



## West Ottawa Ringette Bench Staff Policy

The composition of a team's Bench Staff can be critical to the success of that team's season. In forming a team's Bench Staff, consideration should be given to the skill set of the Bench Staff, the development of the players and the creation of a fun, safe and healthy team environment.

### Selection of Head Coaches and additional Bench Staff

Once a team has been formed following the tryout or sort-out process, the Competitive or Recreational Coordinator (as applicable) will select the Head Coach, who will then select the other members of the team's Bench Staff. A team's Bench Staff must be comprised of\*:

- 1 Head Coach;
- 2 Assistant Coaches
- 1 Trainer and
- 1 Manager.

Additionally:

- All Bench Staff must be 18 years of age or older with the exception of Coaches in Training (CITs)
- There may only be one person assuming the Head Coach position and one person assuming the Manager position (as reflected in the team's TRF, although the Head Coach may appoint a "Co-Manager" to assist the Manager with his/her duties).
- A team may choose to have 2 Assistant Coaches or 2 Assistant Coaches and 1 CIT.
- In anticipation of the upcoming Ringette Ontario requirement (coming into effect on November 1, 2020), all teams must have a dedicated Trainer.
- Given that ringette is a predominantly female-dominated sport, Head Coaches are encouraged to place as many females on their bench as possible. However, it is a requirement that:
  - All regional teams must have at least one female Bench Staff member on the bench at all times during sanctioned events; and
  - In anticipation of the upcoming Ringette Ontario requirement, coming into effect on November 1, 2019, all competitive teams must have a qualified female head or assistant coach on the bench at all times during sanctioned events.
- Managers are not permitted on the bench for U14AA, U16AA and U19AA during sanctioned events.

Head Coaches should be sure to review the additional requirements put in place by the Ringette Ontario ("RO") and seek guidance from the WORA Executive if they are unsure about the requirements. Details of the RO requirements can be found in the RO Operating Manual "Coaching Development".

\*Note: the above describes those individuals who will be listed on a team's TRF. There are other positions that are recommended but which are not part of a team's Bench Staff. These positions are described in further detail in the WORA Manager's Manual.

### Number of Bench Staff

The maximum number of Bench Staff that can be put onto a team's TRF is five (5). During sanctioned events, only those who are listed on the TRF are permitted to be on the bench.

Those teams who have a Coach in Training (CIT) on their bench will be allowed a maximum of six (6) on their TRF (including the manager)

Note: the cap of a maximum of 5 Bench Staff members on a TRF is a WORA requirement. In the rare circumstances where an exception is made (see below "Exceptional Circumstances"), because of a team's particular requirements, Head Coaches must keep in mind the RO requirement that a team never has more than five Bench Staff members on the bench at any given time and that teams are not permitted to have more than 2 CITs on the bench at any given time.

### Bench Staff from the same family

In order to facilitate open communication between players, members and Bench Staff, the team's manager cannot be from the same family as any of the team's coaches. Further to this, it is recommended that members of the bench staff not be related (e.g. spouses, partners, siblings) in order to provide different perspectives on player development.

Consistent with this philosophy, Head Coaches are encouraged to consider not selecting a child of their own or of another Bench Staff member as a CIT for their team. This is preferred in order to try to give the CIT the best learning experience in their training as a coach.

### Qualifications

In forming a team's Bench Staff, Head Coaches should be careful to ensure that, before being selected, their proposed Bench Staff have a clear and full understanding of the qualifications each individual must obtain in order to be eligible for their position on the bench. Ultimately, it is the responsibility of the Head Coach to ensure that their team's Bench Staff qualifications are in place by the deadlines set by RO. Head coaches should be sure to seek support and clarification from WORA's Executive in the event they are unsure of the qualification requirements for any member of their Bench Staff.

**Bench staff must have completed their qualifications by November 1 of the relevant year, must submit the proof of their qualifications to [qualifications@westottawaringette.com](mailto:qualifications@westottawaringette.com) and keep their details up to date on the WORA portal. Where Bench Staff have not completed their qualifications by this date, they must have advised, prior to November 1 of the relevant year, of the specific date that they have scheduled to obtain the qualifications (e.g. course date), which must be completed by January 8 of the relevant year.**

### PRCs

All Bench Staff, excluding anyone under the age of 18 (CITs) but including Managers, are required to have a valid Police Record Check.

### Non-parent Bench Staff

WORA embraces the opportunity to select non-parent coaches for teams, who may bring a different perspective or experience from parents of players on a team. In these cases, WORA offers an honorarium to help offset some of the expenses that the team will incur in support of the coach. Further details can be found on WORA's website or by contacting a member of the WORA Executive.

### Approval of Head Coach selection

Once a Head Coach has made their selection as to who they would like as their Bench Staff, they must submit their selection to the Competitive Coordinator or Regional Coordinator (as applicable) for approval. Ultimately, it is in the relevant Coordinator's discretion to approve the Bench Staff based on the principles of this policy and the best interests of both the relevant team and the Association.

### Coaching Tenure

In order to provide our players with the opportunity to experience a variety of perspectives and coaching strategies, a Head Coach may not be appointed as Head Coach (or act in that capacity) for substantially the same group of players for more than 3 consecutive years.

### Long-term Development and Code of Conduct

The Bench Staff of a team is responsible for providing a program in accordance with Ringette Ontario's Sport Development policies and compliance with WORA's policies. All Bench Staff are required to sign and adhere to the Bench Staff Code of Conduct Agreement.

### Changes to Bench Staff

If there are changes during the year, Head Coaches must notify the Competitive or Regional Coordinator prior to making any change and submit their replacement for approval by the relevant Coordinator. Head Coaches must be careful to ensure they comply with all RO requirements regarding the substitution of a member of their Bench Staff.

### Failure to comply with Bench Staff requirements

Failure to comply with the Bench Staff requirements of RO, the ERRR, the NCRRL or WORA will be considered to be a breach of WORA's Code of Conduct and may result in fines being levied against the team, the cost of which will be borne by the team.

### Exceptional circumstances

This policy aims to ensure that we are creating a safe, fun and healthy environment in which we can develop the skills of our players. It is recognized that there may be exceptional circumstances that arise which make compliance with the policy not possible or difficult. In those circumstances, Head Coaches must seek an exception from the WORA President, who will exercise discretion in allowing a deviation from this policy.