



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.



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Activity B:	Meetings	% of Time: 10
• 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:



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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)
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.

