



## **West Ottawa Ringette Bench Staff Policy**

The composition of a team's Bench Staff can be critical to the success of that team's season. In forming a team's Bench Staff, consideration should be given to the skill set of the Bench Staff, the development of the players and the creation of a fun, safe and healthy team environment.

### Selection of Head Coaches and additional Bench Staff

Once a team has been formed following the tryout or sort-out process, the Competitive or Regional director (as applicable) will select the Head Coach, who will then select the other members of the team's Bench Staff. A team's Bench Staff should be composed of\*:

- 1 Head Coach;
- 2-3 Assistant Coaches
- 1 Trainer
- Junior Coach (where applicable)

Additionally:

- Although not included in the Bench Staff requirements, WORA requires that each team have a Manager.
- All Bench Staff must be 18 years of age or older with the exception of Junior Coaches
- There may only be one person assuming the Head Coach position (as reflected in the team's TRF).
- All teams must have a dedicated Trainer.
- Teams are encouraged to place as many females on their bench as possible. However, it is a requirement that:
  - All regional teams must have at least one female Bench Staff member on the bench at all times during sanctioned events; and
  - All competitive teams must have a qualified female head or assistant coach on the bench at all times during sanctioned events.
- Managers are not permitted on the bench for any level during sanctioned events, unless they also hold a Bench Staff role (ie. Assistant Coach or Trainer)

Head Coaches should be sure to review the additional requirements put in place by the Ringette Ontario ("RO") and seek guidance from the WORA's Coaching Coordinator if they are unsure about the requirements. Details of RO requirements can be found in the [RO Operating Manual](#) "Coaching Development".

\*Note: the above describes those individuals who will be listed on a team's TRF (with the exception of the Manager). There are other positions that are recommended but which are not part of a team's Bench Staff. These positions are described in further detail in the WORA Manager's Manual.

#### Number of Bench Staff

The maximum number of Bench Staff that can be put onto a team's TRF is five (5). During sanctioned events, only those who are listed on the TRF are permitted to be on the bench.

Those teams who have a Junior Coach on their bench will be allowed a maximum of six (6) on their TRF

Note: the cap of a maximum of 5 Bench Staff members on a TRF is a WORA requirement. In the rare circumstances where an exception is made (see below "Exceptional Circumstances"), because of a team's particular requirements, or in the instance that a team has a Junior Coach, Head Coaches must keep in mind the RO requirement that a team never has more than five Bench Staff members physically on the bench at any given time and that teams are not permitted to have more than 2 Junior Coaches on the bench at any given time.

#### Bench Staff from the same family

In order to facilitate open communication between players, members and Bench Staff, the team's manager cannot be from the same family as any of the team's coaches. Further to this, it is recommended that members of the bench staff not be related (e.g. spouses, partners, siblings) in order to provide different perspectives on player development.

Consistent with this philosophy, Junior Coaches will typically not be placed on a team where a family member is a member of the Bench Staff. This is preferred in order to try to give the Junior Coach the best learning experience in their training as a coach.

#### Qualifications

In forming a team's Bench Staff, Head Coaches should be careful to ensure that, before being selected, their proposed Bench Staff have a clear and full understanding of the qualifications each individual must obtain in order to be eligible for their position on the bench. Ultimately, it is the responsibility of the Head Coach to ensure that their team's Bench Staff qualifications are in place by the deadlines set by RO. Head coaches should be sure to seek support and clarification from WORA's Executive in the event they are unsure of the qualification requirements for any member of their Bench Staff.

**Bench staff must have completed their qualifications by November 30 of the relevant year, must submit the proof of their qualifications to coach@westottawaringette.com and keep their details up to date on the WORA RAMP registration site.**

**Where Bench Staff have not completed their qualifications by this date, they must have advised, prior to November 30 of the relevant year, of the specific date that they have scheduled to obtain the qualifications (e.g. course date), which must be completed by January 8 of the relevant year.**

#### VSCs (previously known as PRC)

All Bench Staff, excluding anyone under the age of 18 (Junior Coaches) but including Managers, are required to have a valid Police Record Check, specifically the **Vulnerable Sector Check**. The VSC is free when using [this form](#). You will be required to submit a letter from WORA that is available on the [WORA website](#). Refunds will not be issued for PRCs.

### Non-parent Bench Staff

WORA embraces the opportunity to select non-parent coaches for teams, who may bring a different perspective or experience from parents of players on a team. In these cases, WORA offers an honorarium to help offset some of the expenses that the team will incur in support of the coach. Further details can be found on [WORA's website](#) or by contacting a member of the WORA Executive.

### Approval of Head Coach selection

Once a Head Coach has made their selection as to who they would like as their Bench Staff, they must submit their selection to the Competitive Director or Regional Director (as applicable) for approval. Ultimately, it is in the relevant Director's discretion to approve the Bench Staff based on the principles of this policy and the best interests of both the relevant team and the Association.

### Coaching Tenure

In order to provide our players with the opportunity to experience a variety of perspectives and coaching strategies, a Head Coach should not be appointed as Head Coach (or act in that capacity) for substantially the same group of players for more than 3 consecutive years.

### Long-term Development and Code of Conduct

The Bench Staff of a team is responsible for providing a program in accordance with Ringette Ontario's Sport Development policies and compliance with WORA's policies. All Bench Staff are required to sign and adhere to the Bench Staff Code of Conduct Agreement.

### Changes to Bench Staff

If there are changes during the year, Head Coaches/Managers must notify the Competitive or Regional Director prior to making any change and submit their replacement for approval by the relevant Director. Head Coaches must be careful to ensure they comply with all RO requirements regarding the substitution of a member of their Bench Staff.

### Failure to comply with Bench Staff requirements

Failure to comply with the Bench Staff requirements of RO, the ERRRA, the NCRRL or WORA will be considered to be a breach of WORA's Code of Conduct and may result in fines being levied against the team, the cost of which will be borne by the team.

### Exceptional circumstances

This policy aims to ensure that we are creating a safe, fun and healthy environment in which we can develop the skills of our players. It is recognized that there may be exceptional circumstances that arise which makes compliance with the policy not possible or difficult. In those circumstances, Head Coaches must seek an exception from the WORA President, who will exercise discretion in allowing a deviation from this policy.

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