



# **Jersey Hockey**

## **Clubhouse Committee**

### **Terms of Reference**



#### **Purpose**

The Clubhouse Committee ("Committee") is a permanent committee of Jersey Hockey, responsible to the General Committee ("GenCom"). The Committee is responsible for managing all aspects of the facility, including the clubhouse, pitch, training area, lighting and surrounding land, as specified by the lease with Jersey Property Services, together with security and access.

#### **Structure & Finances**

The Committee will be composed of a chair, who will also be a member of GenCom, together with members who will either be volunteers or be nominated via clubs. The Clubhouse Licencee or Clubhouse Manager will also sit on the Committee.

The Committee will be run how a committee of this type would be expected to be run.

GenCom will set a budget in agreement with this Committee for spending on a prioritised list of maintenance, repairs and improvements. Amounts will be subject to pre-approved levels.

#### **Specific Responsibilities**

##### **Clubhouse**

- Relationship and contact with the clubhouse manager / licencee
- All contracts relating to the clubhouse, including the agreement with the clubhouse manager / licencee, cleaning and supplies for maintaining the clubhouse, Sky Television, BT Sport, membership cards, entry fobs and all contact with utility suppliers
- Point of contact for clubs and societies with Corporate / Social Membership
- Maintenance and cleaning of the Clubhouse, inside and out
- Internal décor, signage, improvements
- Bookings and usage policy
- Close liaison with the Jersey Hockey Social and Fundraising committees, and other committees such as Ladies League, Mens League and Development

##### **Playing Surfaces, Floodlights and the Surrounding Area**

- Cleaning schedule for the main pitch and the training pitch
- Annual maintenance of the main pitch, the training pitch and the floodlights
- Improvements
- Mowing and maintenance of the grassy areas under Jersey Hockey control
- Annual seeding of grassed areas