

SEPTEMBER 1, 2020



# **COACH** *THE* **COACH**

RINGETTE SUPPORT PROGRAM

## REFERENCE MANUAL



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## Revisions

Date	Updated section	Description of revision	Updated by:

## Introduction

Thank you for volunteering to coach! Without the dedication and commitment of our coaches, the sport could not go on!

This manual is designed to help give you the tools and resources needed to have a successful season of coaching. It should help get you organized and keep you organized!

The material in this reference manual covers the essential elements of coaching a ringette team.

If you are completely new to sport, do not worry! This program will get you up to speed in no time.

## Coach the Coach Program

Welcome to the Coach the Coach program.

The Regina Ringette Association is pleased to offer coaches access to the Coach the Coach initiative. This program is designed to help novice coaches make the most of their season by providing the following:

- Practical coaching advice
- Division specific practice plans and skills matrix
- One on one guidance from an experienced RRA coach

A goal of the Coach the Coach program is to develop the right player skills, at the right time in the proper manner.

The skill development trajectory would be: introduce basic ringette skills early in the player's career and build upon these skills every year until highly proficient.

The final schedule for games and practices is available sometime in October. So the number of games and practices listed in the Calendar Worksheet Yearly plan are an approximation.

Likewise, the number of dryland training sessions and other off-ice activities is up to you. Your Support Coach will assist you in planning these events.

Information on the program and frequently asked questions can be found here: [Coach the Coach Program](#)

## What is Ringette?

Are you completely new to the sport? Information on what Ringette is can be found on the Regina Ringette Association (RRA) website at the following location: [What is Ringette?](#)

RRA has also created the <https://www.ringette.rocks/> website that will be used as a tool in recruitment and engagement.

## Equipment requirements

A full list of the equipment requirements can be found on the RRA website at the following location: [Equipment requirements](#)

## Coaching Girls

It is **very important** to understand the female athlete's point of view. This article was written by P. Youldan<sup>1</sup>

*So, are boys and girls different?*

*Yes.*

*The Journal of Sport Science and Medicine published a study The "Views of Adolescent Female Youth on Physical Activity During Early Adolescence" that was sponsored by the Social Sciences and Humanities Research Council of Canada and the Sport Participation Research Initiative. It was done in conjunction with the Sudbury Catholic District School Board.*

*The study offers ringette coaches a window to the female ringette athlete:*

*For starters, coaches should work hard to understand the female athlete point of view;*

*Females place great value on how well they perform the activity;*

*They want to share the experience with friends;*

*They want to have fun while participating;*

*They want to feel good about themselves during and after an activity; and*

*They will be sensitive to peer feedback on self-evaluation.*

*Implications for the hard working and ever diligent ringette coach:*

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<sup>1</sup> Youldon, P. "Coaching Girls." 7 June 2012

*Create practices to build confidence and skill at the same time;*

*Use learning partners on and off the ice, encouraging sharing and dialogue among ringette athletes;*

*Do partner on-ice drills to encourage interaction, and to teach team play;*

*Strive for inclusivity, rather than exclusivity – don't play favourites;*

*Don't centre someone out in front of the team – leading to humiliation and embarrassment – the athlete may not return;*

*Create socials to discuss team business and to build friendships, team cohesion, and fun;*

*Create challenges, drills and games of chance to create fun;*

*Thoughtfully, recognize good performance in front of the group – players will appreciate the recognition and that they will enjoy supporting the recognition of others.*

*Celebrate the diversity and uniqueness of the female athlete. If you fight it – well, you are on your own....*

## What Comes First

### Regina Ringette Association League Rules

Familiarize yourself with the [Regina Ringette Association League Rules](#).

Divisions specific rules such as goal cap, coaches on the ice, etc. can be found on page 9 and 10 of that document.

### Evaluations

The Regina Ringette evaluation and draft procedures can be found here: [Evaluation and Draft Procedures](#)

#### What is the purpose of the evaluations?

The primary goal of player evaluations is to fairly and consistently evaluate athletes for the purpose of placing them on teams with athletes of similar ability.

#### How many evaluation skates are there?

At the beginning of the ringette season, athletes from all divisions will be given the opportunity to attend a minimum of two or three evaluation ice times, depending on the division.

## **Why do we need to go to all the evaluations?**

It is important that coaches attend all of designated ice times for the evaluations in the division they are coaching in order to evaluate players and prepare a list of players you will be seeking in your draft.

## **Who evaluates the players?**

RRA uses independent evaluators.

## Strategy at evaluations

- Look for athlete effort level and ability to skate
- Try and get a balanced team of first years and second years

## **Player Draft**

### **Preparing for the draft:**

Please refer to [RRA evaluation and draft procedures](#). It is important to ensure you are familiar with these procedures.

### **Items affecting the draft:**

#### Bring a friend

Any *new* player is allowed to be tied to an existing player. If you select either player, that has a Bring a Friend tie, you automatically have to take the other player. Refer to the RRA evaluation and draft procedures for more information.

#### Player Trades

Trades are limited but are allowed only between players with the same rating. Please refer to the evaluation and draft procedures for more information.

#### Team size

Team size will be determined using the registration numbers by approximately the middle of September. Teams are generally 12-15 players, however, they may be more or less based on needs of the league to accommodate the number of registered players.

#### Player Lists (age, returning players)

These will be given to all coaches prior to evaluations. The list should include date of birth, position (if applicable) and previous team (if any).



## Prospective Coach List

Each coach can request a list of who is willing to help coach.

Note: A head coach cannot tie more than one assistant coach. You may be able to draft or trade for a player after the draft is complete.

## **Welcome to the Team**

Now that you have completed the draft process, it is important to send out an email indicating to the parents and the players whose team they will be on. It is important to indicate the date and time of your first practice and your first parent meeting. A sample example email can be found in the following location: [Materials\Welcome letter.docx](#)

## **Pre-season checklist**

A pre-season checklist that you may find useful can be found at: [Materials\Pre-season Checklist.docx](#)

## **Equipment pick up and Performance Bonds**

Teams will need to pick up their equipment from the Regina Ringette Office, located at 1352 Winnipeg St. Your commissioner will advise you of the pickup date/time. Each team will receive the following for the season:

- 40 rings
- 15ish turbo rings
- 8 pylons
- Jerseys in a garment bag – consider using a spreadsheet to keep track of jersey numbers: [Materials\Jersey Number Tracking.docx](#)
- Goalie stick

There is a [performance bond](#) fee that is due at the time of equipment pickup.

## **Volunteer hours**

Regina Ringette requires that each team contribute a minimum of 20 hours of verifiable volunteer time to ensure the success of our association and the programs that we offer. If a team fails to verify the full 20 hours of volunteer time, they will not be eligible for the \$200 performance bond portion of the bond refund. Please see the following link for more information: [Volunteer hours](#)

## Holding your first team meeting

Guidelines and suggestions for a team meeting can be found at the link below. Adapt according to your preferences/needs. This material was prepared to accommodate an older age division, many of the principles are applicable to younger divisions as well.

[Materials\Team Meeting Guidelines.docx](#)

## Working with team parents

Guidelines for working with team parents can be found at the following link:

[Materials\Guidelines for Working with Team Parents.docx](#)

## Team Meeting Handout Sample

A team meeting samples can be found here: [Materials\Team Meeting Handout Sample.docx](#)

## Team Budget Sample

A sample team budget can be found here: [Materials\Team Budget Sample.docx](#)

## Team Staff Requirements

Coach, Manager, Treasurer and Trainer requirements are mandated by Ringette Canada and can be found at the following link: [Team Staff requirements](#)

## Coach (Head or Assistant) requirements

The Ringette Association of Saskatchewan (RAS) states:

*“All individuals appearing on a team roster as a “coach” must have completed coaching training/certification (as per the outline below) by the December 31st deadline. Failure to comply will result in the offending person being removed from their team roster and consequently, will not allow this individual to participate in league, tournament or exhibition play for the remainder of the season. Approved team rosters can be requested thru the RAS office.”*

You will need to register for your NCCP coaching locker at the following website: <http://thelocker.coach.ca>. This locker will keep track of your coaching training and points. Instructions can be found here: [Materials\NCCP Coaching Locker Instructions.pdf](#)

- 1. Coaching Initiation Module** required before CSI and CI (online)

2. Applicable **CSI (all U10 & U12)** and **CI (all U12A & higher)** clinics are conducted by Ringette Saskatchewan (in class), use your Coaching Locker to register [Coaching Locker](#)
3. **Making Ethical Decisions (MED)** training (in class or online), use your Coaching Locker to register [Coaching Locker](#)
4. **Respect in Sport (RIS)** certification (online) at <https://ringette-canada.respectgroupinc.com>
5. **Criminal Record Check (CRA)** is required through your local police department

More information on Ringette Saskatchewan Coaching requirements can be found here: <http://www.ringettesask.com/coaches/requirements/>

## Assembling Team Staff

### Female coach on the bench requirements

Each team must have a certified female coach on the roster and on the bench at all times (U19 & below). The female coach may be replaced by a certified and eligible female junior coach (16 or older) or trainer in their absence with approval from the Commissioner (a certified coach must still be present on the bench). This rule will apply to any RRA sanctioned event.

### Manager requirements

Securing a parent for the manager position on the team is important as this role will be critical to the success of your season. This person should be well organized and outgoing as they have a lot of responsibilities that need to be done in a timely manner and communication with the parents is important. Remind them to attend the pre-season manager/treasurer meeting. Teams cannot appoint a person as manager or treasurer that is in the same family as the head coach.

Please see the following links for more information regarding these positions: [Manager requirements](#) and [Manager season information](#)

Secure a parent for the treasurer position on the team. This person needs to work with the other team staff, the team manager, and parents to ensure that everyone is kept informed and organized. Remind them to attend the pre-season manager/treasurer meeting. Team Treasurers will need to open a team bank account. Check with the bank to ensure that you will not be paying bank fees on the team account – Bank of Montreal and Conexus have good community accounts. This account will require a signer (ideally the Treasurer) and a Co-signer

(this is ideally not the Coach or Manager).

Please see the following link for more information regarding this position: [Treasurer requirements](#) and [Treasurer season information](#)

## **Trainer requirements**

A Trainer is not required to be a part of your team staff but if you have a parent that has First Aid they can be identified as a member of your certified bench staff (max 5). This role would take over the responsibility of organizing the emergency responders for your Emergency Response Plan. *(Details of the requirements for emergency response can be found later in this document under the Medical heading.)*

Please see the following link for more information regarding this position: [Trainer requirements](#)

## **Junior Coach requirements**

RRA athletes registered in U14+ and are interested in becoming a Junior coach can be assigned a team within the association. A coach can directly request a Junior coach to help with their season through the Director of Coaching. Junior coaches can attain volunteer hours that can be applied to Wellness 10 Volunteerism Projects, Christian Ethics Service Hours and other community programs volunteer recognition programs.

Please see the following link for more information regarding this position: [Junior coach requirements](#)

## **Goalie Coaching**

RRA offers goalie clinics on their website at no extra charge to players who are interested in goal keeping. These sessions are great for early skills development and gives players an opportunity to try goal tending outside of game play.

Some useful information on goalie coaching can be found here:

[Materials\Goalie Coaching.docx](#)

## **First Aiders**

Find out which parents on your team have their First Aid/CPR certifications and ask them to be emergency responders for your Emergency Response Plan. *(Details of the requirements for emergency response can be found later in this document under the Medical heading.)*

# Season planning

## Long Term Athlete Development (LTAD)

<http://ltrd.ringette.ca/>

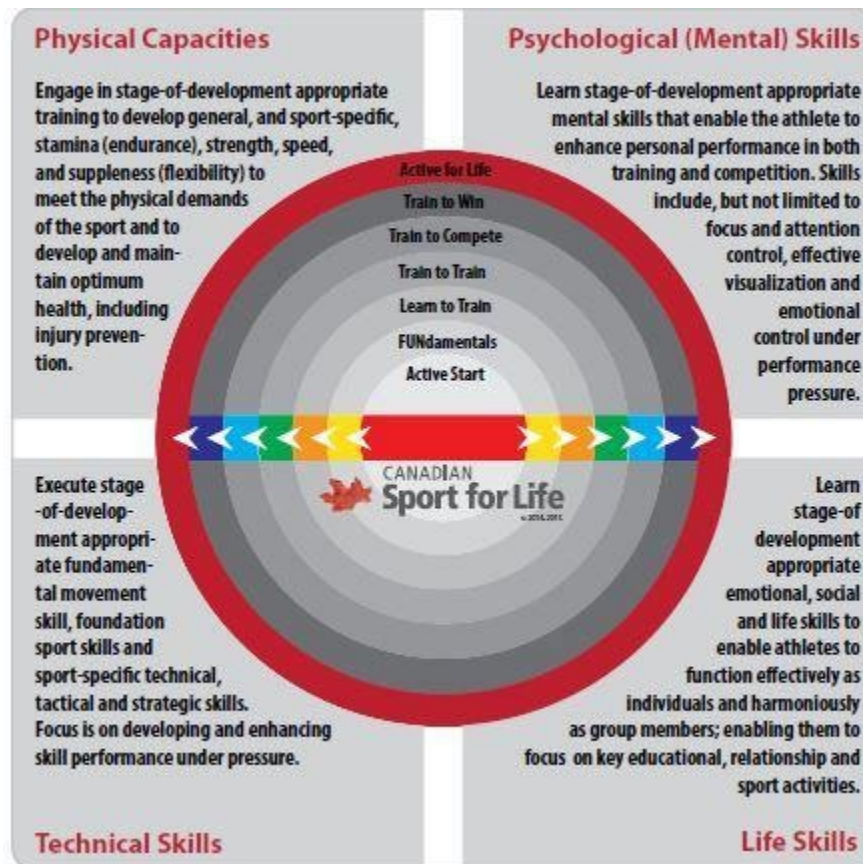
Canadian Sport for Life (CS4L) is a movement to improve the quality of sport and physical activity in Canada. CS4L links sport, education, recreation and health and aligns community, provincial and national programming. Long-Term Athlete Development (LTAD) is a seven-stage training, competition and recovery pathway guiding an individual's experience in sport and physical activity from infancy through all phases of adulthood. CS4L, with LTAD, represents a paradigm shift in the way Canadians lead and deliver sport and physical activity in Canada.<sup>2</sup>

### Long-term development athlete pathway

The athlete development matrix



<sup>2</sup> "Athlete". *Long-Term Athlete Development*. <http://ltrd.ringette.ca/athlete/>



<http://ltd.ringette.ca/athlete/athlete-development-matrix/>

LTAD is a framework for the optimal development of athletes of all ages, interests and abilities.

- LTAD is a guide for program structure and design at the national, provincial community and club levels. The LTAD framework identifies specific athlete needs and therefore influences coach education programs.
- LTAD helps ensure that all participants have the opportunity to reach their potential and that Canada is continually represented on World podiums.

LTAD is a vehicle for change in our organization.

- By understanding and respecting the principles of LTAD, we are in a better position to make sound decisions about the future directions of our sport.
- LTAD allows us to set goals that are clear and attainable, to plan programs that will allow us to achieve these goals, and to identify and address gaps in our system.

Download the Frame work here:

[http://ltrd.ringette.ca/wp-content/uploads/2015/09/Ringette\\_mag\\_EN\\_WEBversion.pdf](http://ltrd.ringette.ca/wp-content/uploads/2015/09/Ringette_mag_EN_WEBversion.pdf)

### **Guiding Principles for Competition**

Guiding Principles represent the ideals of how Ringette is intended to be played and experienced. They serve as a guide when difficult decisions regarding the structure of competition need to be made. The following Guiding Principles inform how we plan and format competition in Ringette:

1. Ringette experiences are meaningful for all participants and teams from the beginning to the end of each season.
2. Ringette is always a fun and positive experience.
3. Every ringette participant, coach, official, volunteer and administrator has an opportunity to improve.
4. The system of competition (tournaments, leagues and championships) supports each participant in seeking their level of personal excellence based on their definition of success. Participants can choose to enroll in a program which places them on the excellence pathway.
5. Nobody is disadvantaged by playing at a “lower” level. Participants are provided access to appropriate development pathways to progress to a “higher” level if they desire.
6. The system of competition supports, and rewards LTAD-based training informed by Ringette Canada’s Athlete Development Matrix.
7. Competition reflects the True Sport Principles and the values of Ringette Canada.

### **Important considerations and guidelines on positioning**

Ensuring all players are given the opportunity to develop a wide range of ringette skills is a primary goal of the LTAD model. Early specialization (U12 and below) in sport is counter to these principles. It is important that players, parents and coaches are aware that at early stages of athlete development, allowing players to play only one position is detrimental to their development. Coaches are strongly encouraged to base their decisions on this point.

### **What skills should coaches be coaching at what time**

Long Term Athlete Development has put together a very detailed Ringette Technical Skills Matrix which was designed to give coaches and parents a better understanding of the stages of skill development to ensure the athlete acquires the skills in the proper order. This matrix can be found here: [Materials\Ringette Technical Skills Matrix.pdf](#)

Some additional information on U10 specific can be found here:

<http://www.ringettetips.com/what-should-u10-coaches-be-teaching/>

## Practice planning guidelines

Preparing for practice is extremely important. Your practice planning should be designed to have players improve their existing skills, learn new ones, and work together as a team. This section contains practice planning guidelines that may have to be adjusted based on team needs and the ages of your players.

These practice phases include:

1. Warm-up
2. Main part
  - a. Individual skills
  - b. Positional skills
  - c. Team skills
3. Cool-down

### Warm up

Purpose is to prepare the body for the efforts of the main practice.

#### General Warm-Up

- General exercises or games to loosen muscles and raise body temperature
- Progressive stretching that is dynamic (with movement)

#### Specific Warm-Up

- Brief activities that athletes already know that mimic the movements of the main part (may even be the same activity, but at lower intensity)
- A gradual increase in intensity that will not tire the athlete

There should be a quick transition between the end of the warm-up, the explanations/instructions given for the first activities of the main part, and the activities themselves

### Main Part

The purpose of the main part is to perform activities that will help athletes improve sport-specific abilities and fitness.

### Individual skills

Individual skills include:



- Skating
- Ring handling
- Passing
- Shooting

During the first month, about 55% of each practice (33 minutes) should be devoted to individual skills. As the season progresses, the amount of time devoted to individual skills development normally decreases.

Once the season starts (to about the mid-season point), practicing individual skills should take up about 15 minutes of each practice (25% of the overall practice time). Once you have past the mid-season point, individual skills should be worked on for about 12 minutes (20% of the overall practice time).

## Positional Skills

Positional skills include:

- Forward
- Defence
- Goalies

Positional skill execution works in a similar way; with about 25% of each pre-season practice devoted to positional skills (playing defense, forward, or goaltender). Where possible, the coach should try to incorporate positional drills that will help each type of player. The 1-on-1 or 2-on-1 drills are very effective at teaching skills for all three positions at the same time.

The difference between positional skills and individual skills is that as the season progresses, positional skill execution time should increase (versus decrease for individual skills). Once the season is more than halfway complete, positional skills should increase to about 40% of each practice (24 minutes).

## Team Skills

Team skills include:

- Breakouts
- Triangle penetration
- Offensive tactical skills
- Forechecking
- Backchecking
- Defensive tactical skills
- Free ring
- Penalty Kill
- Power Play
- Scrimmage

The time spent on team skills (breakouts, offensive zone penetration, etc) will also increase during the season; beginning with approximately 6 minutes (10% of your practice) and increasing to approximately 18 minutes (30%) by the end of the season.

#### Beginning of the Main Part of Practice (athletes are not tired)

- Activities to acquire new techniques, skills, or motor patterns (new drills)
- Activities that develop or require coordination or balance
- Activities that develop or require speed

#### Middle of the Main Part of Practice

- Activities to develop or require speed-endurance
- Activities that develop or require strength
- Activities that develop or require strength-endurance

#### Later in the Main Part of Practice (when athletes tired)

- Activities to consolidate skills already acquired (drills done in previous practices)
- Activities that develop or require aerobic endurance
- Activities to develop flexibility

#### **Cool down**

- Purpose is to begin recovery
- Gradual decrease in intensity
- Stretching, especially of muscles most used.

Following the team drills, coaches should allow their team a couple of minutes to cool-down. This involves moderate paced skating to allow leg muscles to stretch and provides for a gradual reduction in the pace of practice.

## PRACTICE PHASES GUIDELINES

Practice Phases	Month 1	Month 2 to mid-season	Mid-season to end of season
<b>Warm up (General warmup)</b>	5% or 3 minutes	5% or 3 minutes	5% or 3 minutes
<b>Individual skills (Specific warm up and main part)</b> <ul style="list-style-type: none"> <li>● Skating and conditioning</li> <li>● Rings skills <ul style="list-style-type: none"> <li>○ Passing and receiving</li> <li>○ Shooting and rebounds</li> </ul> </li> </ul>	55% or 33 minutes	25% or 15 minutes	20% or 12 minutes
<b>Positional skills (main part)</b> <ul style="list-style-type: none"> <li>● Forward</li> <li>● Defence</li> <li>● Goalies</li> </ul>	25% or 15 minutes	40% or 24 minutes	40% or 24 minutes
<b>Team skills (main part)</b> <ul style="list-style-type: none"> <li>● Breakouts</li> <li>● Triangle Penetration</li> <li>● Offensive tactical skills</li> <li>● Forechecking</li> <li>● Backchecking</li> <li>● Defensive tactical skills</li> <li>● Free ring</li> <li>● Penalty Kill</li> <li>● Power Play</li> <li>● Scrimmage</li> </ul>	10% or 6 minutes	25% or 15 minutes	30% or 18 minutes
<b>Cool down</b>	5% or 3 minutes	5% or 3 minutes	5% or 3 minutes
<b>Total</b>	100% or 60 minutes	100% or 60 minutes	100% or 60 inutes

- All practices are either half ice or full ice.
- Come prepared to every practice with a plan.
- Don't forget those water breaks.
- Plan for five or six different drills – about 10 minutes each and likely only get through four or five.
- Don't forget the games! Athletes of all ages love to play games or do some kind of challenge at the end of every practice.
- Dividing into two or three different groups can be good for doing station work – as a result you need at least two or three coaches on the ice. It helps to pair players together that are of the same skill level (e.g., for a checking drill) so they can gain confidence and be challenged at the same time.
- Keep the players moving – no one should be standing in line for more than a minute to do a drill.
- Use your whiteboard to draw out drills that are hard to explain and to go through game strategies. One strategy is to draw it out on a whiteboard in the dressing room before you go on the ice. This will save you from having to use expensive ice time to explain.
- Try to use dryland for stationary shooting and game strategies too – ice is expensive to have players standing around so you would rather use gym time to work on shooting and free pass plays.

A sample dryland practice plan can be found here: [Materials\Dryland Practice Sample.docx](#)

## How to Coach Basic Ringette Skills

Detailed slides on coaching Ringette skills can be found here: [Coaching Ringette Skills](#). This can be a very useful tool in teaching all the basic skills such as basic stance, grip, ringhandling, shooting, etc.

There is some division specific information in the following folder: [Other Useful Materials](#)

## League games

Familiarize yourself with [Division specific rules](#)

## Schedule

The master schedule can be found on the RRA website as follows: [RRA Master Schedule](#)

## Game Format

- you will be required to have one parent work in the box for each game (ideally schedule the family name directly in the game notes in TeamSnap)

It is recommended to track player position for each game especially in the younger divisions so that, if requested, you can inform parents how often their child has played in a certain position and come prepared for every game knowing who is playing where.

A sample table for tracking player activity can be found here. [Materials\Position tracker.docx](#)

Positioning recommendations can be found here: [Materials\Other useful materials\U10\Positioning Recommendations.docx](#)

## **Affiliate Players (AP)**

An affiliated player (AP) is a player who is eligible to play on their own registered team, plus one other team of a higher age division or category A player can affiliate for no more than one other team; once they have been rostered as an AP they cannot switch to affiliate for another team in that season.

Each team will be provided with an Affiliate Player list from their commissioner which will follow the following criteria:

- U10 TBD
- U12B can draw from U10
- U12A can draw from U12B and U10
- U14B can draw from U12B
- U14A can draw from U14B, U12A and U12B

Refer to the Affiliate Player rules for maximum usage of affiliate players. All Affiliate Player rules must be followed to avoid forfeitures or suspensions. Please see the following link (page 12) for more information: [Affiliate Players Rules](#)

## **Preparing for first game**

Due to not having a lot of practice ice times prior to your first game it may be helpful to share the below Game Review and Rules Summary to all parents and players. Ideally you would also share what position each player is going to play at the upcoming game so parents can review the role their child will play.

## Pre-game Review

We have created a game review document that you may want to consider reviewing with your players or handing out to parents that are new to Ringette. This document can be found here: [Materials\Position Reviews for Players\Game Review.docx](#)

Game review and position review sheets that you can handout to your players can be found here: [Materials\Position Reviews for Players](#)

## Rules Summary

A rules summary can be located here: [Regina Ringette Association League Rules.doc](#)  
*Please be aware the league rules have changed due to COVID-19*

## Pre-game and post-game rituals

Create pre-game rituals. It's important for players to understand the timing of pre-game. In other words, make a schedule for what the hour (or time you assigned) before the game looks like. Arrival time, off-ice warm up, "dressed and ready" time, on-ice warm up, pre-game speech, are all pieces of the pre-game ritual that need to be scheduled and routine.

Pre-season is a terrific time to put in place a pre-game routine schedule for your team. Occasionally there needs to be some modification but sticking to rituals like this pay dividends throughout the season.

## Pre-game Speech

- Keep it short and simple.
- Goal is to help your athletes perform well, give them a few points to remember and that's it.
- Do not introduce any new information. This is a time when you want to be able to reinforce prior messages, not introduce new ones. Too much information could potentially cause information overload or overthinking their performance. Trust that your days and weeks of practice have prepared them; do not try to do it in 5 minutes before the game.
- You may have to tell players which positions they are playing – an idea is to have the players sit in their positions beside each other before you start the speech. If you go over their jobs it is easier for you to speak to a specific area of the change room instead of addressing the entire room.
- Talk about any team goals you want to work on e.g. take the ring from the other team 3 times in their end, pass the ring out the center ice free pass good 75% of the time, etc.

- Finish up by giving them one to two final pieces of information – strategic, instructional information.
- Pump them up...do a team cheer!!

Make sure you stay relaxed yourself and keep your players loose. The secret to playing well is relaxation. If you as the coach are an uptight, anxious mess pre-game, then soon your players will follow your lead. Stay calm and relaxed to help your athletes do the same.

### **Post-game Speech**

It is suggested to have all players have a seat in the dressing room after the game and only remove their helmets; so all coaching staff can have a post-game talk.

- Keep it short and simple
- Stay positive and do not let the scoreboard influence what you say to the athletes or how you say it
- Review any team goals you may have set out in the pre-game speech
- Recognize the good sportsmanship your players displayed
- Conclude on a high note with a team cheer or send them home with a smile!

### **Submitting the scores**

The winning team, or the home team in the case of a tie, is responsible to submit the game score to the RRA website within 24 hours. U8 teams are not required to submit game scores to the website. For games involving Buffalo Plains teams, the score must be submitted on the Regina Ringette website.

The winning team, or the home team in the case of a tie, is responsible to email a copy of the game sheet to [gamesheets@reginaringette.sk.ca](mailto:gamesheets@reginaringette.sk.ca) within 24 hours. The copy can be a picture or scan, but the text must be clear and readable. U8 teams are required to submit game sheets.

Game scores and game sheets must be submitted within 4 hours of the completion of the game during all league playoff games. More information can be found on the RRA website at the following link: [Submitting the score](#)

## **Tournaments**

The team may choose to register for a few tournaments throughout the season. If you have an out of town tournament you may want to consider taking a bus as a team but this will add extra cost to your team budget.

If you do take a bus, it is very helpful to have an itinerary for parents and players so everyone is on the same page. Be flexible in setting your itinerary for your team to accommodate your players and parents' wishes. Keep free time open or discuss with everyone how they would like to spend their time.

A sample itinerary can be found here: [Materials\Sample Itinerary for Tournaments.docx](#)

## League Playoffs

The scheduler is in charge of scheduling all playoff games. The league playoffs will begin around mid-March and conclude by March 31st. Only divisions with a minimum of two eligible teams will be scheduled for League Playoffs. See the following link (pg. 12) for more information. [League Playoffs.doc](#)

## Medical

- Be familiar with basic medical care as it pertains to the players.
- You should have a first aid kit adequately supplied for games and practices.

## First Aid Kit

- Each team is to have a first aid kit on the bench at all times.
- You may want to collect medical records for your players and have them at each ice time. Ensure these are kept confidential. A sample can be found here: [Materials\Medical Form.doc](#)
- Communicate with parents if you have any player injuries or concussions.

## Emergency Action Plan

Ringette is a very fast and physically demanding sport. Even with the best training and preparation, accidents and injuries can occur. Thankfully many of the injuries are minor and do not require a player to miss a shift or game.

However there is the rare occasion when injuries can be more severe. It is important to make sure you have an emergency action plan put in place for these types of incidents. Please see the following link for an example: [Materials\Emergency Action Plan.docx](#)



## Concussion Management

As a team you can set up Concussion Baseline testing with a company but there would be an extra cost for each player. This testing can help a player return safely to the ice. Note: This expense is usually reimbursed through an employee benefit plan as physio.

The following website from Ringette Canada will provide more information regarding Concussion Management. [Concussion Management.doc](#)

Other material on concussions can be found at: [Materials\Other useful materials\Concussion Management](#)

## Useful Resources

### Regina Ringette Policies

[Find Regina Ringette Policies here](#)

### What is Ringette?

[What Ringette is can be found here](#)

[www.reginaringette.sk.ca](http://www.reginaringette.sk.ca)

[www.ringettesask.com](http://www.ringettesask.com)

[www.ringette.ca](http://www.ringette.ca)

### Extra optional resources for purchase:

#### Teaching skating

<https://www.chapters.indigo.ca/en-ca/books/Laura-Stamms-Power-Skating-4th-Laura-Stamm/9780736076203-item.html>

You can sign up here for free tips to your inbox: <http://www.ringettetips.com/>