

2.1 TEAM LEADERSHIP QUALIFICATIONS

A. Purpose

Ringette BC aims to provide those participating in ringette programs of all levels with quality coaches and leaders. Individuals taking a leadership role with ringette teams are required to participate in specific trainings and demonstrate competencies in leading ringette activities.

B. Scope

Required qualifications for team leaders applies to all member associations, leagues, and Ringette BC programs.

C. Application

Qualifications are required for all Ringette BC sanctioned events including but not limited to on-ice practices, off-ice practices, exhibition games, pre-season games, regular seasons games, exhibition games, tournament or championships games, and team events. Qualified individuals as leaders are required for all team events; not just league games or tournaments.

All coaching course requirements must be achieved by November 1 of each playing season and confirmed at the time of team roster submissions. To complete their Competition Introduction Certification in a given season, coaches must be registered no later than December 15th. Competition Introduction Certifications in progress must be completed by January 15.

D. Definitions

- a. Coach: An individual who leads or supports the physical, affective, or cognitive development of an athlete in ringette.
- b. Head Coach: The primary coach of a team.
- c. Assistant Coach: A coach who supports team activities under the guidance of the Head Coach.
- d. Coach-in-Training: A coach who is learning from other coaches as a part of a specific formalized mentorship program or coaching initiative that is sponsored and overseen by Ringette BC or an approved association or league program.
- e. Manager: An individual who provides administrative and organizational support to the team but does not engage in coaching activities.

- f. Trainer: An individual that provides medical support on or off the bench during games or practices.
- g. On-Ice Helper/Specialist: An individual who is supporting the team in practices with a specific role. For example, this may be a volunteer supporting young athletes learning to skate, a goaltending specialist working with goaltenders specifically, a mental performance consultant working with a team off or on ice, or other similar roles.

E. Qualifications – General

Ringette BC aligns all coach qualification pathways with Ringette Canada. Most coaches will be engaging in the National Coaching Certification Program (NCCP) pathway for Community Sport Initiation (CSI) or Competition Introduction (CI). Some coaches may choose to engage in Competition Development (CD).

For information specific to these courses and pathways, see the provided links:

- [NCCP – CSI, CI, or CD](#)
- [Safe Sport Training: Direct Athlete Contact](#)
- [Respect in Sport: Activity Leader](#)
- [NCCP Making Headway](#)
- [Ringette Canada Team Manager Certification](#)

All individuals in a leadership position must submit a Criminal Record Check, as per the [Ringette BC Volunteer Screening](#) policy. Individuals in coaching roles must submit a signed copy of the [Coaches Code of Conduct](#) and other volunteers must submit a signed copy of the [Volunteer Code of Conduct](#).

For more details on the different steps and requirements in each of the Coaching Certification Levels (CSI, CI, CD), please visit www.coachingringette.ca

F. Non-Coaching Roles

a. Trainers

- i. Trainers must have current certification or employment in one or more of the following:
 - Medical Doctor/Student
 - Firefighter/First Responder

- Registered Nurse
- Paramedic
- Athletic Therapist/Physiotherapist/Kinesiologist

Equivalency for any certified first aid course, seven (7) hours or more in duration which includes the following content:

- Principles 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.)

Note: *For equivalency, course content must be submitted to Ringette BC for approval by the roster deadline of November 1, by submitting proof of completion or certification to technicalcoordinator@bcringette.org*

- ii. Trainers must also complete the Safe Sport: Direct Athlete Contact training.
- b. One Trainer is permitted on the bench during games, they are included in the maximum of five team staff on the bench.
 - i. Trainers should be submitting their qualifications to RBC, as well for confirmation that they are permitted on the bench. This is part of the finalization of the rosters.
- c. On-Ice Helpers/Specialists
 - i. On-Ice Helpers/Specialists are not permitted on the bench during games. On-Ice Helpers/Specialists must be working under the guidance and supervision of program coaches.
 - ii. Qualifications for these roles are listed in the tables below.
- d. Managers
 - i. Managers are not permitted on the bench during games.
 - ii. Managers must complete the Ringette Canada Manager Certification prior to November 1.
 - iii. Managers must also complete the Safe Sport: Direct Athlete Contact training.

G. Association Level Qualifications – Club

Leaders support programming with their local associations must achieve the following minimum qualifications:

FUNdamentals 1 and 2

Role	Safe Sport Training: Direct Athlete Contact	Respect in Sport: Activity Leader	NCCP Making Headway	NCCP Coach Initiation in Sport	NCCP Making Ethical Decisions Training	CSI Trained
Head Coach: FUN 1 & FUN 2	X	X	X	X	X *	X
Assistant Coach: FUN 1 & FUN 2	X			X	X*	
On Ice Helper	X					

* NCCP Making Ethical Decisions Training includes BOTH the course module AND online Evaluation.

U10 to Adult Teams

Role	Safe Sport Training: Direct Athlete Contact	Respect in Sport: Activity Leader	NCCP Making Headway	NCCP Making Ethical Decisions Training	CSI Trained	CI Trained	CI Certified
Head Coach: U10 and U12	X	X	X	X*	X		

Assistant Coach: U10 and U12	X	X	X	X*	X		
Head Coach: U14 Club	X	X	X	X*	X		
Head Coach: U16-U19 Club	X	X	X	X*		X	
Assistant Coach: U14-U19 Club	X	X	X	X*	X		
Open B – All Coaches	X	X	X	X*		X	
Open A - All Coaches	X	X	X	X*			X
Masters – All Coaches	X						
On-Ice Helper/P rogram Specialist	X						

* NCCP Making Ethical Decisions Training includes BOTH the course module AND online Evaluation.

Adult teams (i.e., Masters, Open) may identify a player coach who possesses the appropriate qualifications. Teams will have to comply with event guidelines that specify a non-player coach (i.e., Open A attending Westerns).

Associations are responsible for checking the qualifications of their leadership and following up with individuals who lack specific qualifications. Ringette BC or event organizers may check qualifications in addition.

H. League/Zone Qualifications

Role	Safe Sport Training: Direct Athlete Contact	Respect in Sport: Activity Leader	NCCP Making Headway	NCCP Making Ethical Decisions Training	CI Certified
Zone Head Coach: U14-U19	X	X	X	X*	X
Zone Assistant Coach: U14-U19	X	X	X	X*	X
On-Ice Helper/Program Specialist	X				

* NCCP Making Ethical Decisions Training includes BOTH the course module AND online Evaluation.

Ringette BC is responsible for checking initial qualifications for Head Coach Applicants. Leagues and Zone Coordinators are responsible for checking the qualifications of their selected leadership team and following up with individuals who lack specific qualifications. Ringette BC or event organizers may check qualifications in addition.

I. Provincial Program Qualifications

Role	Safe Sport Training: Direct Athlete Contact	Respect in Sport: Activity Leader	NCCP Making Headway	NCCP Making Ethical Decisions Training	CI Certified	CD Trained	CD Certified
Train to Excel Head Coach	X	X	X	X*	X		
Train to Excel Assistant Coach	X	X	X	X*	X		
BC Games Head Coach	X	X	X	X*	X		
BC Games Assistant Coach	X	X	X	X*	X		
Excellence Head Coach	X	X	X	X*	X		
Excellence Assistant Coach	X	X	X	X*	X		
Team BC Head Coach	X	X	X	X*	X		
Team BC Assistant Coach	X	X	X	X*	X		
CWG Head Coach	X	X	X	X*	X		X

CWG Assistant Coach	X	X	X	X*	X		X
NRL Head Coach	X	X	X	X*	X		X
NRL Assistant Coach	X	X	X	X*	X	X	
On-Ice Helper/Program Specialist	X						

* NCCP Making Ethical Decisions Training includes BOTH the course module AND online Evaluation.

All Ringette Canada programs' coach qualifications (i.e., CWG, NRL) will follow Ringette Canada's requirements. Should there be a discrepancy between this policy and Ringette Canada, Ringette Canada will be upheld.

All Integrated Support Team Members (i.e., on-ice helper/program specialist or other sport professional) in Provincial Programs will be approved by Ringette BC, and may be required to complete additional qualifications pertaining to their role.

J. Bench Staff

All teams may have up to five (5) team staff on the bench for any game or event. These may include the head coach, assistant coaches, coach in training (affiliated with a Ringette BC designated program) or trainer. Managers and On-Ice Helpers are not permitted on the bench.

All coaches on the bench must be included on the official team roster and have the certification and qualification requirements noted above.

K. Coach Substitutions at Events

In the absence of the Head Coach, an Assistant Coach may temporarily take on the role at a league game or practice, given that they hold the minimum qualifications for their role. Head Coaches who are unable to attend a tournament or provincials may name another coach who holds the minimum qualifications for a Head Coach in their division. This may be

an assistant coach from the team, or a coach from another team from the same organization or Zone (e.g., the association's U14 coach may step in to support the same association's U12 team at a tournament). In any coach substitution, the Female on the Bench requirement must be met. Should a female coach also be participating in the event as a player, or coach and there is a scheduling conflict, the team will be permitted to play the game without a female coach on the bench.

L. Unqualified or Underqualified Leaders

Individuals who are not qualified are not permitted to support programs. The organizations responsible for confirming leader qualifications should provide a written warning to the coach and suspend from all activities until the qualification is achieved. Organizations who do not suspend unqualified individuals may not be permitted to participate in sanctioned Ringette BC events, and may lose their status of good standing. Exceptional issues should be reported to Ringette BC to seek out additional support with leaders who will not comply.

Associations who believe that unqualified individuals are leading programs for other associations should first report issues to their respective league, along with evidence, to address the issues. If action is not taken at the league level, or if there is a conflict of interest with the league, issues should be brought to the attention of Ringette BC.

M. Females on the Bench

As per [Ringette Canada policies](#), a qualified female must be on the bench (or on the ice) for all sanctioned events. If schedules prevent a qualified female to be on the ice or on the bench at practices, associations must ensure a screened female volunteer is present and accessible for athletes.

*Updated April 2024