



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 Registrar

Date

Name

Email:

2 General Purpose

- Program and manage the RAMP registration system.
- Ensure registrations of all players, coaches, volunteers & Board of Directors for the active season is completed by **October 31st each year.**
- Program all registration fees and directives prior to opening the registration (**latest September 1st**)
- Ensure teams TRF are completed, signed and filled with Ringette Ontario by **October 31st each year.**
- Double check registration numbers and RO invoices when Treasurer receives her invoices (on or around December 1st both NER & RO invoices should come in)
- Make changes to team rosters
- Inform House League Director and Executive committee of new registrations as they occur
- Monitor the Timmins ringette Email on a regular basis

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: REGISTRATION TIME

% of Time: 75

REGISTRATION OPENING: Ensure all divisions are programmed with proper fees in RAMP Registration prior to launching the registrations. Double check the credit card options. Double check the Promo Codes & other credits being offered are working properly prior to launch. Monitor registrations as they enter once launched.

*** this is the biggest part of the registrar position ***

Activity B: MAKING TEAMS

% of Time: 10

SEASON START : Provide a list of names by age divisions of all players registered to the House League Director & Coach Development Director the day of their meeting to make the TEAMS.



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TEAMS : Once House League Director confirms the teams, TRFs have to be printed, signed and filed with Ringette Ontario using the Google Drive email account.

Activity C: BOARD MEETINGS

% of Time: 15

QUESTIONS FROM BOARD : Keep the executive and board members informed of the registration numbers as they come in. Provide an update to the Board members at every MONTHLY BOARD meeting.

Activity D:

% of Time:

Activity E:

% of Time:

4 Estimated Hours Required

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.

Month	Activities (A, B, C, D, E from above)	Time Estimate (Hours Per Week)
June	A,C	1.5
July	A,C	1.5
August	A,C	2.5
September	A,B,C	3
October	B,C	2.5
November	B,C	1.5
December	B,C	1.5
January	C	1.5
February	C	1.5



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	March	C	1.5
	April	C	1.5
	May	C	1.5

Additional Comments:

Most of the work is completed by Christmas for the Registrar position. The biggest time consuming part is to administer and monitor the RAMP registration process from August to December. The most time is spent attending the Board meetings every month and reporting the numbers of registration through out the season.

