



Coach Handbook

Penalties

Any time there is a Penalty that is marked number 15 or higher on the Game sheet, coaches/managers have 24 hours to report or before your next scheduled game whichever comes first via the below online form.

- [Major Penalty Reporting Form](#)

The region will get back to you to let you know if there are any additional consequences required such as suspensions.

The following are requirements that come directly from Ringette Ontario regarding playing rules and penalties, please familiarize yourself with these rules:

- <https://ringetteontario.com/wp-content/uploads/2021/12/Competition-Playing-Rules-2021.pdf>

Fair Ice Policy

There were policies in place by Ringette Ontario to ensure all players get the chance to develop and practice game time scenarios but also allow coaches to be more competitive during certain circumstances (such as 2nd half games, tournaments, etc).

- <https://ringetteontario.com/wp-content/uploads/2022/11/RO-Fair-Ice-Guidelines-2022.pdf>

Game Substitutions

There will be times when you will have players away and need to “call up” players. Anytime you borrow a player you MUST write (SUB) beside the name on the game sheet. You can borrow from other teams in the league, but wherever possible, trying to borrow from inside the association is always encouraged. As a courtesy, let the coach of the player you are borrowing know that you would like to borrow that player before you approach the player/family.

Note, you can only borrow a player if you are missing a player (if a player is serving a suspension, she is not deemed missing and you may not call up) you can only call up to **12 skaters** regardless of your roster size. So, for example, if your TRF has 13 players on it, and two are away for a game, you can borrow one more player but not two (to bring you to 12 skaters and a goalie).

- <https://ringetteontario.com/wp-content/uploads/2021/12/Ringette-Ontario-TRF-Adjustment-Form-21-22.pdf>

Be aware you can only pull from same age division or one lower, same calibre or less, no matter what the age of the player, Here are some examples:

- U19B team can pull from U16A, or U16B, but not U19A.
- U16B team could pull from U14A, or U14B, but not U16A.
- U16A team could choose, U16B or U14A or U14AA or U14B, but not U16AA.

No paperwork is required for league game substitutions, just be sure to write (SUB) on the game sheet beside the players name. You must also ensure that any player NOT playing is not on your game sheet or scratched off if using labels. If you have a player who is injured but would like to be on the bench for the game write INJ beside their name otherwise they are not allowed on the bench.

- GLRL (Provincial Play) - In case your players are being borrowed for Provincial Play, 5 games for each player, goalies unlimited -
https://cloud.rampinteractive.com/greatlakesringette/files/GLRL_League_Rules_2022%20FINAL.pdf
- Southern Region Policy - Clarified with Southern Region (follows GLRL rules - 5 games per player, goalies unlimited)

Player Tournament Substitutions

The same rules apply for Tournament games that do for League games with regards to who you can pull up and how many. The exception is that a team may only call up a player for ONE tournament per year. At no time is a player allowed to play in two tournaments at the same time (regardless if they are two different tournaments).

- <https://ringetteontario.com/wp-content/uploads/2019/08/GT-Sanctioned-Events.pdf>

However, a TRF adjustment form is also required to substitute from Tournament Games.

- <https://ringetteontario.com/wp-content/uploads/2019/09/TRF-Adjustment-2019-NEW.pdf>.

Once you fill your form, email it to competitions@southernregion.ca and they will let you know the next steps.

Requests for substitutions must be made at least 1 week prior to the official beginning of the tournament. Requests made with less than forty-eight hours or during the tournament will only be granted for medical or extenuating circumstances.

Bench Staff Substitution

Any bench staff who is on a TRF for the season already can be substituted during a game if another team is short a bench staff. However, for a tournament, you must fill in the Bench Staff Adjustment form below.

- <https://ringetteontario.com/ora-forms/c-f-02-bench-staff-substitution-form/>

Once you fill your form, email it to competitions@southernregion.ca, and they will let you know the next steps.

Requests for substitutions must be made at least forty-eight hours prior to the official beginning of the tournament. Requests made with less than forty-eight hours or during the tournament will only be granted for medical or extenuating circumstances.

Remember that when borrowing a bench staff member from another team for a tournament it must be a direct substitution for the member they are replacing. For example, you can not borrow a manager to replace a coach or trainer, or borrow a trainer to replace a coach.

Tournament Guidelines

The number of tournaments a team can participate in varies based upon the level:

- U8 - Max 3 tournaments per season.
- U9 - Max 4 tournaments per season including any year end event (regionals), but a player may participate in 5 with special permission (email competitions@southernregion.ca)
- U10 - Max 4 tournaments per season including any year end event (regionals), but a player can participate in 5 with special permission (email competitions@southernregion.ca)
- U12 - Max 5 tournaments per season including any year end event (regionals), but a player can participate in 6 with special permission (email competitions@southernregion.ca)
- U14 and up - No limit to the number of tournaments per year.

Bench Staff Guidelines Guidelines

- You can have up to five bench staff on the bench for all games (this includes if you have someone taking pictures or videos). This includes coaches, manager and trainer.
- You must have a Head Coach on the bench for each game, other positions are optional but strongly recommended.
- Although a team may have one or more Bench Staff assuming the same position, (i.e. there may be multiple Assistant Coaches and Trainers registered on the Team Registration Form), there may only be one person assuming the Head Coach position, and the Trainer position.
- No managers are allowed on the bench.
- You must have a bench staff member who has Standard First Aid.
- You must have one qualified female on the bench who is 18+.
- Everyone going on the bench for a particular game must sign the game sheet.
- No coaches are allowed on the ice during gameplay except U8 or under when one coach is permitted on the ice.

This is all documented here:

- <https://ringetteontario.com/wp-content/uploads/2019/09/Bench-Staff-Requirements-2019.pdf>

Injuries

- Whenever a player sustains an injury that requires them to be pulled out of game/practice this form needs to be filled out within 7 days.
<https://ringetteontario.com/resources/sportinjuries/>
- If the injury is a suspected concussion, this form also needs to be filled out -
https://docs.google.com/forms/d/1qlp02u0gEtN496WuCZjERBJD8i0mZXZA9w32Czth9AQ/viewform?edit_requested=true
- Before returning from a concussion, this form needs to be filled in -
https://newmarketringette.ca/Public/Documents/Forms/RO_Concussion_Medical_Letter.pdf. Managers should keep them on file, and also email a scanned copy to operations@ringetteontario.com.
- If the athlete is filing for insurance based on the injury, they can complete and submit the form to executivedirector@ringetteontario.com. The link for the form is:
<https://ringetteontario.com/wp-content/uploads/2017/05/Ringette-CanadaENG.pdf>.
- Before returning from any major injury, even if the injury did not happen at ringette, a doctor's note clearing the player to play needs to be provided. A major injury is one that prevents a player from finishing a game or practice or missing one. The doctor's note should specifically say what the player is cleared to do. (NDRA Policy -
<https://newmarketringette.ca/Public/Documents/Policies/SeriousInjuryPolicy.pdf>)

General Team Info

At all times your manager should have a copy of your TRF (Team Registration Form) and any adjustments made to it with corresponding back up especially when attending a tournament.

The HOME team is responsible for recording league game scores. You should only record a 7-goal spread online and anything else would be recorded on the gamesheet.

Enter the scores here -

<http://southernregionringette.msa4.rampinteractive.com/content/Entering-Game-Scores-on-the-website>

NDRA Logo

No team can use the NDRA logo without permission from the Board. If a team has a need to use the NDRA logo, please have a team representative approach any board member who can make a motion on the team's behalf.

- https://newmarketringette.ca/Public/Documents/Policies/Use_of_NDRA_Logo_Policy_.pdf

Use of Practice Ice for anything other than a Practice

Each team is allocated ice time to use for regular practices. If a team would like to use the ice for something other than a practice, such as a Parents vs. Kids game, then please let any board member know, who will let the Board know. The board needs to be aware of the ice being used for any other purpose other than a practice.

If you do have a parents vs kids game, everyone going on the ice must sign the waiver https://newmarketringette.ca/Public/Documents/Forms/Ringette_Waiver.pdf. All people 16 and under require full equipment.

Team Fundraising

Teams are encouraged to do their own team fundraising to help cut down on team budget costs. However, before any fundraising can begin, the team must get the board's approval. Please see any board member who can make this motion on your behalf. The board needs to be aware of the start and end dates for the fundraiser, and the details of what the funds will be used for. Once approval is granted, the team can then proceed with the fundraiser. Please see the fundraising policy for more details.

- https://newmarketringette.ca/Public/Documents/Policies/NDRA_Fundraising_Policy.pdf

Gamesheets

Please provide all White Copy Gamesheets for all games to President Alyssia Byers.

VSS Policy

- https://newmarketringette.ca/Public/Documents/Policies/NDRA_Vulnerable_Sector_Screening_Policy.pdf

All bench staff and on ice volunteers require a valid VSS every three years. In between, Annual Declaration forms should be used. Please see the VSS Policy for more specific details.

Safety Officer

All games must now have a Safety Officer marked on the game sheet by indicating SO beside the name of the person acting in this role for the game, the refs will be checking for this requirement. It does not need to be the same person for each game and it is strongly recommended that the trainer takes on this role.

The Safety Officer is the point person for injury reporting and ensuring that those who have been hurt file an injury report and/or know where to access injury resources on the website.

More information can be found here from Ringette Ontario:

- [https://mailchi.mp/a6b82bc05544/crc-coaching-requirements-419583?e=\[UNIQID\]](https://mailchi.mp/a6b82bc05544/crc-coaching-requirements-419583?e=[UNIQID])