



Ringette
4U

COACHING MANUAL

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What is Ringette4U?

Ringette4U is an Instructor led package of lessons that are designed to tailor the ringette experience to each individual young player. The Ringette4U program is a mixture of skill specific lessons and small ice games designed to expand the skill level of its participants while having fun and participating in meaningful competition. All the lessons encourage participants to try new skills while playing appropriate games for their development.

The purpose of this program is to focus on developing player's skills to help them build confidence in themselves and their squad. Ringette4U is designed to break each skill down to its base and teach it correctly from the very beginning in a way that a young player can understand.

Each stage in this program is broken down into a set of individual skills, focusing on the basics and then adding team skills to them as they progress through the stages. Ringette4U makes sure that every player can learn at their own pace without compromising the "team-like" environment that draws so many to our sport.

Every child is going to experience Ringette4U differently, depending on what skills they currently have and how they acquire new skills. At the beginning of the year, each child is assessed to make sure that they are entering the Ringette program at the right stage for them. Players are given an achievement card at the beginning of the year and again at the end of the year so that they can see how they have progressed.

Ringette4U is also incredibly beneficial to the development of our future coaches and volunteers. It allows them to learn the game of ringette while observing and interacting with trained and certified Instructors to gain the skills, confidence and connections. All of these things will be useful to them in their coaching careers and benefit all of the young players that they may coach in the future.

Why Ringette4U?

It is because of the importance of development in children aged 3 – 8 that we have decided to pursue a 2-stage development program. This program focuses more on developmental ability and physical literacy than chronological age, offering a unique opportunity for players to progress at a pace that is right for them, not just right for their age group.

Ringette4U strives to have players participating more and staying active for as much of those 60 minutes as possible. That could be by practicing drills, playing different sized games, or interacting with an instructor to learn different skills and the rules of the game.

The Biggest Benefits of Ringette4U:

- Players get to learn at their own pace from certified Instructors who are taught “How to teach” and how to break down skills to the level of participants.
- Players get direct contact with an experienced ringette athlete as a role model who knows the game of ringette. They get to know their instructor(s) and build lasting relationships with them as they progress through the program.
- Players get to learn in an environment that is made for their developmental level to help build their confidence.
- Coaches get more support and hands on learning throughout the season through step-by-step lesson plans and certified on-ice Instructors.
- Coaches have a knowledgeable resource available to them every ice time so that they can ask questions, learn more about the game, and even get contact information for future years.
- Parents get to see their kids receive more specific attention while having fun and improving at their own pace.

Why Smaller Ice Games?

- Modified playing environment to fit the physical size of our kids (Like other sports do; Lacrosse, Tennis, Soccer, Baseball and Hockey)
- More touches
 - When a kid gets more touches that means they will develop more.
 - How can kids develop if they aren't participating?
- For Experienced Players
 - They no longer have the comfort of open ice; they are forced to make quicker decisions because the ice is smaller.
- For Less Experienced Players
 - They get better because they spend more time with the ring.
- Promotes Creativity.
- Increases player participation.
 - Smaller games allow players to keep motivated by staying involved in the game.
- Speeds up the learning process.
- Improves decision making skills.
- Increased competition for all skill levels.

The Benefits of Smaller Ice Games:

- Increases the use of core skating skills like agility, balance, coordination and quickness.
- Number of ring battles significantly increases.
- Being able to make plays and protect the ring in traffic is a huge difference maker on kids succeeding at higher levels.
- Fundamental skills are reinforced at a greater rate through game play
- Less time and space; which increases the frequency of making decisions, provides a better environment for teaching ice awareness and boosts game sense.
- Higher intensity level of competition, playing against others who are at the same stage as you are.
- Builds confidence of our lesser skilled players
- Creates a stronger challenge for more skilled players by having them face more opposition in a smaller space and therefore requiring more skill improvement.

The Benefits of Station Based Practices:

- Kids are more active than in traditional practices.
- The player will get more opportunities for individual coaching during a practice.
- More repetition with-in a drill, which equals more development.
- Drills are appropriate for their skill level.
- Kids progress through the drill at a pace that is similar to all of the others in that group, no one is rushing up behind them forcing them to go faster and forget the basics of the skill, and no one is in front of them slowing them down.

Ringette4U Program:

The Ringette4U Program encompasses everyone within Manitoba. Rural communities participate as a town, Urban communities participate as an association/club.

Lessons:

- Lessons are run by Ringette Manitoba Instructors and follow the Ringette4U Lesson plans provided for each stage.
- There will be 2-3 Instructors on the ice for any given Lesson. (Except in extenuating circumstances where this number cannot be accommodated.)
- There will be approx. 4 Lessons per month that take place in your community (or closest available community)
- Lesson format will see each squad divided into their 2 stages to focus on the skills and lessons of each stage.

Games:

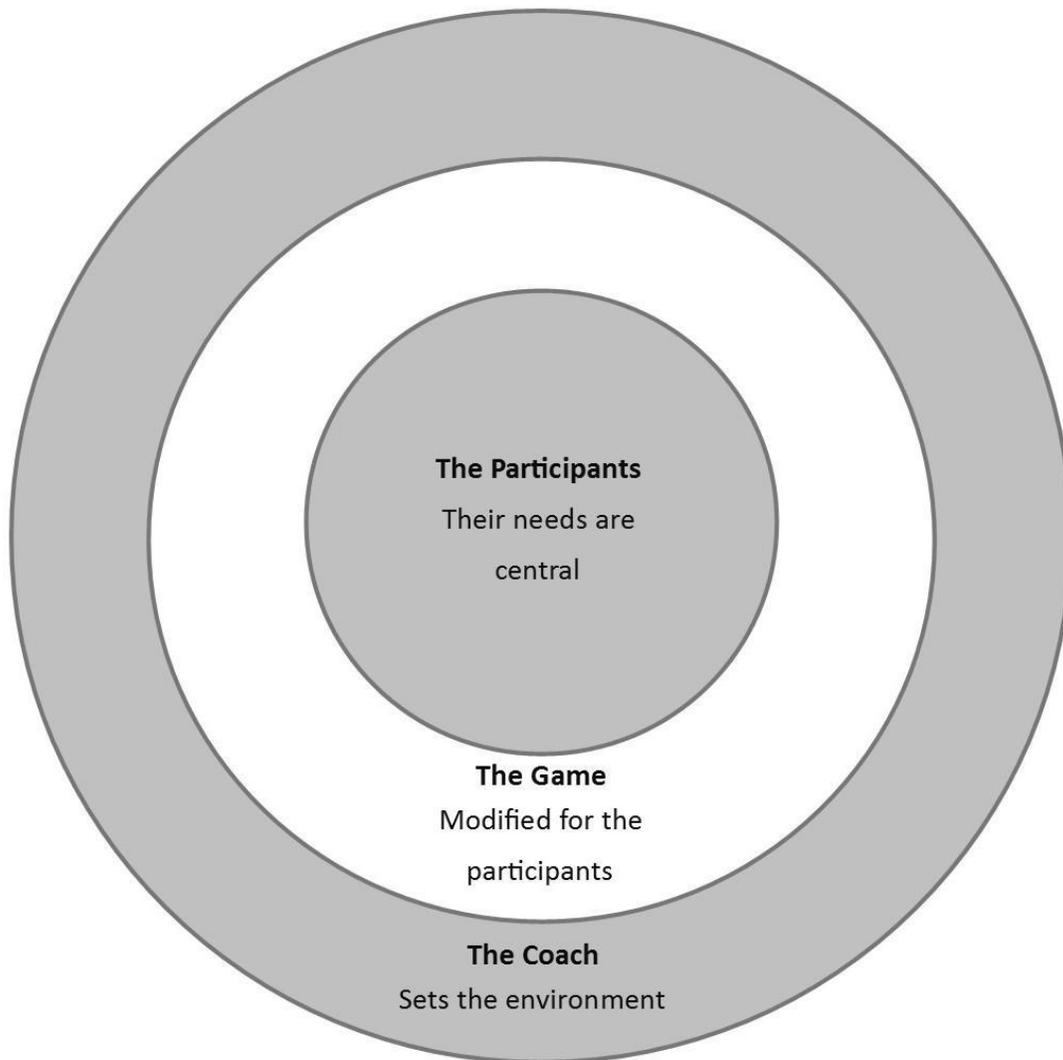
- There will be 1 Instructor supervising the on-ice game section played at each Level (2 instructors on ice total).
- **It is very important that Instructors and Head Coaches follow the game format provided as deviating will affect the consistency and delivery of the program from community to community.**
- Game day will have players shifting to different formats throughout the ice time. **At no time should there be any games played on full ice.** Format will be as follows:
 - 10 minute warm up.
 - 10 minute fun game (british bull-dog, red light green light, etc).
 - 20 minutes of dedicated color play (blue with blue, red with red).
 - 15 minutes of mixed color play (may be adapted depending on squad and numbers).
 - 5 minute cool down.

Goals of this Manual

This Manual has been designed for the R4U coach who is working with children and is introducing the basic skills of ringette. This information is provided to help prepare you to do some of the things that will be required of you as an R4U coach. We will focus on the following:

- Understanding your roles and responsibilities
- Understanding the rules and equipment of Ringette4U
- Coaching games/activities in a way suitable for children
- Identifying your tasks as an R4U coach
- Teaching the basic skills of Ringette

Keep in mind the following diagram is a model for Ringette4U. You play a key role in establishing the tone of lessons and games and ensuring that the needs of the participants are central to all decisions made.



Age Group Characteristics:

Age group characteristics refer to the maturity levels and social/emotional/mental needs of all individuals. Each participant is an individual and must be treated and respected as such. There are, however, general age group characteristics which are helpful to know and understand when developing programs for groups of children. It is important to keep in mind that children do not develop at the same rates or in the same ways. It is up to the instructor to adapt the program and lessons to meet the needs of the participants and to make allowances for those experiencing difficulties as well as for the more advanced.

The child before Adolescence tends to be immature physically and socially and outstandingly active, but fatigues easily. Very short interest spans, along with egocentricity are predominant characteristics of this age group. The adolescent may also not like to share, and they usually adhere to groups of three or four if engaged in group play. Also, they like to imitate, dramatize and create.

SPECIFIC AGE GROUP CHARACTERISTICS

2-7 YEARS	8-9 YEARS
<ul style="list-style-type: none">• Egocentric in reasoning	<ul style="list-style-type: none">• Very dependent on instructor for direction and support
<ul style="list-style-type: none">• Grasps one aspect at a time	<ul style="list-style-type: none">• Very energetic, but short attention span
<ul style="list-style-type: none">• Sees only one point of view	<ul style="list-style-type: none">• Self-Conscious of their limited skill and take pride in each level of skill improvement
<ul style="list-style-type: none">• Short attention span	<ul style="list-style-type: none">• Enjoy special projects which involve only their group
	<ul style="list-style-type: none">• Like competition if they feel they have some chance of success
	<ul style="list-style-type: none">• Must feel accepted by peers



Ringette4U Head Coach Roles & Responsibilities

Coaches may be asked by their association to go on the ice during assessments.

Coaching Certification:

- Required to complete Ringette 4U coaching quiz (online).
- Required to complete Coach Initiation in Sport (online).
- Required to complete [Respect in Sport](#) online.
- Required to fill out and submit a Child Abuse Registry Form (semi-annually) and Bench Staff Code of Conduct to Ringette Manitoba (annually).

Responsibilities during Ice Times:

The Head Coach oversees all the assistant coaches and works in partnership with the Instructor(s)

- **Review the Lesson plan with the Instructor.** The Head Instructor is expected to meet with the Head Coach **15 minutes** prior to the ice time to review lesson plans or game details. If this is not taking place, please contact the Ringette Manitoba Program Coordinator.
- The Head Coach will help ensure that players are paying attention to the instructor when she is talking (both on and off the ice)
- The Head Coach will direct the assistant coaches what to set up for the next drill as the Instructor is explaining it.
- The Head or Assistant Coach may be asked to demo the drill while the Instructor talks to the players.
- If a player needs assistance because of injury, water breaks, or needs a minute to rest; the Head coach will organize an assistant coach to accompany them or get a parent.
- The Head Coach may need to assume the Roles and Responsibilities of the Instructor if the Instructor is absent.
- The Head Coach may need to perform other duties as required.

During the Game:

- Have lines made up for the game
 - Ex. Who is playing Defense / Forward / Goalie Rotation. (Blue)
- Direct Assistant coaches to where they are needed
 - Opening the gate, 1 coach being on the ice to help direct, etc.
- **When there is only 1 female coach available, they should always be present on the bench for games, (or assisting with the practice) not being the on-ice game coach.**

Behind the Scenes:

The Head Coach is responsible for working with the Squad Manager to ensure that:

- All forms are handed in on time and correctly.
- Be a contact for Ringette Manitoba
- Certification of all coaching staff is complete and correct.
- Planning additional activities for your squad.
- Holding a Parent meeting to discuss:
 - The Season Plan (How things will work)
 - Tournaments

Miscellaneous

- R4U Instructors are there to help the players but also the coaches. Don't hesitate to ask questions or have them explain their reasoning behind something. Please use them as a resource to help develop your skill set as a coach.

Ringette4U Assistant Coach Roles & Responsibilities

Assistant coaches may be asked by their association to go on the ice during assessments.

Coaching Certification:

- Required to complete Ringette 4U coaching quiz (online).
- Required to complete Coach Initiation in Sport (online).
- Required to complete [Respect in Sport](#) online.
- Required to fill out and submit a Child Abuse Registry Form (semi-annually) and Bench Staff Code of Conduct to Ringette Manitoba (annually).

Responsibilities during Ice Times:

- Review the Lesson plan with the Instructor and/or Head coach.
- The Head Coach or Assistant Coach may be asked to demo the drill while the Instructor talks to the players.
- If a player needs assistance because of injury, water breaks, or needs a minute to rest; the Head coach will organize an assistant coach to accompany them or get a parent.
- The assistant coach may need to perform other duties as required by the Instructor or Head Coach.

During the Game:

- Head coach will direct Assistant coaches to where they are needed (Opening the gate, 1 coach being on the ice to help direct, etc.).
- **When there is only 1 female coach available, they should always be present on the bench for games, (or assisting with the practice) not being the on-ice game coach.**

Behind the Scenes:

- The assistant coach may need to perform other duties as required by the Instructor or Head Coach.

Common Tasks of Ringette4U Coaches

Team and Equipment management

- Gathering medical and contact information.
- Recruiting assistants (if needed).
- Compiling a first aid kit (if your club doesn't provide it).

Planning

- Planning and preparing for a parent meeting at the beginning of the season.
- Planning an end of season social event for players and parents.

Coaching

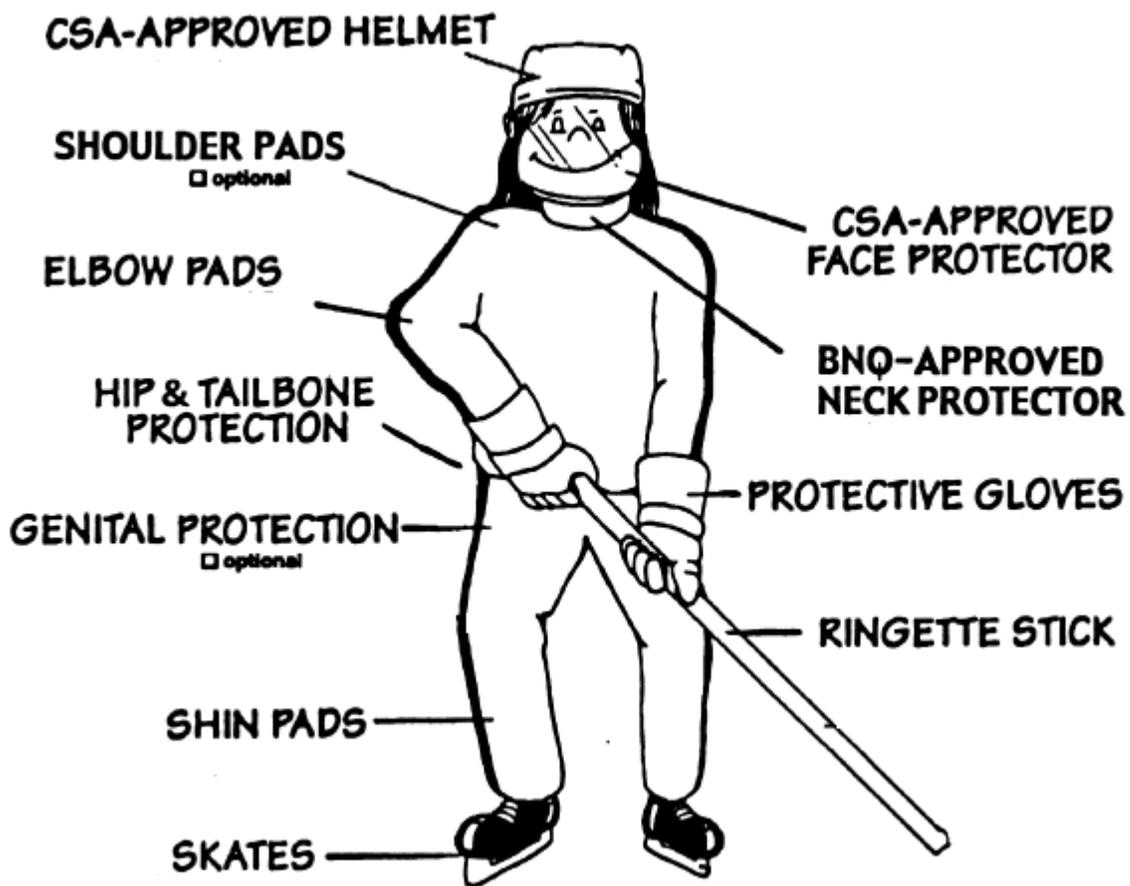
- Setting up equipment.
- Completing an inspection of the practice surface.
- Running parent meetings.
- Running the end of season social event.

Required Equipment

Any coach who steps on the ice surface is required to wear a helmet, skates, gloves and use a Ringette Stick.

As an R4U coach, you want to make sure that all players are wearing the required equipment and that it fits correctly. When a piece of equipment is too big or small, it does not offer the protection that it is intended to provide.

Make sure that all parents on the team are aware of the correct fit of all required Ringette equipment.



Equipment – Safety Check

Mandatory Equipment	Things to check to ensure it is safe
CSA – approved helmet	<ul style="list-style-type: none"> - Helmet should not slip when moving head side to side or up and down - All screws are in place - All straps are secure - No stickers or tape covering the CSA sticker
Ringette face protector	<ul style="list-style-type: none"> - CSA-approved compatible face protector for helmet - No cracks or scratches
BNQ – approved neck protector	<ul style="list-style-type: none"> - Snug fit, covers neck - No rips or tears
Protective gloves	<ul style="list-style-type: none"> - Minimum 2 layers on dorsal side of gloves - Palms intact – no tears or holes - Tips of fingers should not go completely to the ends of the gloves - Small and light enough to have control and mobility - Big enough to cover forearms
Elbow Pads	<ul style="list-style-type: none"> - Elbow should fit comfortably into the center of the elbow pad cup - Straps secured tightly to prevent sliding up and down
Hip & Tailbone protection	<ul style="list-style-type: none"> - Protection is snug fitting and does not slide around - All pads must be present
Shin Pads	<ul style="list-style-type: none"> - Plastic shell over knee cap and shin - Straps secured tightly to prevent sliding up and down
Skates	<ul style="list-style-type: none"> - Ensure skates fit properly – one finger should slip down behind heel of foot and skate - Firm ankle support, yet flexible enough for mobility - Laces should not be tied around ankles – prevents mobility, proper skating technique and breaks down skates - Blades sharpened as necessary
Ringette Stick	<ul style="list-style-type: none"> - Maximum height is underneath armpit when standing on skates (many players prefer shorter sticks for increased maneuverability and control) - Squared bottom, not splintered, chipped or cracked
Shoulder Pads (optional)	<ul style="list-style-type: none"> - Center of shoulder lines up directly with center of the shoulder caps

Ringette4U Placement Process:

The first two practices of every season are the squads 'placement skates'. All R4U participants are to be assessed prior to beginning the program. If there are late entries into the program, please contact the Program Coordinator at Ringette Manitoba.

PLACEMENT DAY SET-UP AND PARTICIPANT SIGN IN:

An identifiable table will need to be set up 45 minutes prior to the Placement skate. This table will hold the Timbits jerseys for new players, welcome packages, new sticks, sign in sheets, and information for the Instructors and Evaluators. Each association will be required to fill this table with volunteers for the first and second placement skate (ie. first and second practice ice slot in the season). All participants must sign in for their assessment. At the time of sign in, each participant will receive a Timbits number, which will help them be identified by instructors and evaluators throughout the season. They **MUST** keep this number for both placement skates.

POST ASSESSMENT & SQUAD FORMATION:

The completed Assessment sheets will be forwarded to the Ringette Manitoba office by the Head Evaluator. Ringette Manitoba will then update the player reports for each association based on the results of the assessment. Associations will then form their squads for the year and submit their rosters to Ringette Manitoba.

LOCAL ASSOCIATION SUPPORT DURING A PLACEMENT SKATE:

- 1) Contact players to attend placement skates. Please emphasize the importance of attending all the skates. If a player signs up after your association's placement skate has already taken place, please contact the Program Coordinator at Ringette Manitoba to coordinate steps to having the player evaluated.
- 2) Contact coaches (or older players in your association) at a ratio of 1 coach for every 5 players to attend and assist on the ice during assessments. Please make sure they know that they need to wear a helmet, have gloves and a stick.
- 3) Provide a list to Ringette Manitoba prior to the first placement skate that consists of:
 - Players First and Last Name
 - Jersey Number (**If a player has a different number during an ice time, please forward this information to the Program Coordinator at Ringette Manitoba to ensure proper placement of players.**)
- 4) Coordinate with Ringette Manitoba regarding the distribution of welcome packages, Timbits jerseys, and new sticks (or swapped sticks) for the first placement skate of the season.
- 5) Provide a registration table at every assessment skate manned with someone from your association to:
 - Fill out the assessment sheets with correct pinnie numbers.
 - Check in players.
 - Distribute jerseys and welcome packages.
 - Answer questions.

PLACEMENT FORMAT:

The Placement process will be broken down in the following format:

Coaches are encouraged and needed on the ice during placement skates. **The coach to player ratio should be 1 to 5. No more than 5 coaches should be on the ice at a time.**

Skate 1 - Group skate:

There will be Ringette Manitoba Instructors and should be 2-4 Coaches on the ice plus 2-4 Ringette Manitoba Evaluators on the ice (depending on group size). Players will be divided into 2 groups if needed. The instructors on the ice will run players through a Lesson while the Evaluators are assessing on the ice.

Skate 2 - Stage skate:

There should be 3 Coaches on the ice plus Ringette Manitoba Instructors. Based upon the first skate, players will be broken down into red and blue groups. They will be put through a series of drills specific to their level. The coaches & Instructor will then move players to a different group if they feel that they are not being challenged, being challenged too much or are standing out in their group. * Possible discussion between Instructor and Head Coach regarding placement.

R4U

Lessons

- Lessons are run by Ringette Manitoba instructors and follow the R4U lesson plans provided for each stage.
- There will be 2-3 Ringette Manitoba instructors on the ice for any given lesson. (except in extenuating circumstances where this number cannot be accommodated).

Games

- There will be a minimum of 1 Ringette Manitoba instructor supervising the on-ice game section played at the both the red and blue level.



Red stage

Red Season Format:

Weeks 1 & 2:

- Placement skates

Weeks 3 - 18:

- 1 Lesson during the week in your community (or closest available community). Ice for lessons should be split the same as games. In the event a community must split ice with another team for R4U lessons, the red and blue would each have $\frac{1}{4}$ of the half.
- 6 weekend games in each half of the season (could be home or away)

Adult to Player ratio at every ice session should not exceed 1:4

Red skills to be learned:

Skating Skills:

- Demonstrate the basic Ringette stance
- Fully capable of getting back up after falling
- Balance on Skates
- Basic ability to skate with the ring
- Basic ability of stops and starts (snow plow and v start)
- Basic ability to glide on 1 foot
- Basic ability to move in a backward direction
- Have a basic forward stride
- Basic ability to make a turn on 1 side

Ring Skills:

- Fully capable to hold the stick correctly to receive a pass
- Basic ability to pass the ring to a target
- Basic ability to receive a pass from an instructor
- Basic ability to shoot the ring (forehand sweep) into the net
- Concept of checking

Red Games:

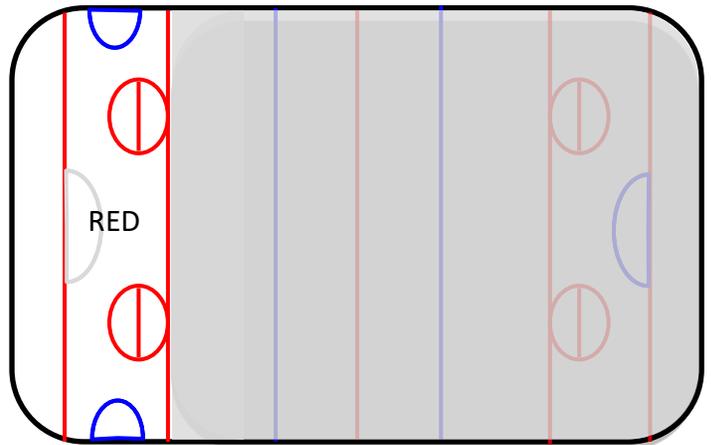
Format:

Game will have players shifting to different formats throughout the ice time. **At no time should any games be played on full ice.** Format will be as follows:

- 10 minute warm up
 - 10 minute skill game – both colors together (british bull-dog, red light green light, etc).
 - 20 minutes of dedicated color play (blue with blue, red with red)
 - 15 minutes of mixed color play
 - 5 minute cool down
- Red v Red game are played cross ice games on 1/4 of the ice surface
 - Mixed color play will be played **on half ice.** Depending on the number of players, two games will happen simultaneously to keep the players engaged in the ice time.
 - **NO FULL ICE** in any format of play at R4U.

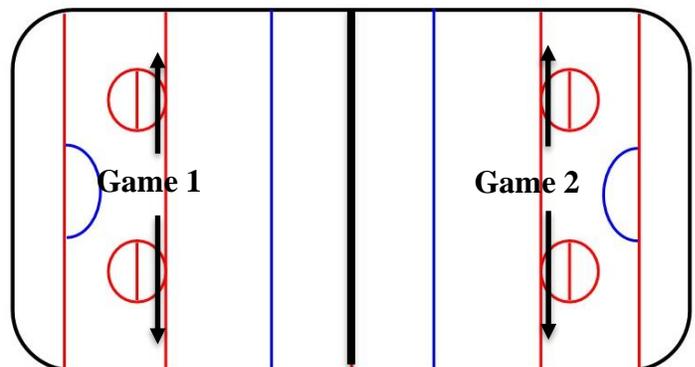
Red v Red Rules:

- There are no official rules at this stage.
 - Typically, instructors will create guidelines for the players at this stage. (eg. pass 3 times before you shoot! Pass to Emily so she can get a change to take a shot! etc.).
- Games are played 3 on 3 (or 3 on 4; 4 on 4... depending on numbers).
- Games use smaller nets, or 2 pylons set up as a net.
- There are no goalies at this stage.
- There is no score, or standings kept at this stage.



Mixed Color Rules:

- Red players should be encouraged to pass over the ringette line, but not expected. Blue players should be expected to pass over the ringette line.
- Games would ideally be played four on four with two blue and two red from each team on the ice.
- Blue players would rotate as goalies.
- There is no score, or standings kept at this stage.



Blue stage

Blue Season Format:

Weeks 1 & 2:

- Placement skates

Weeks 3 - 18:

- 1 Lesson during the week in your community (or closest available community). Ice for lessons should be split the same as games. In the event a community must split ice with another team for R4U lessons, the red and blue would each have $\frac{1}{4}$ of the half.
- 6 weekend games in each half of the season (could be home or away)

Adult to Player ratio at every ice session should not exceed 1:4

Blue skills to be learned:

Skating Skills:

- Basic ability to turn on both sides
- Fully capable of carrying the ring while skating through obstacles
- Have a basic backward stride (both sides – C cuts)
- Concept of basic parallel stop on both sides
- Fully capable to transition for backward to forward
- Fully capable to transition from forward to backward.
- Basic ability of forward crossovers.

Ring Skills:

- Fully capable to pass and receive the ring while skating
- Basic ability to shoot the ring backhand into the net
- Fully capable to shoot the ring forehand and hit a target
- Fully capable to check the stick

Goalie Skills:

- Basic understanding of Goalie Stance

Knowledge:

- Basic understanding of all positions.

Blue Games:

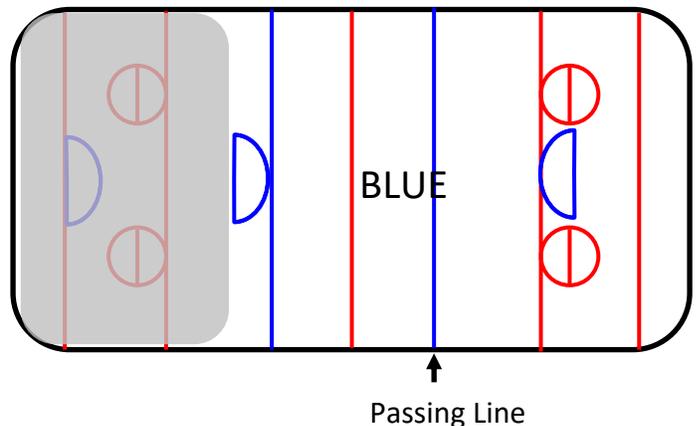
Format:

Game day will have players shifting to different formats throughout the ice time. **At no time should any games be played on full ice.** Format will be as follows:

- 10 minute warm up
- 10 minute skill game – both colors together (british bull-dog, red light green light, etc).
- 20 minutes of dedicated color play (blue with blue, red with red)
- 15 minutes of mixed color play
- 5 minute cool down
- Blue v Blue games will be played on 1/2 ice.
- Mixed color play will be played on half ice. Depending on the number of players, two games will happen simultaneously to keep the players engaged in the ice time.
- **NO FULL ICE** in any format of play at R4U.

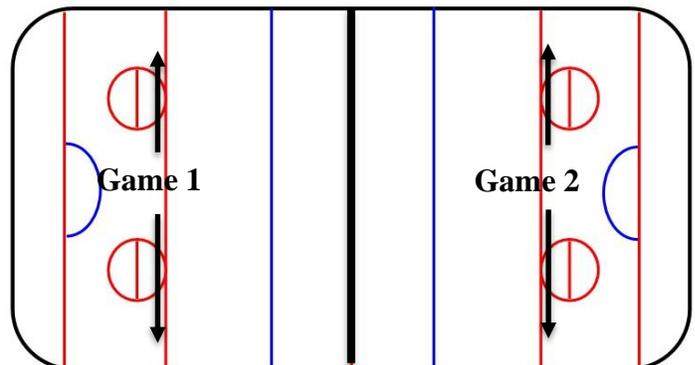
Blue v Blue Rules

- Nets should be placed:
 - 1 in the middle of the face off circles
 - 1 with the front of the net on the opposite blue line.
 - A crease should be drawn on to the ice with an ice marker or bingo dabber.
- Games in the 1st half are played 4x4 (4 players plus a goalie)
- Games in the 2nd half are played 5x5 (5 players plus a goalie)
- **Goalies should NOT be wearing goalie equipment**
- Line changes every 2 minutes at the whistle. Players should rotate with each whistle and play every second shift (unless large team number do not permit). Each player should play goal once per game.
- Teams should switch ends at the half.
- Players must pass over one blue line (Indicated in diagram) to their teammates.
- Players must not enter the goalie crease.
- There is no score, or standings kept at this stage.
- There are no penalties called at this stage.



Mixed Color Rules:

- Red players should be encouraged to pass over the ringette line, but not expected. Blue players should be expected to pass over the ringette line.
- Games would ideally be played four on four with two blue and two red from each team on the ice.
- Blue players would rotate as goalies.
- There is no score, or standings kept at this stage.



Skills Matrix

Ringette4U Skills Matrix	Red Stage:	Blue Stage:
Skating Skills	Demonstrate the basic ringette stance	Able to turn on both sides
	Show the ability to get back up after falling	Show the ability to carry the ring while skating through obstacles
	Balance on skates	Have a basic backward stride (both sides – C cuts)
	Show the ability to skate with the ring	Concept of basic parallel stop on both sides
	Complete stops and starts (snow plow and v start)	Able to transition from backward to forward
	Able to glide on 1 foot	Able to transition from forward to backward
	Ability to move in a backward direction	Basic ability of forward crossovers
	Have a Basic Forward Stride	
	Able to make a turn on 1 side	
Passing / Receiving Skills	Able to hold the stick correctly to receive a pass	Able to pass and receive the ring while skating
	Able to pass the ring to a target	
	Able to receive a pass from an instructor	
Shooting Skills	Able to shoot the ring (forehand sweep) into the net	Able to shoot the ring backhand into the net
		Able to shoot the ring forehand and hit a target
Checking Skills	Concept of checking	Able to check the stick
Goalie Skills		Basic grip of Goalie stick (modified)
		Basic understanding of Goalie stance and positioning
		Mobility and Stick work
		Ring distribution
General Knowledge		Basic understanding of all positions
		Demonstrated knowledge of the rules
		Concept of 1 vs. 1 offensively
		Concept of 1 vs. 1 defensively
		Basic defensive team and individual tactics

Ringette4U Manager Responsibilities

Manager Certification:

Required to fill out and submit a Child Abuse Registry and Bench Staff Code of Conduct forms to Ringette Manitoba (annually).

General Responsibilities:

- Main liaison between your squad and Ringette Manitoba.
- Understand and communicate Ringette4U program rules.
- Promote sportsmanship and fair play both within the team and towards the instructors.
- Initiate dialogue, communication and involvement among all parents.
- Encourage and promote squad spirit.

Duties:

- Complete Jamboree Registration Form.
- Create a squad calendar. Include Lesson times, tournaments, player's birthdays and all extra squad activities.
- Maintain team lists, phone numbers, etc.
- Make everyone aware of any player allergies.
- Obtain and review Ringette4U program rules.
- Obtain information on tournaments, submit applications.
- Collect any money required for tournaments, travel, squad photos, etc.
- May include other duties as required.
- Gather medical and contact information.
- Run the end of the season social event.

Suggestions:

- Promote squad spirit by organizing activities.
- Use parent meetings to communicate information and gather opinions and assistance.
- Assist Head Coach in running a parent meeting at the beginning of the season.

***Managers are not permitted on the ice for R4U, but are able to help out on the bench.**

Ringette4U Instructor Roles & Responsibilities

Instructor Certification:

- Required to complete the Instructor Certification as outlined in the Ringette Manitoba Policy Manual.

Instructors will receive access to Ringette4U lesson plans electronically.

In the Dressing Room Before/After Ice time:

- Review the Lesson plan **BEFORE** you arrive at the ice time.
- If you are the designated Head Instructor on the schedule you **must** meet with the head coach **15 minutes prior to the ice time to review the lesson plan or game details**. If this is not taking place, please contact the Ringette Manitoba Program Coordinator.
- Allow some time for the coaches to ask questions.
- Ask questions if you do not understand something.
- Be dressed (skates on) 15 minutes **BEFORE** the scheduled ice time.
- Talk to the players in the dressing room prior to your ice time. **All Instructors MUST get ready in the dressing room(s) with the players.**
- Explain some of the things you will be working on that day
- Get them excited to go on the ice.

After the ice:

- Say a few words in the dressing room afterwards...
 - "Good Job everyone! You did great today!"

During the Lesson:

The Instructor is leading the ice time in partnership with the Head Coach.

Once on the ice:

- Follow the Lesson Plan:
 - Gather the players so you can show them the correct technique for a skill as needed in the lesson plan.
 - If you are the designated Head Instructor, explain a drill while you have one of the Assistant coaches or another Instructor demo it as needed in the lesson plan.
 - Once players are established in the drill, provide feedback to the players (separately).
 - Such as: Good Job Suzy! That's a great stop.
 - Or: Hey Suzy! Try moving your foot this way when you're trying to stop.
- Help the coaches learn how to teach skills to the players; answer questions and provide feedback.
- May need to perform other duties as needed.

During the Game:

- Enforce rules as defined by each stage.
- Adapt rules for squads as needed
 - Ex. 1 squad is more dominant than the other, so you say to that squad that they need to pass to every player before they shoot on net.

Ringette4U Bench Helper Responsibilities

Certification:

Required to fill out and submit a Child Abuse Registry and Bench Staff Code of Conduct forms to Ringette Manitoba (annually).

Duties:

- Be present on the bench during practice and games to help players with whatever they may need.

Ringette 4U Bench Helpers are at no time permitted to be on the ice. This role is designed to ensure a registered, screened person is available to help out with the players on the bench.

There **MUST** always be a minimum of one female over the age of 18 on the bench with the players.

Ringette4U Policy (From Ringette Manitoba Policy Manual)

SECTION 28 – RINGETTE 4 U

1. What is Ringette 4 U?

Ringette 4 U is an instructor led Ringette program focused on developing athletic abilities in children aged 3-8.

This program is a mixture of skill specific lessons and split ice games to expand the skill level of its participants while having even more games and fun competition. All the lessons are packed with fun and encourage participants to try new skills while playing appropriate games for their development.

At the beginning of each year, each child is assessed to make sure that they are entering the Ringette 4 U program at the right stage for them. Every stage is tailor made to add more fun into physical activity and keep children in motion while learning a new sport.

Ringette 4 U is a program that is based off each child as an individual within a group or team environment. Too often children are grouped with a team, and the children that don't fall right in the middle of that group are lost or forgotten.

Participants are assessed at the beginning of the season.

2. What are the Ringette 4 U Stages?

- a) Red Stage – This stage is for players who are primarily new Ringette players that have never skated or who are just beginning to skate. In this stage players participate in a weekly practice and a weekly game. The season culminates with a fun filled Ringette Jamboree for all participants.
- b) Blue Stage – This stage is for players who have all the skills required to pass Red. In this stage players participate in a weekly practice and a weekly game

3. General

- 3.1 Ringette 4 U eligible players shall remain at their home Community Club/Town. If a Community Club/Town does not have enough Ringette 4 U eligible players for a squad, the players from that Community Club/Town shall, wherever possible, be transferred as a group to the nearest Community Club/Town requiring players.
- 3.2 In cases of extenuating circumstances Ringette Manitoba can approve Ringette 4 U overage player requests.
- 3.3 R4U Players may not be TP's outside the R4U program.
- 3.4 Age Advance Requests
 - a) In extenuating circumstances, a Local Association can apply to Ringette Manitoba to age advance a player out of the Ringette 4 U Program to U10. The application can only be made for players turning 7 before December 31st of the current playing season. Any player applying for age advance must be able to show the ability to complete all skills within the matrix.

4. Sanctioning

- 4.1 Ringette Manitoba will sanction Ringette 4 U tournaments upon receiving application from the hosting Local Associations. All squads participating in a sanctioned Ringette 4 U tournament must be registered with Ringette Manitoba.

5. Ice Scheduling

- 5.1 Local Associations, Teams, or Community Centers/Towns not meeting the deadline date for submitted ice slots will be fined 5% of the ice cost for each hour of ice, for each day the ice is late.
- 5.3 Each sheet of ice submitted before 5:00pm must pay additional funds (to be determined) to cover the costs of Instructors.
- 5.4 Any ice slots submitted by the Local Association to Ringette Manitoba for the purpose of R4U scheduling that are not returned within 14 working days of the ice submission deadline will become the sole responsibility of Ringette Manitoba.

6. Assessments

- 6.1 Every registered Ringette 4 U player must be assessed by a Ringette Manitoba Assessor at the beginning of each Ringette 4 U season. It is the Local Associations responsibility to ensure that all their players have access to an assessment skate.
- 6.2 In the case that a parent/guardian would like to request a review of the initial assessment results of their child and request a re-assessment of their child they must:
 - a) Should the request be approved a Forty (40) dollar fee will be charged to the Parent/Guardian to cover the cost of re-assessment.
 - b) Once approved, a re-assessment date and time will be scheduled by Ringette Manitoba.

7. Scheduling

7.1 Opt-Outs

- a) Squads may request to be omitted from the schedule, for a maximum period of four (4) days, once per season. Request will be accepted on a first come, first served basis.
- b) The lesser of four (4) squads or 50% of the squads in a stage may be omitted on any given weekend at the discretion of Ringette Manitoba.
- c) All requests must be submitted in writing in an email, sent directly to the Program Coordinator, with the subject opt-out, submitted by a person listed on the squad's roster.
 - The Program Coordinator will send a confirmation request has been received.
 - Unless the confirmation has been received there is no assurance that the request has been recorded.
- b) Requests must be received by the Program Coordinator by the following dates:
 - Omission from 1st half – October 15th
 - Omission from 2nd half – December 1st

1.2 Lesson/Game Cancellations

- a) If for any reason a lesson or game needs to be cancelled; the managers of both squads scheduled for the ice must discuss the need for cancellation and notify the R4U Coordinator and R4U Support Leader.
- b) Both squads must agree to cancel a lesson; or the lesson will go on as scheduled.
- c) As road conditions can be unpredictable in winter, squads shall not cancel a game more than four (4) hours prior but no later than two (2) hours prior to the scheduled start time if cancelling for weather or road conditions. It is up to the coaches/managers of both squads scheduled for the ice to assess the road conditions and determine the safety of travel. Should the decision be made to cancel, the Program Coordinator and R4U Support Leader must both be informed.
- d) Ringette Manitoba may cancel a lesson or game due to hazardous conditions if required.
- e) If at any time Ringette Manitoba must cancel a lesson, the coach(es) and instructor(s) will be notified, and the lesson/game will be cancelled on the online schedule.

1.3 No show squads

- a) If an instructor shows up to a lesson where their squad is not present, the local association of that squad will be billed the cost of sending out an instructor.

8. Format of Games

- 8.1 Red Games – All games will be played 3 on 3 in a Cross-Ice environment with modified nets and no goaltender.
- 8.2 Blue Games – 1st half games will be played 4x4 in a $\frac{3}{4}$ ice environment with modified nets where possible plus a goaltender, 2nd half games will be played 5x5 in a $\frac{3}{4}$ ice environment with modified nets where possible plus a goaltender.
- 8.3 Goaltenders – At no time should goaltenders be wearing goalie equipment in the R4U Program.

If at any time you have any concerns or issues regarding your coaches, instructors or the way the program is running in your area, please contact **Ringette Manitoba**.