

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

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## **1. COACHING DEVELOPMENT PROGRAM OVERVIEW**

The Ontario Ringette Association, Ringette Canada and the Coaching Association of Canada offer several Coaching Development Programs, resources, seminars and clinics.

The Ontario Ringette Coaching Development Committee “strongly supports” the development of female coaches at all levels. Female Coaching role models will further enhance the players Ringette™ experience.

### **a. Coaching Resources**

O.R.A. and Ringette Canada resources are available through clinics and the O.R.A. business office (please refer to the O.R.A. Resource Order Form for description and price of resources available). The Coaching Association of Canada has a wide variety of sport (general) manuals, hardcover books, pamphlets and posters available to all sport enthusiasts.

### **b. Coaches Certification Program**

Ontario Ringette offers this program through the Coaching Development Program fee, it is also available to any person who wishes to join. The Coaches Certification Program provides information geared to all levels and positions of coaching. Community rap sessions, (informal seminars) assist coaching staff in dealing with today’s tactics and trends.

### **c. National Coaches Certification Program**

The following courses and clinics are offered:

- i. Level 1 Competency Based Education and Training (CBET) Community Sport Initiation (Ringette Clinic) - O.R.A.
- ii. Level 2 Technical (Ringette Clinic) - O.R.A.
- iii. Level 3 Technical (Ringette Clinic) - RINGETTE CANADA
- iv. Level 1 Theory (Course) - N.C.C.P.
- v. Level 2 Theory (Course) - N.C.C.P.
- vi. Level 3 Theory (Course) - N.C.C.P.
- vii. Practical Certification (Level 2) - O.R.A.
- viii. Practical Certification (Level 3) - RINGETTE CANADA

Ringette Technical Clinic content is developed by Ringette Canada and the Coaching Association of Canada. It is administered to the membership through the Ontario Ringette Association.

Ringette Canada has created a Managers Course, which can be obtained through O.R.A.

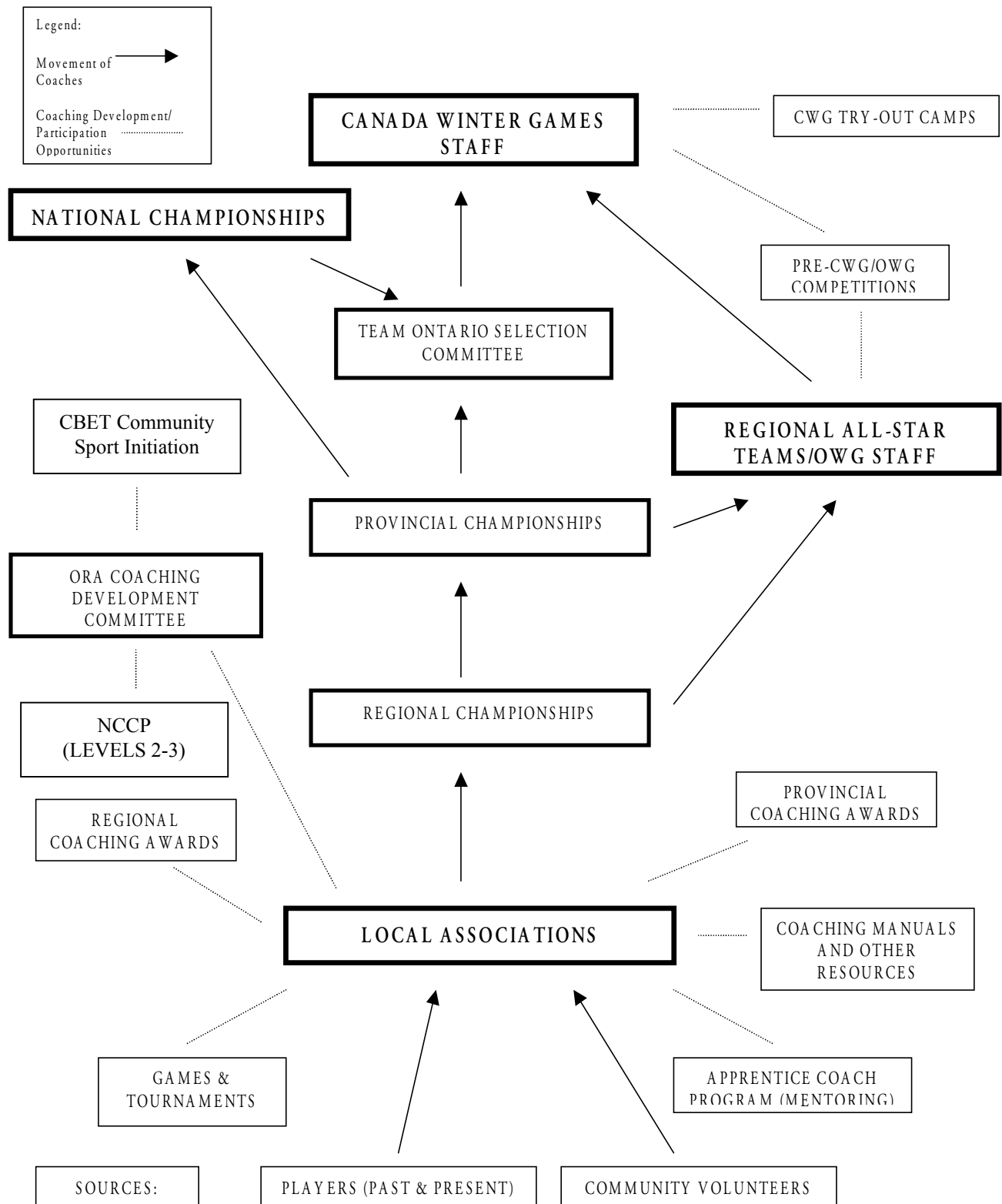
Theory course content is developed and administered by the Coaching Association of Canada. These courses are available through local Recreation Departments, Colleges and Universities.

Practical certification records are monitored jointly by the Ontario Ringette Association and the Coaching Association of Canada.

d. **Volunteer Recognition**

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

**COACHING DEVELOPMENT MODEL**



## **2. BENCH STAFF DUTIES**

- a. There shall be a maximum of five (5) Bench Staff members on the bench:
  - i. Head Coach: Seasonal planning, testing and evaluation of athletes, mental training, plan. Ultimately responsibility for players and staff.
  - ii. Assistant Coach: Teacher of technical, tactical and psychological skills, directing a given responsibility as delegated by the Head Coach.
  - iii. Manager: Administrator, Manager of human and other resources, transportation, communications and finances.
  - iv. Trainer: First Aid, prevention of injury, medical resources, physical conditioning and equipment.
  - v. “A” level teams from Petite to Open and “AA” teams at the Petite and Tween levels are allowed one Apprentice Coach. This coach must have no prior coaching qualifications in Ringette™ and may assume this position for one playing season. An Apprentice Coach may not assume the role of the Head Coach and must always be supervised by an appropriately certified coach. An Apprentice Coach will be deemed qualified to be on the bench at all O.R.A. Sanctioned Events if he/she is a N.C.C.P. certified Level 1 Coach by **JANUARY 8<sup>th</sup>** of that playing season. If teams play in a Tournament outside of the province or during interprovincial play within the province this coach may not be on the team bench.
- b. Each team - Novice through Open Provincial AA – Regional C Level must have a “Head Coach”. Other positions are optional, but are strongly recommended for efficient operation and organization of a team. (Open teams must have a Head Coach for Sanctioned Play).
- c. All Bench Staff must fulfil the qualifications required for the position assumed as stipulated and cannot be a player on the team he/she is participating with as a bench staff member.
- d. Although a team may have one or more Bench Staff assuming the same position, i.e.: Co-Assistant Coach, Co-Trainer, there may only be one person assuming the Manager or Head Coach position. However, at the “A” and “AA” levels, there may only be one person assuming the Trainer position.
- e. The Head Coach is ultimately responsible for the safety of all team members. This includes mandatory equipment. Random stick checks will be made throughout the season by on-ice officials to determine the legality/state of safety of players’ sticks.
- f. Coaching Staff and/or volunteers who are participating on-ice, be that during practice or during the ‘Running time’ of a game, must wear a C.S.A. approved helmet. If a coach refuses to put on a helmet after being asked, they will be given a misconduct penalty by the on-ice official. (Also G&T – O.R.A. Sanctioned Events Section 3).

### **3. BENCH STAFF QUALIFICATIONS**

- a. All bench staff must have proper qualifications by **JANUARY 8th** of the playing season.
- b. It is the Home Association's responsibility to ensure that bench staff are qualified by **JANUARY 8th**. There will be no replacement of unqualified bench staff after **JANUARY 8th**. Fines will be levied as per Games and Tournaments criteria.
- c. The Registrar of each Association must submit a copy of the team's T.R.F. to the appropriate Regional Coaching Co-ordinator by **NOVEMBER 15th**. The Head Coach of each registered team sign and approve the T.R.F. made up for their team prior to submitting to the O.R.A. office. The Head Coach of each Registered Team is responsible for the accuracy of the information submitted to the Ontario Ringette Association office. Any Association that has not submitted this Form by that date will be levied a fine by the Regional Coaching Co-ordinator payable to the Region of \$10.00 per team.
- d. The deadline for changes to Team Registration Form's Bench Staff is **JANUARY 8th**. Designated Bench positions must stand as of **JANUARY 8th**. *Example:* If the Head Coach is not qualified for said position, he/she cannot assume another position (i.e.: Trainer) in order to remain on the bench. Rather, he/she will be replaced with qualified personnel. The ineligible coach may not be involved with the team, from whose bench they have been removed, for the remainder of that playing season.
- e. Each Regional Coaching Co-ordinator is to submit to the Provincial Coaching Chair, a list of the "A" and "AA" bench staff within the Region, whose associations have been notified that those bench staff are at risk of not obtaining the appropriate qualifications for the position that they have registered for by **JANUARY 8th**. The date that the Associations were sent notification should be included. (Also G&T–Sec. 4.2).
- f. In seasons in which new rules are in effect, the Head Coach or Assistant Coach of every sanctioned team or registered Adult team, must attend a Rules Clinic or an Officiating Clinic by **JANUARY 8th** of the season. Coaching Co-ordinators 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 Co-ordinator. At the discretion of the Region Co-ordinator, a team that has its Head Coach and Assistant Coach(es) attend a CBET - Community Sport Initiation Clinic in a Rule Change year may be exempt from attending the Rules Clinic that year, providing the Rule Change is presented by an official qualified to teach the Rule Change Clinic.
- g. 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 Co-ordinator payable to the Region.

- h. Trainers attending National Championships, are required by Ringette Canada to have current certification in one or more of the following:
- i. Medical Doctor/Student
  - ii. Fireman
  - iii. Registered Nurse
  - iv. Ambulance Training
  - v. Athletic Therapy
  - vi. Equivalency for any certified first aid course, seven (7) hours or more in duration, which includes the following content:\*
- Principal 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.)

\*Items require re-certification every three (3) years.

For equivalency, course content must be submitted to O.R.A. for Ringette Canada approval.

- i. It is highly recommended that all bench staff members be encouraged to upgrade their qualifications to the highest level possible to increase their coaching skills.

	<b>Head Coach</b>	<b>Assistant Coach(es)</b>	<b>Manager</b>	<b>Trainer</b>
<b>Minor Age Divisions</b>				
<b>AAA (Ont. Games)</b>	Cert. 1 Cert. 2 *	Cert. 1 Cert. 2 *	Manager 1	Cert. 1 and First Aid Certification. See Note.
<b>AA Petite</b>	Cert. 1, Tech. 2 & Theory 2	Cert. 1, Tech. 2 & Theory 2	Manager 1	Cert. 1 and First Aid Certification. See Note.
<b>AA Tween to Belle</b>	Cert. 1 Cert. 2 *	Cert. 1 Cert. 2 *	Manager 1	Cert. 1 and First Aid Certification. See Note.
<b>AA Open</b>	Cert. 1 Cert. 2	Cert. 1 Cert. 2	Manager 1	Cert. 1 and First Aid Certification. See Note.
<b>A Petite to Belle</b>	Cert. 1, Tech. 2 & Theory 2	Cert. 1, Tech. 2 & Theory 2	Manager 1	Cert. 1 and First Aid Certification. See Note.
<b>B Novice to Belle</b>	Tech. 1/Prac.1 or CBET Community Sport - Initiation	Tech. 1/Prac.1 or CBET Community Sport - Initiation	Manager 1	<b>For B &amp; C:</b> It is highly recommended that at least one Bench Staff member be qualified in First Aid or in a Sport Specific Injury Course.
<b>C Novice to Belle</b>	Tech. 1/Prac.1 or CBET Community Sport - Initiation	Tech. 1/Prac.1 or CBET Community Sport - Initiation	Manager 1	
<b>Open and Masters</b>				
<b>A</b>	Cert. 1, Tech. 2 & Theory 2	Cert. 1, Tech. 2 & Theory 2	Manager 1	First Aid Certification
<b>B</b>	Cert. 1	Cert. 1	Manager 1	First Aid Certification
<b>C, and Recreational</b>	Tech. 1/Prac.1 or CBET Community Sport - Initiation	Tech. 1/Prac.1 or CBET Community Sport - Initiation	Manager 1	First Aid Certification

\*One of whom must be female

\*\*As of September 1, 2003, the Tech/Prac 1 course is no longer offered. To become a Certified Level 1 coach, the qualifications required are CBET Community Sport - Initiation and Theory 1.

**See Page 8 (over) for more Bench Staff requirements.**

**Note:** Non-qualified bench Staff shall not be allowed to participate in O.R.A. Sanctioned Events after **JANUARY 8<sup>th</sup>**. 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.

First Aid Certification requirements are the same as required of Trainers by Ringette Canada to attend National Ringette Championships. Refer to Section 3. Bench Staff Qualifications, in this section.

Bench Staff may train a person sixteen (16) or seventeen (17) years of age, as of **DECEMBER 31<sup>st</sup>** of the playing year with no official duties, (to be called an “Assistant Coach in Training”). These people can be on the bench during sanctioned events if they have a minimum N.C.C.P. Technical and Practical Level 1 Clinic or CBET Community Sport - Initiation and the Bench Staff does not exceed the maximum number of five (5) persons on the bench.

“A” level teams from Petite to Open and “AA” teams at the Petite and Tween levels are allowed one Apprentice Coach. This coach must have no prior coaching qualifications in Ringette and may assume this position for one playing season. An Apprentice Coach may not assume the role of the Head Coach and must always be supervised by an appropriately certified coach. An Apprentice Coach will be deemed qualified to be on the bench at all O.R.A. Sanctioned Events if he/she is a N.C.C.P. Certified Level 1 Coach by **JANUARY 8<sup>th</sup>** of that playing season. If teams play in a tournament outside of the Province this coach may not be on the team bench.

Cert. 1 - Having successfully completed all 3 components of Level 1: Technical 1, Practical 1 and Theory 1.

Cert. 2 - Having successfully completed all components of Cert. 1 plus Theory 2, Technical 2 and Practical 2 which includes 3 practices evaluated by an approved ORA Level II Evaluator Coach. (See O.R.A. Operating Manual under Contact List Section).

**Ontario’s representative at the Nationals in the Junior and Belle divisions, and Eastern Canada Championships in the Tween AA division, must have a fully certified Level 2 Female Head or Assistant Coach on the bench.**

#### **4. BENCH STAFF REQUIREMENTS**

- a. Head Coaches, Assistant Coaches, Managers, Trainers and Apprentice Coaches, must be eighteen (18) years of age or older.

**Note:** Bench Staff may train a person sixteen (16) or seventeen (17) years of age, with no official duties, (to be called an “Assistant Coach in Training”). These people can be on the bench during sanctioned events if they have a minimum N.C.C.P. Technical and Practical Level 1 clinic or CBET Community Sport - Initiation and the bench staff does not exceed the maximum number of five (5) persons on the bench.

- b. One member of the bench staff of Belle or younger team must be a non-playing female, age eighteen (18) and older.
- c. All Bench Staff are required to register on the appropriate team registration forms, on or before the registration deadlines. For complete details, please refer to Membership Services - Registration Section 6 - or contact your local Registrar.
- d. During sanctioned play, if a substitute bench staff member is required due to an absent bench staff, it will be permitted after consultation with the Coaching Co-ordinator/Designate. The substitute bench staff must satisfy coaching qualifications for that level, be registered with O.R.A. at the position he/she is assuming and be eligible to fill that position.

- e. **Open and Masters Divisions:**

Player - Coaches are permitted. However, there must be a non-playing member of the bench staff for all sanctioned play.

**5. O.R.A. SANCTIONED EVENTS**

**a. Events**

Invitational Tournaments  
Regional C Championships  
Regional B Championships  
Provincial AA and A Championships  
Eastern Canadian Championships (Tween AA)  
National Championships  
Ontario Winter Games (every two years)  
Canada Winter Games (every four years)  
World Qualifiers and Championships

**b. Bench Staff Responsibilities**

- i. A member of the Bench Staff shall be responsible for providing your local Registrar with a list of team members so that the Registrar can complete the O.R.A. Team Registration Form. Team forms are to be submitted to the office by **NOVEMBER 15th** for Provincial and Regional level teams.
- ii. A member of the Bench Staff shall be responsible for familiarizing themselves, and their team, with the Games and Tournaments Section of the Operating Manual. The section explains all pertinent information regarding the following:
  - O.R.A. Competitive Structure
  - O.R.A. Team Registration
  - Substitutes
  - Tournament Sanction Requirements
  - Rules for Sanctioned Events
  - Provincial AA and A Championship Fees, Deadlines, etc.
  - Information on the National Championships
- iii. Excessive Penalties:

Please refer to Games and Tournaments – Playing Rules Section 5 for complete details.

iv. Match/Misconduct Penalties:

There are strict suspensions enforced during O.R.A. Sanction play. Please refer to Games and Tournaments - Playing Rules Section 5 for complete details. While serving a suspension, the bench staff member 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.

v. Bench Staff Code of Conduct Agreement for Provincials: (Appendix C-F-01)

Members are expected to treat each other with mutual respect for the betterment of Ringette™ on and off the ice:

- The use of illegal drugs is strictly prohibited.
- 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.
- Alcohol must not be consumed at least 8 hours prior to game time.
- Since any occurrence of consuming or having alcohol and any person using illegal substances 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 Provincial Appeals and Complaints Committee where further sanctions could be imposed. The \$1,000.00 fee to lodge a complaint shall be waived.
- Abusive or offensive language is not to be used on the ice, bench area or the public halls and lobbies of the arena.
- Bench Staff must abide by the decisions of the game officials; i.e. referee, timekeeper or scorekeeper.
- Bench Staff must abide by the rules set down by the Ontario Ringette Association.

- Bench Staff should ensure that all players are the best possible representatives at all times.
- Bench Staff should respect the roles played by the volunteers, both Host and Provincial, Officials, and other Bench Staff and deal with them in a courteous and friendly manner.

A Bench Staff Member who breaks the Provincial Code of Conduct must appear before the Provincial Protest and Grievance Committee for a Discipline hearing. This body may impose sanctions up to and including suspension of a Bench Staff Member or Members for the remainder of the event. They may also recommend that the Bench Staff Member or Members be sent to the Provincial Appeals/Complaints Committee for further sanctions. The \$1,000.00 fee to lodge a complaint shall be waived.

We have read the above Bench Staff Code of Conduct.

Signatures of Bench Staff

\_\_\_\_\_  
\_\_\_\_\_  
Date: \_\_\_\_\_

vi. Attend Rules Clinic

This clinic was developed for Ringette™ players, mothers, fathers, new Ringette™ communities, and Volunteer Community Coaches. It was developed to give anyone interested in Ringette™, and everyone who attends a game of Ringette™, a basic knowledge of the rules of the game and the philosophy of officiating.

The topics of discussion include violations, penalties, body contact, etc.

A clinic has been further developed to address the mandatory nature of Rules Clinics for members of the Bench Staff (as identified by Coaching Development) during Rule Change seasons.

Arrangements for the clinic can be made through the Officiating Co-ordinator for your Region.

**c. Certification Level Verification**

At the August Standing Committee Meeting, the Regional Coaching Co-ordinator will receive a copy of the updated O.R.A. Bench Staff Qualification Database from the office. In September the O.R.A. office will issue a copy of all Bench Staff Qualifications to each Association President.

Confirmation of any coaching certification required by a Provincial level coach between **NOVEMBER 15th** and **JANUARY 8th** will be collected by the Regional Coaching Co-ordinators from Course Registration Forms (Technical or CBET). Other course completion certificates (Theory, Managers and First Aid) will be collected by the home Association. It is the Association's responsibility to ensure that the bench staff is properly qualified. The Associations are also responsible for sending a copy of the certificates to the O.R.A. office by **JANUARY 8th** to be entered into the database.

To ensure Bench Staff are properly certified on teams attending tournaments after **JANUARY 8th**, the Region Coaching Co-ordinators must be sent a list of teams participating in any tournaments from the Pre-Tournament Package by the Region Games and Tournaments Co-ordinators so that they can be checked for any teams that might be at risk of having an ineligible Bench Staff member. If there are teams in the tournament at risk of having ineligible Bench Staff, copies of their game sheets must be sent to the Region Coaching Co-ordinators from the Post-Tournament Package by the Games and Tournaments Co-ordinators to be reviewed to see if an ineligible Bench Staff member has participated in the Tournament. If an ineligible Bench Staff member has participated, a fine of \$50.00 per game will be assessed by the Region Coaching Co-ordinator.

Region Coaching Co-ordinators shall submit a list of all teams in their Region that are at risk of having ineligible Bench Staff members participating in sanctioned events to the Provincial Coaching Chair by **JANUARY 15th**. Copies of this information shall be sent to all other Region Coaching Co-ordinators. The Region Coaching Co-ordinators will use the lists to check the qualifications of Bench Staff participating in sanctioned events in their Regions. When they find that a Bench Staff member has participated illegally they will notify the appropriate Coaching Co-ordinator so that proper fines can be assessed.

**6. NATIONAL COACHING CERTIFICATION PROGRAM**

- a. Canada's National Coaching Certification Program is designed to meet the needs of practising coaches, male and female, whether they are beginners or experienced. The program is structured on five levels and presents coaches with the Theoretical, Technical and Practical aspects of coaching.

	<b>Theory</b>	<b>Technical</b>	<b>Practical</b>	<b>Certified</b>
Level One	✓	or CBET	or CBET	✓
Level Two	✓	✓	✓	✓
Level Three	✓	✓	✓	✓
Level Four	✓	✓	✓	✓
Level Five	✓	✓	✓	✓

Note: As of September 1, 2003, the Technical and Practical section of Level 1 is now replaced by CBET Community Sport - Initiation

- b. Each coach should participate in all components of the program to develop his/her full potential as a coach. The Theory Courses are sponsored by provincial/territorial governments across the country and relate detailed information on such topics as leadership, motivation, training and teaching methods, etc., common to coaches in all sports. Technical Courses are offered by the national/provincial (territorial) sport associations and present the specific skills and drill tactics of a particular sport in a progressive, logical sequence. The Practical Component of the program consists of actual in-the-field coaching where the principles learned in Theory and Technical are practically applied by coaches working with their athletes. When a coach completes all three (3) components of a level, that coach becomes formally certified and receives a national passport booklet.
- c. Therefore, for coaches who want to avail themselves of all aspects of coaching, opportunities are available through the Theory, Technical and Practical Components of Canada's National Coaching Certification Program.

**7. CBET AND LEVEL 2 TECHNICAL (RINGETTE) CLINIC OVERVIEW**

- a. Ringette Canada is the National Sport Governing body for Ringette. In joining the National Coaching Certification Program, (implemented through the Provincial Sport Governing Body) we offer you, the Ringette Coach, an opportunity to expand your coaching knowledge through a series of Technical clinics.
- b. CBET Community Sport - Initiation is designed to give you a basic understanding of the game of RINGETTE™. It is for the experienced as well as the freshman coach.
- c. Through exposure to Level 2, the coach can build his/her basic knowledge of the game and develop strategies and a more complex knowledge of Ringette™.
- d. Involvement in this program will not only help you but will be a benefit to all participants.
- e. The Level 2 Technical Course expands and develops much of the information presented in CBET Community Sport - Initiation. It also introduces some new topics that are of use to Level 2 coaches. Once the coach has learned the material in the course manual and had the opportunity to apply it in his/her own coaching, he/she may wish to further his/her expertise by advancing to Level 3.

**f. Aim**

To promote the consistent development and training of Ringette™ coaches.

**g. Objectives**

- i. To expose the coach to the basic coaching principles of Ringette™.
- ii. To encourage the ongoing development of the Ringette™ coach, building upon the basic coaching principles.
- iii. To encourage coaches to develop sound ethics and safe coaching techniques.
- iv. To promote the code of Ringette™.
- v. To establish a forum through which coaches can share their opinions and ideas.
- vi. To establish a system of progressive skill development for the coach to follow.
- vii. To develop the knowledge of coaches at a rate which progresses as quickly as the development of the game and its players.

**h. The Ringette Canada Coaching Program**

As mentioned in the overview, the N.C.C.P. offers Theory Courses at each level. In Ringette™, we offer the coinciding levels of Technical and Practical as follows:

	<b>Theory</b>	<b>Technical</b>	<b>Practical</b>
Level 1 (Community)	14 hours	CBET 12 hours (Tech 1 and Prac 1 have now been replaced with CBET)	
Level 2 (Regional)	21 hours	16-18 hours	1 additional year Total 2 years
Level 3 (Provincial)	35 hours	27-33 hours	1 additional year Total 3 years

**i. Technical**

- i. The Technical Courses and CBET examine the updated methods for teaching and learning the physical skills and strategies of Ringette™. They also specifically apply the general coaching principles that were introduced in the Theory portion of the course.
- ii. The Coaching Committee of Ringette Canada designs the Technical Courses. Only Certified Course Conductors teach these courses under the supervision of Ringette Canada.

<b>Pre-requisite:</b>	LEVEL 1	Nil
	LEVEL 2	Strongly recommend that a coach have all three components of Level 1 (Theory, Technical, Practical).
<b>Resources used:</b>	LEVEL 1	Workbook, Reference Manual, Drill Manual, Rule Book, Video, “Tool Box”.
	LEVEL 2	Skills films, and the Level 2 Technical Manual.
<b>Resources:</b>	LEVEL 1	Each coach shall receive a Workbook, Reference Manual, Drill Manual, Rule Book, Video, “Tool Box”, and be listed on the N.C.C.P. computer printout.

LEVEL 2      Each coach shall receive a Level 2 Manual, N.C.C.P. brochures, and be listed on the N.C.C.P. computer printout.

## **8. TECHNICAL CLINIC AND CBET ADMINISTRATION**

### **a. Preparing for a Clinic**

In preparing to host an 3M N.C.C.P. Technical Ringette Clinic it is suggested that the clinic host working with the Regional Co-ordinator ensure that:

- i. the clinic is financially feasible
- ii. the clinic is publicized in their community and surrounding communities
- iii. participants are aware of clinic fees and how these moneys will be collected
- iv. a facility is available for off ice instruction making allowance for coffee breaks and lunch
- v. a facility is available for on ice instruction
- vi. the required equipment is available
- vii. the required resources are ordered
- viii. course conductors have been assigned and confirmed and are aware of the date, time and location of the clinic
- ix. accommodations and travel arrangements have been made for the course conductor(s) if necessary.

### Clinic Requirements

#### Coaches Receive:

- | CBET   | Level 2  | Level 3   |
|--|--|---|
| <ul style="list-style-type: none"><li>• Work Book</li><li>• Rule Book</li><li>• Reference Manual</li><li>• Drill Manual</li><li>• Rule Book</li><li>• Video</li><li>• “Tool Box”</li></ul> | <ul style="list-style-type: none"><li>• Level 2 Manual</li></ul> | <ul style="list-style-type: none"><li>• Level 3 Manual</li><li>• Level 3 Workbook</li></ul> |

#### 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
- VHS format video cassette player with remote stop action and large television monitor (optional, verify with Course Conductor).
- sufficient ice time
- **sufficient players**

## Ice Requirements

- |                  |                  |                  |
|------------------|------------------|------------------|
| CBET             | Level 2          | Level 3          |
| • 2 Hours of Ice | • 2 Hours of Ice | • 5 Hours of Ice |

### **Scheduling to be co-ordinated with Course Conductor**

## Player Requirements

- |  |         |   |
|--|---------|---|
| CBET                                     | Level 2 | Level 3   |
| To be co-ordinated with Course Conductor |         | 2 Teams including goalkeeper. (Junior age and above). |

### **b. Booking a CBET or Technical Clinic**

- i. The potential host contacts the Regional Coaching Development Co-ordinator in writing or by telephone, to make arrangements for time, place, etc.
- ii. In the event that the person requesting the clinic contacts the Regional Director, or the O.R.A. office, then these two (2) contacts will direct the request to the appropriate Regional Coaching Development Co-ordinator.
- iii. The Regional Coaching Development Co-ordinator will arrange all final details (time, date, place, numbers, etc.) with the host. (The Regional Coaching Development Co-ordinator shall take into consideration the clinic schedule that has been established in April).
- iv. The Regional Coaching Development Co-ordinator and the Chair of the Provincial Coaching Development Program make arrangements to provide instructors for the clinic. The Regional Coaching Development Co-ordinator will attempt to find local instructors before contacting the Chair for assistance in finding an out-of-Region instructor(s). The Regional Coaching Development Co-ordinator will advise the Host the name of the Head Instructor.
- v. Additional clinics to those already scheduled in your Region shall only be organized if the number of registrants warrant it. (Required minimum of fifteen (15) registrants).
- vi. The Regional Coaching Development Co-ordinator will maintain accurate coaching qualifications and requirements on all Coaching Staff within their Region. The O.R.A. office shall forward each Co-ordinator up-to-date O.R.A. printouts of bench staff qualifications. The Regional Coaching Development Co-ordinator will update these lists for his/her Region as each clinic is completed and/or upon receipt of additional information forwarded by the O.R.A. office.
- vii. The recommended fee is \$110.00 for CBET and \$95.00 for Level 2, per attendee. However, each region may determine the final fee.

**c. Level 2 Coaching Instructors**

- i. The Coaching Committee will present a Level 2 Coaching Instructors Clinic periodically as required. Approximately 12 participants, ideally 2 from each Region, would be expected to attend to ensure a favourable number of Instructors for the Level 2 Program.

**9. CLINIC REGISTRATION FEE REMITTANCE**

- a. The Host Association (local or Regional) shall collect pre-registration fees with a deadline date of ten (10) days before the clinic date. It is imperative that this step be adhered to in order for the clinic to be a success.
- b. No clinic registration fees are to be given to the instructor. All registration fees (monies) must be paid to the Host Region. Upon completion of the clinic, the instructor submits expense claims and course registration forms to the Region.
- c. Upon receipt of the clinic registration and expense form, the Region pays the instructor and forwards the forms and necessary fees to O.R.A.
- d. **Cost and Charges Rationale**

**CBET Community Sport - Initiation**

Fees to O.R.A.:

\$ 3.00 per person (N.C.C.P. fee)  
\$70.00 O.R.A. Administration

Instructor Fees:

\$100.00 plus expenses per instructor (travel, meals, accommodation when applicable)

**Level 2 Technical**

Fees to O.R.A.:

\$ 3.00 per person (N.C.C.P. fee)  
\$70.00 O.R.A. Administration

Instructor Fees:

\$200.00 plus expenses\* (1 instructor)  
\$150.00 plus expenses\* each (2 instructors)

**Note:** See above regarding instructor costs

## 10. THEORY

### a. Introduction

- i. Coaching coaches is what the National Coaching Certification Program is all about. The Program is a well-designed and thorough system for building up the coaching background you need, and for exposing you to coaching methods.
- ii. Good idea, but it is not entirely a new one. Coaching clinics have been held for years in Canada and around the world. In communities scattered about our thinly populated country, coaching clinics in the past developed in different ways and at different rates. They lacked effective national co-ordination; they enhanced regional isolation; and they shut out the collective Canadian expertise. This haphazard and insular development meant duplication of time and money and a relatively low level of efficiency.
- iii. In 1972, the Interprovincial Council of Sport and Recreation began developing a model for a National Coaching Program. One new element they wanted to introduce had never really been part of coaching clinics before, **the Theory of Coaching**. This theory included the basic aspects common to the job in **all** sports, thus providing an opportunity for coaches from a wide variety of disciplines to meet, to study, to discuss, and to exchange ideas on the basis of a common theoretical denominator.
- iv. Meanwhile, through the efforts of the Coaching Association of Canada, National and Provincial Sport Governing Bodies met to amalgamate all their talents into the design of technical training courses for each of their sports, setting guidelines and a basic national standard for training coaches. They also worked out a schedule for practical, on-the-job application of the theoretical principles and technical training. The new courses became more than just what the local Regions, Provinces and Territories could offer. They became the best the whole nation could offer.
- v. In 1974, the first formal courses of the National Coaching Certification Program were offered. Since 1977, the National Coaching Council, representing the Federal, Provincial and Territorial governments, the National, Provincial and Territorial Sport Governing Bodies, and the Coaching Association of Canada, has been guiding the program towards ever-increasing popularity and effectiveness.
- vi. Canada now has an operational model for its bilingual National Coaching Program, something that can be administered in a standard way across this huge country, and something that can be constantly revised and updated in a co-ordinated way.

- vii. We wish you good luck in your progress through the National Coaching Certification Program. It is designed to make the reward of coaching greater. The more the coach gets out of his/her work, the more the athletes get out of their sport and the more our society will eventually gain.
- viii. The specific target group for the Level 1 Theory Course is the local and school coach who works with athletes mainly in the six (6) to sixteen (16) year age group. However, the information this manual contains can also be applied to coaches working with older or more experienced athletes.
- ix. By the time you complete Level 1 Theory, it is hoped that you will be able to:
- outline the social responsibilities of the coach's role
  - list the important effects the coach has on athletes
  - select activities that foster fun and participation
  - practice basic principles about how the body works and grows, analyze simple skills, detect errors, and know how to correct them according to movement principles 1 and 2
  - detect and correct unsafe playing conditions
  - practice the principles of effective teaching
  - plan a sound practice
- x. This last objective, "Planning a Sound Practice" will be the main focus of Level 1 Theory. It will bring together all the information in the Manual. Therefore, as you go through the Sections of this program try to keep in mind how the ideas presented could be used in your practices.

## **11. PRACTICAL CERTIFICATION**

**NOTE:** Theory Courses must be completed before practical certification will be granted at Level 2 and 3 (i.e.: must have Theory 2 before being granted Level 2 Practical).

### **a. Level 2 Requirements**

The candidate seeking to satisfy the Practical Component of the Level 2 N.C.C.P. Certification in Ringette™ must meet the following requirements:

- i. Act as a bench staff member of a registered Ringette™ team for at least one (1) season after, or within, the season in which credit for Level 2 Technical N.C.C.P. Certification in Ringette™ is earned.
- ii. Submit to the Master Course Conductor (MCC), c/o the Ontario Ringette office, a Ringette Canada Coach Record Form and a Practice Observation Form completed by a Registered Level 2 Evaluator to which the plans of the observed practices are attached. Each practice plan must be dated and include the signature of the “Observer Coach”. (See Contact List, or contact your Regional Co-ordinator for Level 2 Observer Coaches available in your area).
- iii. The candidates must arrange, with the assistance of the Chair of the Coaching Program, to have a Registered Level 2 Observer Coach observe at least three (3) practices during the season after the candidate has received credit for Level 2 Technical N.C.C.P. certification in Ringette™. These practices must be at least four (4) weeks apart. The candidate will provide the Registered Observer Coach, in advance of the practice, a copy of the plan to be used for the practice. The Registered Observer Coach will provide the candidate with an assessment of the practice and discuss with the candidate areas for possible improvement.
- iv. The candidate must submit to the Master Course Conductor (MCC), through the O.R.A. office, a fully completed “Ringette Canada Level 2 Coach Self-Evaluation Form” following the season in which credit was received for Level 2 - Technical N.C.C.P. Certification in Ringette™. For teams Tween age and above each player must complete the Ringette Canada Player Evaluation of a Level 2 Coach Form. It is imperative that these forms be submitted in such a way as to protect the players anonymity.
- v. The candidate must satisfy all the requirements as specified in Items 1 to 4, and have obtained complete Level 1 N.C.C.P. Certification in Ringette™ before applying for Level 2 Practical Certification.

- vi. The candidate must sign all forms and practice plans. The Registered Observer Coach must sign and date the Practice Observation Forms and the Practice Plans.

**b. Level 2 Observer Coach Clinic**

- i. The Coaching Committee has developed a Level 2 Observer Coach Clinic. Participants become qualified to evaluate Coaching Level 2 Practical Plans that are subsequently submitted for review to the Master Course Conductor via the O.R.A. office.
- ii. The criteria to be used by the Regional Co-ordinators in selecting Level 2 Observer Coach for the Clinic is:
  - Must be a Fully Certified Level 2 N.C.C.P. Coach
  - Must have 3 years coaching experience since being Certified Level 2
  - Must have been active in the O.R.A. in the past 3 years
  - Must be well distributed geographically within the Region

**c. Level 3 Requirements**

To apply for Level 3 Practical Certification, a coach must first be fully certified at Level 2 in Ringette™ and have satisfied all the requirements of Level 3 Theory and Technical:

- i. Act as the coach or assistant coach of a registered Ringette™ team for at least one season after, or within, the season all the requirements for Level 3 Technical and Theory N.C.C.P. Certification in Ringette™ have been satisfied. The coach must be fully certified in both Level 3 Technical and Theory prior to applying for practical consideration.
- ii. An external evaluator for a minimum of one (1) game and practice will observe the coach. If possible, one (1) practice should be immediately prior to a game. The external evaluator will be assigned from the Ringette Canada list of approved Level 3 evaluators. The assessment criteria will be provided to the coach upon confirmation of the assessment date. Assessments can be completed at major tournaments.
- iii. The coach is to submit to Ringette Canada, six (6) weeks in advance, a choice of 2-3 weekend dates, which would be suitable for the practical evaluation to occur. An external evaluator will be assigned and the coach will be required to submit detailed practice plans to the assessor at least one (1) week prior to the evaluation process. Rationale for the game plans should be submitted prior to the games. It is expected that the coach will supply some rationale for the practice plans as well and indicate the location of the practices and games within the yearly training plan (Y.T.P.).

- iv. In view of the expenses involved in sending an evaluator to a distant region, Ringette Canada plans to identify possibly two (2) or three (3) locations during the season in order for an external evaluator to assess as many coaches as possible. In all other cases where distance is not a factor, it is recommended that a minimum of two (2) coaches be assessed during the time period chosen.

**Note:** Player Evaluation of Level 2 Coach Forms, Level 2 Coach Self-Evaluation Forms and Coach Record Forms, are available through the O.R.A. office.

## **12. RINGETTE CANADA MANAGERS COURSE**

### **a. Preface**

- i. Ringette has identified a requirement to formalize a training program for its managers in order to address the special skills which managers must have in order to perform their job. This managerial ‘course’ has been 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 this document is valuable and beneficial for any individuals 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.
- ii. This program is intended to prepare an individual for a managerial or an administrative position on any Ringette™ team.

### **b. Instructions**

- i. This program takes the form of a self-paced instructional package. Participants will read the manual at their leisure, and, upon completion, answer the test at the back of the manual. The manual is to be used when answering the quiz, as references are required for each answer. The completed test must then be sent to Ringette Canada for evaluation and credit.
- ii. Each person successfully completing the test will then be accredited as a Certified Manager by Ringette Canada and will receive a certificate of achievement, a wallet card, and a crest to recognize their achievement. These individuals will be registered with their Provincial Association and with Ringette Canada as certified Managers.
- iii. More specific instructions appear with the test at the back of the manual.
- iv. **Course Fee** \$24.00 + Postage + G.S.T. (7%)

Available through the O.R.A. business office.

Ontario Ringette Association  
1185 Eglinton Ave. East, Suite 705  
NORTH YORK, Ontario M3C 3C6  
Tel: (416) 426-7204  
Fax: (416) 426-7359

along with a cheque for the amount of the manual(s).

- v. Upon completion of the Manager's Course, the package should be sent to:

Ringette Canada  
Suite 201  
5510 Canotek Road  
Gloucester, Ontario  
K1J 9J4

### **13. O.R.A. COACHES CERTIFICATION PROGRAM**

- a. Through Community Rap Sessions, Regional Rap Sessions, and the informational mailing all members receive two to three times per year, all Coaching Staff members will have the opportunity to:
  - i. Share drills, not only with coaches within your own organization, but throughout the Region and the Province.
  - ii. Express concerns and problems within the coaching field in all levels.
  - iii. Learn from each other's mistakes and successes through a universal communication system.
  - iv. Receive up-to-date news and vital information on coaching policy changes and revisions, from the Provincial and National Sports Governing Bodies, as well as the Provincial and Regional Ministries. (Ministry of Citizenship, Culture and Recreation).
  - v. Brush up on your organizational skills within individual coaching positions.
  - vi. Learn how to discipline different age levels.
  - vii. Learn procedures and information to assist you with player tryouts.
  - viii. Expand your coaching knowledge as far as you wish it to be - from where to start, to the skill technical breakdown of a forehand shot.
  
- b. **Rap Sessions**
  - i. May be held at the Community or any Regional level. The Community level seems to be very popular at this stage of Ringette growth.
  - ii. Rap Sessions are completely informal, offering a place within your own community to voice your opinions, concerns and ask questions about present day coaching trends.
  - iii. Contact your Regional Co-ordinator for further information and assistance on how to organize a Rap Session.

#### **14. BENCH STAFF FOR CANADA WINTER GAMES**

##### **a. Criteria for Selecting Team Ontario Bench Staff**

- i. All fully certified Level 2 Coaches will be invited to apply for any of the Bench Staff positions (Coach and Assistant Coach) with the understanding that if they are selected that they will be expected to become a fully certified Level 3 Coach by **MAY 1<sup>st</sup>** of the year before the Canada Winter Games at their own expense. They will be expected to have Level 3 Theory completed before the interview process begins.
- ii. Each applicant will submit:
  - A resume of their coaching experience and qualifications.
  - An essay on their philosophy on Coaching girls in sports and why they should be selected to coach Team Ontario in 250 words or less.

Faxed resumes will be accepted.

- iii. A Selection Committee should be chaired by the President, O.R.A., and have as its members the Vice President Technical, Coaching Chair, one Coaching Co-ordinator, one Board Member, Elite Development Chair or Designate.
- iv. All coaches who apply and have the proper qualification and satisfy the criteria for being selected as Head Coach or Assistant Coach will be invited to an interview at which they would pay their own expenses.
- v. Should a suitable female candidate apply it is recommended that the Head Coach be Female, and it is strongly recommended that two of the Bench Staff be Female.
- vi. The Head Coach will be selected first and will have input into the selection of the rest of the bench staff from the applications which have been submitted. She/he will be excused from the room during the voting process.

##### **b. Criteria for Selecting the Head and Assistant Coaches for Team Ontario**

- i. The successful candidates for the positions of Head Coach and Assistant Coach must have the following:
  - A Certified Level 2 Coaching Certificate and Level 3 Theory in Ringette™
  - Not be in conflict with criteria listed in Elite Development, Page 6, Section 5 - Bench Staff
  - Leadership skills

- Motivational skills
  - Organizational skills
  - Communication skills
  - A positive philosophy on sport participation and coaching
  - A positive reputation both within the sport community and the community at large
  - The ability to relate well to both the player participants, other members of the coaching staff and parents
  - References from both within the outside the Ringette™ Community
  - Knowledge and acceptance of the O.R.A. Harassment Policy.
- ii. It would be helpful if the candidates for the position had the following:
- Fundraising skills
  - Previous experience in other sports and community activities
  - Previous related business experience
  - Extra qualifications and/or training in related areas
  - Extra qualifications and/or training from N.C.C.P.
- iii. It would also be beneficial to know if the candidate has ever earned recognition in the form of awards or honours from previous involvement in Ringette™, other sports and the community.

**c. Criteria for Selecting the Manager for Team Ontario**

- i. The successful candidate for the position of Manager of Team Ontario must have the following:
- Completed N.C.C.P.'s Managers Course
  - Not be in conflict with criteria listed in Elite Development, Page 6, Section 5 - Bench Staff
  - Previous Ringette experience
  - Leadership skills
  - Motivational skills
  - Organization skills
  - Communication skills
  - A positive philosophy on sport participation and coaching
  - A positive reputation both within the sports community and the community at large
  - Positive sport involvement both in terms of winning and losing and developing participants to their full potential
  - The ability to relate well to the player participants, other members of the coaching staff and parents
  - References from both within and outside the Ringette™ Community
  - Knowledge and acceptance of the O.R.A. Harassment Policy

ii. It would be helpful if the candidate for the position had the following:

- Fundraising skills
- Previous experience in other sports and community activities
- Previous related business experience
- Extra qualifications and/or training from N.C.C.P.
- Extra qualifications and/or training in related areas

iii. It would also be beneficial to know if the candidate has ever earned recognition in the form of awards or honours from previous involvement in Ringette™, other sports and the community.

d. **O.R.A. Volunteer and Employee Screening Policy**

i. Police Record Checks of all bench staff must be submitted to O.R.A.