



# Scheduling & Facilities Committee

## Terms of Reference

### Goal

To provide court time and equipment to members.

### Responsibilities

1. Schedule the monthly play calendar.
2. Supply, track and monitor attendance sheets.
3. Ensure access to facilities (manage keys and codes).
4. Ensure pickleballs, nets, paddles, whiteboard, and paddle holders are sufficient for scheduled play and in good working order.
5. Storage of equipment.
6. Track loaned equipment.

### Meeting Frequency

As required and at least monthly during the indoor season.

### Reports To

President

### Approval Date

November 26, 2022