

2.1 TEAM LEADERSHIP QUALIFICATIONS POLICY

Policy Section	Change	Date Approved
C. d. vii	Update to YCIT program	July 26, 2026
E.	Removed RIS and Making Headway for YCIT	July 26, 2026

A. PURPOSE

- i. 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 training and demonstrate competencies in leading ringette activities.

B. APPLICATION OF THIS POLICY

- i. This Policy applies to all individuals wishing to engage in the role of coach, trainer, instructor and on-ice assistant for all member associations, leagues and Ringette BC Programs.

C. TEAM ROLES

- i. Bench Staff
 - a. Head Coach - *The primary Coach of the Team*
 - i. All teams may have one (1) head coach listed on their bench staff
 - ii. A HC must be 18 years of age or older
 - iii. HC's must complete their qualifications by November 1 of each year
 - b. Assistant Coach - *A Coach who supports the team activities under the guidance of the Head Coach.*
 - i. Teams may have several ACs listed up to the team's five (5) person bench staff.
 - ii. An AC may be 14 years of age or older, however only an AC 18 years of age or older shall fulfil the qualified woman on the bench requirement.
 - iii. AC's must complete their qualifications by November 1 of each year.
 - c. Coach-in-Training - *CITs are coaches in-training or trained in CSI or CI that are not yet certified.*
 - i. CIT Coaches may NOT fill the qualified woman on the bench requirement
 - ii. All teams may have one (1) CIT that is part of the team's five (5) person bench staff.
 - iii. A CIT can only be assigned to any team that is two divisions lower than the age division the CIT participates/would participate in. CITs over the age of 21 can be assigned to any team.
 - iv. Must be participating in a specific formalized mentorship program or initiative that is sponsored and overseen by Ringette BC or an approved association or league program.
 - v. A CIT 18 years of age or older MUST be qualified for coaching the division by the following season.
 - vi. A CIT under 18 is granted a one-season exemption for certification.
 - d. Youth Coach-in-Training - *YCITs are coaches between the ages of 14 and 17 that may be*

an on-ice role model and bench staff with a lower division or age group. This position only applies to Children's Ringette, U12 and U14 teams.

- i. YCITs may NOT fill the qualified woman on the bench requirement.
 - ii. A team may have one (1) YCIT that is part of the team's five (5) person bench staff.
 - iii. A YCIT may only be assigned to a team that is two divisions lower than the age division the YCIT participates/would participate in.
 - iv. Have a mentor coach of the same gender on the same team.
 - v. YCIT may join a team mid-season once they turn 14.
 - vi. YCIT are required to complete their coaching requirements by November 1 of the current playing season.
 - In the case a YCIT joins after the December 1 deadline, the YCIT must complete their coaching certification and requirements before any year end event i.e.) U12 Year End Event, Provincials, etc.
 - vii. A YCIT who has met the minimum requirements outlined in this Policy is required to complete one additional NCCP course during each subsequent year of participation as a YCIT.
 - viii. Additional resources are available for participants on the Ringette BC Website
- e. *Trainer - An individual that provides medical support on or off the bench during games and/or practices*
- i. At all divisions and levels, a team may have one (1) Trainer that is part of the team's five (5) person bench staff.
 - ii. Trainers are required to complete their requirements and submit proof of certification by November 1 of the current playing season to their local association.
 - iii. Trainers may NOT fill the qualified adult female on the bench requirement

D. OTHER TEAM ROLES

- a. *On-Ice Helper/Specialist - An individual who supports the team in practices with a specific role off-ice or during practices.*
 - i. An On-Ice Helper/Specialist may be volunteering to support young athletes learning to skate, a goaltending specialist, mental performance coach, etc.
 - ii. At all divisions and levels, there is no maximum number of On-Ice Helpers/Specialists assigned to a team.
 - iii. An On-Ice Helper/Specialist is not permitted on the bench.
 - iv. On-Ice Helpers are required to complete their requirements by November 1 of each playing season.
- b. *Junior On-Ice Helper - An individual aged 14-17 who supports the team with a specific role during practices or off-ice activities.*
 - i. A Junior On-Ice Helper may be volunteering to support younger athletes learning the fundamentals of ringette.
 - ii. Children's Ringette, U12 and U14 Club teams may have several Junior One-Ice Helpers assigned to their team. U14 Zone, and all U16 teams and above are not permitted to have Junior On-Ice Helpers assigned to their team.

- iii. A Junior On-Ice Helper/Specialist is not permitted on the bench.
 - iv. Junior On-Ice Helpers are required to complete their requirements by November 1 of each playing season.
- c. Team Manager - *An individual who supports the team operationally.*
- i. A team may have up to two managers listed on their RAMP roster.
 - ii. Managers are required to complete their requirements by November 1

Ringette BC NCCP Coaching Requirements
E. Table of Requirements

Division	Level	Position	Make Ethical Decisions (MED) Module & Online Evaluation	CAC Safe Sport	Respect in Sport for Activity Leaders	NCCP Making Headway in Sport	Canadian Women & Sport Keeping Girls in Sport Module	NCCP Coach Initiation in Sport	Ringette Community Sport Initiation (CSI)	Competition Introduction (CI)		Competition Development (CD)	
			Trained (T) Certified (✓)	Trained	Trained	Trained	Trained	Trained	Trained	Trained	Certified	In Training	Certified
Children's Ringette	FUN 1 & FUN 2	Head & Assistant Coach	✓	✓	✓	✓		✓	✓				
		CIT	✓	✓	✓	✓		✓					
		Youth Coach in Training		✓				✓					
		On-ice Helper/Specialist (18+)		✓	✓	✓		✓					
		Junior On-Ice Helper (14-17)		✓	✓	✓		✓					
	U10	Head & Assistant Coach	✓	✓	✓	✓		✓	✓				
		CIT	✓	✓	✓	✓		✓					
		Youth Coach in Training		✓				✓					
		On-ice Helper/Specialist		✓	✓	✓		✓					
		Junior On-Ice Helper (14-17)		✓	✓	✓		✓					
U12	U12	Head & Assistant Coach	✓	✓	✓	✓		✓	✓				
		CIT	✓	✓	✓	✓		✓					
		Youth Coach in Training		✓				✓					
		On-ice Helper/Specialist		✓	✓	✓		✓					
		Junior On-Ice Helper (14-17)		✓	✓	✓		✓					
	U12 CI	Head Coach	✓	✓	✓	✓		✓		✓	✓		
		Assistant Coach	✓	✓	✓	✓		✓					
		CIT	✓	✓	✓	✓		✓					
		On-ice Helper/Specialist		✓	✓	✓		✓					
		Junior On-Ice Helper (14-17)		✓	✓	✓		✓					
U14	Club	Head Coach	✓	✓	✓	✓	✓	✓	✓				
		Assistant Coach	✓	✓	✓	✓		✓	✓				
		CIT	✓	✓	✓	✓		✓					
		Youth Coach in Training		✓	✓	✓		✓					
		On-ice Helper/Specialist		✓	✓	✓		✓					
		Junior Helper (14-17)		✓	✓	✓		✓					
	Zone	Head Coach	✓	✓	✓	✓	✓	✓			✓		
		Assistant Coaches	✓	✓	✓	✓	✓	✓			✓*		
		CIT	✓	✓	✓	✓		✓					
		On-ice Helper/Specialist		✓	✓	✓		✓					
	AA (Team BC)	Head Coach	✓	✓	✓	✓	✓	✓			✓		
		Assistant Coaches	✓	✓	✓	✓	✓	✓			✓		
		On-ice Helper/Specialist		✓	✓	✓		✓			✓		
		Head Coach	✓	✓	✓	✓	✓	✓	✓				
		Assistant Coach	✓	✓	✓	✓	✓	✓	✓				
U16	Club	Head Coach	✓	✓	✓	✓	✓	✓	✓				
		Assistant Coach	✓	✓	✓	✓	✓	✓	✓				
		CIT	✓	✓	✓	✓		✓					
		On-ice Helper/Specialist		✓	✓	✓		✓					
		Head Coach	✓	✓	✓	✓	✓	✓			✓		
	Zone	Assistant Coaches	✓	✓	✓	✓	✓	✓			✓*		
		CIT	✓	✓	✓	✓		✓					
		On-ice Helper/Specialist		✓	✓	✓		✓					
		Head Coach	✓	✓	✓	✓	✓	✓			✓		
	BCWG	Assistant Coaches	✓	✓	✓	✓	✓	✓			✓		
		Head Coach	✓	✓	✓	✓	✓	✓			✓		
		Assistant Coaches	✓	✓	✓	✓	✓	✓			✓		
		Head Coach	✓	✓	✓	✓	✓	✓			✓		
		On-ice Helper/Specialist		✓	✓	✓		✓			✓		
U19	Club	Head Coach	✓	✓	✓	✓	✓	✓	✓				
		Assistant Coach	✓	✓	✓	✓	✓	✓	✓				
		CIT	✓	✓	✓	✓		✓					
		On-ice Helper/Specialist		✓	✓	✓		✓					
		Head Coach	✓	✓	✓	✓	✓	✓			✓		
	Zone	Assistant Coaches	✓	✓	✓	✓	✓	✓			✓*		
		CIT	✓	✓	✓	✓		✓					
		On-ice Helper/Specialist		✓	✓	✓		✓					
		Head Coach	✓	✓	✓	✓	✓	✓			✓		
	AA (Team BC)	Assistant Coaches	✓	✓	✓	✓	✓	✓			✓		
		Head Coach	✓	✓	✓	✓	✓	✓			✓		
		Assistant Coaches	✓	✓	✓	✓	✓	✓			✓		
		Head Coach	✓	✓	✓	✓	✓	✓			✓		
		CIT	✓	✓	✓	✓		✓					

Division	Level	Position	Make Ethical Decisions (MED)	CAC Safe Sport	Respect in Sport for Activity Leaders	NCCP Making Headway in Sport	Canadian Women & Sport - Keeping Girls in Sport Module	Coach Initiation in Sport	Ringette Community Sport Initiation (CSI)	Competition Introduction (CI)		Competition Development (CD)	
			Certified	Trained	Trained	Trained	Trained	Trained	Trained	Trained	Certified	In Training	Certified
U20 Canada Games	AAA	All Coaches	✓	✓	✓	✓						✓	✓
		CWG Apprentice Coaches	✓	✓	✓	✓							
Open	All	All Coaches		✓		✓							
30+ (Masters)	All	All Coaches		✓		✓							
NRL	AAA	All Coaches	✓	✓	✓	✓					✓	✓ must take 1 CD multi-sport per season	✓, min 1 coach on the bench
U17 National Programs Coaches	AAA	Head Coach and Assistant Coaches	✓	✓	✓	✓						✓ aspirational	✓ aspirational
U18 National Programs Coaches	AAA	Head Coach and Assistant Coaches	✓	✓	✓	✓							✓
		CIT	✓	✓	✓	✓						✓	
Jr and Sr National Team	AAA	All Coaches	✓	✓	✓	✓							✓
		CIT	✓	✓	✓	✓						✓	

Note: All divisions and levels must have at least one woman coach (18 years old and older) fully qualified for the coaching position they hold on the bench. Open and Masters' Divisions are exempt from this requirement.

Note: As indicated in the CAC Locker Record, Coaches that are "Certified – Not Renewed" need to acquire the necessary PD points to be Renewed.

Note: Competition Introduction (CI) Certified Coaches at the u16AA, u19AA and NRL level, not yet Competition-Development Certified, are required to complete a minimum of one (1) Competition-Development multi-sport course per season, prior to January 31st, until they are Competition Development Certified.

Note: Assistant coaches who take Ringette Competition Introduction (CI) Clinic this season are not required to obtain their Competition Introduction (CI) Certification this season. (Does not include NRL coaches.) Coaches must complete their CI Certification the following season. All BCWG and Team BC Coaches **must** complete their certification in the same year.

F. QUALIFIED BENCH STAFF

- a. Replacement Bench Staff
 - i. Head and Assistant Coaches do not require the same qualifications in some divisions and levels. If an Assistant Coach or a Head Coach from another division is required to replace a Head Coach during regular season or exhibition play, the replacement coach is required to have the Head Coach qualifications for that division and level.
 - ii. If a Head Coach is absent from a Tournament, the team must fill out a Team Staff Adjustment Form to replace their Head Coach with a coach that meets the Head Coach requirements in that division and level of play.
- b. Bench Staff Composition
 - i. As per Ringette Canada Policies, a qualified adult female must be on the bench or ice for all sanctioned events. If schedules prevent a qualified adult female to be on the bench or ice during practices, associations must ensure a screened female volunteer is always present and accessible for athletes. When determining bench staff for teams, associations should consider the composition of the team (ie. Gender) to ensure athletes' needs are supported.

G. MINIMUM COACHING/TEAM STAFF REQUIREMENTS

- a. All coaches are required to adhere to the following:
 - i. Must be registered and in good standing with their local association and Ringette BC November 1 of each playing season.
 - ii. Complete specific NCCP training and/or certification requirements as outlined in the table below no later than November 1 of each playing season.
 - iii. Complete Ringette specific coaching courses (CSI or CI) by December 31 of each playing season.
 - iv. If applicable, register for a Competition Evaluation (CI) no later than December 15 of each playing season, and complete the CI Evaluation no later than January 15 of each playing season.
 - v. Complete the following documents and submit them to their local association each season
 - 1. Ringette BC Screening & Disclosure Form
 - 2. Ringette BC Coaches Code of Conduct
 - 3. Criminal Record Check (every 2 seasons)
 - a. Youth aged 14 and above are required to submit a Criminal Record Check
 - vi. Must ensure that all "one-on-one" interactions and communications between a coach and athlete must take place in an open, observable, justifiable and interruptible setting except for medical emergencies. Ringette teams must always have two screened, and NCCP trained or certified coaches present. One of the coaches, where possible, should be of the same gender as the athletes. Should there be a circumstance where a second

screened and NCCP trained or certified coach is not available, a screened volunteer, parents, or adult can be recruited.

- b. All Trainers are required to adhere to the following:
- i. Must be registered and in good standing with their local association and Ringette BC November 1 of each playing season.
 - ii. Complete the NCCP Safe Sport Module: Direct Athlete Contact
 1. Ringette BC Screening & Disclosure Form
 2. Ringette BC Volunteer Code of Conduct
 3. Criminal Record Check (every 2 seasons)
 - iii. 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
 - iv. 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 amandapukalo@bcringette.org
- c. All Managers are required to adhere to the following:
- i. Must be registered and in good standing with their local association and Ringette BC November 1 of each playing season.
 - ii. Complete the [Ringette Canada Manager's Certification Program](#), and the NCCP Safe Sport Module: Direct Athlete Contact
 - iii. Complete the following documents and submit them to their local association each season
 1. Ringette BC Screening & Disclosure Form

2. Ringette BC Volunteer Code of Conduct
3. Criminal Record Check (every 2 seasons)

Note: It is the responsibility of the local association to ensure that bench staff in their association meet the minimum coaching requirements and qualifications set by Ringette BC. Ringette BC reserves the right to confirm bench staff eligibility prior to any Ringette BC sanctioned event, and those who do not meet the qualification requirements will be removed from the team roster.

H. FIRST AID

- a. A minimum of one adult member of each team's bench staff **must** have current and valid minimum standard certification from a recognized First Aid program or active employment in a recognized Healthcare profession in which first aid techniques are commonly applied.

I. HELMETS

- a. All coaches, instructors and on-ice helpers **must** wear helmets while on the ice.

J. MAINTENANCE OF CERTIFICATION

- a. All coaches, Coach Developers and Master Coach Developers are required to continue their life-long professional development in their roles. Ringette BC follows a 5-year cycle as set out by the CAC. The five-year cycle begins January 1 following the coach's achievement of certification.

Coaches and Coach Developers are required to accumulate the following points:

Coaches:	Community Sport – Initiation: 10 points
	Competition Introduction: 20 points
	Competition Development: 30 points
Coach Developers:	(LF's, CE's & MCD's): 20 points

Maintenance of Certification points completed are eligible for all roles that an individual may hold.