



## RINGETTE ONTARIO

### BENCH STAFF RESPONSIBILITIES AND REQUIREMENTS

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- 1.1 Unless otherwise stated, the following requirements apply to all games played by a Ringette Ontario registered team, including tournament, league and exhibition games. For a definition of sanctioned events see Games and Tournaments 3.3.3.
- 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:
- 1.1.1 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.
  - 1.1.2 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.
  - 1.1.3 Manager: Responsible for administration of the team's off-ice logistics, including managing parent volunteers, communications and finances, and other duties as assigned.
  - 1.1.4 Trainer: Responsible for First Aid, safety, the team's Emergency Action Plan (EAP), the completion of Risk Management and Safety Incident/Accident Reports ([M-F-13](#)) when necessary, and other duties as assigned.
- 1.2 Head Coaches, Assistant Coaches, Managers and Trainers must be eighteen (18) years of age or older.
- 1.3 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.
- 1.4 All U9 to U19 teams must have a Bench Staff Member who has Standard First Aid Certification. It is highly recommended that this person be present at all games and team activities.
- 1.4.1 18+ and 35+ teams are required to have a qualified bench staff member registered on their TRF and present during sanctioned events.
  - 1.4.2 For 18+ A and AA teams, the qualified bench staff must be a non-playing head coach.
  - 1.4.3 For 18+ and 35+ 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 if they are identified on the TRF as coach, trainer or manager
- 1.4.4 For 18+ and 35+ 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.
- 1.5 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. U14AA, U16AA, U19AA teams, Ontario Winter Games teams and Canada Winter Games teams must have a fully qualified female Head Coach or Assistant Coach on the bench.
- 1.6 All Bench Staff must fulfill the qualifications required for the position assumed as stipulated in this manual by November 30th 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.
- 1.7 The Bench Staff of a U16 or younger team may train a person between fourteen (14) and seventeen (17) years of age, as of December 31st of the playing season, with no official duties, to be called a Junior Coach. A maximum of two Junior Coaches can be on the bench during games if they are appropriately qualified and the Bench Staff does not exceed the maximum number of five (5) persons on the bench. Details of the Junior Coach program can be found [here](#).
- 1.8 Although a team may have one or more Bench Staff assuming the same position, (i.e. there may be multiple Assistant Coaches and Junior Coaches registered on the Team Registration Form), there may only be one person assuming the Head Coach position, Trainer position and the Manager position on the bench. There may not be more than two (2) Junior Coaches on the bench.
- 1.9 Managers are not permitted on the bench during sanctioned events for the U14AA, U16AA and U19AA age groups.
- 1.10 During sanctioned play, if a substitute Bench Staff is required due to an absent Bench Staff, any Ringette Ontario registered bench staff with the appropriate qualifications can become a valid participant of that Bench Staff if the overall bench staff requirements are met. For Invitational Tournaments and Provincial Championships, a Bench Staff Substitution Form ([C-F-02](#)) must be completed and approved by the Ringette Ontario Technical Director or Designate and presented to the Tournament Coordinators.

- 1.11 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.
- 1.12 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:
- Ringette Ontario Competitive Structure
  - Team Registration
  - Ringette Ontario Sanctioned Events
  - Player and Bench Staff Substitutions
  - Playing Rules for Sanctioned Events
  - Provincial Championships
  - Excessive Penalties
  - Match/Misconduct Penalties
- 1.13 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.
- 1.14 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 Ringette Ontario office.
- 1.15 The Bench Staff of a team is responsible for providing a program in accordance with Ringette Ontario's Sport Development policies.
- 1.16 In accordance with Membership Services, 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.
- 1.17 All Bench Staff are required to sign and adhere to the Bench Staff Code of Conduct Agreement ([C-F-01](#)). See Section 6 below for details.
- 1.18 Bench Staff are strongly encouraged to nominate at least one player on their team for a Player Recognition Award – see Membership Services Volunteer Recognition Program.

## **2. BENCH STAFF QUALIFICATION REQUIREMENTS**

- 2.1 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 3 streams: Community Sport, Competition Introduction and Competition Development.  
The Community Sport Initiation (CSI) clinic is designed for coaches of U9, U10 and U12 Regional teams.  
The Competition Introduction (CI) clinic is designed for coaches of U12 Provincial and all U14 to U19 and 18+ A/AA teams. 'AA' and 'AAA' coaches at the U14 to U19 age levels must also complete the CI Evaluation.
- 2.1.1 Please refer to the [Coach Pathways](#) for a complete list of Bench Staff Qualification Requirements, including HC, AC, Trainers and Managers.
- 2.2 All Bench Staff must have proper qualifications by November 30th of the playing season.  
The qualifications deadline for completion of CI Evaluation is January 15th.
- 2.3 It is the Home Association's responsibility to ensure that Bench Staff are qualified by November 30th and that any unqualified bench staff are removed and/or replaced on the TRF by November 30th. Any replacement of unqualified Bench Staff after November 30th must be completely qualified for the position they are being added to. Non-qualified Bench Staff shall not be on the bench for games after November 30th. This applies to Tournament, League and Exhibition games.
- 2.4 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.
- 2.5 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 December 1st of the season. Regional Coaching Coordinators must obtain a list of participants at Rules and Officiating Clinics to verify compliance. Out of Region attendance may be verified by submitting the receipt for participation to your Regional Coaching Coordinator.
- 2.6 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.