

Facilities Committee

Overview: The Facilities Committee of the Highland Community Curling Club ensures the smooth operation and maintenance of our club's facilities, overseeing tasks related to the upkeep of our curling rink, equipment, and amenities to provide a safe and enjoyable environment for members and visitors.

Responsibilities:

Season Start-Up and Closing:

- Coordinate the preparation of the curling rink, broom storage area, and facilities at the beginning of the season, ensuring all equipment and amenities are in working order.
- Oversee the process of closing the facilities at the end of the season, including proper storage of equipment and winterization of the building.
- Gather locker requests and allocate and assign available lockers based on priorities set forth by the Board.

Weekly Maintenance/Cleaning:

- Develop and implement a schedule for regular maintenance and cleaning of the curling rink, including ice maintenance, facility cleaning, and equipment checks.
- Recruit and coordinate volunteers to assist with maintenance tasks, ensuring the facilities remain clean, safe, and welcoming throughout the season.

Annual Equipment Management:

- Conduct an inventory of all club equipment and amenities at the beginning of each season, identifying any items in need of repair, replacement, or upgrade.
- Ensure all equipment required in the safety plan is available and in good working order at the beginning of the season and during monthly checks.
- Develop a budget and procurement plan for acquiring new equipment or refurbishing existing items as needed, in consultation with the club's board of directors.

Liaison with Ice Making Team and Leagues:

- Serve as the primary point of contact between the Facilities Committee and the ice-making team, providing support and assistance as needed to maintain optimal ice conditions for league play and events.
- Collaborate with league coordinators to address any facility-related issues or concerns raised by league members, ensuring timely resolution and communication.

Ordering Ice Supplies:

- Coordinate the ordering and delivery of ice supplies, including pebbling equipment, ice paint, and other materials necessary for ice maintenance and preparation.

- Monitor inventory levels and anticipate future supply needs to ensure uninterrupted operation of the curling rink throughout the season.

Long-Term Ice Plant Maintenance and TSSA Compliance :

- Proactively identify and address any long-term maintenance or repair issues related to the ice plant and refrigeration system, working closely with qualified technicians and contractors as needed.
- Develop a plan for regular inspections and maintenance to prolong the lifespan of the ice plant and minimize downtime or disruptions during the curling season.
- *In collaboration with HCC ensure the Ice Plant meets TSSA and Insurance Company requirements.*

Equipment Repair and Replacement:

- Coordinate the repair and maintenance of club equipment, including curling stones, brooms, hacks, and other accessories.
- Evaluate options for repairing or replacing damaged or outdated equipment, considering cost-effectiveness and the needs of club members.

Qualifications:

- Strong organizational and project management skills with attention to detail and the ability to multitask.
- Excellent communication and interpersonal abilities with the capacity to work effectively with volunteers, staff, and external vendors.
- Knowledge of facility maintenance and repair practices, particularly as they relate to curling rinks and equipment.
- Dedication to the values and mission of the Highland Community Curling Club with a passion for supporting the curling community.