

**Policy Number:** NWR103

**Most Responsible Board Member:** Director of Coaching

**Approval date:** June 16, 2026

## **Team Staff**

### **Definitions**

Refer to the Northwest Calgary Ringette Society (NWR) Bylaw definitions.

The following terms have these meanings in this Policy:

**Individuals** means all categories of Membership within the NWR Bylaws, as well as all individuals engaged in activities with NWR, including but not limited to, athletes, coaches, parents/guardians, volunteers, managers, administrators, directors and officers.

### **Team Staff Requirements**

1. All team staff must meet any requirements stipulated by Ringette Alberta, Ringette Canada, and the Coaching Association of Canada.
  - a. Refer to the Ringette Alberta Team Staff Policy which describes team staff roles and responsibilities, required screening, educational requirements and deadlines. Additional information is provided on the Ringette Alberta webpage.
  - b. All players and team staff must be registered on a Team Registration Form "TRF" through Ringette Alberta.
2. Where there may be contradiction(s) between this policy and any Ringette Canada or Ringette Alberta applicable policy, those will overrule this policy. However, NWR may stipulate additional requirements or restrictions above and beyond those policies.
3. Coaching requirements and responsibilities are outlined in the NWR106 Coaching Policy, Ringette Alberta [Coach & Team Staff Requirements webpage](#) and resources, and as per the Coaching Association of Canada.

### **Head Coach**

4. Refer to the NWR106 Coaching policy for information on coach applications, selection, requirements, expectations, etc.
5. The head coach is responsible for submitting the team staff roster to the NWR Registrar prior to the team's first game of the current season.
6. Changes to the TRF must be communicated to the NWR Registrar and approved if necessary.
7. The deadline for TRF changes is set by Ringette Alberta.

- a. If there are TRF changes after the Ringette Alberta due date, the team is responsible for any fees incurred including NWR administrative fees.

## **Managers**

8. NWR requires all teams to have a manager.
  - a. Managers are to be selected at the start of the season by the head coach.
  - b. Managers cannot be the head coach or the spouse of a head coach.
  - c. Where possible, it is recommended that managers not be related to anyone on the team's coaching staff so as to represent a non-biased liaison between the coaching staff and parents.
  - d. In the event of an unavoidable situation where a manager is related to anyone on the team's coaching staff, steps should be taken to disclose the potential conflict of interest and create another line of communication for parents in the event they have an issue to discuss that involves the related parties.
9. Managers must complete the Security Clearance as per the Security Screening Policy.
10. Managers must complete the SafeSport e-Module as per Ringette Alberta Requirements.
11. NWR expects all managers to complete the Ringette Canada Managers Certification Program by November 1 of the current playing season.
12. Requests for reimbursement for costs associated with required training are submitted using the [Reimbursement Form](#) on the NWR website.
  - a. All requests for reimbursement must be received by March 1 of the current playing season. Requests received after this deadline will not be reimbursed.
13. Managers must attend the NWR Manager Orientation at the start of the season.
  - a. Refer to the [Managers Handbook](#) posted on the NWR website for information pertaining to roles and responsibilities, deadlines, contact information, etc.

## **Cross-Reference**

### **Ringette Canada**

- [Managers Certification Program](#)

### **Ringette Alberta**

- Team Staff Policy
- [Coach & Team Staff Requirements](#)

### **NWR**

- [Coaching NWR106](#)
- [The Manager Handbook](#)

**Revision History**

<b>Date</b>	<b>Action Taken</b>
June 2026	Content from the NWR Policy Manual combined and reformatted from 11. Team Rosters and TRFs and 15. Manager Selection. Content edited where required to be consistent with current Ringette Alberta requirements and dates while removing duplication and overlap where possible.