



Timmins Ringette Association

Policy Statement

Policy #1

Roles & Responsibilities

**Effective Date:
2022-??-??**

PURPOSE

It is important that the roles and responsibilities of each member of the Board of Directors is clear to current Board members, prospective Board members and the general membership. This policy details those roles and responsibilities through the use of a Board Position Questionnaire and Appointed Position Questionnaires documents that will be reviewed and updated on an annual basis.

PROCEDURE

1. Each Board member must review and update their respective Board Position Questionnaire before June 30 of each year.
2. Each Appointed Position must review and update their respective Appointed Position Questionnaire before June 30 of each year
3. The Board of Directors must ratify any updated questionnaires before July 31 of each year.

DOCUMENTS

- Blank Board Position Questionnaire
- Completed Position Questionnaires

Board

- President
- Vice-President
- Past President
- Secretary
- Treasurer
- Registrar
- House League Director
- Coach Development Director
- Player Development Director
- Media Director
- Fundraising Director
- Tournament Director
- Competitive Director
- Ice Scheduler
- Director At Large

Appointed Position

- Referee In Chief
- Minor Officials Manager
- Equipment Manager
- Webmaster
- Social Media Manager



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

Date

Name

Email:

2 General Purpose

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:

% of Time:



Timmins Ringette Association Board Position Questionnaire

Activity B:

% of Time:

Activity C:

% of Time:

Activity D:

% of Time:

Activity E:

% of Time:



Timmins Ringette Association Board Position Questionnaire

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		
July		
August		
September		
October		
November		
December		
January		
February		
March		
April		
May		

Additional Comments:



Timmins Ringette Association

Board Position Questionnaire

Completion Instructions

Please complete the following form with as much detail as you can. We will be using this information to ensure that we have some functional continuity in the Board over the years and that no new Board member has to start from scratch. The information gathered here will be used to maintain the documentation we have on file.

Thank you in advance for helping to ensure that the people that come after you on the Board can get into their assigned roles as quickly and easily as possible ...

The following should help you with the completion of the questionnaire. The questionnaire is divided into 4 sections, Position Identification, General Purpose, Key Activities and Estimated Hours Required.

Position Identification

Title – Please use the title as is outlined in our by-laws

Date – The date you are completing the questionnaire

Name – Your name

Email – Your primary email address

General Purpose

Tell us, in very general terms, what the overall function of the position is. This section is often completed last and is a synopsis of the key activities.

Key Activities

In this section we want to know what the major tasks are of the position and the estimated time commitment expressed as a percentage of all the time required to perform the key activity. Also required is a list of the individual specific tasks that contribute to completing the key activity. As an example, a key activity of the Treasurer is maintaining the books of the TRA, some of the tasks that contribute to that activity are recording revenue transactions, recording expense transactions, recording journal transactions, etc etc. Some people have completed this section by listing every single detailed task they perform then sorting that list so that the key activities get driven out from the sort.

Estimated Hours Required

For each month in our fiscal year we are asking you to tell us what key activities you work on and the estimated number of hours per week in total that you work on them. It doesn't have to be an exact science, we're just trying to get a picture of when the biggest work loads hit us, which in turn will help us manage our expectations.

Thank You Very Much For All You Do To Support Our Game !!!!



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 President

Date April 26, 2021

Name Chantal Merenda

Email: president@timminsringette.com

2 General Purpose

The president of the Timmins Ringette Association is responsible for the overall direction and oversight of all activities associated with the association and shall preside through the Board of Directors as provided in the by-laws.

The president is charged with the general management and supervision of the affairs and operations of the Corporation.

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: Day to Day Responsibilities of President of TRA

% of Time: 80

- Prepare meeting agendas
- Liaison between TRA, Ontario Ringette Association and Ringette Canada
- Keep Board Members up-to-date with any correspondence received by ORA or Ringette Canada
- Ensure that all TRA Constitutions, Bylaws, Policies, Rules and Regulations or any other decision of the Board of Director is being followed by its members. If not, the President will take immediate steps and follow through with any recommendations.
- Communicate with parents and players; be available to answer questions from members of the Associations.
- Give leadership to the governing body of TRA.
- Work closely with the Treasurer and will have signing authority. Send invoices, cheques monthly.
- Work closely with the Vice-President, keeping the VP informed in case the President should be absent for any reasons



Timmins Ringette Association Board Position Questionnaire

- Help with the process of applying for Grants with the assistance of the Treasurer.

Activity B: Board of Directors and Annual General Meetings	% of Time: 10
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- Prepare meeting agenda
- Attend Board Meetings once a month, during the meeting the agenda is followed and any outstanding and/or upcoming issues, tasks or activities are reviewed and discussed.
- Attend AGM, which is once a year. We present an overview of the season success, present and vote for new board members etc..

Activity C: Act as the official spokesperson of the TRA	% of Time: 10
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President will act as the spokesperson for TRA whether be through a radio interview, social media, City Council etc..

Activity D:	Remain in contact with Execuetive	% of Time: 15
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Timmins Ringette Association Board Position Questionnaire

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		
July		
August		
September		
October		
November		
December		
January		
February		
March		
April		



Timmins Ringette Association Board Position Questionnaire

Additional Comments:

Even though the role of President has many roles and responsibilities it is quite a fulfilling position knowing that you are helping and making a difference for youth or adults to stay active and play a sport they love.



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 Vice President

Date

2021-04-27

Name David Laneville

Email:

vice-president@timminsringette.com

2 General Purpose

- To act in place of the president as required or delegated
- Be an active member of the Executive Committee
- Be an active member of the Board of Directors
- Monitor and maintain TRA policy
- Participate in public relations activities as required

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:

Board of Directors Participation

% of Time:

50 %

- Monitor TRA policy to ensure it is current and effective
- Communicate Executive Committee information as required
- Participate in discussion ensuring that the best interests of the TRA and its members are the primary focus
- Gather information that will require input from the Executive Committee before decisions can be made
- Support motions of the Board that have been passed by a majority of the Board



Timmins Ringette Association Board Position Questionnaire

Activity B:	Executive Committee Participation	% of Time:	45 %
<ul style="list-style-type: none">• Draft policy for consideration by the Board of Directors• Identify major initiatives for consideration by the Board of Directors• Respond to situations that affect the TRA on behalf of the Board of Directors• Ensure that the Board of Directors has as much information as is required to make informed and effective decisions			
Activity C:	Assumption Of The Duties Of The President	% of Time:	5 %
<ul style="list-style-type: none">• Chairs meetings• Make decisions as required• Keep the President apprised of actions taken and decisions made			
Activity D:	% of Time:		
Activity E:	% of Time:		



Timmins Ringette Association Board Position Questionnaire

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	1
July	A B C	1
August	A B C	4
September	A B C	4
October	A B C	3
November	A B C	3
December	A B C	3
January	A B C	3
February	A B C	3
March	A B C	2
April	A B C	2
May	A	1

Additional Comments:



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

Past President

Date

2022-01-13

Name

From Orig ByLaws

Email:

2 General Purpose

The Past President will have a vote in all decisions of the Board, will act as an advisor to the Board of Directors and more precisely be a close advisor for the Executive members of the Board and will carry out all duties assigned by the Board.

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:

% of Time:



Timmins Ringette Association Board Position Questionnaire

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Activity B:	% of Time:

Activity C:	% of Time:

Activity D:	% of Time:



Timmins Ringette Association Board Position Questionnaire

Additional Comments:



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 Secretary

Date April 25, 2021

Name Sue Viel

Email: secretary@timminsringette.com

2 General Purpose

- To organize and plan board meetings
- To be active on both the Executive Committee and the Board of Director
- Prepare sponsor letters and Thank you letters
- Complete grant applications
- Responsible for the documentation of all amendments to the Corporation's By-laws

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:

½ day/day annually = 50%

½ day/bi-weekly = 5%

½ day/week annually = 10%

½ day/monthly = 2.5%

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

Activity A: To Organize and Plan Board Meetings

% of Time:

- Record the minutes of all the meetings
- Send meeting notification
- Prepare all meeting documents (agenda and minutes)
- Keep/store record of all documents

Timmins Ringette Association Board Position Questionnaire

Activity B: Executive and Board Member		% of Time:
<ul style="list-style-type: none"> a. Assist with any urgent matter b. Provide assistance where needed c. Keep good records of meetings 		
Activity C: Prepare sponsor letters and Thank you letters		% of Time:
<ul style="list-style-type: none"> a. Prepare sponsorship request letters b. Prepare Thank You letters c. Prepare invoice for sponsorships 		
Activity D: Complete grant applications		% of Time:
<ul style="list-style-type: none"> a. Research available grants b. Complete and submit applications 		
Activity E: Responsible for the documentation of all amendments to the Corporation's By-laws		% of Time:
<ul style="list-style-type: none"> a. Make yearly changes to Form1 		
4	Estimated Hours Required	



Timmins Ringette Association Board Position Questionnaire

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		
July		
August		
September		
October		
November		
December		
January		
February		
March		
April		
May		

Additional Comments:



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	Treasurer	Date	May 19, 2021
Name	Anne Viel	Email:	treasurer@timminsringette.com

2 General Purpose

- To accept all incoming funds
- To pay all invoices
- Maintain all accounts in good standing
- Give reports to board, executive and membership
- Set up RAMP with Registrar

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: Maintaining books in good standing

% of Time:

- Set up season
- Balance all accounts (Bingo, tournament, General and A Teams)
- Set up A Team interim accounts and balance
- Set up signing authorities at Bank

Activity B: Pay invoices

% of Time:

- Enter and pay all invoices
- Pay officials (ATM)
- Pay minor officials (To manager)
- Go to mail
- Data entry
- Pay A Teams bingo allocations



Timmins Ringette Association Board Position Questionnaire

Activity C: Receiving Funds

% of Time:

- Receiving all registrations, enter and balance with RAMP
- Set up Global payment (Credit card)
- Invoice Iroquois Falls for season ice
- Give report to president on all outstanding sponsors and members
- Receive all tournament fees
- Data entry
- Set up RAMP Powerskating
- Set up RAMP Tournaments

Activity D: Reports

% of Time:

- Prepare proposed/actual budget monthly for meeting
- Prepare budget meeting
- Prepare Ringette Camp report
- Prepare Report for AGM
- Prepare Bingo Reports and send to City
- Have books verified

Activity E: Committees

% of Time:

- Sit on Tournament Committee
- Sit on Regional Committee
- Sit as Treasurer on any other Committee that would need TRA Treasurer



Timmins Ringette Association Board Position Questionnaire

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, B, C, D	.5 to 1 hour
July	A, B, C, D	2 to 3 hours
August	A, B, C, D	3 to 4 hours
September	A, B, C, D	4 to 7 hours
October	A, B, C, D	4 to 7 hours
November	A, B, C, D	4 to 5 hours
December	A, B, C, D	4 to 5 hours
January	A, B, C, D	4 to 5 hours
February	A, B, C, D	4 to 5 hours
March	A, B, C, D	4 to 5 hours
April	A, B, C, D	3 to 4 hours
May	A, B, C, D	2 to 3 hours

Additional Comments:

- E is only on tournament or regional years in Timmins. This is another 5 to 10 hours a month From December to April



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.



Timmins Ringette Association Board Position Questionnaire

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.



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	Senior house league coordinator	Date	26 Avril 2021
Name	Remi Harvey	Email:	Dir-houseleague@timminsringette.com

2 General Purpose

To make sure that the JBO house league program runs smoothly. If problems arise deal with them in a timely manner as efficiently as possible.

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:

Yearly start up

% of Time: 100

Make sure that all teams in your division have what they need to start their year successfully.
Make sure all teams know you are the person to contact if they have any issues that come up during the year.



Timmins Ringette Association Board Position Questionnaire

Activity B:	Deal with problems when they arise	% of Time:
<p>If any problems develop during the year it is your responsibility to find a solution or resolution to any incident.</p> <p>Direct people towards the right person to talk to when reporting incidents</p> <p>Organize or lead investigation into incidents</p>		

Activity C:	% of Time:

Activity D:	% of Time:

Activity E:	% of Time:



Timmins Ringette Association Board Position Questionnaire

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		
July		
August		
September		
October		
November		
December		
January		
February		
March		
April		
May		

Additional Comments: This position can be very quiet or very busy depending on the years. It all depends on what happens during the season. My best advice would be to deal with things as fast as possible and to ask the proper people to help resolve different incidents that may arise. Be as transparent as you can and be fair to all involved.



Timmins Ringette Association Board Position Questionnaire



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	Coaching Development Director	Date	April 26, 2021
Name	Chantal Merenda	Email:	coachdev@timminsringette.com

2 General Purpose

The director of coaching is an important role within the TRA, to ensure that each team is coached by knowledgeable certified coaches.

The coaching director acts on behalf of all house league and competitive coaches

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:

Coach Director Role and Duties

% of Time: 90

- Oversee coaching/bench staff recruitment and selection according to TRA policies.
- Ensure all bench staff have required credentials according to ORA including completed Criminal Record Check
- Arrange required training/certification needed for any new Bench Staff
- Advise on any rules, regulations and policies changes
- Work closely with Registrar, maintain contact information and records on each teams Bench Staff
- Be available to new coaches to assist
- Communicate with Bench Staff any information required to attend provincial tournaments.
- Assist with other committees when required
- Address any concerns, complaints or protest in all divisions and will participate to any complaints process presented to the House League Director.



Timmins Ringette Association Board Position Questionnaire

Activity B:	Meetings	% of Time: 10
<ul style="list-style-type: none">• Meet with coaches before the start of the season and throughout as required• Attend all Board Meetings		
Activity C:		% of Time:
Activity D:		% of Time:
Activity E:		% of Time:



Timmins Ringette Association Board Position Questionnaire

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		
July		
August		
September		
October		
November		
December		
January		
February		
March		
April		
May		

Additional Comments:



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The role required significant time during the last week of August through the entire month of September.



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	Player Development	Date	April 26 2021
Name	Nancy Courchesne	Email:	player-dev@timminsringette.com

2 General Purpose

The Player Development of the Timmins Ringette Association monitors, improves and develops the skills of the players at every level.

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:	Receives and evaluates player advancement requests	% of Time:
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-Upon receiving a player advancement request, the player development director forms a committee to observe the player in action and follow the TRA policies to make a decision on whether or not the player should move up or down.



Timmins Ringette Association Board Position Questionnaire

Activity B:	Be responsible to coordinate the players' clinics, skill development clinics and tests available from the provincial association or Ringette Canada.	% of Time:
Activity C:		% of Time:
Activity D:		% of Time:



Timmins Ringette Association **Board Position Questionnaire**

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		
July		
August		
September	A	1-2
October	A-B	1-2
November	B	1-2
December	B	1-2
January	B	1-2
February	B	1-2
March	B	1-2
April		
May		



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Additional Comments:



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 Media Director

Date 2022-01-13

Name From Orig ByLaws

Email:

2 General Purpose

The Media Director will be responsible for all promotions dealing with the Association, including media releases and advertising, will work closely with the Webmaster and Facebook Manager for press releases, will coordinate a Ringette Week campaign in conjunction with the provincial association's and Ringette Canada's promotions, will promote other programs such as Outreach, Ringette for Life or any other programs developed or promoted through the provincial or federal ringette associations and will perform such other duties as may from time to time be established by the Board

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:

% of Time:



Timmins Ringette Association Board Position Questionnaire

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Activity B:	% of Time:

Activity C:	% of Time:

Activity D:	% of Time:



Timmins Ringette Association Board Position Questionnaire

Additional Comments:



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 Fund Raising Director

Date 2022-01-13

Name From Orig ByLaws

Email:

2 General Purpose

The Fundraising Director will coordinate and promote fundraising events and will perform such other duties as may from time to time be established by the Board

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:

% of Time:



Timmins Ringette Association Board Position Questionnaire

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Activity B:	% of Time:

Activity C:	% of Time:

Activity D:	% of Time:



Timmins Ringette Association Board Position Questionnaire

Additional Comments:



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 Tournament Director

Date 26 Avril 2021

Name Remi Harvey

Email: Dir-tournament@timminsringette.com

2 General Purpose

As tournament director you are in charge of making sure the association teams are registered for tournaments that we attend at the house league level.

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: Determine what tournament to attend % of Time: 2 hour

With the guidance of the board of directors tournaments are chosen from the list provided by Ringette Ontario. This is done at one of our first meetings of the year.



Timmins Ringette Association Board Position Questionnaire

Activity B:	Player sign up for tournament	% of Time: 30
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Send message to association to announce the tournament chosen (can be done by media person on board)
Pick dates and format for all players interested to sign up for tournament. This can be done in person if permitted at the arena or online by way of virtual sign up.
With help of coaches divide teams as evenly as possible

Activity C:	Register teams to tournament and reserve block of rooms (motel)	% of Time: 40
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Register all teams with tournament making sure all documents are in order (TRF, team list)
Make sure payment is made with the help of treasurer
Call different motel to secure a block of rooms for lodging of the association teams

Activity D:	Trouble shoot and fine tune weekend details	% of Time:
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Make sure everybody that needs a room has one and try to accommodate special request
There are always changes to be made to teams before the tournament so try and keep on top of that

Activity E:	% of Time:
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Timmins Ringette Association Board Position Questionnaire

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		
July		
August		
September		
October		
November		
December		
January		
February		
March		
April		
May		

Additional Comments: this position involves a lot of communication with a lot of different people. The more organized you are the better it will go. Once you have your system or way of doing things into place then It become easier but the



Timmins Ringette Association Board Position Questionnaire

first year will demand a good effort. The key is to ask help from your best friends and fellow board members. Once you have made your contacts it is just a matter of reaching out to those same people year after year.



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 Competitive Director

Date 2022-01-13

Name From Orig ByLaws

Email:

2 General Purpose

The Competitive Director will support and assist coaches, managers, players and parents during the competitive season, will oversee TRA's provincial teams including assisting the Coach Development in the coach selection, will supervise and intervene if needed in the team formation, scheduling, tournament assignments, releases, issues with competitive teams management, and other items, will be responsible on requesting competitive team managers for budgets through out the season and will perform such other duties as may from time to time be established by the Board

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:

% of Time:



Timmins Ringette Association Board Position Questionnaire

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Activity B:	% of Time:

Activity C:	% of Time:

Activity D:	% of Time:



Timmins Ringette Association Board Position Questionnaire

Additional Comments:



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 Ice Scheduler

Date Monday April 26th, 2021

Name Jean St-Jean

Email: scheduler@timminsringette.com

2 General Purpose

The Ice Scheduler is responsible for the procurement of ice time from the local facilities through the City of Timmins, to support operation of the association, for developing policy on the use and allocation of the ice times (subject to Board approval). As an appointed position by Timmins Ringette Association (TRA) Board of Directors, you are a representative of the general ringette public, working in the best interest of the entire youth organization on behalf of the association's board. You are required to provide status, input and direction to the executive board related to the area of responsibility as defined within the description.

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: Negotiate and procure ice times 10 % of Time:

- Get permits from the City of Timmins for local rinks
- hours/pricing for the year, then make adjustment every month
- call Iroquois Falls' contact for times they are willing to share for games

Activity B: Overall responsibilities for scheduling 75% of Time:

- Schedule
 - 3 on 3 games/tournament
 - Regular games
 - Practices
 - Bunnies
 - Skills
 - Power-skating
 - Fun days
 - Local tournament
 - Special events
 - Play-offs



Timmins Ringette Association Board Position Questionnaire

- Updates to webmaster
- Iroquois Falls games

Activity C:	Work with Treasurer	5% of Time:
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- Review and approve invoices with team help of Treasurer - monthly

Activity D:	Board Responsibilities	10% of Time:
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- Provide report (monthly) to the board regarding ice utilization
- Ask the board for direction during special events or tournaments

Activity E:	% of Time:
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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)
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Timmins Ringette Association Board Position Questionnaire

	June		
	July		
	August		
	September		
	October		
	November		
	December		
	January		
	February		
	March		
	April		
	May		

Additional Comments:



Timmins Ringette Association

Appointed 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 Referee In Chief

Date 2021-04-21

Name From RO

Email:

2 General Purpose

The Referee-in-Chief (RIC) is responsible for the management of the TRA on ice officials, through promoting the value of officiating within the TRA and its members.

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



Timmins Ringette Association Appointed Position Questionnaire

Activity A: Duties

% of Time:

- In conjunction with the Regional Officiating Coordinator and Ringette Ontario, the Referee-in-Chief is to ensure all interested members can receive officiating training and be registered with Ringette Ontario as officials for the season.
- Be responsible for scheduling officials for local games as well as procuring and scheduling officials for TRA's tournaments
- Arrange any relevant officiating training sessions, locations, dates, and times.
- Foster a positive spirit amongst all officials and encourage them to participate in a positive manner.
- Enhance feelings of self-confidence and self-esteem within the Club's officials.
- Meet regularly with officials to discuss performance and provide feedback when available.
- Liaise with other Committee members and the TRA board regularly.
- Act on behalf of the officials regarding complaints that may arise.
- Have a sound understanding of the TRA mission, vision, and values.
- Constantly highlight TRA's support of Ringette Ontario's policies including but not limited to the Officials Code of Conduct, Rule of Two and Safe Sport Policies.
- Assist officials in arranging evaluations and understanding the upgrade process/policies.
- Continually seek out potential officials and recruit whenever possible.
- Attendance at Regional and/or Provincial Officiating Meetings.

Activity B: Skills & Requirements

% of Time:

The role of the Club Referee-in-Chief requires someone who is organized, respectful, enthusiastic, and familiar with Club and RO policies. The RIC should be registered as an on-ice official, who has attended all required maintenance clinics. The RIC will need to have access to email, a phone, and be available to connect with officials throughout the year, especially early in the season (September – November) to assist with recruitment and ensuring officials complete necessary training.



Timmins Ringette Association Appointed Position Questionnaire

Additional Comments:**SUPPORT:**

The Referee-in-Chief will receive support from their Regional Officiating Coordinator, and Ringette Ontario Technical Director as needed.

If the TRA does not have a registered on-ice official to act as RIC, this role should be referred to as Officiating Scheduler.



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	Manager of Minor Officials	Date	April 29 th , 2021
Name	Daphne Brumwell	Email:	dbrumwell@ncdsb.on.ca

2 General Purpose

- To organize minor officials for the year including training and scheduling.
- To problem solve scheduling issues as they arise.
- To review gamesheets at the end of each month and cross-reference schedule.
- To provide payroll information each month so staff can be paid.
- To pay each minor official using e-transfer.
- To seek feedback from coaches to ensure staff is meeting expectations. Address issues as needed.
- Schedule minor officials monthly by working with the Chief Referee.

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: Finding/Hiring/Training of Minor Officials

% of Time: 10%

- Create a google form to collect information from people who are interested in minor official positions.
- Interview as needed.
- Organize the training/job shadowing of new minor officials. Provide a refresh for those who need it.

Activity B: Creating the Monthly Schedule

% of Time: 40%

- Create a schedule in collaboration with the Chief Referee
- Share the schedule with minor officials using RAMP



Timmins Ringette Association Board Position Questionnaire

Activity C: Ensuring Staff Are Available and Show up for each game	% of Time: 25%
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- Ensure that all games are covered by reviewing the acceptance of games on a daily basis in RAMP.
- Arrange for replacements as needed.

Activity D: Collect and Review Gamesheets & Make Payroll	% of Time: 25%
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- Review game sheets and cross-reference to schedule as needed.
- Create payroll based on game sheets for both minor officials and referees.
- Send payroll to Finance person.
- Receive e-transfer from finance person.
- Create an e-transfer for each minor official. Finance person pays referees directly.

Activity E:	% of Time:
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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	Time Estimate
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Timmins Ringette Association Board Position Questionnaire

	(A, B, C, D, E from above)	(Hours Per Week)
June		0
July		0
August	A	1
September	A, B	2 hours to create schedule per month 1 hour per week to monitor
October	A, B, C, D	2 hours to create schedule per month 1 hour per week to monitor 2 hours to finalize payroll and pay staff per month
November	A, B, C, D	2 hours to create schedule per month 1 hour per week to monitor 2 hours to finalize payroll and pay staff per month
December	A, B, C, D	2 hours to create schedule per month 1 hour per week to monitor 2 hours to finalize payroll and pay staff per month
January	A, B, C, D	2 hours to create schedule per month 1 hour per week to monitor 2 hours to finalize payroll and pay staff per month
February	A, B, C, D	2 hours to create schedule per month 1 hour per week to monitor



Timmins Ringette Association Board Position Questionnaire

			2 hours to finalize payroll and pay staff per month
	March	A, B, C, D	2 hours to create schedule per month 1 hour per week to monitor 2 hours to finalize payroll and pay staff per month
	April		0
	May		0

Additional Comments:



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)



Timmins Ringette Association Board Position Questionnaire

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:



Timmins Ringette Association Board Position Questionnaire

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		
July		
August	B	1
September	C	1
October	B	4
November		
December		
January		
February		



Timmins Ringette Association Board Position Questionnaire

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.



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 Webmaster

Date

2021-04-27

Name David Laneville

Email:

webmaster@timminsringette.com

2 General Purpose

- To manage the TRA web presence on the RAMP Interactive platform
- Maintain timely and accurate information of the TRA web site
- Work with TRA personnel to identify RAMP modules and widgets that would assist them with their work
- Work with various TRA personnel to develop and maintain content for the entire RAMP platform

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:

Maintain TRA Web Site

% of Time:

75 %

- Develop content as required to support various aspects of the RAMP platform
 - News items
 - Scheduling information
 - Player and staff personnel for teams
 - On ice and off ice officials
- Support the Social Media Manager
- Ensure information on the web site is timely and accurate
- Develop administrative documentation for users of the RAMP platform
- Review the functionality of new or expanded offerings from RAMP with the appropriate TRA personnel



Timmins Ringette Association Board Position Questionnaire

Activity B:	RAMP Platform Management	% of Time:	15 %
<ul style="list-style-type: none">• Maintain the system tables required for the various components of the RAMP platform• Maintain web site platform including user access• Maintain the Officials Assigning App including super user training• Maintain the TEAM App environment• Update / Upgrade TRA presence on the RAMP platform as required• Review and test new or updated modules and functionality to determine suitability for the TRA			
Activity C:	Email Platform Maintenance	% of Time:	5 %
<ul style="list-style-type: none">• Perform email account maintenance and management• User training			
Activity D:	Board of Directors Activities	% of Time:	5 %
<ul style="list-style-type: none">• Participate in Board meetings as required• Research functionality enhancement requests			
Activity E:		% of Time:	



Timmins Ringette Association Board Position Questionnaire

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
July	A C D	4
August	A B C D	4
September	A B C D	6
October	A C D	7
November	A C D	4
December	A C D	4
January	A C D	4
February	A C D	4
March	A C D	5
April	A B C D	2
May	A B C D	1

Additional Comments:



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 Social Media Manager / Facebook Manager

Date

2021-04-27

Name Completed by David Laneville

Email:

2 General Purpose

To manage the TRA social media accounts and act appropriately in response to messaging and other posts to our accounts. Work in conjunction with the Webmaster to maintain timely, consistent and accurate messaging on all social media platforms where TRA has a presence.

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:

Facebook Account Management

% of Time:

95%

- Post appropriate content as directed to ensure that the most timely and accurate information is available to our followers
- Manage messaging to the TRA either directly or by forwarding the message to the the most appropriate TRA personnel for follow up and / or resolution



Timmins Ringette Association Board Position Questionnaire

Activity B:	Instagram Account Management	% of Time:	0 %
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- Post appropriate content as directed to ensure that the most timely and accurate information is available to our followers
- The TRA account on this platform is not current

Activity C:	Twitter Account Management	% of Time:	0 %
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- Post appropriate content as directed to ensure that the most timely and accurate information is available to our followers
- The TRA account on this platform is not current

Activity D:	Reporting	% of Time:	5 %
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- Reporting as required to develop and deliver reports to the Board of Directors, the Executive Committee or the Webmaster

Activity E:	% of Time:
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Timmins Ringette Association Board Position Questionnaire

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 B C	1
July	A B C	1
August	A B C	3
September	A B C D	7
October	A B C D	7
November	A B C D	7
December	A B C D	7
January	A B C D	7
February	A B C D	7
March	A B C D	3
April	A B C	2
May	A B C	1

Additional Comments:

The current title of this position is Facebook Manager but I believe that it should be changed to Social Media Manager that the current duties be expanded to include Instagram and Twitter

