



**2023-2024
Team Staff Policy**

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DEFINITIONS

- *Assistant Coach* – individuals working under the direction of the Head Coach to assist with player development. Duties can include but not limited to delivery of practice plans, assisting the Head Coach with player and team staff conduct, etc. May substitute for the Head Coach as needed.
- *Bench Staff* – consists of head coach, assistant coaches, junior coach, and trainer.
- *Head Coach* – individual overall responsible for the team. Duties can include but not limited to season planning, practice planning, player development, and delegation of other duties to bench staff. Responsible for player and team staff safety and conduct.
- *Junior Coach* – an athlete aged 14-17 wishing to become involved in coaching a team. The purpose is to provide valuable mentoring and athlete exposure to quality coaches with sport experience. Junior Coaches are always under the supervision of a head or assistant coach. A Junior Coach **cannot** fulfill the Qualified Female on the Bench requirement.
- *Manager* – individual responsible for handling administration tasks and logistics of a team. Duties can include but not limited to tournament and travel logistics, fundraising, team communication, etc.
- *Team Staff* – consists of head coach, assistant coaches, junior coach, trainer, manager, and treasurer.
- *Trainer* – individual responsible for team first aid, safety officer duties (if applicable), and other duties as needed by the coaching staff and team.
- *Treasurer* – individual responsible for handling the financial tasks of a team. Duties can include but not limited to opening and managing a team bank account, creating a team budget with bench staff and team manager, collect funds and track team finances throughout the season, etc.

PURPOSE

The purpose of this policy is to outline the certification requirements and deadlines for team staff for ringette in Saskatchewan. Ringette Saskatchewan sets the following standards in the best interest of athletes who participate in ringette in Saskatchewan. Athletes benefit from properly trained team staff; therefore team staff are required to meet minimum standards in education and performance.

APPLICABILITY

Ringette Saskatchewan's Team Staff Policy applies to all individuals wishing to engage in a team staff role for ringette in Saskatchewan. This policy applies to:

- Ringette Saskatchewan sanctioned activities:
 - Programs delivered directly by Ringette Saskatchewan
 - League, exhibition, and tournament games
 - Team training (on-ice and off-ice)
 - Specialized athlete development programs (power skating, goaltender training)
 - Ringette Saskatchewan Provincial Playdowns and Championships
- Saskatchewan Winter Games
- Canada Winter Games

- Any Canadian or Western Canadian events where Ringette Canada does not have a team staff policy in effect.

COACH REQUIREMENTS

All individuals on a team staff roster as a “coach” (head, assistant, or junior) must have completed all coach training/certifications (as per [Appendix A – Coach Certification Requirements Chart](#)) by December 31st of the current playing season. Failure to complete the certification requirements by the December 31st deadline will result in the offending coach being removed from their team staff roster, and consequently will not be allowed to participate in any Ringette Saskatchewan sanctioned activities as listed above for the remainder of the season, or until all certification requirements are completed.

Ringette Saskatchewan does not differentiate between Head Coaches and Assistant Coaches. Head Coach certification requirements are applicable to all coaches (with the exception of Junior Coaches). All coaching clinics and modules must be attended in full to obtain certification.

Coach Certification Requirements can be found in [Appendix A](#) of this document.

All coaches are required to have or adhere to the following:

- Must be duly registered with their local association and Ringette Saskatchewan
- Must adhere at all times to the Rule of Two. Ringette Canada and Ringette Saskatchewan require that there always be two screened and NCCP-trained or certified coaches with an athlete, when in a potentially vulnerable situation such as in a locker room or meeting room. All one-on-one interactions between a coach and an athlete must take place within earshot and in view of the second coach except for medical emergencies. One of the coaches must also be of the same gender as the athlete. Should there be a circumstance where a second screened and NCCP-trained or certified coach is not available, a screened volunteer, parent, or adult can be recruited.
- Must follow their local association’s screening policy (Criminal Record Check, Vulnerable Sector Check, etc.)

Deadline to complete all coaching certification requirements is December 31, 2023.

TRAINER/FIRST AID REQUIREMENTS

All teams registered with Ringette Saskatchewan are able to have one (1) trainer registered on the team staff. The trainer must be 18 or older and are a member of the team bench staff.

At least one member of each team’s bench staff must have valid certification from a recognized First Aid program or active employment in a recognized healthcare profession. Proof of certification must be submitted to Ringette Saskatchewan by December 31, 2023.

To be a trainer, Standard First Aid or higher is required. Current certification in one or more of the following will deem an individual eligible to register as a trainer with Ringette Saskatchewan:

- Medical doctor/medical student
- Registered nurse (RN) or licensed practical nurse (LPN)
- Firefighter
- Athletic therapist, physical therapist, or sport first responder
- EMT
- Equivalency for any certified standard first aid course (such as St. John Ambulance or Red Cross), which includes the following content:
 - Principle 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.)

Proof of certification must be submitted to Ringette Saskatchewan by December 31, 2023.

MANAGER REQUIREMENTS

All teams registered with Ringette Saskatchewan are able to have one (1) manager registered on the team staff. The manager must be 18 or older and are a member of the team staff, **not** bench staff. Managers are **not** permitted on the ice/bench during practices and games. Managers are **not** eligible to fulfill the female on the bench requirement.

Team managers are required to complete Ringette Canada's [Managers Certification Program](#). This course is 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 the Managers Certification Program is valuable and beneficial for any individual 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. This program is intended to prepare an individual for a managerial or an administrative position on any Ringette team.

Deadline to complete Ringette Canada's Managers Certification Program is January 31, 2024.

JUNIOR COACH REQUIREMENTS

Junior coaches are athletes aged 14-17 wishing to become involved in coaching a team. The purpose of a junior coach is to provide valuable mentoring and athlete exposure to quality coaches with sport experience. Junior Coaches are always under the supervision of a head or assistant coach. A Junior Coach **cannot** fulfill the Qualified Female on the Bench requirement.

Junior coaches aged 14 and 15 are only permitted to coach at the Children’s Ringette and U12B levels. Junior coaches aged 16 and 17 are permitted to coach at all levels and divisions.

Junior coach certification requirements can be found in [Appendix A – Coach Certification Requirements Chart](#).

QUALIFIED FEMALE ON THE BENCH REQUIREMENT

All divisions and levels are required to have at least one fully qualified female coach (18 years and older) on the bench staff roster and at all events. 18+ teams are exempt from this requirement.

SAFE SPORT REQUIREMENTS

Sask Sport requires all registered coaches to complete [Respect in Sport for Activity Leaders](#) every five years.

The Coaching Association of Canada and Ringette Canada require all registered coaches to complete [Make Ethical Decisions](#). This module and evaluation does not expire.

HELMETS

All coaches and on-ice helpers must wear helmets while on the ice.

EQUIVALENCIES

Equivalencies have only been offered to fully certified coaches from the “Levels” NCCP. Those who have not achieved full certification will be required to complete the requirements for the new NCCP contexts. There are no transfers or equivalencies offered for coaches for sport-specific training with NCCP training in other sports who wish to coach ringette. Coaches can receive equivalencies for training offered in the multi-sport environment.

MAINTENANCE OF CERTIFICATION

All coaches are required to continue their life-long professional development in their roles. Ringette Canada and Ringette Saskatchewan follow a five-year cycle as set out by the Coaches Association of Canada. The five-year cycle begins on January 1st following the year of the coach’s achievement of certification.

Coaches are required to accumulate the following points in each five-year cycle:

- Community Sport Initiation (CSI): 10 points
- Competition Introduction (CI): 20 points
- Competition Development (CD): 30 points

MINIMUMS & MAXIMUMS

Minimum number of bench staff registered to a Ringette Saskatchewan team:

- **Children’s Ringette to U19 (all levels):**
 - Head Coach – 1

- Assistant Coach – 1
- *One of the above coaches must meet the Female on the Bench requirement*
- **18+A teams wishing to attend the Western Canadian Ringette Championships (WCRC):**
 - Head Coach – 1
 - *An individual cannot appear on the same roster as a coach and an athlete*
- **18+A (not attending WCRCs), 18+B and 18+C:**
 - No bench staff are required at these levels

Maximum number of bench staff registered to a Ringette Saskatchewan team:

- **Children’s Ringette to 18+ (all levels):**
 - Head Coach – 1
 - Assistant Coaches – no limit
 - *One of the above coaches must meet the Female on the Bench requirement*
 - Junior Coach – 1
 - Trainer – 1
 - Manager – 1
 - Treasurer – 1

NOTE: a maximum of 5 bench staff (coaches and trainer) are permitted on the bench for any Ringette Saskatchewan (or other ringette provincial sport organization or Ringette Canada) sanctioned game. Including but not limited to league games, tournament games, exhibition games, Provincial playdown and championship games.

APPENDIX A – Coach Certification Requirements Chart

DIVISION	LEVEL	POSITION	MAKE ETHICAL DECISIONS (MED)		RESPECT IN SPORT (RIS)	COACH INITIATION IN SPORT	COMMUNITY SPORT INITIATION (CSI)	COMPETITION INTRODUCTION (CI)		COMPETITION DEVELOPMENT (CD)
			TRAINED	CERTIFIED	CERTIFIED		TRAINED	TRAINED	CERTIFIED	CERTIFIED
Fundamentals 1 & 2	All	Head Coach		X	X	X	X			
		Assistant Coach	X		X	X				
Fundamentals 3	All	Head Coach		X	X	X	X			
		Assistant Coach		X	X	X	X			
U12	B	Head/Assistant Coaches		X	X	X	X			
	A	Head/Assistant Coaches		X	X	X	X			
U14	B	Head/Assistant Coaches		X	X	X	X (accepted)	X		
	A	Head/Assistant Coaches		X	X	X	X (accepted)	X		
	AA	Head/Assistant Coaches		X	X	X			X	
U16	B	Head/Assistant Coaches		X	X	X	X (accepted)	X		
	A	Head/Assistant Coaches		X	X	X			X	
	AA	Head/Assistant Coaches		X	X	X			X	
U19	B	Head/Assistant Coaches		X	X	X	X (accepted)	X		
	A	Head/Assistant Coaches		X	X	X			X	
	AA	Head/Assistant Coaches		X	X	X			X	
Open (18+)	C	Head/Assistant Coaches		X	X	X	X			
	B	Head/Assistant Coaches		X	X	X	X			
	A	Head/Assistant Coaches		X	X	X			X	
NRL	AA	Head/Assistant Coaches		X	X	X				X
CWG	AAA	Head/Assistant Coaches		X	X	X				X

Coach Initiation in Sport for new ringette coaches since 2015.

Make Ethical Decisions **Trained** - module completion.

Make Ethical Decisions **Certified** - module & evaluation completion.

JUNIOR COACHES		MAKE ETHICAL DECISIONS (MED)		RESPECT IN SPORT (RIS)	COACH INITIATION IN SPORT	COMMUNITY SPORT INITIATION (CSI)	COMPETITION INTRODUCTION (CI)	
COACH AGE	DIVISION/LEVEL	TRAINED	CERTIFIED	CERTIFIED		TRAINED	TRAINED	CERTIFIED

14-15	Fundamentals 1 & 2	X		X	X			
	Fundamentals 3 & U12B	X		X	X	X		

16-17	Fundamentals 1 & 2	X		X	X			
	Fundamentals 3 & U12A/B		X	X	X	X		
	All Other Divisions - B		X	X	X	X (accepted)	X	
	All Other Divisions - A		X	X	X			X
	All Other Divisions - AA		X	X	X			X

Junior coaches aged 14 and 15 are only permitted to coach Children's Ringette and U12B.

Junior coaches aged 16 and 17 are permitted to coach at any division and level.