

## **Curling Operations Committee**

**Overview:** Coordinate the curling calendar, manage meeting agendas and minutes, support conveners and organizers, monitor league by-laws, coordinate rental events, and ensure effective communication with all relevant stakeholders.

### **Members:**

- Chair and/or Co-Chairs (maximum 2-year term)
- Board Representatives for Operations and Facilities
- All HCCC League and Event Conveners (One vote per league/event, but all conveners may attend meetings and provide input)
- IT Support Representative
- Clinic Coordinator
- Rental Coordinator
- Social Coordinator
- Safety Committee Representative
- Ice Maker

*Note: All roles may be held by two or more people, and some may be held in addition to other roles.*

### **Responsibilities:**

#### **Meetings:**

- **June:** Set the calendar; call out prior for bonspiel conveners.
- **Mid-Season:** As required.
- **Late February or Early March:** Discuss and recommend fees, membership categories, and leagues for the following season. Address any issues with curling guidelines as needed.

#### **Administrative Duties:**

- **Book Meeting Spaces:** Arrange venues for meetings.
- **Set Agendas:** Prepare and distribute meeting agendas.
- **Provide Minutes:** Record and distribute minutes of meetings.

#### **Collaboration and Reporting:**

- **Curling Operations Board Reps:** Work closely with Curling Ops Board Representatives and assist with monthly board reports.
- **Role Fulfillment:** Ensure all committee and convener roles are filled.

### **Support and Coordination:**

- **Support for Conveners and Organizers:** Provide support, information, and training for conveners, event organizers, rentals, clinics, facilities, and social events.
- **League By-Laws:** Monitor HCCC league by-laws and ensure general rules of curling are available for members.
- **Curling Calendar:** Coordinate the curling calendar and ensure the website calendar is up to date with leagues and events.
- **Communication:** Ensure communication to the Ice Maker and all relevant committee members regarding changes to established dates, times, or protocols previously decided by Curling Operations.
- **Communications Team:** Work with the communications team to provide relevant information to all members.
- **Website Updates:** Ensure the website reflects appropriate information from Curling Operations.
- **Finance Coordination:** Coordinate with Finance on member categories, fee structures, and the Ice Maker contract.