



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.



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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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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



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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.

