



Policy Section	Change	Policy Version #	Date Approved	Effective Date
All	Split into Sections	0	May 18, 2021	May 18, 2021
7.0	Remove Director of Evaluations, add VP Communications to the Coaching Selection committee	1	Sept 12, 2021	Sept 12, 2021
7.0	Coach applications, screening and Selection; formatting	2	Sept 5, 2023	Sept 6, 2023

7.0 TEAM STAFF POLICY

7.1 Policies

Team Staff includes the volunteer positions of Head Coach (HC), Assistant Coach (AC), On-Ice Assistant, Trainer and Manager. These positions are defined in Ringette Alberta Policy 10.

- 7.1.1 Volunteers who wish to be considered for any coaching role (Head Coach, Assistant Coach, Junior Coach) must first apply by submitting an application.
- 7.1.2 Coach Applications must be submitted through the Bow View Ringette Association (hereinafter the “BVRA”) website.
- 7.1.3 The Coach Selection Committee is responsible for Head Coach selections.
- 7.1.4 Assistant Coaches (AC) and On-Ice Assistants (OIA) are selected by Head Coaches (HC) after teams are formed.
- 7.1.5 Team Managers and Trainers are selected by Head Coaches after teams are formed.
- 7.1.6 Junior Coaches are selected and assigned by the Junior Coach Coordinator and VP Coaches.
- 7.1.7 Assistant Coach applications must be reviewed and approved before a coach is added to any team roster, bench, or in any official team capacity including stepping on the ice with a team.
- 7.1.8 All Team Staff must be registered in the registration software (currently RAMP) before participating in any team activity including ice times.

7.2 Coaching Staff Police Information Check (PIC) Procedure

- 7.2.1 Head Coaches, Assistant Coaches, Trainers and On-Ice Assistants listed on a team roster must have a valid Police Information Check (PIC) with Vulnerable Sector Check (VSC) on



file with Bow View no later than November 1. Once received, PIC contents shall be kept strictly confidential among persons on the Coach Selection Committee and the Registrar. PICs are valid for 3 years, after which time a new one must be completed.

- 7.2.2 Team staff without a valid PIC on file with BVRA by November 1 will not be permitted on the bench, on the ice, or to be involved with the team in any official capacity until a valid PIC has been received.
- 7.2.3 Individuals with PICs found to contain a "Relevant Offence" (See Section 7.3.6) will not be permitted to be involved with any BVRA teams.
- 7.2.4 Once received, PICs remain the property of BVRA and will be destroyed after 3 years.
- 7.2.5 Instructions for obtaining and submitting a PIC with VSC can be found on the BVRA website.

7.3 Team Staff Screening Procedure

- 7.3.1 Screening of personnel and volunteers is an important part of providing a safe sporting environment and has become a common practice among sport clubs that provide programs and services. BVRA is responsible for providing a safe and secure environment for participants in its programs, activities and events.
- 7.3.2 This Policy is one of several policy tools that the BVRA will use to fulfill its commitment to provide a safe environment and to protect its participants.
- 7.3.3 The screening process is to ensure the safety and protection of participants as well as matching volunteers to volunteer roles.
- 7.3.4 Not all individuals associated with the BVRA will be required to undergo screening through a Police Information Check (PIC) with Vulnerable Sector Screening (VSC). The BVRA will determine, as a matter of policy, which staff or volunteer positions will be subject to screening.
- 7.3.5 Volunteers who work closely with athletes and who occupy positions of trust and authority at the team level will be subject to screening. These positions include, but are not limited to, any persons appointed to a BVRA team whether as a Head Coach, Assistant Coach, Trainer, On Ice Assistant or official in another role.
- 7.3.6 It is BVRA's policy that:
 - Head Coaches, Assistant Coaches, On-Ice Assistants and Trainers will be screened using PIC with VSC.
 - Failure to participate in the screening process as outlined in this policy will result in the ineligibility of the individual for the position.
 - The BVRA will not knowingly place an individual who has a conviction for a 'relevant offence', as defined in this policy. However, where the Screening Committee is of the opinion that, notwithstanding a conviction for a relevant offence, a person can occupy a



staff or volunteer position without adversely affecting the safety of the BVRA, an athlete or participant, the Screening Committee may approve a person's participation.

- If a person in a staff or volunteer position is subsequently charged or receives a conviction for a relevant offence, they must report this circumstance immediately to the BVRA.
- If a person in a staff or volunteer position subsequently is charged or receives a conviction for, or is found guilty of, a relevant offence, and the BVRA is made aware of these circumstances through other means, that person will immediately be removed from their staff or volunteer position and may be subject to further discipline in accordance with the BVRA's Discipline Policy.
- If a person in a staff or volunteer position provides falsified or misleading information, that person will immediately be removed from their staff or volunteer position and may be subject to further discipline in accordance with the BVRA's Discipline Policy.

7.4 Screening Committee

- 7.4.1 The Screening Committee's duties include, but are not limited to, ensuring all team staff have submitted an application and have a current PIC with VSC or are in the process of obtaining one, and monitoring training completion for all team staff. The implementation of this policy is the responsibility of the Executive Board of Directors, herein afterward referred to as the Screening Committee of the BVRA. The Quorum for the Screening Committee will be three (3) members.
- 7.4.2 The Board of Directors may, in its sole discretion, remove any individual from the Screening Committee. Where a position on the Screening Committee becomes vacant the Board of Directors, at its sole discretion, will appoint a replacement.
- 7.4.3 The Screening Committee will carry out its duties in accordance with the terms of this policy.
- 7.4.4 The Screening Committee will appoint one (1) member from the Committee who will be responsible for reviewing all PICs with VSC and, based on such reviews and in consultation with the Screening Committee, making decisions regarding the appropriateness of individuals filling volunteer positions within the BVRA. In carrying out their duties, the appointed committee member may consult with independent experts including lawyers, police, risk management consultants, volunteer screening specialists or any other approved person.
- 7.4.5 In cases of a transfer from another association, province or country a Letter of Good Standing from the applicant's previous organization may be required as part of the screening process.



- 7.4.6 If requested by the Screening Committee the Letter of Good Standing will be submitted by the applicant to the VP Coaches (coaches@bowviewringette.com) or President (president@bowviewringette.com).
- 7.4.7 Individuals who do not submit a PIC with VSC and (if required) Letter of Good Standing will receive a notice to this effect and be informed that their application will not proceed until such time as the required documentation is received.
- 7.4.8 After review of the required documentation the Screening Committee, by majority vote, will either:
 - Approve an individual's participation; or
 - Deny an individual's participation; or
 - Approve an individual's participation in a volunteer position subject to terms and conditions as the Screening Committee deems appropriate.
- 7.4.9 If an individual's PIC with VSC and (if required) Letter of Good Standing does not reveal a relevant offence the individual is deemed eligible for the volunteer position. BVRA will maintain for a period of three (3) years the original PRC or VSC or Letter of Good standing.
- 7.4.10 If an individual's PIC with VSC or Letter of Good Standing reveals a relevant offence, the Screening Committee will render its decision and provide notice of its decision. After providing notice, BVRA will maintain the original PIC with VSC and Letter of Good Standing.
- 7.4.11 The decisions of the Screening Committee are final and binding.
- 7.4.12 Nothing in this policy will prevent an individual from re-applying for a staff or volunteer position with BVRA at some point in the future and submitting a new PIC with VSC and/or Letter of Good Standing.
- 7.4.13 PICs with VSC are valid for a period of three years. The Screening Committee may request that a staff person or volunteer provide a new PIC with VSC for review and consideration prior to the expiry of the previous. Such requests will be in writing and will provide the reasons for such a request.

7.5 Relevant Offences

- 7.5.1 For the purposes of this Policy, a 'relevant offence' is any of the following offences for which pardons have not been granted:
 - If imposed in the last five years:
 - i. Any violation/offence for trafficking and/or possession of drugs and/or narcotics;
 - ii. Any violation/offence of violence including, but not limited to, all forms of assault:



iii. Any violation/offence not stated above that may be considered relevant at the discretion of BVRA Board of Directors.

- If imposed at any time:
 - i. Any violation/offence involving a minor or minors.
 - ii. Any violation/offence involving the possession, distribution, or sale of any child-related pornography;

7.6 Written Records

7.6.1 All records will be maintained in a confidential manner and will not be disclosed to others except as required by law, or for use in legal, quasi-legal or disciplinary proceedings.

7.7 Head Coach Selection

7.7.1 Head coaches will be selected AFTER the last evaluation session for a particular tier of that age division is complete.

The selection of coaches is determined by a majority vote of the Coach Selection Committee. The Coach Selection Committee uses a number of criteria when determining who will Head Coach teams from each division, including but not limited to:

- Number of teams and required coaches
- Coach's Qualifications
- Previous coaching evaluations
 - If no prior Bow View coaching evaluations are available, when applicable, the Coach Selection Committee will contact any previous association(s) in which the individual was involved for feedback and recommendation.
- Ranking of child in evaluations (See Policy 8.12)
- PIC with VSC and (if required) Letter of Good Standing

7.7.2 BVRA cannot recognize co-coaching partnerships as they are not allowed by current Ringette Alberta (RAB) policy.

7.7.3 In rare circumstances, on the recommendation of the Coach Selection Committee, the Bow View Board as a whole may be asked to review and vote on a Head Coach selection. Majority vote will determine the selection in this circumstance.

7.8 Coach Selection Committee

7.8.1 The Coach Selection Committee will consist of the following five (5) board members: President, VP Coaches, VP Operations, VP Athletic Development, and VP Governance. The VP Coaches will chair this Committee. If there is a Conflict of Interest with the VP



Coaches in one or more tiers the President or Executive delegate will then Chair for that tier only.

- 7.8.2 In the case of a Conflict of Interest from a Board member listed above, an alternate person can be brought into the Committee for that division. This is to ensure an adequate number of people are involved in Coach Selection voting and selection is never decided by one or two individuals. Alternates will be chosen by the President or Executive delegate from the remaining directors and VP Finance. If a conflict still exists, a past VP Coaches and/or Past President can be called up to be part of the selection committee.
- 7.8.3 Coaches for each division or tier are voted on by a maximum number of five (5) Coach Selection Committee members or a minimum of three (3) Coach Selection Committee members as listed above. If there is a conflict of interest with one or more of the board members and a minimum vote of three (3) members is not obtainable, section 7.8.2 will then come into effect.
- 7.8.4 If the Committee members are four (4) because of one Conflict of Interest and there is a tie vote then section 7.8.2 will come into effect and that alternate member will be the deciding vote.
- 7.8.5 Once "A" tier Head Coaches are selected and teams are drafted, "B" tier Head Coaches can be selected and then "C" tier Head Coaches. At no time will Head Coaches of tiered division teams be chosen before player evaluations for that tier are complete.
- 7.8.6 Conflicts of Interest would include:
- If a Coach Selection committee member has applied for a Head Coach or Assistant Coach position, that member cannot vote for Head Coaches in that division tier.
 - If a Coach Selection committee member has an immediate or extended family member that has applied for Head Coach or Assistant Coach, that member cannot vote for coaches in that division tier.

7.9 Assistant Coaches

- 7.9.1 Assistant Coaches (AC) must complete the Assistant Coach Application and be approved prior to being added to a roster. The names of approved AC applicants will appear on the relevant draft sheet, and will only be made available to the Head Coaches at the team draft meeting.
- 7.9.2 Assistant coaches are subject to the same screening process as Head Coaches, as defined in Sections 7.2 through Section 7.6.
- 7.9.3 Assistant Coaches will work collaboratively with the Head Coach to deliver the season training plan.



7.10 Junior Coaches

- 7.10.1 BVRA adheres to the Ringette Alberta Junior Coach Policy.
- 7.10.2 Junior Coaches must be a minimum of 14 years of age (they may join a team mid-season until January 15 once they turn 14) and a maximum of 17 years of age by September 1st of the current ringette season.
- 7.10.3 Junior Coaches must be a current ringette player (or taking one year off due to injury, etc.).
- 7.10.4 There is no limit to the number of Junior Coaches on a team roster.
- 7.10.5 Junior Coaches DO NOT qualify as the fully certified female coach on the bench.
- 7.10.6 Travel expenses for Junior Coaches are not the responsibility of the team or association, unless agreed to by the majority of the parents on the team.
- 7.10.7 As required by Ringette Alberta, Junior Coaches must complete the Coach Initiation in Sport e-module and Safe Sport by December 15.
- 7.10.8 Junior Coaches must submit a Junior Coach Application, found on the Bow View website, no later than September 30.

7.11 Team Manager

- 7.11.1 Manager Role
 - All teams must have a Manager.
 - Managers are selected at the start of the season by the Head Coach.
 - Whenever possible, it is recommended that Managers not be related to anyone on the team's coaching staff as they represent a non-biased liaison between coaching staff and parents.
- 7.11.2 Manager Certification
 - Managers are to complete the Managers Certification Program found on the Ringette Alberta website.

7.12 On Ice Assistant

- On-Ice Assistants are important team staff members, especially for the younger age groups.
- On-Ice Assistants are subject to the same screening process as Head Coaches, as defined in Sections 7.2 through Section 7.6.
- On-Ice Assistants must complete the Coach Initiation in Sport E-Module and Safe Sport by December 15.
- On-Ice Assistants help the coaching staff with practices and foster a good teaching atmosphere to assist players in improving their skills.
- On-Ice Assistants must be a minimum of 18 years old.



7.13 Trainer

- Trainers must have a current Standard First Aid or higher certification. They are registered on the Team Registration Form (TRF) and count towards the maximum five personnel allowed on the bench during games.
- Trainers are not permitted on the ice during practices.

7.14 Rule of Two

7.14.1 All team staff members will abide by the Rule of Two as part of the Responsible Coaching Movement (RCM)

7.14.2 Rule of Two (Ringette Canada Policy)

- The goal of the Rule of Two is to ensure all interactions and communications are open, observable, and justifiable. Its purpose is to protect participants (especially minors) and coaches in potentially vulnerable situations by ensuring more than one adult is present. There may be exceptions in emergency situations.
- Good practices to implement the Rule of Two:
 - Ensure a coach is never alone and out of sight with a participant without another screened coach or screened adult (parent or volunteer) present.
 - Allow the training environment to be open to observation.
 - Ensure a participant only rides in a coach's vehicle with another adult present.
 - Consider the gender of the participant(s) when selecting the screened coaches and volunteers present.
 - Eliminate one-to-one electronic messaging. Ensure that all communications are sent to the group, or at least two coaches, or a coach and a parent.
 - Junior Coaches are minor and the rule of two applies to all interactions between all team staff members and the Junior Coaches.