



SUNDERLAND RINGETTE COACH'S HANDBOOK 2023-2024 Season

Health Forms

Please have every player on the team fill out the Sunderland Player Health Form and submit it to the Trainer who will keep a copy of it at all games and practices in case of emergency. Trainers and managers should review the health forms so they are aware of any pre-existing conditions players may have. The idea behind this, is that if there is an emergency during a game or practice and there is not a parent at the game, the emergency contact information is there, as well as medical history that could be needed in a medical emergency.

The form can be found here: <https://www.sunderlandstingerz.com/content/coaches-forms>

Media Release Forms:

Please have every player on the team fill out the RO Media Release Form. Please note that this form applies to all media related to Sunderland Ringette Association and Ringette Ontario.

The form can be found here: <https://www.sunderlandstingerz.com/content/coaches-forms>

If your team is creating a separate social media site, website or group-chat please speak with the SRA president for a separate release form. This policy should be reviewed with parents and players to ensure that everyone complies.

COMPETITION PLAYING RULES

Full policy relating to the competition playing rules can be found:

REGIONAL PLAY (FUN3, U12, U14B)

<https://cloud.rampinteractive.com/ringetteontariogames/files/Operating%20Resources/Competition%20Playing%20Rules%20-2023.pdf>

PROVINCIAL PLAY (U14A, U16A, U19A)

https://cloud.rampinteractive.com/greatlakesringette/files/GLRL_League_Rules_2022%20FINAL.pdf

Penalties

Any time there is a Penalty that is marked number 15 or higher on the Game sheet, coaches/managers have 24 hours to report or before your next scheduled game whichever comes first. The region will get back to you to let you know if there are any additional consequences required such as suspensions.

For Provincial level teams see below link for major penalty reporting to GLRL:

https://docs.google.com/forms/d/1kk77Ko4Zbfs8WdsVFumCzwKokPJJ-LUpjXNs0UMo1D8/viewform?ts=6192fed7&edit_requested=true

****copies of all major suspensions MUST be sent to the SRA president and Registrar****

Any four minute fully served penalty that cannot be served during the remaining clock time of the game shall result in a one game suspension. A one game suspension will also occur for any penalties that occurred after the game is completed, since the penalty cannot be served.

Also, please note that if a player receives a suspension, that player may not participate in ANY team event on or off the ice until the suspension is served, including practices. A player may attend a game as a spectator in the stands only and may have no contact with their team or coaches until after the penalty is served.

If a player received the suspension while playing for a team other than their home team the suspension will be served at the players next scheduled game. They also cannot substitute for another team until the suspension is served.

A player who receives 10 minutes in accumulated penalty time (overtime included) shall be ejected for the remainder of the game and shall be suspended from the next regularly scheduled game.

A head coach whose team receives 30 minutes in accumulated penalty time in regulation play (overtime is exempt) shall be suspended from the next regularly scheduled game.

Both these scenarios must be reported to Central Region Games & Tournament (G&T) via the form above.

Fair Ice Policy

There are policies in place to ensure all players get the chance to develop and practice in game time scenarios, but also allow coaches to be more competitive during certain circumstances (such as 2nd half games, tournaments, etc.). Please be sure to be familiar with and follow this policy for your age group/division:

<https://cloud.rampinteractive.com/ringetteontariogames/files/RO-Fair-Ice-Guidelines-2022.pdf>

Game Substitutions

There will be times when you will have players away and need to “call up” players. Anytime you borrow a player you MUST input (SUB) beside the name on the game sheet. You can borrow from other teams in the league, but wherever possible, trying to borrow from inside the Association is always encouraged. As a courtesy, the request to borrow a player should be first directed to the coach of that player before you approach the player/family.

Note, you can only borrow a player if you are missing a player (if a player is serving a suspension, she is not deemed missing and you may not call up) you can only call up to 12 skaters regardless of your roster size. So, for example, if your TRF has 13 players on it, and two are away for a game, you can borrow one more player but not two (to bring you to 12 skaters and a goalie).

Be aware you can only pull from same age division or one lower, same caliber or less, no matter what the age of the player, here are some examples:

- U19B team can pull from U16A, or U16B, but not U19A.
- U16B team could pull from U14A, or U14B, but not U16A or U14AA
- U16A team could choose - U16B or U14A or U14AA, but not U16AA

No paperwork is required for league game substitutions, just be sure to add the player to the game roster on the electronic game sheet with (sub) beside the player's name. You must also ensure that any player NOT playing is not on your game sheet. If you have a player who is injured but would like to be on the bench for the game write you can write (INJ) beside their name otherwise they are not allowed on the bench.

For Regional teams, call-ups are limited to 5 games for any one player (including goalies)

For Provincial teams, call-ups are limited to 5 games for any one player; goalies are unlimited

Player Tournament Substitutions

The same rules apply for Tournament games that do for League games with regards to who you can pull up and how many. The exception is that a team may only call up a player for ONE tournament per year. At no time is a player allowed to play in two tournaments at the same time (regardless if they are two different tournaments). Refer to RO GT-Sanctioned events policy.

<https://ringetteontario.com/wp-content/uploads/2019/08/GT-Sanctioned-Events.pdf>

However, a TRF adjustment form is also required to substitute from Tournament Games:

<https://ringetteontario.com/wp-content/uploads/2019/09/TRF-Adjustment-2019-NEW.pdf>

Forms are to be emailed to the Central Region's Games and Tournaments coordinator at centralgandt@gmail.com with copy to the SRA President.

Requests for substitutions must be made at least forty-eight (48) hours prior to the official beginning of the tournament. Requests made with less than forty-eight hours or during the tournament will only be granted for medical or extenuating circumstances. Coaches should also verify this timeline with the tournament host in advance.

Bench Staff Substitution

Any bench staff who is on a TRF for the season already can be substituted during a game if another team is short a bench staff. However, for a tournament, you must fill in the Bench Staff Adjustment form found here: [TRF Bench Staff Adjustment Form](#)

Requests for substitutions must be made at least forty-eight (48) hours prior to the official beginning of the tournament. Requests made with less than forty-eight (48) hours or during the tournament will only be granted for medical or extenuating circumstances.

Remember that when borrowing a bench staff member from another team for a tournament it must be a direct substitution for the member they are replacing. For example, you cannot borrow a manager to replace a coach or trainer, or borrow a trainer to replace a coach.

Tournament Guidelines

The number of tournaments a team can participate in varies based upon the level:

<https://ringetteontario.com/wp-content/uploads/2019/10/GT-Playing-Rules.pdf>

- FUN3/U10 - Max 4 tournaments per season including any year end event (Regionals)
- U12 - Max 5 tournaments per season including any year end event (Regionals)
- U14 and up - No limit to the number of tournaments per year.

Note: Ringette Ontario will assign tournaments for A/AA teams; Teams must attend the tournaments they are assigned to; they are permitted to attend additional tournaments outside of what was assigned. Special request should be sent to the RO Executive director.

Bench Staff Guidelines Guideline:

- You may have a maximum of five (5) bench staff on the bench for a game (this includes if you have someone taking pictures or videos). This includes coaches, manager and trainer.
- You must have a Head Coach on the bench for each game as well as a trainer or someone certified in Standard First Aid.
- Although a team may have one or more Bench Staff assuming the same position, (i.e., there may be multiple Assistant Coaches and Trainers registered on the Team Registration Form), there may only be one person assuming the Head Coach position and one Trainer position.
- Managers are NOT permitted on the bench
- You must have minimum one (1) bench staff member who has Standard First Aid.
- You must have one qualified female on the bench who aged 18+ years or older
- Everyone on the bench for a particular game must sign the electronic game sheet
- No coaches are allowed on the ice during gameplay except FUN1 or FUN2 when one coach is permitted on the ice.

Refer here for RO's full policy on Bench Staff Requirements:

<https://ringetteontario.com/wp-content/uploads/2019/09/Bench-Staff-Requirements-2019 .pdf>

Injuries

Whenever a player sustains an injury that requires them to be pulled out of game/practice this form needs to be filled out within 10 days. <https://ringetteontario.com/resources/sportinjuries/>

Before returning from a concussion, this form needs to be filled in and submitted Managers should keep them on file, and also email a scanned copy to SRA President. Medical clearance is required in order to return to play. Please reference RO Return to Play Policy found here:

<https://ringetteontario.com/wp-content/uploads/2019/06/Return-to-Play-Policy.pdf>

RO has extended medical insurance available for individuals who sustain injuries. If the athlete is filing for insurance based on the injury, they can complete and submit the form to Ringette Ontario's club development manager at: clubdevelopment@ringetteontario.com & stingerzringette@gmail.com

The link for the form is: <https://ringetteontario.com/wp-content/uploads/2017/05/Ringette-CanadaENG.pdf>

With the creation of Rowan's Law (Concussion Safety) in 2018, it is mandatory for sport organizations to:

1. Ensure that athletes under 26 years of age, parents of athletes under the age of 18, all coaches, team trainers and officials confirm every year that they have reviewed Ontario's Concussion Awareness Resources
2. Establish a Concussion Code of Conduct that sets out rules of behaviour to support concussion prevention and;
3. Establish the Removal-from-Sport and Return-to-Sport Protocol.

Ringette Ontario's Concussion Policy and RAMP registration system ensures that these requirements are met, however as you know, it is usually a parent completing the waiver online and not the participant. Therefore, SRA is requesting that Coaches/Bench-staff develop a plan to ensure that the players have in fact reviewed *Ontario's Concussion Awareness Resources* (link below). This could be done as part of off-ice training, team event or forward the link to families as homework etc.

<https://www.ontario.ca/page/rowans-law-concussion-awareness-resources>

The link for major injury report will be posted on the SRA website.

Electronic Games Sheets:

At all times your manager should have a copy of your TRF (Team Registration Form) and any adjustments made to it with corresponding back up especially when attending a tournament.

The HOME team is responsible for reviewing and selecting both bench staff and players that are participating in each game (review jersey numbers) and then provide the tablet to the timekeeper minor official (MO) prior to the game along with the TIMEKEEPER CODE. All bench staff must sign electronically using their personal device under their own RAMP ID.

Coaches are required to review the game sheet for accuracy immediately following the game. Any issues should be reported to the SRA president (stingerzringette@gmail.com) and Director of Officials (sunderlandric@gmail.com)

Once the game is over and results have been uploaded it is the Team Manager's responsibility to return the Tablet to the secured storage box and plug it in to ensure it is fully charged for the next use.

SRA Logo

No team can use the SRA logo or name without permission from the Board. If a team has a need to use the SRA logo or name a request must be submitted in writing to the Director of Communications. **Unpermitted use could result in a significant fine.** Please refer to SRA's logo policy for further information and process:

<https://www.sunderlandstingerz.com/content/sra---policies>

Ice Schedule & Facilities:

Games, tournaments, development clinics and practice schedules for each team will be loaded into the RAMP app for each team by the Registrar. Managers are responsible to enter any additional team events/activities etc. Please be caution when making changes in RAMP as some of the recurring events are linked - so deleting one may delete them all!

The Association has purchased extra ice again this year which will be distributed as evenly as possible between all divisions. Teams who miss a practice due to holidays or arena closures will be scheduled a make-up date at the earliest opportunity. Make-up date could be before or after the missed ice time.

The SRA has also purchased “development ice” this year on Thursdays each week from 6:30pm to 7:20pm. Development / skill clinics will be scheduled for all SRA team. It is possible that ice times may be shared with another team for skill clinics or open to other central associations to attend.

If a conflict exists where a head-coach is unable to attend a practice, it is SRA’s expectation that you will work to have other bench staff, including other SRA coaches/bench staff to cover the practice. Registration fees outline the expectation of ice times and it is important that we maintain the confirmed schedule. The Township of Brock has recently updated their ice policy and we will now be charged a cancellation fee. If cancellations are not received minimum 10 days in advance the SRA will be billed the full rental cost.

Facility Rules and Regulations:

Dressing rooms will be available 30 minutes prior to the start of ice time and must be vacated 30 minutes after the scheduled ice time.

No person(s) is allowed on the ice until the ice resurfacing machine and all arena employees have left the ice surface and the doors have been closed.

Cell phones are NOT permitted in the change room. This is a Township of Brock rule that could put our ice rental contract at risk.

No smoking/vaping, alcohol or other regulated substances are permitted to be done/used on or within the premises.

Ice Requests:

Any request for extra ice should be emailed to the Director of Ice Scheduling to ensure that all necessary paperwork, insurance, billing is completed accurately.

Teams that coordinate exhibition games must notify the ice schedule in advance - even if the game will use a regular practice ice time. The Association will coordinate the require insurance, referees, minor officials and electronic games sheets. Teams will be responsible for all cost associated with exhibition games and will receive an invoice from the association.

Note: Only if additional ice time is purchased will teams be responsible for the rental cost; teams that utilize practice ice for an exhibition game will not be charged the ice rental fee.

Use of Practice Ice for anything other than a Practice

Each team is allocated ice time to use for regular practices. If a team would like to use the ice for something other than a practice, such as a Parents vs. Kids game, then please let the SRA president or Director of Coaches know. The Association needs to be aware of the ice being used for any other purpose other than a practice. Additional insurance waivers may be required.

If you do have a parents vs kids' game, everyone over the age of 18 must sign a liability waiver prior to stepping on the ice. All participants 16 years of age and younger are required to wear full equipment. Please contact the President at stingerzringette@gmail.com to request the waiver and confirm your event.

Team Finance Policy:

Team Banking:

Team finances must be tracked and reported to the SRA. At NO TIME should any team or association revenue or expense go through a personal bank account. E-transfers are the preferred method of payment; Teams should avoid collecting cash whenever possible.

Teams that expect to have a team budget of **over \$5,000** are required to open a not-for-profit business account. Bank accounts must have a two (2) signing authorities. Requests to set up a team bank account should be emailed to the SRA president (stingerzringette@gmail.com) who will prepare the necessary banking letter.

Bank accounts should be closed at the end of each season and proof of a zero ("0") balance should be submitted to the SRA President and Treasurer at the end of the season.

Teams that anticipate a budget of **\$5,000 or less** may also open a separate team bank account or alternatively they can submit invoices for payment to the Treasurer at (sunderlandstingerz@gmail.com). It will be the managers responsibility to track and follow up on player payments. A list of received payments can be provided upon request. Teams should ensure that all payments are received at least 1 week prior to the invoice/payment due date.

Team Budgets:

SRA will provide you a budget template for the season. Budgets should be submitted to the SRA President and Treasurer a minimum of 3 times per year: at the start of the season; end of first half and then a final budget which should be submitted no later than 30 days after the team's final sanctioned event. All funds collected including sponsorships, fundraising and/or parent fees should be used for team development and events. As copy of the budget template will be emailed to coaches and managers.

Team fundraising:

Teams are encouraged to do their own team fundraising to help offset out-of-pocket expenses. The SRA can provide a list of pre-approved fundraisers. Any fundraising outside of the pre-approved list must have Board approval prior to starting. Teams must submit their request in writing to the Director of Fundraising (srafundraisingandsponsorship@gmail.com) and include the following information:

- Start and end date of the fundraiser
- Details of the fundraiser and who it will be marketed to
- What the funds will be used for

Once the team has received approval in writing from the Director of Fundraising they may proceed with the fundraiser. Logo Policy applies to all fundraiser advertising and media.

Team Sponsorships:

Teams may choose to obtain additional team sponsors to help off-set the out-of-pocket costs for parents. Teams should not approach Association sponsors without first confirming with the SRA President and/or the Director of Sponsorship. The SRA will provide a sponsorship contract which will indicate the approved levels of sponsorship and what each sponsor (i.e., website posting, social media shout outs, team banners, jersey logos etc.). Teams should refer to the SRA Team Finance Policy found here:

<https://www.sunderlandstingerz.com/content/sra---policies>

Vulnerable Sector Screening Policy

All bench staff and volunteers are required to have a valid Vulnerable Sector Screening or Police Record Check no later than **December 15, 2023**. This screening is valid for three years only. It is recommended screening be complete through Sterling Back-check as it can be linked directly to your RAMP account. A copy of your screening must be uploaded to your RAMP profile when you register for your position.

Link to complete the screening is found here:

<https://pages.sterlingbackcheck.ca/landing-pages/r/ringetteontario/>

Any questions regarding screening can be directed to the Registrar.

Safety Officer

All games must now have a Safety Officer marked on the game sheet by indicating “SO” beside the name of the person acting in this role for the game, the refs will be checking for this requirement. It does not need to be the same person for each game and it is strongly recommended that the trainer takes on this role.

The Safety Officer is the point person for injury reporting and ensuring that those who have been hurt file an injury report and/or know where to access injury resources on the website. They are responsible for reporting the injury to RO as well as the SRA president. Reports must be submitted within 24 hours of the incident.

More information can be found here from Ringette Ontario:

[https://mailchi.mp/a6b82bc05544/crc-coaching-requirements-419583?e=\[UNIQID\]](https://mailchi.mp/a6b82bc05544/crc-coaching-requirements-419583?e=[UNIQID])

End of Document

Last Updated - September 7, 2023