



RINGETTE ONTARIO

TEAM STAFF SELECTION GUIDELINES

Ringette Ontario believes its team staff are the heart of a successful teams. Team Staff have a responsibility to not only teach players the fundamental skills and strategies to become better players, but also serve as role models to help our players become better people. Athletes will benefit from trained and qualified coaches and team staff.

SCOPE

These guidelines should be applied to all individuals interested in coaching (head, assistant, junior, trainer, and manager) with any Ringette Ontario Club.

PRINCIPLES

- ✓ Every athlete deserves qualified team staff.
- ✓ Team staff should obtain required education as early in the season as possible so that the athletes benefit from the individual's knowledge for the bulk of the season.
- ✓ Young Ringette players benefit from the positive role modelling of adult women in leadership (coaching) roles and from observing mutually respectful teamwork between adult female and adult male coaches.
- ✓ The Junior Coach role exists to allow and encourage young ringette players to explore the coaching role under the guidance of qualified mentor coaches.
- ✓ It is recommended that all teams have a registered Manager on their TRF. Managers are not permitted on the bench during sanctioned events, but the Team Manager is a central figure in creating the flow of communication – not only within the team (players, parents, and coaches), but between the team and all support systems such as the membership club, Leagues, Tournaments and other teams, coaches, and officials. By taking on the operational aspects of the team, the manager enables the coach to focus on player development and on-ice instruction to provide the players with rewarding ringette experiences.
- ✓ The Trainer role exists to provide “prevention, diagnosis, and intervention of emergency, acute and chronic medical conditions” of ringette athletes in collaboration with other medical professionals. The Trainer is not a coach.
- ✓ The On-Ice Assistant role exists solely for the purpose of assisting Team Staff with on ice practice sessions.
- ✓ Requirements and timelines for Coach certification will follow Ringette Ontario Team Staff Policy - **Individual team staff members who do not meet ALL specified requirements by the indicated deadline will be removed from the team roster for the remainder of that season whether they complete certification after the deadline or not.**

REQUIREMENT

1. All prospective coaches should complete the Coach Application Form that is provided by their Club. This form should be completed in all circumstances, whether new to coaching and/or assistant coaching. The application form should be available on the club's website and be completed and submitted as directed.

2. Ringette Ontario recommends that Clubs provide reimbursement for all required certification for Head/Assistant Coaches selected to teams per season. Any training attended during the summer months should be reimbursed to any Team Staff that is successfully selected for the season.
3. Team Staff roles are as follows (See [requirements](#)):
 - Head Coach *
 - Assistant Coach
 - Trainer *
 - Manager
 - Junior Coach
 - On-Ice Assistant*roles are required for U10-U19 teams

SELECTION CRITERIA – Head Coach

Clubs may consider many factors in selecting its Head Coaches. The selection criteria include, but is not limited to:

- Formal coaching, training, and certification levels
- A level of experience commensurate with the level of Ringette being coached
- Demonstrated conformance to the Bylaws and Policies of the Club, Ringette Ontario, and Ringette Canada
- Parent, player, and previous club references
- Prior disciplinary action – written or verbal
- Prior documented minor or major infractions within any club
- Prior suspension applied by club, league, or any ringette event
- Previous coaching evaluations and feedback
- Coaching philosophy; and
- Result of the Criminal Record Check

SELECTION PROCESS

Before the beginning of each season, a Coach Selection Committee should be appointed by the Executive following the AGM. The members of the Committee should consist of:

- Club Coaching Coordinator
- The Division Leaders or Sport/Athlete Development Leader (for the purposes of selection of Coaches in that Division)
- One other Member from the Executive, who does not have any conflict of interest with the athletes trying out for a team

Once the Selection Committee has been appointed an additional representative independent to Club should be invited to attend interviews.

The Committee may canvass applications for all coaching positions, review all applications by prospective candidates, apply weighted criteria, interview prospective candidates and other relevant parties and make its determination of the appropriate candidates for each team.

The Coach Selection Committee should recommend to Head Coaches potential Assistant Coaches and other team staff for consideration by the Head Coach. The Selection committee should have the authority acting in the best interest of the athletes and all parties involved with the team to decline any Assistant Coach. Assistant Coaches should be approved by the Coaching Committee, and be interviewed by the coaching committee, if required, before being offered a spot on the staff.

The Coach Selection Committee should appoint and allocate Junior Coaches to ensure fair distribution of all interested junior coaches, as well as consideration of feedback from potential Head Coaches.

All selected team staff are at the discretion of the Coach Selection Committee. Not all applicants should be guaranteed a position.

In the event that there are no applicants for coaching positions, the Coach Selection Committee should canvass to fill the vacancy and may temporarily appoint acting coaches until the position is filled.

The Coach Selection committee should advise all candidates of their status in the timeliest possible manner. All decisions of the committee should be final and are not eligible for appeal.