



ADULT DEVELOPMENT

BENCH STAFF RESPONSIBILITIES AND REQUIREMENTS

Unless otherwise stated, the following requirements apply to all games played by a Ringette Ontario registered team, including tournament, league and exhibition games.

Ringette Ontario sanctioned events are:

- Tournaments
- Ontario Adult Invitational Championship (OAIC)
- Regional Championships / Provincial Events
- Exhibition Games / League Games

1. 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.

1.1. 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 when necessary, and other duties as assigned.

1.1.5. **Safety Officer:** The Safety Officer is responsible for ensuring that athletes with a potential injury are removed from play for assessment and that all injury reports are submitted to the Ringette Ontario office. The role should be assigned to the Trainer but in cases where there is no Trainer, another bench staff may be assigned the role. In Adult teams for BB and lower, where there are no bench staff, a non-playing member of the team may be assigned the role or the player-coach. The individual must be identified on the game sheet with an "SO" written beside their name.

1.2. All members registered as Bench Staff must be eighteen (18) years of age or older.

- 1.3. 18+ / 35+ teams are required to have a qualified bench staff member registered on their TRF and present during sanctioned events. (For league games, consult with league rules to determine if bench staff must be present.)
- 1.4. For 18+ and 35+ "A/AA" teams, the qualified bench staff member must be a non-playing head coach.
- 1.5. For BB playing levels and lower, the qualified bench staff member may be a player (i.e. not required to have a non-playing bench staff member). However, the player bench staff is responsible for the team and will be subject to all disciplinary actions normally assigned to the Head Coach, including ejection during the games. Please note that it is strongly recommended that teams have a non-playing member of the bench staff for sanctioned events.
- 1.6. In all cases, it is mandatory that at least one member of the team have first aid qualifications and that there is a designated Safety Officer.
Note: Non-qualified Bench Staff shall not be allowed to participate in RO Sanctioned Events after **November 1st**. 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.
- 1.7. In seasons in which new rules are in effect, one (1) member of the registered bench staff of every registered adult team must attend a Rules Clinic or an Officiating Clinic by **November 30th** of the season. For BB teams and bellow, if the team has a registered official on the roster, than that person has satisfied the requirement.
- 1.8. 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 Tournaments and Provincial Championships, a Bench Staff Substitution Form must be completed (Form C-F-02) and approved by the Ringette Ontario Technical Director or Designate and presented to the Tournament Coordinators.
- 1.9. 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.
- 1.10. One of the Bench Staff of every team shall be responsible for familiarizing themselves, and their team, with the Games & Tournaments rules and processes. These are the following:
 - Adult Development Operational Manual
 - Administration
 - Playing Rules
 - Programming
 - Team Registration
 - Ringette Ontario Sanctioned Events
 - Playing Rules for Sanctioned Events
 - Excessive Penalties
 - Match/Misconduct Penalties

Note: *There are strict suspension rules associated with Excessive Penalties and Match/Misconduct Penalties for players and Bench Staff. 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.*

- 1.11. Coaching Staff should familiarize themselves with the Official Rules of Ringette, available online on the Ringette Canada website (www.ringette.ca).
- 1.12. In accordance with Ringette Ontario policies, 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.
- 1.13. All Bench Staff are required to sign and adhere to the Bench Staff Code of Conduct.
- 1.14. All Bench Staff substitutions must use Bench Staff Substitution Form C-F-02 and be submitted to the RO office for approval.

2. BENCH STAFF QUALIFICATION REQUIREMENTS

- 2.1. The qualifications required by Bench Staff depend on the division and level of the team.
- 2.2. The National Coaches' Certification Program (N.C.C.P.) for Ringette consists of 3 streams:
 - Community Sport
 - Competition Introduction and Competition Development.
 - Community Sport Initiation (CSI) clinic is
- 2.3. The Competition Introduction (CI) clinic is designed for coaches of 18+ A/AA teams.
- 2.4. Please refer to the [Coach Pathways](#) for a complete list of Bench Staff Qualification Requirements, including Head Coach, Assistant Coach, Trainers and Managers.
- 2.5. All Bench Staff must have proper qualifications by **November 1st** of the playing season.
- 2.6. The qualifications deadline for completion of CI Evaluation is **January 15th**.
- 2.7. It is the Home Association's responsibility to ensure that Bench Staff are qualified by **November 1st** 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.
- 2.8. All coaching Information Change Forms (ICF) and substitution requests are to be directed to the Ringette Ontario Technical Director for approval and for any exceptions or any challenges to be forwarded to the provincial Coaching Committee.

- 2.9. In addition to the qualification requirements outlined in the coach pathways in seasons in which new rules are in effect, please refer to Section 1.7. 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.
- 2.10. 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.

3. COACHING PROFESSIONAL DEVELOPMENT & STATUS RENEWAL

- 3.1. All coaches who received training in 2014 or earlier will have statuses which expired on **January 1, 2019**.
- 3.2. To renew, you need a certain number of Professional Development (PD) points.
- 3.3. Once you accumulate the required amount, you will be renewed for another 5 years.
 - Community Sport Initiation (CSI) is 10 points
 - Competition Introduction (CI) is 20 points
 - Competition Development (Comp Dev) is 30 points.
- 3.4. Certification and transcript information can also be found at nccp.coach.ca.

4. NCCP PROFESSIONAL DEVELOPMENT

- 4.1. **PHILOSOPHY: LIFELONG LEARNING**
Lifelong Learning is the ongoing, voluntary, and self-motivated pursuit of knowledge for either personal or professional reasons.
- 4.2. **POLICY: MAINTENANCE OF CERTIFICATION**
Maintenance of Certification is the NCCP policy that requires NCCP coaches to maintain their certification through Professional Development and training opportunities over a predetermined period. Maintenance of certification provides coaches with credit for attending PD opportunities and promotes upgrading and maintaining relevancy to coaching practices.
- 4.3. **PROFESSIONAL DEVELOPMENT (PD)**
Professional Development is the engagement in Lifelong Learning in a specific professional context. Professional Development promotes growth and development of coaches, enables coaches to be at the leading edge to best serve their athletes, and is fun and engaging. PD contributes points to statuses that must be maintained.
- 4.4. **HOW DO I COLLECT MY PD POINTS?**
 - Coaches are eligible to get 1 PD point per year of active coaching (max 5).
 - These points need to be SELF-DECLARED.
 - To declare your active coaching:

- Log in to The Locker
Under your profile, click CERTIFICATION on the menu tab
Click the Self-Report Whistle on the left hand side
Record Active Status
- E-Learning Modules are Offered for Coaches to earn PD points and learn about important topics. Some examples in the Locker are:
 - “Making Headway in Sport”, an online concussion module, for FREE, worth 5 PD points
 - “Coaching Athletes with a Disability” eModule available for \$15, worth 5 PD points
 - “Sport Nutrition” eModule available for \$20, worth 5 PD Points
- Other Possibilities: Associations are able to run Professional Development courses for their coaches; please send a description of the course to the Ringette Ontario Technical Director at techdirector@ringetteontario.com