

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

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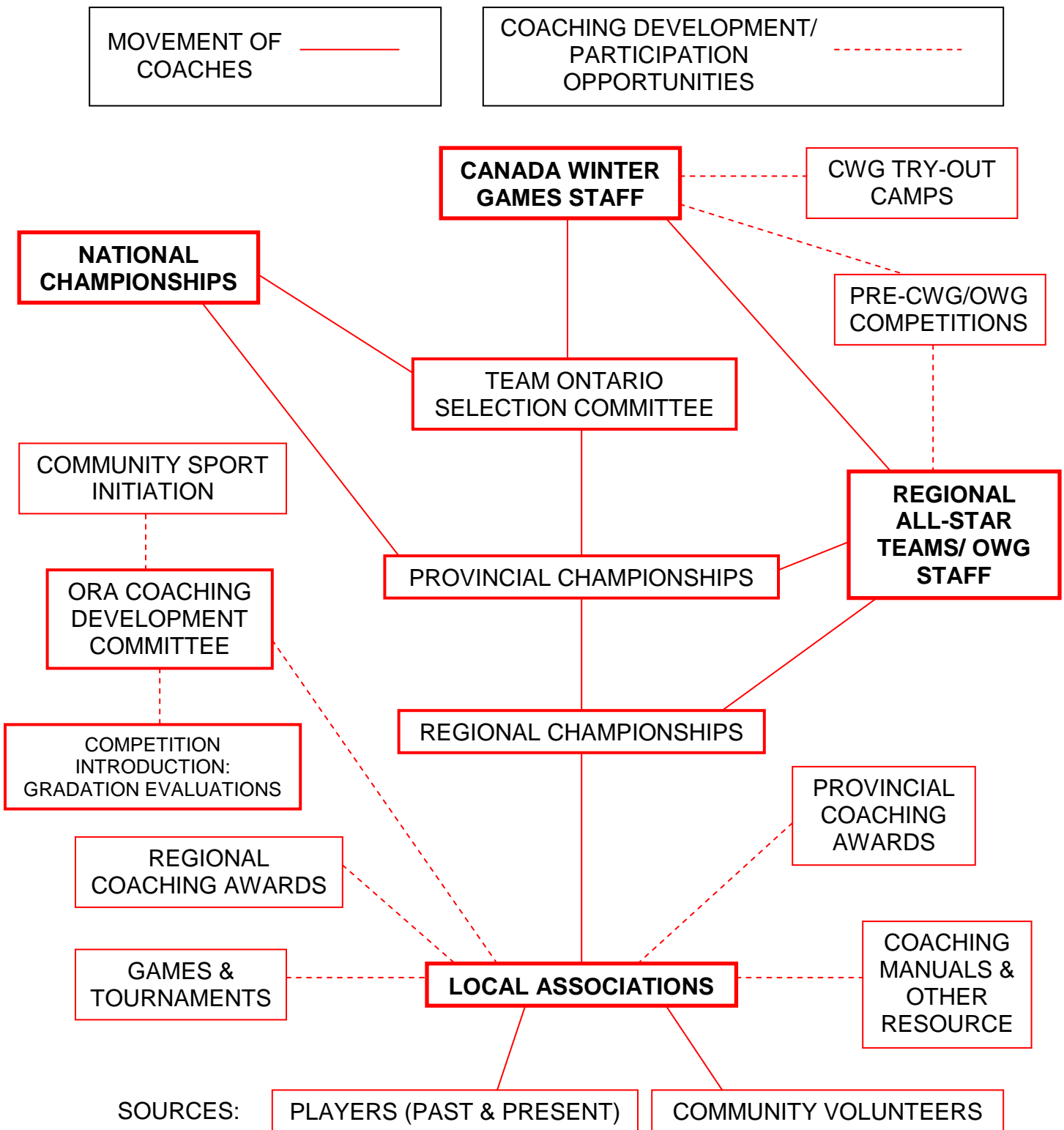
## **1.0 COACHING DEVELOPMENT PROGRAM OVERVIEW**

**1.1** Ringette Canada, the national governing body for the sport of Ringette, and the Coaching Association of Canada have developed a National Coaches' Certification Program (N.C.C.P.) for the training and certification of Ringette coaches. The O.R.A., through the Coaching Development Committee, coordinates and manages the delivery of the N.C.C.P. within the province of Ontario. The Coaching Development Committee's responsibilities include establishing training and certification requirements for coaches at various levels of play. In addition, the Regional Coaching Coordinators manage the training of coaches in their region, as well as monitor coaches' qualifications on an ongoing basis.

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

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## **2.0 COACHING DEVELOPMENT MODEL**



### **3.0 BENCH STAFF RESPONSIBILITIES AND REQUIREMENTS**

- 3.1** Unless otherwise stated, the following requirements apply to all games played by an ORA Registered team, including tournament, league and exhibition games. Section 3.5 and 3.10 apply only to sanctioned play. For a definition of sanctioned events see Games and Tournaments 3.2.3.

**A team may have a maximum of five Bench Staff members on the bench, although more than five may be registered on the Team Registration Form. Bench Staff positions and their respective duties are as follows:**

- 3.1.1 Head Coach: Overall responsibility for the team. This includes season planning, practice planning, player development, and delegation of duties to relevant Bench Staff. Ultimately responsible for player equipment and the safety and conduct of all players, Bench Staff and parents.
- 3.1.2 Assistant Coach(es): Work under the direction of the Head Coach to assist with player development. Duties may include the delivery of practice plans, both on and off the ice, and other duties as assigned. May substitute for the Head Coach as necessary.
- 3.1.3 Manager: Responsible for administration of the team's off-ice logistics, including managing parent volunteers, communications and finances, and other duties as assigned.
- 3.1.4 Trainer: Responsible for First Aid, safety, the team's Emergency Action Plan (EAP), the completion of Risk Management and Safety Incident/Accident Reports (Form M-F-13) when necessary, and other duties as assigned.
- 3.2** Head Coaches, Assistant Coaches, Managers and Trainers must be eighteen (18) years of age or older.
- 3.3** All teams U7 to U19 must have a Head Coach on the bench and designated as such on the game sheet, where game sheets are required. Other positions are optional, but are strongly recommended for efficient operation and organization of a team.
- 3.4** All U9 to U19 teams must have a Bench Staff Member who has First Aid Certification as defined in Section 4.7 (ORA Bench Staff Qualification Requirements Chart). It is highly recommended that this person be present at all games and team activities.

**3.5** **3.5.1** 18+ and 35+ teams are required to have a qualified bench staff member registered on their TRF and present during sanctioned events.

**3.5.2** For “A” teams, the qualified bench staff must be a non-playing head coach.

**3.5.3** For “BB” playing levels and lower:

- the qualified bench staff member may be a coach, trainer or manager
- the qualified bench staff member may be a player as long as they are identified on the TRF as coach, trainer or manager

**3.5.4** Where there is a player-coach, that individual is responsible for the team and will be subject to all disciplinary actions, including ejection during the game.

It is strongly recommended that teams have a non-playing member of the Bench staff on the Bench for sanctioned play.

**3.6** One member of the Bench Staff of U19 or younger teams must be a non-playing female, age eighteen (18) or older and present on the bench. U14 AA, U16 AA, U19 AA teams, Ontario Winter Games teams and Canada Winter Games teams must have a fully qualified female Head Coach or Assistant Coach on the bench.

**3.7** All Bench Staff must fulfill the qualifications required for the position assumed as stipulated in this manual by January 8<sup>th</sup> of the current playing season and for U19 or younger teams cannot be a player on the team he/she is participating with as a Bench Staff member.

**3.8** The Bench Staff of a U16 or younger team may train a person sixteen (16) or seventeen (17) years of age, as of December 31<sup>st</sup> of the playing season, with no official duties, to be called a Coach in Training (CIT). A maximum of two CIT’s can be on the bench during games if they are appropriately qualified in accordance with the team’s registered level of play and the Bench Staff does not exceed the maximum number of five (5) persons on the bench.

**3.9** Although a team may have one or more Bench Staff assuming the same position, (i.e. there may be multiple Assistant Coaches, Trainers, Managers and Coaches in Training registered on the Team Registration Form), there may only be one person assuming the Head Coach position and the Manager position on the bench. There may not be more than two (2) Coaches in Training on the bench. At the “A” and “AA” levels, there may not be more than one person assuming the Trainer position on the bench unless both the Head Coach and at least one Assistant Coach are present on the bench.

**3.10** During sanctioned play, if a substitute Bench Staff is required due to an

absent Bench Staff, any ORA registered bench staff with the appropriate qualifications can become a valid participant of that Bench Staff as long as the overall bench staff requirements are met. For Invitational Tournaments, a Bench Staff Substitution Form (Form C-F-02) must be completed and presented to the Tournament Coordinators. For Provincial Championships, any Bench Staff substitutions must be approved by the ORA Technical Director or Designate.

- 3.11** Coaching Staff and/or volunteers, who are participating on-ice, during a practice or during the running time of a game, must wear a C.S.A. approved helmet (Games & Tournaments Section 3).
- 3.12** One of the Bench Staff of every team shall be responsible for familiarizing themselves, and their team, with the Games & Tournaments section of the Operating Manual. The section explains all pertinent information regarding the following:
- O.R.A. Competitive Structure
  - Team Registration
  - O.R.A. Sanctioned Events
  - Player and Bench Staff Substitutions
  - Playing Rules for Sanctioned Events
  - Provincial Championships
  - Excessive Penalties
  - Match/Misconduct Penalties
- 3.13** Note that there are strict suspension rules associated with Excessive Penalties and Match/Misconduct Penalties for players and Bench Staff as per Games & Tournaments Section 5. A Bench Staff serving a suspension 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.
- 3.14** Coaching Staff should familiarize themselves with the Official Rules of Ringette, available online on the Ringette Canada website ([www.ringette.ca](http://www.ringette.ca)) or for purchase through the O.R.A. office.
- 3.15** The Bench Staff of a team is responsible for providing a program in accordance with O.R.A.'s Sport Development policies.
- 3.16** In accordance with Membership Services Section 6 (b) and (c), all players and Bench Staff shall register on a Team Registration Form (TRF). The Head Coach is responsible for the accuracy of the information on the TRF and is required to sign and approve the TRF.
- 3.17** All Bench Staff are required to sign and adhere to the Bench Staff Code of Conduct Agreement (Form C-F-01). See Section 6 below for details.

**3.18** Bench Staff are strongly encouraged to nominate at least one player on their team for a Player Recognition Award – see Membership Services Section 13.

## **4.0 BENCH STAFF QUALIFICATION REQUIREMENTS**

- 4.1 As outlined on the following chart, the qualifications required by Bench Staff depend on the division and level of the team. The National Coaches' Certification Program (N.C.C.P.) for Ringette consists of a Community Sport stream and a Competition stream.

The Community Sport Initiation (CSI) clinic is designed for coaches of U7, U8, U9, U10 and U12 Regional teams.

Competition Introduction (CI) clinics are designed for coaches of U12 Provincial and all U14 to U19 and 18+ teams. 'AA' and 'AAA' coaches at these age levels must also complete the CI Evaluation. Please refer to the following chart for a complete list of Bench Staff Qualification Requirements.

- 4.2 All Bench Staff must have proper qualifications by **JANUARY 8th** of the playing season.

**4.2.1 The qualifications deadline for MED, clinics online evaluations and CI Practical evaluations is January 31<sup>st</sup>.**

- 4.3 It is the Home Association's responsibility to ensure that Bench Staff are qualified by **JANUARY 8<sup>th</sup>** and that any unqualified bench staff are removed and/or replaced on the TRF by **JANUARY 8<sup>th</sup>**. There will be no replacement of unqualified Bench Staff after **JANUARY 8<sup>th</sup>**. Non-qualified Bench Staff shall not be on the bench for games after **JANUARY 8<sup>th</sup>**. This applies to Tournament, League and Exhibition games.

**4.3.1 All coaching Information Change Forms (ICF) and substitution requests to be directed to the Technical Director for approval and for any exceptions or any challenges to be forwarded to the provincial Coaching Committee.**

- 4.4 In addition to the qualification requirements outlined in the following chart, in seasons in which new rules are in effect, the Head Coach or Assistant Coach of every registered team must attend a Rules Clinic or an Officiating Clinic by **JANUARY 8<sup>th</sup>** of the season. Regional Coaching Coordinators 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 Coordinator.

- 4.5 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 Coordinator payable to the Region.



Division	Level	Qualified Female Head Coach or Assistant Coach on the Bench	Position	Make Ethical Decisions (MED)	Community Sport Initiation (CSI)	Competition Introduction (CI)		Competition Development (CD)	Manager	First Aid
				Certified*	Trained	Trained	Certified	Certified	Certified	Certified
U6, U7, U8	-		Head Coach	✓	✓					
U9, U10 U12 Regional & House League	-		Head Coach	✓	✓					
			Assistant Coach	✓	✓					
			Manager						✓	
			Trainer							✓
U14, U16, U19, 18+, 35+	B, C, D, REC & House League		Head Coach	✓	✓	**				
			Assistant Coach	✓	✓	**				
			Manager						✓	
			Trainer							✓
U12	Provincial		Head Coach	✓		✓				
			Assistant Coach	✓		✓				
			Manager						✓	
			Trainer		✓					✓
U14, U16, U19, 18+	A		Head Coach	✓		✓				
			Assistant Coach	✓		✓				
			Manager						✓	
			Trainer		✓					✓
U14, U16, U19	AA	✓	Head Coach	✓			✓			
			Assistant Coach	✓			✓			
			Manager						✓	
			Trainer		✓					✓
U19 Ontario Winter Games	AAA	✓	Head Coach	✓			✓			
			Assistant Coach	✓			✓			
			Manager						✓	
			Trainer		✓					✓
U20 Canada Winter Games	AAA	✓	Head Coach	✓				✓		
			Assistant Coach	✓				✓		
			Manager						✓	
			Trainer		✓					✓

<p>* MED certification must be completed by January 31<sup>st</sup> of the current playing season</p> <p>** Head coaches and assistant coaches of the U14, U16, U19, 18+ and 30+ teams at the B,C,D and house league levels who have no previous ringette coaching qualifications must be CI trained. By January 8<sup>th</sup> 2019, all coaches at these levels must be CI trained.</p>	
<p><b>4.7 Terms and Definitions</b></p>	
<p><b>Intro to Coaching Ringette</b></p>	<p>Coaches new to taking a coaching course must complete Intro Course Workbook and Intro Clinic prior to attending a CSI or CI clinic – offered by O.R.A – 3-4 hour clinic</p>
<p><b>CSI Trained</b></p>	<p>Complete Community Sport Initiation (CSI) clinic - offered by O.R.A. – one (1) day clinic          Pre-requisite: None</p>
<p><b>CI Trained</b></p>	<p>Complete Competition Introduction – offered by ORA – two (2) day clinic          Pre-requisite: None</p>
<p><b>CI Certified</b></p>	<p><b>Competition Introduction Certified</b></p> <ul style="list-style-type: none"> <li>➤ CI Certified includes: Complete CI clinic + successfully pass the CI Evaluation + MED online evaluation             <ul style="list-style-type: none"> <li>- CI Evaluation – offered by O.R.A. – see instructions to arrange these in Section 5 below</li> </ul> </li> </ul>
<p><b>Make Ethical Decisions (MED) Certified</b></p>	<p>Complete a MED Module Clinic – offered by CAO or region – 3-4 hour clinic</p> <ul style="list-style-type: none"> <li>➤ Complete the appropriate Make Ethical Decisions Online Evaluation at <a href="http://www.coach.ca">www.coach.ca</a>:             <ul style="list-style-type: none"> <li>- CSI coaches must complete the CSI MED Online Evaluation</li> <li>- CI coaches must complete the CI MED Online Evaluation</li> </ul> </li> </ul>
<p><b>CD Certified</b></p>	<p><b>Competition Development Certified</b></p> <ul style="list-style-type: none"> <li>➤ A coach must be CI Certified and be coaching U16A or higher to begin this process. Please see Ringette Canada website for more information</li> </ul>
<p><b>Coach in Training (CIT)</b></p>	<ul style="list-style-type: none"> <li>➤ Bench staff of a U16 or younger team may train a person sixteen (16) or seventeen (17) years of age, as of December 31<sup>st</sup> of the playing season, with no official duties, to be called a Coach in Training.</li> <li>➤ A maximum of Two (2) CIT's can be on bench during games if they are CSI Trained or CI Trained (in accordance with the team's registered level of play) and the Bench Staff does not exceed the maximum</li> </ul>

	<b>number of five (5) persons on the bench</b>
<b>Manager Certification</b>	➤ <b>Complete Manager Certification program provided by Ringette Canada online at <a href="http://www.coachingringette.ca">www.coachingringette.ca</a></b>
<b>First Aid Certification</b>	<p>➤ <b>Trainers are required to have current certification in one or more of the following:</b></p> <ul style="list-style-type: none"> <li>i. Medical Doctor/Student</li> <li>ii. Fireman</li> <li>iii. Registered Nurse</li> <li>iv. Paramedic</li> <li>v. Certified Athletic Therapist</li> <li>vi. Equivalency for any certified standard first aid course, thirteen (13) hours or more in duration (eg. St. John Ambulance or Red Cross Standard First Aid programs), which includes the following content: <ul style="list-style-type: none"> <li>• Principal of First Aid and Safety</li> <li>• Artificial Respiration</li> <li>• Wounds and Bleeding</li> <li>• Shock, Unconsciousness and Fainting</li> <li>• Fractures</li> <li>• Head and Spinal Injuries</li> <li>• Joint Injuries</li> <li>• Medical Conditions (Diabetes, Asthma, etc.)</li> </ul> </li> </ul> <p><b>Re-certification is required every three (3) years</b>  <b>For equivalency, course content must be submitted to O.R.A. for Ringette Canada approval</b></p> <p><b>Note: In addition to being Standard First Aid Certified, Trainers on U12 Provincial, A, AA and AAA teams must also be either CSI Trained or CI Trained, or have current Hockey Trainers Certification Program (HTCP) Level 1 Certification or higher.</b></p>
<b>Ringette Canada Challenge Process</b>	➤ <b>The ORA does not allow its coaches to use this process. All coaches must go through the formal training clinics process.</b>

## **5.0 HOW TO ARRANGE A COMPETITION INTRODUCTION EVALUATION**

- 5.1** Log into your coaching account on the Ringette Canada website at [www.coachingringette.ca](http://www.coachingringette.ca).
- 5.2** Select “Begin” beside “Competition Introduction Evaluation”\* This automatically sends an email to the ORA Technical Director who will forward the request to your Regional Coaching Coordinator who will in turn assign an evaluator to you.
- 5.3** The Evaluator will contact you to set up a time for the evaluation. You must bring a cheque, payable to the Evaluator, in the amount of \$100.00 at the time of your evaluation.
- 5.4** Upon completion of the evaluation, the Evaluator will record the results on the Ringette Canada website. A pass result will be automatically transmitted to your transcript on the Coaching Association of Canada website

\*If the “Begin” button is not available on your account status page, contact the ORA Technical Director for assistance.

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## **6.0 BENCH STAFF CODE OF CONDUCT**

**6.1** Team Bench Staff members are expected to uphold the highest standards of conduct whenever involved in a team function or representing their team in any way. The ORA's expectations and rules for Bench Staff Code of Conduct may be found in the ORA Operating Manual at:

- Sport Development, Chapter 2, Section 5.0, "Code of Conduct and Ethics"; and

Each member of the Team Bench Staff must sign form C-F-01 to indicate they have read these parts of the ORA Operating Manual and that they agree to abide by them.

### **Code of Conduct: Key Points**

6.1.1 Bench Staff must abide by the rules set down by the Ontario Ringette Association.

6.1.2 Bench Staff must abide by the decisions of the game officials; i.e. referee, timekeeper and other minor officials.

6.1.3 Bench Staff should ensure that all players and team spectators are the best possible representatives of their team, association and the sport of Ringette at all times.

6.1.4 Bench Staff should respect the roles played by the Volunteers, Host, Officials and other Bench Staff at all sanctioned events, and deal with everyone involved in a courteous and friendly manner on and off the ice.

6.1.5 Abusive/offensive language is not to be used on the ice, bench area or in the public halls and lobbies of the arena.

6.1.6 The use of illegal drugs is strictly prohibited. Alcohol must not be consumed within 8 hours prior to game time.

6.1.7 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.

6.1.8 Any breach of the above alcohol and drug rules is a severe breach of the Code of Conduct. The minimum consequence for such behaviour will be the suspension for the remainder of the event and an automatic referral to the appropriate regional or provincial committee where further sanctions could be imposed.

A Bench Staff member who breaks the Code of Conduct must appear before the appropriate association, regional or provincial committee for a discipline hearing. This body may impose sanctions that may include suspensions or fines.

## **7.0 VERIFICATION OF BENCH STAFF QUALIFICATIONS BY COACHING DEVELOPMENT COMMITTEE/REGIONAL COACHING COORDINATORS**

- 7.1 The Regional Coaching Coordinator will maintain accurate coaching qualifications information on all Bench Staff within their Region.
- 7.2 The Regional Membership Services Coordinator must submit a copy of every team's TRF to the Regional Coaching Coordinator as soon as possible after November 15<sup>th</sup>.
- 7.3 On or after November 16<sup>th</sup>, the Regional Coaching Coordinators will receive a copy of the most recent O.R.A. Bench Staff Qualifications Database from the office.
- 7.4 Confirmation of any outstanding Bench Staff qualifications required between **NOVEMBER 15<sup>th</sup>** and **JANUARY 8<sup>th</sup>** will be collected by the Regional Coaching Coordinators as Coaching Clinics are completed and/or additional information is forwarded by the O.R.A. office.
- 7.5 By no later than **DECEMBER 15<sup>th</sup>**, each Regional Coaching Coordinator is to inform their associations and the Provincial Coaching Development Chair of any Provincial Bench Staff who are at risk of not obtaining the appropriate qualifications for the position that they have registered for by **JANUARY 8<sup>th</sup>** of the current playing season.
- 7.6 Games and Tournaments will submit lists of Bench Staff attending Provincial Championships to the Regional Coaching Coordinators after January 8<sup>th</sup> in order to verify Bench Staff Qualifications.
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## **8.0 COACHING CLINIC ADMINISTRATION**

The O.R.A., through the Coaching Development Committee and Regional or Association hosts, delivers the following Ringette N.C.C.P. Clinics:

- Community Sport Initiation - approximately 9 hours
- Competition Introduction – approximately 16 hours

### **Hosting a Coaching Clinic**

#### **8.1**

The Regional Coaching Coordinators will liaise with potential host associations to make arrangements for the time and place of an appropriate number of clinics required by the Region for that season. The Regional Coaching Coordinator will make arrangements to provide the necessary clinic facilitators. Each Region will determine the appropriate clinic participant fees.

In preparing to host a Ringette™ Clinic it is suggested that the clinic host, working with the Regional Coaching Coordinator, ensure that:

- the clinic is financially feasible
- the clinic is publicized in their community and surrounding communities
- participants are aware of clinic fees and how these moneys will be collected
- a facility is available for off-ice instruction making allowance for coffee breaks and lunch
- a facility is available for on ice instruction
- the required equipment is available
- the required resources are ordered through the O.R.A. office
- clinic facilitator(s) have been assigned and confirmed and are aware of the date, time and location of the clinic
- accommodations and travel arrangements have been made for the clinic facilitator(s) if necessary.

#### **8.2**

### **Clinic Requirements**

Coaches Receive:

#### CSI

- Work Book
- Casebook
- Reference Manual
- Drill Manual
- “Tool Box”

#### CI

- Work Book
- Casebook
- Reference Manual
- Drill Manual
- “Tool Box”

All Clinics 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
- appropriate media equipment
- sufficient ice time – 1 hour for CSI, 2 hours for CI

### **8.3 Clinic Registration Fee Remittance**

All clinic registration fees must be paid to the Host Region. Upon completion of the clinic, the facilitator submits an expense claim and the N.C.C.P. Clinic Registration Forms to the Regional Coaching Coordinator.

8.3.1 Upon receipt of the N.C.C.P. Clinic Registration Forms and expense form, the Regional Coaching Coordinator arranges for payment of the facilitator and forwards the N.C.C.P. Registration Forms to the O.R.A. office.

8.3.2 Upon receipt of the N.C.C.P. Registration Forms, the O.R.A. office will invoice the Host Region for the appropriate N.C.C.P. fees and O.R.A. Administration fees.

### **8.4 O.R.A. Fees and Facilitator Fees**

#### **8.4.1 Community Sport Initiation**

Fees to O.R.A.:

\$3.00 per person (N.C.C.P. fee)

\$70.00 O.R.A. Administration Fee

Facilitator Fees:

**\$200.00** plus expenses\* (Per Facilitator)\*\*

#### **8.4.2 Competition Introduction**

Fees to O.R.A.:

\$3.00 per person (N.C.C.P. fee)

\$70.00 O.R.A. Administration Fee

Facilitator Fees:

\$350.00 plus expenses\* (Per Facilitator)\*\*

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

\$100.00 per person paid directly to the evaluator.

#### **8.4.4 Coach Evaluator: Practice Evaluation**

\$75.00 paid to Advanced Learning Facilitator (ALF)  
 or Master Learning Facilitator (MLF)

#### **8.4.5 Learning Facilitator: Clinic Evaluation**

\$125.00 paid to Advanced Learning Facilitator (ALF)  
 or Master Learning Facilitator (MLF)



\* Expenses include travel, meals and accommodations when applicable.

\*\* The Honorarium for a Facilitator in Training is \$100.00 plus expenses for Community Sport Initiation and \$200.00 plus expenses for Competition Introduction 1 and Competition Introduction 2 combined