

**Policy Number:** NWR106 Coaching

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

**Approval date:** July 15, 2025

### **Applicability**

This policy is applicable to all coaches: head coach, assistant coach(es), goalie coach(es), junior coach(es), on-ice assistants, and trainers. These volunteer positions are defined in the Ringette Alberta Team Staff policy.

NWR abides by all Ringette Alberta policies. If there is any overlap or contradiction between this policy and a Ringette Alberta Policy, the Ringette Alberta Policy will take precedence.

### **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.

**Rule of Two** means one of the three (3) pillars of the Responsible Coaching Movement for ensuring a safe sport environment, wherein all coaches, staff, and administrators engage in all interactions and communications with participants in open, observable, and justifiable settings, and two responsible adults are present. Refer to [Responsible Coaching Movement](#).

### **Coach Certifications**

1. All coaching staff must meet the minimum requirements as determined by Ringette Canada, Ringette Alberta, Ringette Calgary, Chinook Ringette League, and NWR.
  - a. Refer to the appropriate webpages and posted policies for a detailed list of required courses and deadlines. Requirements may change season to season.
2. All team staff, 18 years of age or older, must have a valid Police Information Check and Vulnerable Sector Screening as per the NWR Security Screening Policy.
3. The head coach of every team is responsible for ensuring all team staff on their team have met all team staff requirements. If a team is found in violation of any requirements, the head coach will be responsible for any fines imposed.

**Financial Reimbursement**

4. Northwest will reimburse coaches for required training for the current season to a maximum of five (5) staff per team.
  - a. Requests for reimbursement may be emailed to [Manager@nwringette.com](mailto:Manager@nwringette.com), with copies of all receipts, as outlined on the NWR website.
  - b. All requests for reimbursement for coach certifications must be received by March 1st of the current playing season. Requests received after this deadline will not be reimbursed.
  - c. Reimbursement will not be processed until after all coach certifications have been verified.

**Coach Selection**

All participants in the coach selection process are expected to conduct themselves according to the Code of Conduct. Abuse of committee and board members will not be tolerated and is to be reported to the Director of Complaints.

**Principles**

- Athletes benefit from team staff who are properly trained and meet the qualification requirements.
- 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.
- No athlete should be placed in a tier because of their parent/ guardian.
- Athletes are never to be placed in any given tier because there is a shortage of coaches at another tier.

**Confidentiality**

1. All applicant and personal information, interview results, scores, related information and recommendations will be kept confidential and will not be shared beyond what is deemed appropriate and necessary for the coach selection committee(s) to be able to select coaches for NWR teams.
  - a. Under extenuating circumstances, information may be shared with the NWR board or subcommittee for the purpose of conflict or dispute resolution.
2. There should be no communication by NWR members with coaches regarding player placement, coach selection, team formation, evaluation scores or possible outcomes, before, during or after the evaluation process is complete. Doing so is a breach of the code of conduct and any complaints regarding this would fall under the NWR Complaints policy.

3. Coaches may have access to information that allows them to identify individual players during evaluations that must be kept confidential from the evaluators. They are responsible for keeping any notes or lists confidential.
4. Disclosure of confidential information is a breach of the code of conduct and any complaints regarding this would follow the NWR Complaints policy and may be subject to discipline.

### **Applying to Coach**

5. Volunteers who wish to be considered for any coaching role must submit an application.
  - a. A link to the application will be posted on the NWR website.
  - b. Applicants may indicate a preference for a particular age division, but coaches may be asked to take a coaching role where the need is greatest, and where they have an athlete playing.
  - c. Applicants for a coaching role may indicate a preference for a particular role but that role is not guaranteed.
    - i. If required, applicants for an assistant coach role may be asked to take a head coach role if there is need in order to create viable teams.
    - ii. If there is a tier/ division that does not have an adequate number of volunteers interested in a head coach position, the Director of Coaching will reach out to assistant coach applicants to ask if they would take a head coach role.
      1. If an assistant coach applicant is willing to accept a head coach role, NWR will make every effort to ensure that coach has a support system available (e.g., other ACs assigned to that team)
      2. If there are multiple Assistant coach applicants willing to take on a head coach role, they will be included in the process for Head Coach selection.
    - iii. If there are no volunteers to head coach, then the Division Coordinator will inform the families that a coach is required to proceed with the season. The Coach Selection Committee will attempt to recruit a head coach and may contact adult players or retired coaches for example.
  - d. Applicants may be informed that they may be asked to head coach an age division(s) as early as possible during evaluations to provide them the time and opportunity to watch evaluations in preparation for the Team Formation Process.
6. If there are any applicants where there are concerns about approval to coach in any capacity, the Director of Coaching will call a Special Meeting of the Board to review and

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approve or deny the applicant. This will take place prior to the start of evaluations whenever possible.

- a. If the application is denied, the applicant will be informed as soon as possible in writing.
7. Assistant coaches, on-ice assistants, trainers, and managers are selected by the head coach after teams are formed.
  - a. See Assistant Coaches.
8. Junior coaches are assigned to teams after teams are formed by a designated NWR board member and/or the Director of Coaching.
9. All team staff should be registered in the Ramp registration software before participating in any team activity.

## Coach Selection Committee

1. The Coach Selection committee will consist of a minimum of three (3) people with the goal of creating a five (5) person committee for each age division consisting of the Director of Coaching, two (2) board members, and up to two (2) additional members from the membership to fill remaining spots.
  - a. If the Director of Coaching has a conflict of interest, a designate will be appointed by another board member without a conflict of interest.
2. The Coach Selection committee is responsible for
  - a. Head coach selections by a majority vote
  - b. Approval of assistant coaches
3. The Director of Coaching (or designate) will be the lead for each Coach Selection committee. They are responsible for:
  - a. Receiving the list of applicants
  - b. Collating the applicant's qualifications and selection criteria
  - c. Providing the data to the committee at least one (1) week prior to the start of evaluations for that age division

## Coach Selection Criteria

4. A list of eligible coaches will be created by the Coach Selection committee based on available information (see details below).
5. Interviews may take place if there are multiple eligible head coach applicants.

- a. See [Interview](#).
6. If any coach applicants do not qualify for a head coach position, they will be informed of such with rationale, to the best of the designated committee member's ability.
7. The following criteria may be used by the Coach Selection committee to evaluate and subsequently rank head coach applicants.
  - a. Coaching qualifications for the age division(s) and tier(s) being considered.
    - i. See [Coach Certifications](#).
    - ii. *NOTE: These qualifications must be achievable before the applicable deadline and are not required prior to the season start.*
  - b. Previous Ringette experience (e.g., play/ played, officiated, junior coaching)
  - c. Coaching experience (ringette)
    - i. Circumstances may be considered, for example, how actively involved the applicant was as an assistant coach.
  - d. Coaching experience (other sports)
  - e. Coach development (e.g., courses, training opportunities)
  - f. Coaching philosophy
  - g. If appropriate and applicable, feedback from previous seasons via membership surveys, or from feedback provided directly to NWR, or from previous seasons coach exit interview may be considered
  - h. Previous disciplinary hearing/ action
    - i. If this is a concern, it should be addressed in an interview. Extenuating circumstances will be considered as well as personal growth and learning.
  - i. Preference may be given to coaches who volunteer as evaluators where applicants have close scores.

## **Interview**

8. Interviews may take place as early as the week following the close of coach applications.
9. Interviews should be expected to take between 15 and 30 minutes.
10. When possible, interviews should be conducted in person.
  - a. If an in-person interview is not practical or possible, the following may be used, in preferred order; on-line meetings with video on, on-line meeting with video off, written questionnaire.
11. The following topics may be covered but are not limited to:

- Coaching philosophy
- Bench management
- Coach team management
- Your own learning strategies and implementation including but not limited to
  - About coaching
  - About ringette
- Coaching female athletes
- Conflict management
- Emotional reactions by players or team staff

### **Coach Ranking**

12. Coach applicants will be ranked by majority vote.
13. Head coaches will be selected after the last evaluation session for each age division starting at the highest tier and as teams are formed.
14. Head coaches may only be selected from the eligible list of athletes for each tier.
15. Head coaches are selected from the secured list of athletes
  - a. Where there are no qualified coaches available from the secured list of athletes, a coach may be selected from the unsecured list.

### **Recommendations for Coach Applicants during Evaluations**

- *During evaluations, coach applicants will have access to player lists for each ice time with their identifying pinnie information from the front desk. This information must be kept confidential so as not to influence evaluators.*
- *It is recommended that all coach applicants who have received notification of qualification to head coach, attend all their age division evaluation ice times to get a better understanding of the players strengths and weaknesses. Attending the evaluation ice time is not a guarantee that the applicant will be selected as a coach.*
- *The evaluations schedule is posted on the NWR webpage.*

**Assistant Coaches**

1. Assistant coaches are selected by head coaches.
2. Selected head coaches will be given a list of eligible assistant coach applicants prior to the player selections part of the team formation process.
  - a. At U14 and below head coaches may request up to 3 assistant coaches prior to team formation. Refer to the Evaluations and Team Formation Policy.
3. Assistant coach applications will be reviewed and approved by the coach selection committee before they can be added to the Team Registration Form (TRF).
  - a. See Applying to Coach.
4. Assistant coaches must be on the TRF and submitted as per RAB requirements.
  - a. Assistant coaches are subject to the same screening process as head coaches, as defined by RAB.

**Coach Expectations**

1. A coach representing each team must attend the coach orientation at the start of the season.
2. At Active Start and U10, the head coach must attend the Ringette Calgary Coach meeting at the start of the season or send a designate in exceptional circumstances.
3. At U12 to U19, the head coach must attend the Chinook Ringette League Coach meeting at the start of the season or send a designate in exceptional circumstances.
4. All coaches are expected to abide by the Code of Conduct as they are a role model for athletes and represent the NWR association.
5. All coaches are expected to follow the **Rule of Two** to the maximum extent feasible.

**Junior Coaches**

NWR adheres to the Ringette Alberta Junior Coach policies. Should there be any contradictions between the Ringette Alberta policy and what is stated here, the Ringette Alberta Policy will take precedence.

The Junior Coach role exists to allow and encourage young ringette players to explore the coaching role under the guidance of qualified mentor coaches.

**Qualifications and Applications**

1. Refer to the [Ringette Alberta Team Staff policy](#)
2. Junior Coaches must submit a Junior Coach Application, found on the NWR website.

**Team Assignment and Participation**

3. Junior Coaches will be selected and assigned to teams at U14 and below according to their application and available teams by the Director of Coaching or designate.
  - a. There is no limit to the number of Junior Coaches that can be added to a team roster.
  - b. U14 teams should only be assigned Junior Coaches who are playing their second season at U16 or are U19 to ensure there is a two (2) year age gap between the Junior Coach and the athletes on the team.
5. Junior Coaches DO NOT qualify as the fully certified female coach on the bench.
6. Travel expenses for Junior Coaches
  - a. are not the responsibility of the team unless agreed upon by the team
  - b. are not the responsibility of NWR
7. Junior Coaches are expected to follow the Rule of Two to the maximum extent feasible.

*Junior Coaches are, as per the RAB Athlete Protection Policy,*

- o A Minor but are not team athletes,*
- o A Vulnerable Organizational Participant (as a minor),*
- o A Person in Authority, but do not have security screening.*

*Therefore:*

- ✓ *Junior Coaches should not be alone with athletes.*
- ✓ *Junior Coaches should not be alone with an adult coach.*

**Cross-Reference**

Ringette Canada

- [Transgender Inclusion Policy](#)

Coaching Association of Canada (Coach.ca)

- [Rule of Two](#)

**Ringette Alberta**

- [Team Staff Policy](#)
- [Registration Policy](#)
- [Safe Sport Policies](#)
- [Athlete Protection Policy](#) (Rule of Two)
- [Code of Conduct for Coaches](#)

**NWR**

- Code of Conduct NWR01
- Safety NWR03
- Security Screening NWR04

**Revision History**

Date	Action Taken
June 15, 2025	All coaching related policies and procedures reviewed and revised. Approved by the NWR Board.