

1. Purpose

The purpose of this Policy is to plan and implement Team Staff Programs and to promote the National Coaching Certification Program (NCCP).

2. Definitions

2.1 CARF – Child Abuse Registry Form

2.2 CRC – Criminal Record Check

2.3 Team Staff – An individual listed on the official roster in one of the recognized titles.

2.4 NCCP – National Coaching Certification Program.

3. Programs

3.1 Respect in Sport

a) See Respect in Sport policy

3.2 Managers

The goal of this program is to provide training and information and define the role for team managers.

a) Managers shall be a certified member of the team staff, as stipulated by Ringette Canada and Ringette Manitoba.

b) Managers are not permitted on the ice at any division. Managers are not permitted on the bench at any level/division above U12.

c) Managers must complete the manager certification training if they are part of a team staff at any of the following levels: U14 A, U14 AA, U16 A, U16 AA, U19 A, U19 AA.

3.3 Trainers

The goal of this program is to ensure the safety of athletes who are on a bench with an identified trainer and to clearly outline the requirements of those listed in that position. The definition of trainer is an individual qualified to provide basic medical assistance for injuries.

a) Any individual listed on an official Ringette Manitoba roster as a trainer, must be 18 years of age or older.

b) Teams in the U16 AA, U16 A, U19 AA, U19 A divisions must have one member of the team staff with standard first aid certification from a recognized first aid program or active employment in a recognized health care profession. This person must be identified and submit their certification to Ringette MB.

c) Anyone identified strictly as a trainer is not permitted on the ice unless attending to an injury.

d) The following are accepted forms of certification:

i. Medical Doctor/Student

ii. Firefighter

iii. Registered Nurse

iv. Paramedic

v. Athletic Therapist

- vi. Standard First Aid Certification (2 day/12-15 hour course). Emergency First Aid Certification (1 day/7-8 hour course) will not be accepted.

3.4 National Coaching Certification Program (NCCP)

NCCP incorporates all aspects of training under the umbrella of Ringette Canada and the Coaching Association of Canada. Ringette Manitoba recognizes the courses required and will run clinics based on the needs of coaches each season. Coaching Requirements will be published each season to ensure coaches have accurate information to complete their training.

3.5 Maintenance of Certification

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

- a) Coaches are required to accumulate the following points:

- Ringette Community Coach – 10 points

- Competition Introduction – 20 points

- Competition Development – 30 points

4. Screening

- 4.1 All team staff must meet the screening requirements as outlined in the *Screening Policy*.

- 4.2 Team staff must follow the procedures outlined in the *Screening Policy* and use the prescribed methods of checks to ensure the lowest cost.

- 4.3 The deadline for screening to be completed is October 1st. No team staff may participate with a team until all required screening documents have been completed.

5. Registration and Certification

On an annual basis, programs may include registration and certification of team staff.

- a) Coaches shall be registered and certified through the NCCP courses as stated by Ringette Canada and Ringette Manitoba,
- b) Teams in the U19 and younger age divisions must have one female, eighteen (18) years of age or older as a member of the team staff on the bench. In the U14 AA, U14 A, U14 B, U14 C, U16 A, U16 B, U16 AA, U19 A, U19 B and U19 AA divisions, the female must be a coach with the completed coaching requirements for the level of the team.
- c) Teams with mixed genders should have a coach of each gender.
- d) All Team Staff must sign off on the Bench Staff Code of Conduct annually.
- e) Bench Staff Code of Conduct must be submitted by October 1st. Bench Staff who do not meet this deadline will be ineligible to participate in further league play until the form is completed. If the December 15th deadline passes they will be ineligible to participate for the remainder of the season.

- f) All team staff must follow the rule of two. There must always be two screened (CARF and CRC completed) and NCCP trained/certified coaches with an athlete, when in a vulnerable situation. The means one -on-one interaction between a coach and an athlete must take place within earshot and view of a second coach, except for medical emergencies. One of the coaches must also be of the same gender as the athlete. Should there be a circumstance where a second screened and NCCP trained or certified coach is unavailable, a screened volunteer, parent or adult can be recruited. This rule serves to protect minor athletes and bench staff in vulnerable situations by ensuring more than one adult is present. Vulnerable situations can include closed door meetings, travel and training environments amongst others.
- g) Bench staff have a responsibility to notify Ringette Manitoba if they witness the Rule of Two not being followed by others.
- h) There shall be no more than five (5) team staff allowed on the bench at any one time.
- i) The only recognized team staff positions on an official Ringette Manitoba team registration form are Head Coach, Assistant Coach, Manager, Trainer, Apprentice Coach, Junior Coach and R4U Squad Support.
- j) All teams must have at least one certified coach on the bench. Guest coaches will not be permitted at any level, at any time.
- k) Team staff must have completed all requirements by December 15th annually. Staff not meeting this deadline shall be deleted from the official Ringette Manitoba roster and shall not participate in further league play, playoffs, or Provincials. Should a coach continue once removed, all team points will become null and void.
- l) No substitutions will be allowed to bench staff on Ringette Manitoba rosters after January 15th unless unforeseen circumstances arise. In this event, a request may be made to Ringette Manitoba. Any team staff being added after December 15th must have all requirements including screening, completed or will not be permitted to be added to the bench.
- m) All teams participating in Ringette Manitoba sanctioned leagues, tournament, and Provincials must have qualified team staff on the bench, or the team shall not be allowed to participate.
- n) Ringette Manitoba will waive the coaching level requirements for teams who have been moved from a lower level to a higher level, except at the U16 A and U19 A level. The coaching level requirements may be waived one time only for any coach and manager.
- o) All individuals listed as trainers on rosters must meet the requirements of the position.
- p) A coach may only be switched to the position of manager once due to incomplete certification. Should it occur a second season the coach will not be switched to manager, they will be removed from the roster. This applies only to U12 age divisions and below.
- q) If there are team staff on the bench during a game, who are not listed on the official Ringette Manitoba team registration form, the game may be forfeited.

- r) No roster will have a member of the team staff listed that is the same age or younger than the team. In extenuating circumstance exceptions may be made.
- s) Individuals must be 16 years of age to take an NCCP Clinic.
- t) All Team Staff on the ice at practice, skills camp, tryout or any similar function must wear a CSA Approved helmet in the proper manner with the chin strap of the helmet securely fastened. Failure to comply with this policy will result in individuals being removed from the ice surface immediately and repeated incidents will result in sanctions that may include being indefinitely suspended.

6. Bench Staff Code of Conduct

The following has been developed to remind us of our responsibilities. As a member of the team staff you must always act with integrity and respect, and in accordance with the following standards.

- a) The bench staff's first responsibility is the health and safety of all participants.
- b) An open line of communication with the players and parents will be maintained. There must be an explanation of the goals and objectives of the team and the coaching philosophy.
- c) All players will be instructed to play fairly and to respect the rules and their opponents.
- d) All players will get instruction, support and ice time in an equitable manner. All players will be given the opportunity to improve their skills, confidence and develop self esteem. The bench staff will be sensitive to the developmental needs of their players.
- e) Abuse or offensive language is not to be used on the ice, bench area or the public halls or lobbies of arenas.
- f) Bench Staff will abide by the decisions of game officials (referee, timekeeper, scorekeeper or shot clock operators).
- g) Bench staff must abide by the rules set own by Ringette Manitoba and Ringette Canada.
- h) Bench staff should respect the roles played by other bench staff, volunteers, tournament officials and deal with them in a courteous and friendly manner.
- i) Bench staff are always in a position of authority and must never abuse that position of trust.
- j) Under no circumstances, shall bench staff engage in an intimate relationship with any athlete under the age of 18.
- k) All Team Staff who are on the ice at a practice, skill camp, tryout, or any similar function must wear a CSA Approved helmet in a proper manner with the chin strap of the helmet securely fastened.

- l) All Bench Staff must follow the rule of two. There must always be two screened (CARF completed) and NCCP trained or certified coaches with an athlete, especially a minor athlete, when in a potentially vulnerable situation. This means that any one-on-one interaction between a coach and an athlete must take place within earshot and view of the second coach, except for medical emergencies. One of the coaches must also be the same gender as the athlete. Should there be a circumstance where a second screened and NCCP trained or certified coach is not available, a screened volunteer, parent or adult can be recruited. This rule serves to protect minor athletes and bench staff in potentially vulnerable situations by ensuring that more than one adult is present. Vulnerable situations can include closed door meetings, travel, and training environment amongst others.
- m) Bench staff have a responsibility to notify Ringette Manitoba if they witness the Rule of Two not being followed by others.

Bench Staff who do not abide by the Bench Staff Code of Conduct may be subject to sanction pursuant to Ringette Manitoba's Discipline and Complaints policy.

7. Fees

Each person registered as a member of the team staff on a Ringette Manitoba roster will be charged a Ringette Canada registration fee and Sport Manitoba insurance fee, provided said fee has not already been paid as a player or official.

Date of Last Review: July 6, 2026

RMB Board is responsible for review of this policy at least once every three years.
