



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



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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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	(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



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			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:

