommend to Head Coaches potential Assistant Coaches and other team staff for consideration by the Head Coach. The Selection Committee has the authority, acting in the best interest of the athletes and all parties involved with the team, to decline any Assistant Coach or Team Staff. Assistant Coaches and Team Staff will be approved by the Team Staff Selection Committee.

6.5 Head Coaches are **strongly** encouraged to appoint Junior Coaches. This role is essential for the future of our organization and should be filled by an individual who:

- a. Plays or has played within the STRA (or other ringette association).
- b. Exhibits strong Leadership qualities on and off the ice.
- c. Has a high level of emotional self regulation. Someone who models the composure STRA expects from our athletes and coaches.
- d. Reliable in both attendance and punctuality.
  - i. A Junior Coach's primary responsibility is to their OWN team of play. For example: A U16 player who is Junior Coaching on a FUN 3 team has a primary commitment to attend U16 team functions in the event there is a schedule conflict.



- e. High "Relatability" Quotient - Junior coaches often bridge the gap between the Head Coach and the players. They should be approachable and able to translate complex instructions into "player-speak." They need to be the person players feel comfortable coming to with frustrations big and small.

6.6 All selected team staff are at the discretion of the Team Staff Selection Committee. Not all applicants should be guaranteed a position. In the event that there are no applicants for coaching positions, the Coach Selection Committee should canvass to fill the vacancy and may temporarily appoint acting coaches until the position is filled.

6.7 The Coach Selection committee should advise all candidates of their status in the timeliest possible manner. All decisions of the committee are final and are not eligible for appeal.



**7. Conflict of Interest:**

7.1 A Conflict of Interest (COI) is defined within STP-003 Conflict of Interest Policy.

7.2 A COI occurs when an individual's private interests or personal relationships interfere - or is reasonably perceived to interfere - with their ability to make objective, fair decisions for the benefit of the association, its players, or its teams.

7.3 Any member of the Team Selection Committee should recuse themselves in the event the coaching candidate has an immediate relationship (familial) or a relationship which could lead to a lack of objectivity as defined in section 7.1 & 7.2.

7.4 STRA acknowledges that COIs will arise from time to time in youth sports. If for any reason a member has not recused themselves from a potential COI, the remaining members of the Team Selection Committee will vote on that member's eligibility to review the specific candidate. A majority vote of 51% is required to remove a Team Selection Committee member.

7.5 A Team Selection Committee Member who has been removed from a specific team's selection process due to a COI, will still be eligible to participate in non-COI coach selections and interviews.

7.6 A COI that has resulted in a member of the Team Selection Committee being removed may be replaced by an interim committee member by the Chair. This interim member must also meet the requirements of section 6.2.

7.7 A member of the Team Selection Committee who is also applying for a Team Staff role must notify all members of the Committee and recuse themselves from the selection process for that age group's Team Staff. The Chair will appoint an individual without a COI to fill the Team Staff applicant's Committee role.