

2027 Canada Winter Games Team Saskatchewan Program Guideline

Table of Contents

PROGRAM MANDATE	2
PROGRAM OBJECTIVE.....	2
PROGRAM GOALS	2
CANADA WINTER GAMES COMMITTEE	3
PROGRAM FUNDING	3
PROGRAM TIMELINES.....	4
TEAM STAFF	5
ATHLETE ELIGIBILITY	11
CONDUCT	11
MISCELLANEOUS INFORMATION	12
APPENDIX 1 – Key Performance Indicators.....	13

PROGRAM MANDATE

The mandate of the Canada Winter Games (CWG) Team Saskatchewan Program is to provide a continuum of athletes and coaches with a high-performance training environment that will significantly improve performance levels and standings of Saskatchewan athletes and teams at inter-provincial and national competitions, with a major focus being the Canada Winter Games.

In addition to success at these competitions the program is geared to develop selected athletes' technical, tactical, physical, and psychological skills by exposing these athletes to enriched levels of training and competition. Aside from skill consolidation and refinement, athletes will be provided opportunities for personal development.

Use of the Sport Medicine and Science Council of Saskatchewan's programs and services will be required for this program. These programs will help support and optimize competitive sport performance through the delivery of high quality and evidence-based sport medicine and science services.

The CWG Program will also assist in the development of the sport throughout the province by working in conjunction with other coaches and volunteers committed to the development of high-performance athletes and coaches.

PROGRAM OBJECTIVE

Canada Winter Games is an opportunity for athletes in the Train to Compete stage or entering the Learn to Win/Train to Win stage to compete as part of their provincial team. This program is seen as a stepping-stone towards international level and NRL competition.

PROGRAM GOALS

- Develop physical talents to maximize an athlete's potential by engaging in competitive activities, while promoting sound health, safety, and physical fitness
- To promote athlete, coach, and official development. Specifically building a larger pool of Competition Development Certified coaches.
- To provide an athlete-centered ringette experience that complements long-term athlete and coach developmental plans, generally in the LTAD 'Learn to Win/Train to Win' stage of development.
- Following the Athlete Development Matrix, the athlete will build key skills through their participation in the sport at the high-performance levels
- Strengthen ringette through CWG by celebrating and inspiring the next generation, whether that be an athlete, coach, volunteer, or association
- To provide a provincial showcase of ringette which increases public awareness and support for ringette
- Enhance and strengthen collaboration throughout the province and the AA programs, University programs, and NRL program

- Provide a legacy for growth of the sport across the province.

CANADA WINTER GAMES COMMITTEE

The Canada Winter Games Committee (CWGC) will consist of members of the Ringette Saskatchewan High Performance Committee with representation from each association, the Ringette Saskatchewan Board of Directors, and the CWG Team Staff. CWGC will meet every two months from January 2026 to March 2027.

The responsibilities of the CWGC are to:

- Provide a framework and program guidelines for the design and delivery of a quality elite program
- Aid in the development of, and ongoing monitoring and evaluation of, program design and delivery to ensure it is operating within guidelines and budgeted resources
- Be visible, knowledgeable, and approachable during the program delivery
- Provide an opportunity for athletes and families to complete a written evaluation throughout and at the end of the program

PROGRAM FUNDING

The Ringette Saskatchewan Board of Directors will determine the association's 4-year financial commitment to this program in year 3 (2025-26) of the program cycle. The CWG Team Staff will draft the program budget, in collaboration with the CWG Committee.

All financial activity of the CWG program will be tracked through a separate team account with periodic financial reporting to Ringette Saskatchewan for consolidation into Ringette Saskatchewan financial records. The CWG team bank account will be dual signatory.

The funding of the CWG program will be generated through athlete fees, fundraising, and sponsorship; all to be managed by the team treasurer. 100% of the funds the team fundraises will go to the CWG team. The budget will be determined in collaboration with CWG Team Staff and CWGC and ultimately approved by the Ringette Saskatchewan Board.

Purchases for this program should be around what the coaches need to develop and carry out a quality program, which focuses on what an athlete needs. Examples of, but not limited to, some eligible and ineligible expenses:

Eligible expenses:

- Athlete development:
 - Talent ID
 - Training
 - Competition

- Sport Medicine & Science:
 - Mental Training
 - Strength Training
 - Drug Education
 - Injury Prevention
 - Sports First Aid & Taping
 - Exercise Physiology
 - Medical Coverage
 - Equipment Rental
 - Fitness Testing
 - Biomechanics
- Uniforms for Canada Winter Games Competition

Ineligible expenses will be determined by Ringette Saskatchewan Executive Director, CWG Head Coach and Treasurer and Ringette Saskatchewan Board (where deemed necessary).

PROGRAM TIMELINES

YEAR	PHASE	DATE	ACTIVITY/EVENT	# OF ATHLETES
2025		April	Head Coach selection	N/A
		May-August	Assistant Coach/Manager/Treasurer selection	N/A
2026		May 1-3	Selection Camps #1 (Saskatoon)	All interested
		June 5-7	Selection Camp #2 (Regina)	All Interested
		July 10-11	Selection Camp #3 (Saskatoon)	All Interested
		August 7-9	Challenge Cup – Regina, SK	As determined by coaching staff

		August	Final Team Selection	Maximum 18
		June-August	Meet with the U19AA, University, and NRL coaches to discuss CWG Program plan and alignment	N/A
		October 9-12 (TBC)	Challenge Cup – St. Albert, Alberta	18
		December 4-6 (TBC)	Challenge Cup – Quebec City, QC	18
2027		Feb 27-Mar 6	CWG – Quebec City, QC	18

TEAM STAFF

The CWG team staff complement will be one head coach, three assistant coaches, a team manager, and a team treasurer. One of the coaches must be female. The manager and treasurer will not be listed on the roster therefore not allowed on the bench.

Head Coach

A. Minimum Application Requirements:

- Full Level certification to coach CWG level must be obtained 180 days in advance of the CWG (August 31, 2026)
- A minimum of 3 years' experience coaching ringette at the U16AA/U19AA level
- Making Ethical Decisions certification
- Respect in Sport for Activity Leaders certification
- Must have been an active coach within the sport for one or more of the previous 3 seasons
- Must be a member in good standing with Ringette Saskatchewan (or alternate Ringette PSO)

The CWG Coaching Application form must be completed in full and needs to be accompanied by two letters of recommendation that provide emphasis on working in a team setting, leadership and guidance skills, and how you successfully relate and manage players.

B. Selection

Subjective selection criteria will include:

- The individual's technical knowledge of the sport and their proven ability to develop excellence among top athletes in the province
- The individual's knowledge of long-term athlete development
- Their commitment to upgrading their coaching expertise
- Their ability to communicate with and motivate athletes, coaches, volunteers, and parents
- Their ability to plan, organize, and conduct team training and competitions
- Promote the CWG program as a credible and opportunistic program
- Work with the U19AA clubs, University clubs, and NRL team to ensure stability of all programs

C. Job Description

Under the supervision of the CWGC, the CWG Head Coach is directly responsible for the overall design, implementation and management of a high-performance talent identification and training program in preparation for competition at the Canada Winter Games.

The CWG Head Coach is expected to act in an exemplary, professional manner and assist in the promotion and advocacy of high-performance sport and its value and positive impact. At all times, they are to be cognizant of their influence on athletes and coaches involved in ringette. This individual is expected to represent Ringette Saskatchewan and the CWG program accordingly and assist athletes and coaches throughout the province in their pursuit of excellence.

The CWG Head Coach needs to adhere to all Ringette Saskatchewan policies and guidelines, emphasis on Code of Conduct and Ethics policy, Social Media Use policy, and the Conflict of Interest Policy.

The CWG Head Coach shall be responsible and answerable to the CWG Committee through the Ringette Saskatchewan Executive and/or Technical Directors.

D. Expectations

The CWG Head Coach, in relation to their responsibilities to the high performance and coaching programs, will:

- Keep abreast of the technical developments within the sport and provide recommendations to the Ringette Saskatchewan Board in relation to high performance strategic direction
- Serve as a professional team leader for all coaches interested in working with high-performance athletes and act as a technical advisor to these coaches.
- Promote and facilitate interaction, cooperation and learning opportunities among interested A/AA coaches by utilizing these coaches at CWG talent identification camps.
- Assist with selecting the CWG assistant coaches and team manager in year two of the program. Prepare their roles and responsibilities in relation to the remainder of the program.
- In conjunction with Ringette Saskatchewan, ensure that all CWG team staff are fully certified by the Ringette Canada deadline (180 days prior to CWG)

- Maintain open communication with AA, University, and NRL coaches to avoid difficulties and ensure the best preparation of the athletes

The CWG Head Coach, in relation to their responsibilities in identifying talent and selecting the CWG Team, will:

- Coordinate a comprehensive talent identification strategy to identify a pool of talented athletes.
- Provide athletes with quality coaching and instruction and ongoing evaluations throughout the year
- Provide opportunity for all athletes to learn the necessary skills to perform/compete at the high-performance level within the sport and maintain their long-term involvement
- Prepare and provide both an in-season and off-season training program for all athletes
- Coordinate and provide athlete services relative to sport science and medicine consultations: physical testing, mental training, sport first aid, drug awareness, sport nutrition, etc.
- In conjunction with CWG Assistant Coaches and the CWGC, prepare criteria and procedures for athlete selection, and select the final roster of 18 athletes.
- Develop monthly training and competition schedules for athletes and coaches; share these schedules with relevant coaches (e.g., U19AA, University, and NRL coaches)
- Provide enhanced competition opportunities for the CWG Team to be exposed to the high pressure and unique demands of a multi-sport event
- Communicate information in a timely manner to athletes, coaches, association teams, associations, volunteers, media and others as appropriate, to ensure the effective operation, delivery and promotion of the program.
- Provide an opportunity for athletes and parents to seek counsel or clarification from CWG Team Staff at any time

The CWG Head Coach, in relation to their responsibilities to the CWGC, will:

- Monitor annual budgets with Ringette Saskatchewan Executive and Technical Directors.
- Prepare training and competition schedules and provide timely reports to the CWGC
- Attend progress meetings with CWGC, or when necessary, send quarterly reports regarding the operation of the program.
- Communicate with Ringette Saskatchewan Staff prior to and after training camps and competitions.
- Prepare summary reports for presentation at the Ringette Saskatchewan Annual General Meetings
- Assist in the objective evaluation of the CWG program and provide recommendations based on activities performed and the result of those activities.

E. Certification Requirements

- Complete all certifications to coach at CWG level a minimum of 180 days in advance of the CWG (August 31, 2026).

F. Remuneration

- CWG Team Staff will be reimbursed for travel, accommodation and meals when conducting approved team or Ringette Saskatchewan business. Reimbursement will follow the current Ringette Saskatchewan Rates and Fees guidelines.

Assistant Coaches

A. Minimum Application Requirements

- Full Level certification to coach CWG level must be obtained 180 days in advance of the CWG (August 31, 2026)
- A minimum of 3 years' experience coaching ringette at the U16AA/U19AA level
- Making Ethical Decisions certification
- Respect in Sport for Activity Leaders certification
- Must have been an active coach within the sport for one or more of the previous 3 seasons
- Must be a member in good standing with Ringette Saskatchewan (or alternate Ringette PSO)

The CWG Coaching Application form must be completed in full and needs to be accompanied by two letters of recommendation that provides emphasis on working in a team setting, leadership and guidance skills, and how you successfully relate and manage players.

B. Selection

Subjective selection criteria will include:

- The individual's technical knowledge of the sport and their proven ability to develop excellence among top athletes in the province
- The individual's knowledge of long-term athlete development
- Their commitment to upgrading their coaching expertise
- Their ability to communicate with and motivate athletes, coaches, volunteers, and parents
- Their ability to plan, organize, and conduct team training and competitions
- Promote the CWG program as a credible and opportunistic program
- Work with the U19AA clubs, University clubs, and NRL team to ensure stability of all programs

C. Job Description

Under the supervision of the CWGC and in support of the CWG Head Coach, the CWG Assistant Coach helps deliver a high-performance training and competition program in preparation for the Canada Winter Games.

The Assistant Coach is expected to act professionally at all times, support athlete development, and contribute to a positive and competitive team environment. They assist with training plans, athlete evaluations, and team strategies while providing mentorship and feedback to athletes.

The Assistant Coach must follow all Ringette Saskatchewan policies, including the Code of Conduct and Ethics, Social Media Use, and Conflict of Interest policies. They are directly accountable to the CWG Head

Coach and, through them, to the CWG Committee and Ringette Saskatchewan Executive/Technical Directors.

D. Expectations

The CWG Assistant Coach, in relation to their responsibilities to the high performance and coaching programs, will:

- Support the Head Coach in delivering technical, tactical, and strategic direction for the CWG program.
- Stay current on coaching and technical developments in ringette and apply them to training and competition.
- Assist in facilitating development opportunities for A/AA coaches through involvement in CWG identification camps.
- Contribute to creating and maintaining a professional and respectful team environment.
- Complete all coaching certification requirements by the Ringette Canada deadline (180 days prior to CWG).
- Maintain open communication with athletes, families, and association coaches to ensure athlete development and preparation.

The CWG Assistant Coach, in relation to their responsibilities in identifying talent and selecting the CWG Team, will:

- Assist with the development and implementation of athlete selection and evaluation criteria, in conjunction with the Head Coach and CWGC.
- Attend key competitions and talent ID events to evaluate athletes and provide feedback.
- Support the athlete selection process, including communication with athletes regarding progression or release.
- Provide regular feedback to athletes on their development and performance.
- Assist in planning and leading training sessions to prepare athletes for the demands of high-performance competition.
- Promote athlete education on sport science, mental training, and anti-doping awareness.

The CWG Assistant Coach, in relation to their responsibilities to the CWGC, will:

- Assist the Head Coach in preparing training and competition schedules, program updates, and reports.
- Attend CWG program meetings and contribute to discussions on athlete development, program planning, and performance.
- Support data collection and performance tracking for athletes and the team.
- Provide input into program evaluations and recommendations for future improvements
- Communicate openly with Ringette Saskatchewan staff before and after training camps, competitions, and events.

E. Certification Requirements

- Complete all certifications to coach at CWG level a minimum of 180 days in advance of the CWG (August 31, 2026).

F. Remuneration

- CWG Team Staff will be reimbursed for travel, accommodation and meals when conducting approved team or Ringette Saskatchewan business. Reimbursement will follow the current Ringette Saskatchewan Rates and Fees guidelines.

Team Manager

The CWG Manager, in relation to their responsibilities to the high performance and team programs, will:

- Maintain Member in Good Standing status with Ringette Saskatchewan and comply with all policies and rules.
- Act in a professional manner, representing Ringette Saskatchewan and the CWG Program with integrity.
- Support athlete well-being by fostering a positive, respectful, and safe team environment
- Attend and contribute to required training, meetings, and reporting processes.
- Coordinate communications with athletes and families, ensuring timely and accurate information.
- Assist with sponsorship, fundraising, and budget management in collaboration with CWG Staff and Ringette Saskatchewan.
- Serve as team spokesperson when required, liaising with media and external organizations.

The CWG Manager, in relation to their responsibilities in program management and administration, will:

- Work with the CWG Staff, Ringette Saskatchewan, and partner organizations to plan and deliver training, selection, and competition events.
- Oversee logistics including facility rentals, travel, accommodations, apparel, and equipment.
- Document and compile team/athlete performance data for Ringette Saskatchewan records.
- Support development and adherence to the CWG Training Plan and Code of Conduct.
- Assist with preparation of program reports, including the Final Report following the Games.

The CWG Manager, in relation to their responsibilities to the CWG Team Staff, will:

- Complete required training and certification for the manager role.
- Maintain strong communication and collaboration with all staff members.
- Support the Head Coach and Assistant Coaches in achieving program goals.

Team Treasurer

The CWG Treasurer, in relation to their responsibilities to the CWG Program, will:

- Maintain Member in Good Standing status with Ringette Saskatchewan and comply with all policies and rules.

- Act in a professional and respectful manner, representing Ringette Saskatchewan and the CWG Program with integrity.
- Attend required meetings, prepare financial reports, and contribute to program planning.
- Provide timely and accurate financial communications to athletes, families, and CWG Staff.
- Support sponsorship and fundraising efforts in collaboration with the Manager, CWG Staff, and Ringette Saskatchewan.

The CWG Treasurer, in relation to their responsibilities in financial management, will:

- Set up and manage the CWG team bank account with the Ringette Saskatchewan Executive Director, ensuring proper signing authorities are in place.
- Monitor and manage the CWG team budget with the Manager, Head Coach, and Ringette Saskatchewan staff.
- Process and verify payments, invoices, and expense claims with proper documentation.
- Maintain up-to-date tracking of revenues, expenses, and individual athlete accounts.
- Prepare and submit monthly financial statements to the Ringette Saskatchewan Executive Director.
- Finalize program financials, including issuing refunds, by April 30, 2027.

The CWG Treasurer, in relation to their responsibilities to the CWG Team Staff and Committee, will:

- Collaborate with CWG Staff, Ringette Saskatchewan, and the CWG Committee to prepare and finalize the CWG Program budget for Board approval.
- Maintain open communication with the Head Coach, Manager, and Ringette Saskatchewan regarding financial matters.
- Assist in preparing the Final Report on program financials following the Games.
- Identify and pursue sponsorship opportunities in conjunction with the Manager and CWG Staff.

ATHLETE ELIGIBILITY

Eligible athletes are those that are under 20 as of December 31, 2026, (i.e. a birth year of 2007 or later).

Athletes wishing to compete for a spot on the Saskatchewan CWG team must have been a registered member of Ringette Saskatchewan in the 2025-26 competition year. Further, athletes chosen for the CWG team must have tried out for the highest level they are eligible to play during the 2026-27 season.

Excluded from the Canada Games eligibility are:

- Athletes who have been Senior National Team members at any time

CONDUCT

The use of alcohol or drugs that are in contravention of the Criminal Code of Canada is strictly prohibited while in attendance at any training or competition functions. Damage to accommodation, competition sites, transportation vehicles or any other personnel misconduct causing harassment to participants or spectators

will not be tolerated. In all cases, damage to property will be the responsibility of the individual at fault (in the case of minors, it will be the responsibility of the parent). Any misconduct of the nature mentioned above may result in:

- Immediate dismissal of the individual from the CWG program
- Further suspension by the Ringette Saskatchewan
- Prosecution by law

The use of banned substances as specified by the Canadian Centre for Ethics in Sport are also prohibited.

All individuals involved in the Canada Winter Games program must adhere to Ringette Sask policy. There will be an emphasis that athletes, coaches, and parents be educated in and following Ringette Saskatchewan Code of Conduct and Ethics policy, Conflict of Interest policy, and Social Media Use policy. CWG Team Staff will be expected to sign a contract that lays out specific expectations as it relates to coaching and them always acting in a professional manner. CWG athletes will be expected to sign a Code of Conduct that outlines their responsibilities and commitment to representing the program with integrity, accountability, and respect.

MISCELLANEOUS INFORMATION

Ringette Saskatchewan Logo Requirements/Apparel

- On and off ice apparel needs Ringette Saskatchewan and Saskatchewan Games Council approval to ensure alignment with branding requirements.
- Ringette Saskatchewan logo is to be the main logo on the CWG jerseys

Social Media

- The team may establish and manage dedicated social media accounts to showcase and promote its journey to the 2027 Canada Winter Games, separate from Ringette Saskatchewan's official channels.
- All content posted must align with Ringette Saskatchewan's Social Media Policy and broader organizational values.
- Accounts should maintain a positive, respectful, and professional tone that reflects well on both the team and Ringette Saskatchewan.

APPENDIX 1 – Key Performance Indicators

1. Top 5 standings placement at Canada Winter Games
2. 2 goal spread for 80% of games at Canada Winter Games
3. At least one athlete identified at Canada Winter Games invited to try out for Junior National Team
4. 80% of athletes satisfied or above satisfied with the program
5. 80% of families satisfied or above satisfied with the program
6. Increase in Competition Development Certified coaches

Long-Term Indicators

1. 80% of the athletes continue to play the next two seasons following Canada Winter Games
2. 50% of age-eligible Canada Winter Games athletes try out for the Saskatchewan Heat the following season after Canada Winter Games
3. At least one 2027 CWG coach participates in the next CWG program