



## **Infrastructure Committee Terms of Reference - DRAFT**

### **Name:**

Infrastructure Committee

### **Purpose/Objective:**

To make soccer happen ;P

### **Goals**

Act on behalf of the Board of Directors and work together to:

- Provide a successful season by organising and managing the equipment and uniforms for KSYSA
- Recruiting and retaining volunteers
- Ensure the fields are prepared for the season (nets are secure and lines on the field are painted)
- Support volunteers to maintain the field painting during the soccer season

### **Level of Authority**

- Committee chair/vice chair are responsible to report to the Board of Directors at monthly board meetings
- Spending authority as directed from the Board of Directors
- Authority as delegated by the Board of Directors

### **Roles and Responsibility:**

Field Lining will:

- Liaise with the Registrar to confirm field bookings & that fields are ready to be lined.
- Liaise Head Referee, Mini, Youth and Development Directors to determine the dimensions of each field and the start date of each program
- Liaise with members of the adult league on how to share the workload and expense.
- Organise a team (3-4) people to measure and paint the lines on each field
- Develop a process for volunteers to sign up to repaint the lines on a weekly schedule at each field location - using TeamSnap to create an admin. team of field painters.

- Volunteers will be asked to sign up for 2-3 consecutive weeks.
- Ensure there is paint and painter stored at the field or this a system in place for sharing the paint and painter (Sunningdale has no storage)
- The volunteer will paint the fields each week for 2-3 weeks.
- Ensure volunteers have access to field paint and painters
- Organize inventory and storage of the paint and painters

Equipment Director will:

- Maintain equipment inventory in conjunction with mini, youth and development committees
- Purchase inventory within budget
- Liaise with the Registrar and obtain registration information required to make equipment decisions as needed
- Recruit volunteers as needed to:
  - Inspect netting on the goals and make any necessary repairs
  - Move equipment and infrastructure as needed
  - Distribute and collect equipment

Uniform Coordinator will:

- Liaise with uniform seller
  - TimBits
  - VH Sport
  - Macron
- Administer the dissemination of uniforms
- Uniform Inventory and Organisation
- Uniform return
- Administer damage uniform charge with Registrar

**Committee Limitations**

- Work within the mandate of KSYSA
- Adhere to the KSYSA Bylaws
- Work within the limits set by the board
- Budget?

**Committee Member Expectations**

- Act with honesty and integrity
- Come to meetings prepared
- Be an active participant
- Follow policies
- Elect a chair and vice chair (Board Member is designated as chair or will delegate the chair role)
- Act as one voice

**Membership:**

- Member to serve an annual term with extension as appropriate to a maximum of 6 years
- Quorum is majority of community members
- 3 - 7 members

**Frequency of Meetings**

- Meetings as required
- Meetings may be conducted in person, or remotely

**Staff Support**

- Registrar may attend meetings if required
- Volunteers to communicate with Registrar

DRAFT