



Timmins Ringette Association

Board Position Questionnaire

This questionnaire asks about position job content. Please take time to fully and attach extra pages or examples if necessary.

1 Position Identification

Title	Equipment Manager	Date	April 25, 2021
Name	Mike Plouffe	Email:	equipment@timminsringette.com

2 General Purpose

Distribution & maintenance of all ringette equipment

3 Key Activities & Tasks

Consider the key activities or responsibilities you undertake. Describe each of them, by a phrase, at the top of each box. Estimate (to the nearest 5%) the percentage of time per season you spend on each (combined total = 100%). For example:

1/2 day/day annually = 50%

1/2 day/bi-weekly = 5%

1/2 day/week annually = 10%

1/2 day/monthly = 2.5%

Then describe the **Major Tasks** for each activity using details or examples in the large box below

Activity A: Location & contact information

% of Time: 2.5 %

- Lock is located at Whitney arena
- 2 set keys (equipment manager & Board member)
- Arena contact is Fred Salvador (705-360-2600 ext. 7233)



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Activity B: Equipment details

% of Time: 50%

- Distribute out equipment in fall
- Pick up equipment in spring
- Keep log of all equipment
- Make sure all equipment are in good condition
- Maintain the shot clocks, replace batteries in remotes at begin season

Activity C: Game Sheets

% of Time: 2.5%

- Order game sheets
www.ringetteontario.com
Operating resources
Resource order form
Email to: operations@ringetteontarion.com

Activity D:

% of Time:



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Activity E:	% of Time:

4	Estimated Hours Required	
<p>What do you estimate the time would be required for this position. We recognize that the time requirements vary from season to season so we really only looking for an estimate and when the time is required. Please consider your time over the entire year not just the playing season and don't forget to include time for meetings.</p>		
Month	Activities (A, B, C, D, E from above)	Time Estimate (Hours Per Week)
June		
July		
August	B	1
September	C	1
October	B	4
November		
December		
January		
February		



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Additional Comments:

Might need to do extra hours during the season. If coaches or staff need some equipment, they will contact you. Always make sure they give you 24 hrs notification.

