



FACILITIES AND EQUIPMENT COMMITTEE

Terms of Reference

Standing Committee

DRAFT – January 2014

Committee Purpose

The Facilities and Equipment works on behalf of the Club and is responsible for overseeing and managing the Club use of game and practice facilities, equipment and uniforms, and the planning for new or improved facilities.

Committee Membership

- The Facilities and Equipment Committee should have no more than six people, and consists of:
 - the Director, Facilities and Equipment, who chairs the committee
 - up to five other committee members from the membership
 - up to two external advisors, at the discretion of the Chair

Terms of Committee Membership

- The Director, Facilities and Equipment serves on the Facilities and Equipment Committee during his/her term in office.
- Other Committee members are appointed by the Board of Directors from amongst interested candidates, for a period of no more than 2 years.
- External advisors may be recommended by the Chair, and appointed by the Board of Directors, and serve for a period of no more than 2 years.

Scope of Responsibility

The Facilities and Equipment Committee is responsible for:

- establishing the current and future facility and equipment needs for the club, including site capacity,
- working with the Board of Directors to develop a long-term facility plan
- assigning and over-seeing site managers to each facility,
- through the Chair, working with the District to ensure that the club's current and future facility needs are well-articulated and part of the District's facility plans,
- management of the uniform ordering process each year in a timely manner, including
 - working with uniform suppliers
 - working with the Revenue Generation Committee for sponsorship of uniforms
 - working with the Registrar and Divisional Play Committee regarding quantity, sizes and distribution
- working with the Divisional Play Committee and the Risk Management Committee to ensure that all game and practice sites are safe and meet Club Risk Management standards,
- working with other Standing and/or Ad Hoc Committees as determined by the Board for projects that require facility design or development work

Accountability

The Facilities and Equipment Committee:

- shall meet at least four times per year and more frequently if required
- shall provide a written report to the next Board of Directors meeting following any Facilities and Equipment Committee meeting
- shall advise the membership of activities through a report to the Annual General Meeting