

West Ottawa Ringette Association

Trainer's Manual



Trainer Qualifications and Dates

All bench staff (including trainers) must have their qualifications completed by **November 30** of the current playing year, or they will no longer be allowed on the bench. This means that all required training must be completed by this time.

The [trainer qualification](#) requirements can be found at the [Ringette Ontario Team Staff Qualification Pathways](#).

Copies of required qualifications should be uploaded into RAMP no later than November 30th of the current playing year. See section below on 'Entering qualifications into RAMP'.

New Trainers

New trainers must obtain an NCCP Number (if you don't already have one). You can sign up for an NCCP# through the following website: <https://thelocker.coach.ca/account/login>. Make note of your NCCP# as you will need it to register for courses, as well as RAMP registration as bench staff. Your completed courses will be able to be tracked via this NCCP/Locker login.

Courses/Qualifications

- Making Head Way In Sport: E-learning module can be found at the link below. Login in with your NCCP account and choose the generic module, as there is no ringette-specific training. This course is free of charge.
<https://coach.ca/sport-safety/concussion-awareness>
- Respect in Sport for Activity Leaders: can be found at the link below. Note, this course is different from the Respect in Sport for Parents course you may have already taken, however you should be able to use the same login information. Please ensure you enter your NCCP # within your profile in order to allow the completion of the course to transfer to your NCCP locker transcript. This course has a cost associated with it. Keep your receipt for reimbursement.
<https://ringette-canada.respectgroupinc.com/>
- Volunteer Screening Requirements: information and necessary forms can be found on the WORA website at the link below. Trainers require a **Vulnerable Sector Check** (Ottawa Police Level 3) every 3 years. An **attestation form** must be completed annually in years 2 and 3 following the Vulnerable Sector Check (VSC).
<https://www.westottawaringette.com/content/volunteer-screening-forms>
- Standard First Aid (or higher/professional certification as per RO qualifications). Note that Standard First Aid is typically a two day course and is more comprehensive than an Emergency First Aid course (which is typically a one day/8hr course). Ringette Ontario requires that Trainers have Standard First Aid qualification. Recertification is required every 3 years. First Aid certification must remain valid through to the end of the ringette season.

Entering qualifications into RAMP (NEW)

As part of the bench staff registration process in RAMP, qualifications can be attached in your registration profile (under My Account Members, select 'Edit' your profile):

- Enter your NCCP# in the appropriate field. This will link with your [coach.ca](https://thelocker.coach.ca) (the locker) transcript of completed courses. For trainers, the courses that are linked to your NCCP# are: Making Headway in Sport & Respect in Sport for Activity Leaders. You can verify your coach transcript here: <https://thelocker.coach.ca/access/account/public>
- Attach your Vulnerable Sector Check (received by Ottawa Police) to the 'VSS file' section and enter the date that the check was completed by Ottawa Police.

The screenshot shows the registration profile form with several sections highlighted in yellow. The 'NCCP #' field is highlighted, and the 'VSS File' section is also highlighted, showing the 'Date Completed' field with the value '9/19/2025' and a file upload icon. Other sections include 'Photo', 'Birth Certificate', 'Government Issued ID', and 'CRC File'.

Next, under my Registrations section, select "Manage" your registration for this season where you can:

- Attach your signed annual attestation form (if applicable in year 2 or 3 following your VSC); and
- Attach your Standard First Aid certificate or professional certification equivalent.

The screenshot shows the registration management page with several sections highlighted in yellow. The 'My Registrations' section is highlighted, and the 'Upload Files' button is also highlighted. The page displays registration details for a staff member, including the club name 'West Ottawa Ringette Association' and the season '2025-2026'. The 'Annual Attestation' and 'Standard First Aid (Trainer)' sections are also visible, each with a file upload field.

Expense Reimbursement

Expense reimbursement for mandatory trainer qualifications can be requested via the Expense Reimbursement Form available on the WORA website:

<https://www.westottawaringette.com/form/4793>

WORA will provide reimbursements for up to one trainer per team. It is recommended that teams coordinate amongst themselves to organise back up trainer assistance when necessary. Any exceptions require approval from the WORA Board of Directors.

Medical Forms

Medical Forms need to be completed for every player at the beginning of the season - ideally prior to the first team on-ice session. Blank medical forms are available on the WORA website under Trainer Forms.

The trainer (or coach) should bring these completed forms to every practice/game. Trainers should review all completed medical forms for awareness of player medical conditions as well as emergency contact information.

Trainer Equipment

Helmet. Trainers are required to have a helmet. A helmet is required to be worn on the ice surface when assessing or assisting an injured player during a practice or game.

First Aid Kit. Your team's coach/manager will usually sign out a first aid kit for the season. If replenishment is required for used first aid kit items throughout the season (eg ice packs, bandages), you can send a request to the WORA equipment coordinator via the Team Equipment Request Form available on the website, and coordinate a time to pick up necessary items.

<https://westottawaringette.com/content/equipment>

Emergency Action Plan

The trainer is responsible for ensuring that an Emergency Action Plan is in place for their team. A sample plan is available on the WORA website under Trainer Forms.

Injury Reporting

For insurance purposes, WORA encourages teams to report all injuries sustained during ringette-related activities. However, all Significant Injuries MUST be reported in accordance with both RO and WORA policies and protocols.

WORA defines a Significant Injury as any injury a player sustains which requires the player to be absent from ringette activities due to that injury. Examples are, but not limited to, broken bones, severe sprains or strains, major lacerations, respiratory incidents etc. This also includes concussion or suspected concussion (see Concussion section for detailed guidance). Note that absence due to cold or flu is not required to be reported.

There are two forms that must be filled out for reporting purposes. It is recommended that Trainers discuss in advance with coaches and parents when an injury report will be made since contact information is submitted and follow up communication may occur with parents and/or bench staff.

- [WORA Player Injury Report](#). There is an online reporting tool on the WORA website for tracking and awareness by the WORA Board of Directors.
- [Ringette Ontario Injury Tracker](#) This online form must also be completed for insurance purposes as well as to track the frequency and type of injuries sustained during ringette games. RO Injury report must be completed within 10 days.

Trainers can inform injured players/bench staff that Ringette Ontario has extended medical coverage (Sport Accident Insurance) to those who qualify. More details are available here: https://cloud.rampinteractive.com/ringetteontariogames/files/RO_MedicalInsurance.pdf

Return to Play (non-concussion related)

Trainers must be familiar with the WORA policy on return to play. Trainers have a key role in making assessments as well as communicating with parents and coaches during this process.

<https://www.westottawaringette.com/content/policies-and-procedures>

Concussion (or suspected concussion)

Trainers must be familiar with concussion policies and procedures. WORA will follow Ringette Ontario (RO)'s policies regarding concussion or suspected concussion:

[RO Concussion Management Guidelines](#)

[RO Concussion and Return to Play](#)

[RO Medical Assessment Letter \(concussion\)](#)

[RO Medical Clearance Letter \(concussion\)](#)

Some *additional* useful resources can also be found at the following link(s):

Canadian Guideline for Concussion in Sport (2nd edition, 2024). Parachute has a variety of resources on concussion including Concussion Recognition Tool (CRT6), Concussion Guides for coaches/trainers, Concussion Guides for Parents, and Return to School and Sport strategies.

<https://parachute.ca/en/injury-topic/concussion/>

Concussion Recognition Tool (CRT6). It is recommended that this be printed and kept with trainer information and medical forms.

<https://bjism.bmj.com/content/bjsports/57/11/692.full.pdf>

Rowan's Law (Ontario, 2019). The government of Ontario has information on concussion safety.

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

These resources are provided ***in addition to*** the Ringette Ontario policies which take precedence.

Any questions or concerns about anything in this information package, please contact the Trainer Coordinator at trainer@westottawaringette.com

Revised September 2024