



July 2, 2024

## RINGETTE NEW BRUNSWICK

### 2024-2025 HIGH PERFORMANCE HEAD COACH SELECTION AND CANDIDATE INFORMATION PACKAGE

Ringuette NB is seeking enthusiastic, experienced, and self-motivated candidates with high personal and professional standards to act as Head Coach for Team NB at the 2025 Eastern Canadian Ringuette Championships.

We are looking for coaches for the following teams:

- U19A
- 18+

The Head Coach will be responsible for working with Ringuette New Brunswick in the planning, organizing of the 2024-2025 Team NB. The teams and staff will be a part of RNB's High Performance Program.

To be a Coach for our Team NB you must have the following certifications:

- (U19A & 18+) ☑ Competition Introduction Certified

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The Coach must also have all additional Ringuette NB required certifications.

The ideal candidates will have a proven track record, a strong work ethic and relevant experience with ringette at major regional and/or national competitions. RNB is aware that Covid-19 has limited those opportunities over the past few seasons and will consider Community and previous HP coaching experience.

Applicants must also be a member in good standing with Ringuette NB. The selected Head Coaches will work closely with athletes, other team staff members, families, Ringuette NB committees and staff, event personnel, and other members of Ringuette NB high performance teams. The successful candidate must possess excellent interpersonal and communication skills. This volunteer position requires extensive evening and weekend work, and travel will be required. There is an expectation that the successful candidate will prioritize their Team NB role to other coaching roles they may have.

*Ringuette NB would like to thank all candidates for their interest. We will only be contacting those selected for an interview.*

### 2024-2024 TEAM NB COACH SELECTION: HEAD COACH

*Ringuette NB is currently seeking applicants interested in the position of Head Coach for the 2022-2023 Teams in the HP program*

Status: Accepting Applications

Application Period: September 24, 2024



Position Term: August 2024 – April, 2025

**Please note: Applications received after September 24 at 11:59pm will not be accepted – no exceptions.**

Ringette NB would like to thank all candidates for their interest. We will only be contacting those selected for an interview.

Applicants interested in being a Head Coach must meet the following minimum requirements to apply and submit a completed application package. Applicants who do not meet the minimum criteria or who do not submit a completed application package, as outlined below, will not be selected for an interview.

## ESSENTIAL QUALIFICATIONS

### EASTERN CANADIAN CHAMPIONSHIP

- The head coach must be Competition-Introduction Certified or on track (prepared) to meet required certification requirements to be complete and certified before January 31, 2023. The Rest of the bench staff must be Competition-Introduction trained.
- Course to be Complete:
  - 1- Make Ethical Decision
  - 2- Coach initiation in sport
- Coaches must complete the following performance planning certification:
  - Making Headway in Sport
  - Respect in Sport for Activity Leaders
  - Coach Association of Canada Safe Sport Training
- Willing and available to be a part of the RNB High Performance Program, HP Program evaluation and assessment for the 2024-2025 season.

## ASSET QUALIFICATIONS

- Experience in a Head Coach role;
- Experience in leading a sport program; and
- Competition Development Trained or Certified in Ringette, Registered to take the Competition Development

## HEAD COACH RESPONSIBILITIES

- Complete all relevant coach certification requirements;
- Follow and adhere to the RNB HP Guidelines;
- Work with Ringette NB HP program and Staff



- Support with the application, interview and selection process of Assistant Coaches and any other additional team staff;
- Plan and attend all selection and training camps, pre- tournaments and other team related events and activities;
- Serve as a positive role model, maintain the highest standards both on and off the bench;
- Uphold the Ringette NB Values and the Coach Code of Conduct;
- Work with the Team NB evaluator group on the evaluations and release of athletes through the Team NB selection process; and
- Select athletes to Team NB in collaboration with the NB HP evaluating group.
- Submit a yearly training Plan for your season to our Technical director:  
[ringettenb.technical@gmail.com](mailto:ringettenb.technical@gmail.com)

### APPLICATION PACKAGE

All interested applicants should submit the following items to Ringette NB by September 24, 11:59PM. Please include your NCCP number on all documents.

1. Resume ○ Including all sport, coaching and leadership experiences. *You are responsible for collecting and submitting this information; any previous applications submitted to RNB will not be used.*
2. Cover letter ○ Should be no longer than one page and include why you feel you are a good fit for the Team NB 2024-25, what attributes you bring and how you plan to run a successful program. If you do not currently meet coach certification requirements, mention of your plan for certification should be included.
3. Team NB 2022-23 Program Plan (your vision) ○ Program outline from September 2024 to April 2025 ○ Periodized Training Plan for the year 2024-2025
4. Letters of Reference (2) submitted from the reference directly to TD Director. [RingetteNB.technical@gmail.com](mailto:RingetteNB.technical@gmail.com)
  - ❖ One from your local ringette association
  - ❖ One from a current/previous (within the past 3 years) coaching staff member

The application package should be submitted to [RingetteNB.Technical@gmail.com](mailto:RingetteNB.Technical@gmail.com) with the subject “2024-2025 Team NB Head Coach Application: Team Applying for, Your Name, NCCP Number”

### INTERVIEW AND SELECTION PROCESS

Shortlisted candidates will be offered an interview.

The interview will take place virtually and consist of the following members

- ❖ Ringette NB Technical director
- ❖ Ringette NB Executive Director
- ❖ Member selected by RNB’s HP Committee



The interview will consist of a standard set of questions, as well as questions regarding the Coach's application package and any follow up questions from the Interview Committee. Prior to completing an interview, candidates will be asked to sign an Information Release Request, providing Ringette NB permission to contact their references and relevant members of the ringette and sport community. Candidates may be asked to provide additional references at the request of the Interview Panel.

The successful candidate will be required to complete the following before their appointment will be finalized and announced:

- ✓ Sign a volunteer agreement
- ✓ Complete a Criminal Record Check; and
- ✓ Show a valid Driver's License.

Successful Applicants must meet the following criteria by January 31, 2023

- Complete Competition Development Course for Ringette
- Complete Competition Development Portfolio and Evaluation
- YTP before Sept 30 ,2024

Any questions about the 2024-2025 Team NB program can be directed to RNB  
Technical Director at [RingetteNB.Technical@gmail.com](mailto:RingetteNB.Technical@gmail.com)