

# West Ottawa Ringette Association

## Coaches Manual



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# Coaching Qualifications

All bench staff must have their qualifications by **November 30th of the current year** or they will no longer be allowed on the bench until fully qualified. This means that all required training must be completed by this time.

**The certification deadline for required certifications is January 31st of the current playing year (unless otherwise indicated by your evaluator).**

Not all coaches require certification. Certification is only applicable for those coaches who are required to have a certification for a course they have completed. For example, one coach may be required to have completed a particular training course where another coach would be required to be certified in that course. Completing a course versus being certified in that course depends on the level/team the coach is coaching at.

The available coaching courses dates are made available well in advance, so there is time to plan accordingly. No exceptions – your bench staff must have the qualifications for the role they are filling.

For the 2024-25 season, the coaching qualifications for all levels can be found at the [Ontario Ringette Coaching Pathways](#).

A valid vulnerable sector check (VSC) with the Ottawa Police is required for all Bench staff, Team managers and other volunteer positions considered Level 3 as outlined in the new [WORA Volunteer Screening Policy](#). This is done online and there is typically no charge when you include the [WORA letter for Police Record Check](#). This should be completed by December 15 of each season and sent to the [records@westottawaringette.com](mailto:records@westottawaringette.com). The Vulnerable Sector Check needs to be completed every three years.

## New Coaches

Information for new coaches can be found on the Eastern Region Ringette site on the [New Coaches](#) page. This web page describes the process for getting an NCCP Number (also known as a coaching number). All new coaches must take the Coach Initiation in Sport course which is an online course.

You can access Coach Initiation in Sport [here](#). This page will provide you with details on how to go to “The Locker” to sign up for the course. You must complete this course before signing up for any other courses or clinics if you are new to ringette or a new coach.

## West Ottawa Contacts

Support for new coaches (team issues, drills, additional development, dryland, ideas, etc, etc) is available from West Ottawa’s [Coaching Coordinator](#), [Regional Director](#), [Competitive Director](#) or [Player Development Director](#).

# Coaching Clinics and Registration

All coaches must complete the following courses in order to coach at any level.

- Coach Initiation in Sport
- Making Ethical Decisions Clinic
- Making Ethical Decisions Evaluation (online)
- Making Headway (online course for concussion awareness)
- CSI or CI

Depending on the level you are coaching, you will need to take either the Community Sport Introduction (CSI) course or the Competitive Introduction (CI) course. The course you require is determined by the level of play you are coaching and can be found on the [Ontario Ringette Coaching Pathways](#) site.

TO REGISTER FOR A COACHING CLINIC:[click here](#)

In addition to meeting these certification requirements, each team must ensure that:

- Their Manager has taken the [Manager Certification](#) course available through Ringette Canada.
- Their Trainer has completed the required training outlined in the Ringette Ontario [Trainer Pathway](#).

Note - All teams U10-U19 are required to have ONE designated trainer on their bench for sanctioned events, this individual must be 18 or older and counts towards the maximum of 5 staff members permitted on the bench at once. A team is permitted to register multiple Trainers on the official Team Registration Form.

## Assigned Goalie Coach

New in 2024/25, we are asking for each team to assign a coach dedicated to on-ice goalie coaching. The purpose of this coach is to ensure that the goalie has a resource to go to for information and work with the coach to provide drills, warm-ups and instruction throughout the course of the practice.

The coach does not need to be on the bench for games, however the goalie coach role may be assigned to an assistant coach.

WORA will be offering training session(s) to these coaches to help them get started, as well these coaches are encouraged to speak with the goalie team running clinics if they can come out on the ice, listen to instruction and partake in the development of goalies on the team..

# Tournaments

Teams are limited to the following tournament selections as outlined below (dictated by Ringette Ontario). Failure to adhere to this restriction could result in fines.

Note: Regional teams should only register in two local tournaments (to allow room for other teams to register).

## Sanctioned Ontario Tournaments

[2024-25 Ringette Ontario Sanctioned Event Listing](#)

## Sanctioned Quebec Tournaments

[Ringette Québec Liste des Tournois](#)

Note: For Quebec Tournaments, teams must fill out an Out of Province Form: [Out-of-Province/Country Play Form](#)

Additional Tournament information is available here: <https://ncrri.com/content/info-for-teams-attending-tournaments>

## Maximum Number of Tournaments

There is a [maximum number of tournaments](#) that teams (Regional & Provincial) can attend during a season. This maximum is set by Ringette Ontario.

- U14 and above – no limit
- FUN1, FUN2, FUN 3 (U10) and U12 – up to 5, including the provincial year-end event
  - Note: Single day tournaments/exhibitions do not count towards the maximum at U12.
  - Note: League Championships do not count towards the maximum.

### Notes:

- Single day tournaments/exhibitions do not count towards the maximum at U12.
- NCRRL End of Year tournament is not included in total tournament selection (U12 and under)

There is also a maximum number of tournaments that individual players (Regional & Provincial) can attend during a season. This maximum is set by Ringette Ontario.

- U12 aged athletes with a two-team agreement may attend up to six (6) events per year total, between the two teams.
- FUN1/FUN2/FUN3(U10) athletes may attend a maximum of five (5) events per year, per player.

# West Ottawa Ringette Association

The following sections deal with information specific to the West Ottawa Ringette Association that apply to ALL teams.

## Injuries

Injuries that occur during team events (on ice or off ice) must be reported. There is an online reporting tool on the [WORA website](#).

The online [Ringette Ontario Sport Injury Report](#) must also be completed for insurance purposes as well as to track the frequency and type of injuries sustained during ringette games.

## Important Policies

Please review all [WORA Policies](#) and in particular the Discipline Policy, Conflict Resolution Protocol, Return from Injury/Illness Policy, Supervision and Conduct in the Change Room Policy, [Coaches Code of Conduct](#), [Bench Staff Code of Conduct](#), [Parent/Player Code of Conduct](#), [RO Parent Code of Conduct](#), [Social Media Policy](#).

In particular, the use of social media is a particular concern for older players. Players cannot make disparaging remarks about the association, team mates, opposing teams, officials, etc. Negative remarks are subject to the [discipline policy](#).

WORA adheres to the Ringette Ontario Social Media Policy. We recommend reviewing this policy with your team. Coaches/Bench Staff should communicate by email with parents of players under the age of 18. Any email communication sent to a player under the age of 18 should also be sent to the player's parent/guardian.

These policies should be followed at all times. If parents or players do not abide by the Code of Conduct, appropriate discipline can be applied. Any clarifications or questions can be brought to [executive@westottawaringette.com](mailto:executive@westottawaringette.com).

Forms requiring signature (Manager duty): [Parent and Player Code of Conduct](#).

# West Ottawa Tournament

All regional teams must register and pay to attend our tournament which will be held in February.

The West Ottawa Tournament aims to host all levels of play except for AA.

All families are expected to donate their time to complete volunteer hours, even if their children are not playing in the tournament. This is our association's single largest fundraiser.

## Goalie Clinics

This year WORA goalie clinic program will be taught in-house and led by the instruction by former NRL goalie, Syd Catlin. We are very happy to have her back to run the clinics this year.

Ice will be every second Wednesday. Schedule will be posted on our [website](#).

If you have any questions about the clinics, feel free to contact our Goalie Coordinator [goalies@westottawaringette.com](mailto:goalies@westottawaringette.com). The schedule and groupings will be also posted on the WORA website.

## Insurance

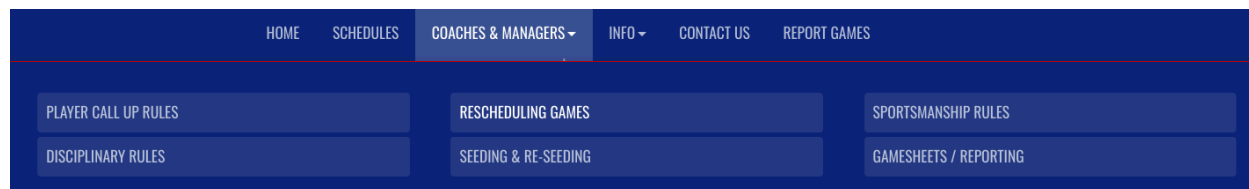
Bench staff, players and on-ice helpers are covered by Insurance through the Ontario Ringette Association.

Information concerning coverage can be found [here](#), under **Insurance Forms**.

# NCRRL

The following information relates specifically to the National Capital Region Ringette League - all information can be found here - <https://ncrri.com/>.

It is the coaches responsibility to ensure they are kept up to date with all changes in these documents and policies.



## Standings and Schedules

All game schedules across the league are available here - <https://ncrri.com/mastercalendar>

## Disciplinary Rules

Whenever a player or bench staff member is expelled from a game for any reason (Misconduct, Match, excessive penalties), the head coaches of both teams must report this to the Regional G&T Coordinator within 24 hrs of the game, or prior to the team's next game if earlier (such as at a tournament).

This report must be:

submitted by email to [gt\\_coord@easternregionringette.ca](mailto:gt_coord@easternregionringette.ca)

and cc to [regional@westottawaringette.com](mailto:regional@westottawaringette.com) or [competitive@westottawaringette.com](mailto:competitive@westottawaringette.com)

and cc to [president@westottawaringette.com](mailto:president@westottawaringette.com)

NCRRL Disciplinary rules are available here - <https://ncrri.com/content/disciplinary-procedures-and-rules>

**Coaches should engage the President, Regional or Competitive Coordinator when an incident requiring disciplinary action has occurred.**

If a coach is asked to leave a game by the referee, it must still be reported even if it is not indicated on the game sheet. If a coach is ejected from a game, there is an automatic 1 game suspension and the possibility of a disciplinary hearing with the region.

**Note that if a coach is asked to leave a game, they are not able to stay in the stands (viewing area) and includes tournament games in or out of Province.**



## Sportsmanship Rules (Mercy Rule)

It is the responsibility of the coach to ensure that they adhere to the NCRRL Sportsmanship rules. In the event that the team scored over the allowed limit of goals, they should reach out to the Regional coordinator at [regional@westottawaringette.com](mailto:regional@westottawaringette.com)

<https://ncrri.com/content/sportsmanship-rules>

## Player Call ups Procedures

Call-ups by either the Regional or Competitive Coordinator in advance, and then through the appropriate Age Convener for the NCRRL.

Playing Rules: <https://ncrri.com/content/player-call-up-rules>

Age Conveners: <https://www.ncrri.com/executive>

There are specific rules for calling up players when a team finds itself short due to illness or injury. Please refer to the “NCRRL Rules and Regs” on the [NCRRL website \(NCRRL Rules and Procedures\)](#) for Player Eligibility rules as well as other rules to be familiar with (e.g. number of people allowed on the bench at one time, requirement for one bench staff member to be female, mercy rule, canceling a game due to inclement weather etc.).

## NCRRL Playoff/End of Year Tournament

The NCRRL again is having a year-end championship tournament for regional teams hosted by TBD.

This tournament is mandatory for all U10 to U19 Regional teams. The final U8(FUN2) games and Bunnyfest(FUN1) will take place during this event, but not as divisions of the tournament.

This will be an RO sanctioned event, and must be attended by all Regional teams\*. If a team is not participating in this tournament they must receive approval from the NCRRL.

\*U12 Teams wishing to attend the Ringette Ontario Provincial event can still choose to attend the NCRRL tournament as well. The team's intent will be confirmed early on in the season for planning purposes.

## Equipment Requirement

### Mouthguards

The NCRRL has changed its policy on mouthguards from “required” to “recommended”. The decision for a player to not use a mouthguard must be made by that player’s parents or guardians, and not by the player themselves.

Additional information on equipment requirements for Ontario and Quebec is available here -

- <https://www.ringette.ca/our-sport/equipment-standards/>
- <https://ringetteontario.com/content/what-is-ringette>
- [https://www.ringuette-quebec.qc.ca/ringuette-quebec\\_equipements.php](https://www.ringuette-quebec.qc.ca/ringuette-quebec_equipements.php)

## Shoulder Pads

There have been inquiries at the older ages with respect to the use of shoulder pads. **Ringette Canada defers the use of shoulder pads to the provincial governing board. Ringette Ontario strongly recommends their use but does not deem them mandatory.** It is important to note that while WORA also strongly recommends the use of shoulder pads at all levels, it is the responsibility of the player along with their coaches and parents to make an informed decision for their own safety. If they choose to not wear shoulder pads, the greater risk of injury is one they must accept responsibility for themselves.

## TRF Adjustments - Player and Coach

TRF (Team Registration Forms) are required for teams to compete at tournaments. If a player is known to be absent and the coach wants to replace them, this must be done 48 hours prior to the tournament. In the case of an emergency (injury at a tournament), the coach can follow the same procedure to reach out to RO.

In the event that this happens at a tournament, the coach can reach out to either the [Competitive](#) or [Regional Director](#) for assistance.

All information related to TRF changes (either player or coach) is available [here](#).

# Ringette Ontario

Full policies in place by Ringette Ontario are available here - <https://ringetteontario.com/content/policies>.  
In many cases these policies apply both to Regional and Competitive teams.

# Additional Coaching Resources

There are a number of FAQs and resources available on the Ringette Ontario website and elsewhere:

- [Coaching FAQs](#)
- [Coaching Resources](#) (FUN2 to U10)
- [Ringette Alberta Drills for Practice Planning](#)
- [Ringette Drills of the week National Ringette School](#)
- [Ringette Canada \(YouTube\)](#)

## Drill Library

[WORA Drills and Practice Plan Program - Coaches Walkthrough](#)