

# ***COACHING DEVELOPMENT TABLE OF CONTENTS***

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## **1. COACHING DEVELOPMENT PROGRAM OVERVIEW**

The Ontario Ringette Association, Ringette Canada and the Coaching Association of Canada offer several Coaching Development Programs, resources, seminars and clinics.

The Ontario Ringette Coaching Development Committee “strongly supports” the development of female coaches at all levels. Female Coaching role models will further enhance the players Ringette™ experience.

### **a. Coaching Resources**

O.R.A. and Ringette Canada resources are available through clinics and the O.R.A. business office (please refer to the O.R.A. Resource Order Form for description and price of resources available). The Coaching Association of Canada has a wide variety of sport (general) manuals, hardcover books, pamphlets and posters available to all sport enthusiasts.

### **b. Coaches Certification Program**

Ontario Ringette offers this program through the Coaching Development Program fee, it is also available to any person who wishes to join. The Coaches Certification Program provides information geared to all levels and positions of coaching. Community rap sessions, (informal seminars) assist coaching staff in dealing with today’s tactics and trends. Ringette™ Technical Clinic content is developed by Ringette Canada and the Coaching Association of Canada. It is administered to the membership through the Ontario Ringette Association.

The following courses and clinics are offered:

- i. Community Sport Initiation - O.R.A.
- ii. Competition Introduction - O.R.A.
- iii. Gradation - O.R.A.
- iv. Level 3 Technical (Ringette™ Clinic) - RINGETTE CANADA
- v. Competition Evaluation - O.R.A.
- vi. Practical Certification (Level 3) - RINGETTE CANADA

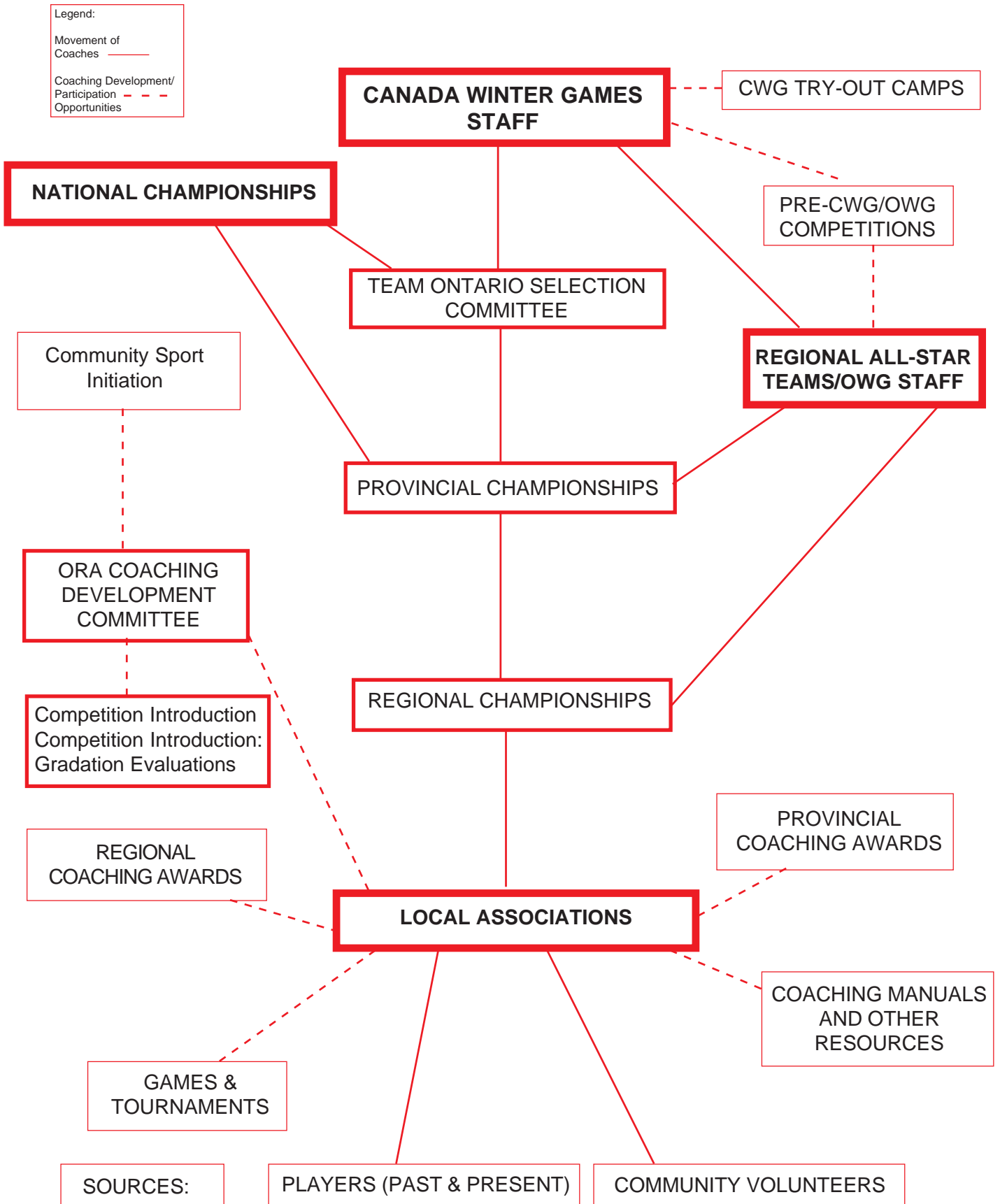
Ringette Canada has created a Managers Course, which can be obtained through O.R.A.

Practical certification records are monitored jointly by the Ontario Ringette Association and the Coaching Association of Canada.

### **d. Volunteer Recognition**

The Coaching Development Committee is responsible for selecting a Hall of Fame Provincial Coach of the Year. Nomination Forms are available from your Local Association, or through your Regional Co-ordinator. Nominees not selected for the current year will have their nomination kept on file for consideration for the next three (3) years.

**2. COACHING DEVELOPMENT MODEL**



**3. BENCH STAFF DUTIES**

- a. There shall be a maximum of five (5) Bench Staff members on the bench:
  - i. Head Coach: Seasonal planning, testing and evaluation of athletes, mental training, plan. Ultimately responsibility for players and staff.
  - ii. Assistant Coach: Teacher of technical, tactical and psychological skills, directing a given responsibility as delegated by the Head Coach.
  - iii. Manager: Administrator, Manager of human and other resources, transportation, communications and finances.
  - iv. Trainer: First Aid, prevention of injury, medical resources, physical conditioning and equipment.
- b. Each team - U10 (Novice) through 18+ (Open) Provincial AA – Regional C Level must have a “Head Coach”. Other positions are optional, but are strongly recommended for efficient operation and organization of a team. (18+ teams must have a Head Coach for Sanctioned Play).
- c. All Bench Staff must fulfil the qualifications required for the position assumed as stipulated and cannot be a player on the team he/she is participating with as a bench staff member.
- d. Although a team may have one or more Bench Staff assuming the same position, i.e.: Assistant Coach, Trainer, there may only be one person assuming the Manager or Head Coach position. At the “A” and “AA” levels, there may be more one person assuming the Trainer position provided the Head Coach and Assistant Coach are both present on the bench.
- e. The Head Coach is ultimately responsible for the safety of all team members. This includes mandatory equipment. Random stick checks will be made throughout the season by on-ice officials to determine the legality/state of safety of players’ sticks.
- f. Coaching Staff and/or volunteers who are participating on-ice, be that during practice or during the “Running time” of a game, must wear a C.S.A. approved helmet (Also G&T – O.R.A. Sanctioned Events Section 3).

**4. BENCH STAFF QUALIFICATIONS**

- a. All bench staff must have proper qualifications by **JANUARY 8th** of the playing season.
- b. It is the Home Association's responsibility to ensure that bench staff are qualified by **JANUARY 8th**. There will be no replacement of unqualified bench staff after **JANUARY 8th**. Fines will be levied as per Games and Tournaments criteria.
- c. The Registrar of each Association must submit a copy of the team's T.R.F. to the appropriate Regional Coaching Co-ordinator by **NOVEMBER 15th**. The Head Coach of each registered team sign and approve the T.R.F. made up for their team prior to submitting to the O.R.A. office. The Head Coach of each Registered Team is responsible for the accuracy of the information submitted to the Ontario Ringette Association office. Any Association that has not submitted this Form by that date will be levied a fine by the Regional Coaching Co-ordinator payable to the Region of \$10.00 per team.
- d. The deadline for changes to Team Registration Form's Bench Staff is **JANUARY 8th**. Designated Bench positions must stand as of **JANUARY 8th**. *Example:* If the Head Coach is not qualified for said position, he/she cannot assume another position (i.e.: Trainer) in order to remain on the bench. Rather, he/she will be replaced with qualified personnel. The ineligible coach may not be involved with the team, from whose bench they have been removed, for the remainder of that playing season.
- e. Each Regional Coaching Co-ordinator is to submit to the Provincial Coaching Chair, a list of the "A" and "AA" bench staff within the Region, whose associations have been notified that those bench staff are at risk of not obtaining the appropriate qualifications for the position that they have registered for by **JANUARY 8th**. The date that the Associations were sent notification should be included. (Also G&T-Sec. 4.2).
- f. In seasons in which new rules are in effect, the Head Coach or Assistant Coach of every sanctioned team or registered Adult team, must attend a Rules Clinic or an Officiating Clinic by **JANUARY 8th** of the season. Coaching Co-ordinators must obtain a list of participants at Rules and Officiating Clinics in order to verify compliance. Out of Region attendance may be verified by submitting the receipt for participation to your Regional Coaching Co-ordinator. At the discretion of the Region Co-ordinator, a team that has its Head Coach and Assistant Coach(es) attend a Community Sport Initiation Clinic in a Rule Change year may be exempt from attending the Rules Clinic that year, providing the Rule Change is presented by an official qualified to teach the Rule Change Clinic.
- g. Any Association that has a team or teams that do not have the Head Coach or Assistant Coach attend a Rules Clinic in a Rule Change year will be levied a fine of \$25.00 per team by the Regional Coaching Co-ordinator payable to the Region.

- h. Trainers are required to have current certification in one or more of the following:
- i. Medical Doctor/Student
  - ii. Fireman
  - iii. Registered Nurse
  - iv. Ambulance Training
  - v. Athletic Therapy
  - vi. Equivalency for any certified first aid course, fourteen (14) hours or more in duration, which includes the following content:\*
- Principal of First Aid and Safety
  - Artificial Respiration
  - Wounds and Bleeding
  - Shock, Unconsciousness and Fainting
  - Fractures
  - Head and Spinal Injuries
  - Joint Injuries
  - Medical Conditions (Diabetes, Asthma, etc.)

\*Items require re-certification every three (3) years.

For equivalency, course content must be submitted to O.R.A. for Ringette Canada approval.

- i. It is highly recommended that all bench staff members be encouraged to upgrade their qualifications to the highest level possible to increase their coaching skills.

**Coaching Chart**

**(All terms and definitions are referenced in the online ORA Glossary)**

**Coaching Development Requirements**

**U9**

Coach & Assistant Coach	CSI - Trained or Level 1 Certified with Upgrade (Strongly recommended for 2009-2010 Season, mandatory in 2010-2011 Season)
Manager	Manager 1
Trainer	First Aid Certification

**U10**

Coach & Assistant Coach	CSI - Trained or Level 1 Certified with Upgrade (Strongly recommended for 2009-2010 Season, mandatory in 2010-2011 Season)
Manager	Manager 1
Trainer	First Aid Certification

**Provincial U12**

Coach & Assistant Coach	CI – Trained or Level 2 Certified (Level 1 Cert. + Tech. 2 + Theory 2 +MED Upgrade are acceptable qualifications until the end of 2009-2010 Season)
Manager	Manager 1
Trainer	Level 1 Cert., CI : Trained or CSI: Trained <u>AND</u> First Aid Certification

**U14, U16, U19, 18+ A**

Coach & Assistant Coach	CI – Trained or Level 2 Certified (Level 1 Cert. + Tech. 2 + Theory 2 +MED Upgrade are acceptable qualifications until the end of 2009-2010 Season)
Manager	Manager 1
Trainer	Level 1 Cert., CI : Trained or CSI: Trained <u>AND</u> First Aid Certification

**U12, U14, U16, U19, 18+ B & C**

Coach & Assistant Coach	CSI – Trained (Tech.1/Prac.1 + MED Upgrade are acceptable qualifications until the end of 2009-2010 Season)
Manager	Manager 1
Trainer	First Aid Certification

**U14, U16, U19, 18+ AA& AAA**

**\*Teams are required to have a female Coach or Assistant Coach on the bench at all times**

Coach & Assistant Coach	CI – Certified or Level 2 Certified
Manager	Manager 1
Trainer	Level 1 Cert., CI : Trained or CSI: Trained <u>AND</u> First Aid Certification

**Canada Winter Games**

**\*Teams are required to have a female Coach or Assistant Coach on the bench at all times**

Coach & Assistant Coach	CD- Trained or Level 3 Certified
Manager	Manager 1
Trainer	Level 1 Cert., CI : Trained or CSI: Trained <u>AND</u> First Aid Certification

That by fall of 2012, all teams at all ages and levels have registered and active, with relevant qualification, a female coach/assistant coach on each and every bench.

The Coaching Committee recommends a three-year implantation plan to include:

- All “C” and U7 teams for the 2009-2010 season
- All “B” teams for the 2010-2011 season
- And all “A” teams for the 2011-2012 season

Assistant Coach in Training: CSI or CI: Trained depending on team level of play.

An O.R.A. registered and qualified female must be on the bench during sanctioned events.

\* Competition Development Trained: Multi -sport modules offered through Coaching Association of Ontario, Sport specific modules offered through O.R.A. and Ringette Canada

CSI Trained: Community Sport Initiation - training - offered by O.R.A.

CI Trained: Competition Introduction Trained - offered by O.R.A.

CI Certified: Competition Introduction Certified - individual evaluations - offered by O.R.A.

Gradation: CI: Gradation trained and evaluated - offered by O.R.A.

Ethics: Make ethical decisions online evaluation - offered by N.C.C.P.

CI Part A: Introduction to Competition - Part A - offered by N.C.C.P.

CI Part B: Introduction to Competition - Part B - offered by N.C.C.P.

\* Definition of CI Certified: CI trained and Evaluations + Gradation and Evaluation + Ethics - Online Course completed.

\* Competition Development: Trained: Making Ethical Decisions/Planning a Practice/Design a Basic Sport Program (O.R.A) and 6 Multi-Sport Modules (CAO) and 3 Sport Specific Modules (Ringette Canada)

**See Page 8 (over) for more Bench Staff requirements.**

**Note:**

- Non-qualified bench Staff shall not be allowed to participate in O.R.A. Sanctioned Events after **JANUARY 8<sup>th</sup>**. Should a member of your association bench staff violate this rule, it shall result in team disqualification and/or fines levied. There shall be no exceptions and/or appeals to this rule.

Bench Staff may train a person sixteen (16) or seventeen (17) years of age, as of **DECEMBER 31<sup>st</sup>** of the playing year with no official duties, (to be called an “**Assistant Coach in Training**”). These people can be on the bench during sanctioned events if they are Community Sport - Initiation Trained or CI Trained (depending on the team level of play) and the Bench Staff does not exceed the maximum number of five (5) persons on the bench.

Cert. 1 - Having successfully completed all 3 components of Level 1: Technical 1, Practical 1 and Theory 1.

Cert. 2 - Having successfully completed all components of Cert. 1 plus Theory 2, Technical 2 and Practical 2 which includes 3 practices evaluated by an approved ORA Level II Evaluator Coach or

Tech/Prac 2 and N.C.C.P. Competition - Introduction Part A or Part B .

**Ontario's representative at the Nationals in the U16 (Junior) and U19 (Belle) divisions, and Eastern Canada Championships in the U14 (Tween ) AA division, must have a fully qualified Female Head or Assistant Coach on the bench.**

## **5. BENCH STAFF REQUIREMENTS**

- a. Head Coaches, Assistant Coaches, Managers and Trainers must be eighteen (18) years of age or older.

**Note:** Bench Staff may train a person sixteen (16) or seventeen (17) years of age, with no official duties, (to be called an "Assistant Coach in Training"). These people can be on the bench during sanctioned events if they have Community Sport - Initiation or CI Trained (depending on the team level of play) and the bench staff does not exceed the maximum number of five (5) persons on the bench.

- b. One member of the bench staff of U19 (Belle) or younger team must be a non-playing female, age eighteen (18) and older and present on the bench.
- c. All Bench Staff are required to register on the appropriate team registration forms, on or before the registration deadlines. For complete details, please refer to Membership Services - Registration Section 6 - or contact your local Registrar.
- d. During sanctioned play, if a substitute bench staff member is required due to an absent bench staff, it will be permitted after consultation with the Coaching Co-ordinator/Designate. The substitute bench staff must satisfy coaching qualifications for that level, be registered with O.R.A. at the position he/she is assuming and be eligible to fill that position.

### **e. 18+ (Open) and 30+ (Masters) Divisions:**

Player - Coaches are permitted. However, there must be a non-playing member of the bench staff for all sanctioned play.

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**6. O.R.A. SANCTIONED EVENTS**

**a. Events**

Invitational Tournaments  
Regional C Championships  
Regional B Championships  
Provincial AA and A Championships  
Eastern Canadian Championships (U14 - Tween AA)  
National Championships  
Ontario Winter Games (every two years)  
Canada Winter Games (every four years)  
World Qualifiers and Championships

**b. Bench Staff Responsibilities**

- i. A member of the Bench Staff shall be responsible for providing your local Registrar with a list of team members so that the Registrar can complete the O.R.A. Team Registration Form. Team forms are to be submitted to the office by **NOVEMBER 15th** for Provincial and Regional level teams.
- ii. A member of the Bench Staff shall be responsible for familiarizing themselves, and their team, with the Games and Tournaments Section of the Operating Manual. The section explains all pertinent information regarding the following:
  - O.R.A. Competitive Structure
  - O.R.A. Team Registration
  - Substitutes
  - Tournament Sanction Requirements
  - Rules for Sanctioned Events
  - Provincial AA and A Championship Fees, Deadlines, etc.
  - Information on the National Championships

**iii. Excessive Penalties:**

Please refer to Games and Tournaments – Playing Rules Section 5 for complete details.

iv. Match/Misconduct Penalties:

There are strict suspensions enforced during O.R.A. Sanction play. Please refer to Games and Tournaments - Playing Rules Section 5 for complete details. While serving a suspension, the bench staff member must leave the enclosed playing and seating area of the rink so as not to have any influence on the progress of the game. Refusal to do so will result in the forfeiture of the game by that team. The offender may also be subject to further suspension by the league or governing body.

v. Bench Staff Code of Conduct Agreement for Sanctioned Events: (Appendix C-F-01)

Members are expected to treat each other with mutual respect for the betterment of Ringette™ on and off the ice:

1. The use of illegal drugs is strictly prohibited.
2. Alcohol consumption by minors is strictly prohibited. Alcohol consumption by those of legal age must be handled with discretion and in a manner not demeaning to the Ontario Ringette Association, following all laws according to the Liquor License Act of Ontario. Alcohol must not be consumed at least 8 hours prior to game time.
3. Any occurrence of consuming or having alcohol and any person using illegal substances is a severe breach of the Code of Conduct.
4. For Provincial Events the minimum consequence for such behaviour will be the suspension for the remainder of the Event and an automatic referral to the Provincial Appeals and Complaints Committee where further sanctions could be imposed. The \$1,000.00 fee to lodge a complaint shall be waived.
5. Abusive or offensive language is not to be used on the ice, bench area or the public halls and lobbies of the arena.
6. Bench Staff must abide by the decisions of the game officials; i.e. referee, timekeeper or scorekeeper.
7. Bench Staff must abide by the rules set down by the Ontario Ringette Association.

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8. Bench Staff should ensure that all players are the best possible representatives at all times.
  9. Bench Staff should respect the roles played by the Volunteers, Host and Officials, and other Bench Staff in all Sanctioned Events and deal with them in a courteous and friendly manner on and off the ice.

For Provincials a Bench Staff Member who breaks the Provincial Code of Conduct must appear before the Provincial Protest and Grievance Committee for a discipline hearing. This body may impose further sanctions. They may also recommend that the Bench Staff Member or Members be sent to the Provincial Appeals/Complaints Committee for further sanctions. The \$1,000.00 fee to lodge a complaint shall be waived. For other Sanctioned Events, Regional Protest and Grievance procedures apply.

vi. Attend Rules Clinic

This clinic was developed for Ringette™ players, parents, new Ringette™ communities, and Volunteer Community Coaches. It was developed to give anyone interested in Ringette™, and everyone who attends a game of Ringette™, a basic knowledge of the rules of the game and the philosophy of officiating.

The topics of discussion include violations, penalties, body contact, etc.

A clinic has been further developed to address the mandatory nature of Rules Clinics for members of the Bench Staff (as identified by Coaching Development) during Rule Change seasons.

Arrangements for the clinic can be made through the Officiating Co-ordinator for your Region.

c. **Certification Level Verification**

At the August Standing Committee Meeting, the Regional Coaching Co-ordinator will receive a copy of the updated O.R.A. Bench Staff Qualification Database from the office. In September the O.R.A. office will issue a copy of all Bench Staff Qualifications to each Association President.

Confirmation of any coaching certification required by a Provincial level coach between **NOVEMBER 15th** and **JANUARY 8th** will be collected by the Regional Coaching Co-ordinators from Course Registration Forms (Technical or N.C.C.P.). Other course completion certificates (Theory, Managers and First Aid) will be collected by the home Association. It is the Association's responsibility to ensure that the bench staff is properly qualified. The Associations are also responsible for sending a copy of the certificates to the O.R.A. office by **JANUARY 8th** to be entered into the database.

To ensure Bench Staff are properly certified on teams attending tournaments after **JANUARY 8th**, the Region Coaching Co-ordinators must be sent a list of teams participating in any tournaments from the Pre-Tournament Package by the Region Games and Tournaments Co-ordinators so that they can be checked for any teams that might be at risk of having an ineligible Bench Staff member. If there are

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teams in the tournament at risk of having ineligible Bench Staff, copies of their game sheets must be sent to the Region Coaching Co-ordinators from the Post-Tournament Package by the Games and Tournaments Co-ordinators to be reviewed to see if an ineligible Bench Staff member has participated in the Tournament. If an ineligible Bench Staff member has participated, a fine of \$50.00 per game will be assessed by the Region Coaching Co-ordinator.

Region Coaching Co-ordinators shall submit a list of all teams in their Region that are at risk of having ineligible Bench Staff members participating in sanctioned events to the Provincial Coaching Chair by **JANUARY 15<sup>th</sup>**. Copies of this information shall be sent to all other Region Coaching Co-ordinators. The Region Coaching Co-ordinators will use the lists to check the qualifications of Bench Staff participating in sanctioned events in their Regions. When they find that a Bench Staff member has participated illegally they will notify the appropriate Coaching Co-ordinator so that proper fines can be assessed.

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7. **CSI, CI AND CI: GRADATION CLINIC OVERVIEW**

- a. Ringette Canada is the National Sport Governing body for Ringette™. In joining the National Coaching Certification Program, (implemented through the Provincial Sport Governing Body) we offer you, the Ringette™ Coach, an opportunity to expand your coaching knowledge through a series of Technical clinics.
- b. Community Sport - Initiation (CSI) is designed to give you a basic understanding of the game of RINGETTE™. It is for the experienced as well as the freshman coach.
- c. Through exposure to Competition Introduction (CI), the coach can build his/her basic knowledge of the game and develop strategies and a more complex knowledge of Ringette™.
- d. **CI: Gradation**
  - i. The Competition Introduction Gradation Course augments the knowledge gained in the CI course to assist coaches in planning each year to maximize all aspects of athlete training.
- e. Involvement in this program will not only help you but will be a benefit to all participants.
- f. The CI Course introduces some new topics that are of use to coaches. Once the coach has learned the material in the course manual and had the opportunity to apply it in his/her own coaching, he/she may wish to further his/her expertise by advancing to Level 3 or the soon to be offered Competition - Development Course.
- g. **Aim**

To promote the consistent development and training of Ringette™ coaches.
- h. **Objectives**
  - i. To expose the coach to the basic coaching principles of Ringette™.
  - ii. To encourage the ongoing development of the Ringette™ coach, building upon the basic coaching principles.
  - iii. To encourage coaches to develop sound ethics and safe coaching techniques.
  - iv. To promote the code of Ringette™.
  - v. To establish a forum through which coaches can share their opinions and ideas.
  - vi. To establish a system of progressive skill development for the coach to follow.

- vii. To develop the knowledge of coaches at a rate which progresses as quickly as the development of the game and its players.

**h. The Ringette Canada Coaching Program**

In Ringette™, we offer the following levels of certification training:

**Offered by O.R.A.:**

- Community Sport - Initiation - approximately 12 hours
- Competition Introduction - approximately 16-20 hours
- Competition Introduction - Gradation - approximately 8 hours
- Competition Introduction Evaluation
- Competition Introduction - Gradation evaluation

**Offered by Ringette Canada:**

	<b><u>Theory</u></b>	<b><u>Technical</u></b>	<b><u>Practical</u></b>
Level 3	35 hours	27-33 hours	1 additional year Total 3 years

Note: The Coaching Committee of Ringette Canada designs the Coaching Courses. Only Certified Course Facilitators teach these courses under the supervision of Ringette Canada.

<b>Pre-requisite:</b>	CSI 1	Nil
	CI	Nil

<b>Resources used:</b>	CSI 1	Workbook, Reference Manual, Drill Manual, Rule Book.
	CI	Workbook, Reference Manual and Tool Box.

**i. How to arrange an Introduction to Competition (CI) Evaluation:**

After attending an Introduction to Competition Course:

- The coach submits a request for an evaluation to the O.R.A. office accompanied by a \$75.00 cheque made payable to the Ontario Ringette Association.
- Upon receipt of the application and cheque, the O.R.A. office notifies the appropriate Regional Coaching Co-ordinator and will send the coach a copy of the appropriate forms necessary for the evaluation.
- The Regional Coaching Co-ordinator contacts an appropriate Coaching Evaluator, who contacts the

coach to set up a time for the evaluation of the coach's practice.

- Upon completion of the evaluation the Evaluator will:
  - Sends the proper documentation and an Expense Claim to the O.R.A. office; and
  - Notifies the coach if they have completed the evaluation successfully or not.

The office, upon receiving the proper documentation, sends a cheque for \$75.00 to the Evaluator.

## **8. COURSE ADMINISTRATION**

a. **Preparing for a Coaching Course**

In preparing to host a Ringette™ Course it is suggested that the course host working with the Regional Co-ordinator ensure that:

- i. the course is financially feasible
- ii. the course is publicized in their community and surrounding communities
- iii. participants are aware of clinic fees and how these moneys will be collected
- iv. a facility is available for off ice instruction making allowance for coffee breaks and lunch
- v. a facility is available for on ice instruction
- vi. the required equipment is available
- vii. the required resources are ordered
- viii. course conductors have been assigned and confirmed and are aware of the date, time and location of the course
- ix. accommodations and travel arrangements have been made for the course conductor(s) if necessary.

Course Requirements

Coaches Receive:

- | <u>CSI</u>         | <u>CI</u>          | <u>Level 3</u>     |
|--------------------|--------------------|--------------------|
| • Work Book        | • Work Book        | • Level 3 Manual   |
| • Rule Book        | • Rule Book        | • Level 3 Workbook |
| • Reference Manual | • Reference Manual |                    |
| • Drill Manual     | • Drill Manual     |                    |
| • “Tool Box”       | • “Tool Box”       |                    |

All Courses require:

- classroom with tables and/or desks
- overhead projector and spare bulb or computer with overhead capability if available
- extension cord
- screen
- blackboard and/or flip chart
- VHS format video cassette player with remote stop action and large television monitor (optional, verify with Course Conductor).
- sufficient ice time
- **sufficient players**

Ice Requirements

- |                  |                  |                  |
|------------------|------------------|------------------|
| <u>CSI</u>       | <u>CI</u>        | <u>Level 3</u>   |
| • 2 Hours of Ice | • 2 Hours of Ice | • 5 Hours of Ice |

**Scheduling to be co-ordinated with Course Facilitator**

Player Requirements

- |  |           |  |
|--|-----------|--|
| <u>CSI</u>                                 | <u>CI</u> | <u>Level 3</u>   |
| To be co-ordinated with Course Facilitator |           | 2 Teams including goalkeeper.<br>(U16 - Junior age and above). |

**b. Booking a Coaching Course**

- i. The potential host contacts the Regional Coaching Development Co-ordinator in writing or by telephone, to make arrangements for time, place, etc.
- ii. In the event that the person requesting the clinic contacts the Regional Director, or the O.R.A. office, then these two (2) contacts will direct the request to the appropriate Regional Coaching Development Co-ordinator.
- iii. The Regional Coaching Development Co-ordinator will arrange all final details (time, date, place, numbers, etc.) with the host. (The Regional Coaching Development Co-ordinator shall take into consideration the course schedule that has been established in April).
- iv. The Regional Coaching Development Co-ordinator and the Chair of the Provincial Coaching Development Program make arrangements to provide instructors for the course. The Regional Coaching Development Co-ordinator will attempt to find local instructors before contacting the Chair for assistance in finding an out-of-Region instructor(s). The Regional Coaching Development Co-ordinator will advise the Host the name of the Head Instructor.
- v. Additional courses to those already scheduled in your Region shall only be organized if the number of registrants warrant it. (Required minimum of fifteen (15) registrants).
- vi. The Regional Coaching Development Co-ordinator will maintain accurate coaching qualifications and requirements on all Coaching Staff within their Region. The O.R.A. office shall forward each Co-ordinator up-to-date O.R.A. printouts of bench staff qualifications. The Regional Coaching Development Co-ordinator will update these lists for his/her Region as each clinic is completed and/or upon receipt of additional information forwarded by the O.R.A. office.
- vii. Each region will determine the course fee.

**c. Course Facilitators**

- i. The Coaching Committee will present CSI or CI and CI: Gradation Facilitator Courses periodically as required. Approximately 12 participants, ideally 2 from each Region, would be expected to attend to ensure a favourable number of Instructors for all Programs.

9. **COURSE REGISTRATION FEE REMITTANCE**

- a. The Host Association (local or Regional) shall collect pre-registration fees with a deadline date of ten (10) days before the course date. It is imperative that this step be adhered to in order for the course to be a success.
- b. No course registration fees are to be given to the instructor. All registration fees (monies) must be paid to the Host Region. Upon completion of the course, the instructor submits expense claims and course registration forms to the Region.
- c. Upon receipt of the course registration and expense form, the Region pays the instructor and forwards the forms and necessary fees to O.R.A.
- d. **Cost and Charges Rationale**

#### **Community Sport - Initiation**

Fees to O.R.A.:

\$ 3.00 per person (N.C.C.P. fee)  
\$70.00 O.R.A. Administration Fee

Instructor Fees:

\$150.00 plus expenses\* (1 Instructor)  
\$100.00 plus expenses\* each (2 Instructors)

#### **Competition Introduction**

Fees to O.R.A.:

\$ 3.00 per person (N.C.C.P. fee)  
\$70.00 O.R.A. Administration Fee

Instructor Fees:

\$250.00 plus expenses\* (1 Instructor)  
\$150.00 plus expenses\* each (2 Instructors)

#### **Competition Introduction: Gradation**

Fees to O.R.A.

\$ 3.00 per person (N.C.C.P. fee)  
\$70.00 O.R.A. Administration Fee

Instructor Fees

\$150.00 plus expenses\* (1 Instructor)  
\$100.00 plus expenses\* each (2 Instructors)

#### **Competition Introduction: Evaluation**

Fees to O.R.A.  
\$75.00 per person

Evaluator Fees  
\$75.00 per person

\* **Note:** Expenses includes travel, meals, accommodations (when applicable).

**NOTE:** Theory Courses must be completed before practical certification will be granted. (i.e.: must have Theory 3 before being granted Level 3 Practical).

**a. Level 3 Requirements**

To apply for Level 3 Practical Certification, a coach must first be fully certified at Level 2 in Ringette™ and have satisfied all the requirements of Level 3 Theory and Technical:

- i. Act as the coach or assistant coach of a registered Ringette™ team for at least one season after, or within, the season all the requirements for Level 3 Technical and Theory N.C.C.P. Certification in Ringette™ have been satisfied. The coach must be fully certified in both Level 3 Technical and Theory prior to applying for practical consideration.
- ii. An external evaluator for a minimum of one (1) game and practice will observe the coach. If possible, one (1) practice should be immediately prior to a game. The external evaluator will be assigned from the Ringette Canada list of approved Level 3 evaluators. The assessment criteria will be provided to the coach upon confirmation of the assessment date. Assessments can be completed at major tournaments.
- iii. The coach is to submit to Ringette Canada, six (6) weeks in advance, a choice of 2-3 weekend dates, which would be suitable for the practical evaluation to occur. An external evaluator will be assigned and the coach will be required to submit detailed practice plans to the assessor at least one (1) week prior to the evaluation process. Rationale for the game plans should be submitted prior to the games. It is expected that the coach will supply some rationale for the practice plans as well and indicate the location of the practices and games within the yearly training plan (Y.T.P.).
- iv. In view of the expenses involved in sending an evaluator to a distant region, Ringette Canada plans to identify possibly two (2) or three (3) locations during the season in order for an external evaluator to assess as many coaches as possible. In all other cases where distance is not a factor, it is recommended that a minimum of two (2) coaches be assessed during the time period chosen.

**12. RINGETTE CANADA MANAGERS COURSE**

a. **Preface**

- i. Ringette™ has identified a requirement to formalize a training program for its managers in order to address the special skills which managers must have in order to perform their job. This managerial ‘course’ has been designed specifically for those who may not wish to coach, yet wish to contribute and be involved in a team’s organization. The information contained in this document is valuable and beneficial for any individuals in the “team sport” setting. It is highly recommended that those people who are currently in a coaching role obtain this manual to help increase their knowledge in the area of team administration.
- ii. This program is intended to prepare an individual for a managerial or an administrative position on any Ringette™ team.

b. **Instructions**

- i. This program takes the form of a self-paced instructional package. Participants will read the manual at their leisure, and, upon completion, answer the test at the back of the manual. The manual is to be used when answering the quiz, as references are required for each answer. The completed test must then be sent to Ringette Canada for evaluation and credit.
- ii. Each person successfully completing the test will then be accredited as a Certified Manager by Ringette Canada and will receive a certificate of achievement, a wallet card, and a crest to recognize their achievement. These individuals will be registered with their Provincial Association and with Ringette Canada as certified Managers.
- iii. More specific instructions appear with the test at the back of the manual.
- iv. **Course Fee** \$24.00 + \$5.00 Postage + \$1.74 G.S.T. (6%) = \$30.74 total

Available through the O.R.A. business office.

Ontario Ringette Association  
1185 Eglinton Ave. East, Suite 705  
NORTH YORK, Ontario M3C 3C6  
Tel: (416) 426-7204  
Fax: (416) 426-7359

along with a cheque for the amount of the manual(s).

- v. Upon completion of the Manager's Course, the package should be sent to:

Ringette Canada  
Suite 201  
5510 Canotek Road  
Gloucester, Ontario  
K1J 9J4

**13. BENCH STAFF FOR CANADA WINTER GAMES**

**a. Criteria for Selecting Team Ontario Bench Staff**

- i. All O.R.A. Coaches will be invited to apply for any of the Bench Staff positions (Coach and Assistant Coach) with the understanding that if they are selected that they will be expected to become a fully Competition Development-Certified of Certified Level 3 (Grandfathered) Coach by **MAY 1<sup>st</sup>** of the year before the Canada Winter Games at their own expense.
- ii. Each applicant will submit:
  - A resume of their coaching experience and qualifications.
  - An essay on their philosophy on Coaching girls in sports and why they should be selected to coach Team Ontario in 250 words or less.

Faxed resumes will be accepted.

- iii. A Selection Committee should be chaired by the President, O.R.A., and have as its members the Vice President Technical, Coaching Chair, one Coaching Co-ordinator, one Board Member, Elite Development Chair or Designate.
- iv. All coaches who apply and have the proper qualification and satisfy the criteria for being selected as Head Coach or Assistant Coach will be invited to an interview at which they would pay their own expenses.
- v. In the event that a male and female rank equal in the selection process, the female would be given preference.
- vi. The Head Coach will be selected first and will have input into the selection of the rest of the bench staff from the applications which have been submitted. She/he will be excused from the room during the voting process.

**b. Criteria for Selecting the Head and Assistant Coaches for Team Ontario**

- i. The successful candidates for the positions of Head Coach and Assistant Coach must have the following:
  - A Certified Level 2 Coaching Certificate and Level 3 Theory in Ringette™
  - Not be in conflict with criteria listed in Elite Development, Page 6, Section e - Bench Staff
  - Leadership skills
  - Motivational Skills

- Organizational skills
  - Communication skills
  - A positive philosophy on sport participation and coaching
  - A positive reputation both within the sport community and the community at large
  - The ability to relate well to both the player participants, other members of the coaching staff and parents
  - References from both within the outside the Ringette™ Community
  - Knowledge and acceptance of the O.R.A. Harassment Policy.
- ii. It would be helpful if the candidates for the position had the following:
- Fundraising skills
  - Previous experience in other sports and community activities
  - Previous related business experience
  - Extra qualifications and/or training in related areas
  - Extra qualifications and/or training from N.C.C.P.
- iii. It would also be beneficial to know if the candidate has ever earned recognition in the form of awards or honours from previous involvement in Ringette™, other sports and the community.

**c. Criteria for Selecting the Manager for Team Ontario**

- i. The successful candidate for the position of Manager of Team Ontario must have the following:
- Completed N.C.C.P.'s Managers Course
  - Not in conflict with criteria listed in Elite Development, Page 6, Section 5 - Bench Staff
  - Previous Ringette™ experience
  - Leadership skills
  - Motivational skills
  - Organization skills
  - Communication skills
  - A positive philosophy on sport participation and coaching
  - A positive reputation both within the sports community and the community at large
  - Positive sport involvement both in terms of winning and losing and developing participants to their full potential
  - The ability to relate well to the player participants, other members of the coaching staff and parents
  - References from both within and outside the Ringette™ Community
  - Knowledge and acceptance of the O.R.A. Harassment Policy

ii. It would be helpful if the candidate for the position had the following:

- Fundraising skills
- Previous experience in other sports and community activities
- Previous related business experience
- Extra qualifications and/or training from N.C.C.P.
- Extra qualifications and/or training in related areas

iii. It would also be beneficial to know if the candidate has ever earned recognition in the form of awards or honours from previous involvement in Ringette™, other sports and the community.

d. **O.R.A. Volunteer and Employee Screening Policy**

i. Police Record Checks of all bench staff must be submitted to O.R.A.