



Cloquet Amateur Hockey Association

Building and Grounds Committee Policy

Effective Date: September 21, 2025 (to be reviewed annually)

Approved By: Cloquet Amateur Hockey Association (CAHA) Board of Directors

1. Purpose

The purpose of the Building and Grounds Committee is to oversee and coordinate all matters related to the maintenance, safety, improvement, and appearance of facilities used by the Cloquet Amateur Hockey Association (CAHA). The committee shall work in partnership with the Arena Manager and other stakeholders to ensure safe, clean, and functional facilities for all members.

2. Authority and Scope

The committee operates under the authority of the CAHA Board of Directors and is tasked with:

- Collaborating with the Arena Manager to monitor facility conditions.
- Recommending facility improvements and repairs to the Arena Manager and/or Board.
- Overseeing facility improvements and repairs.
- Organizing volunteer support for grounds-related projects.
- Identifying safety hazards and ensuring proper resolution.
- Coordinating with contractors and vendors, as needed, and as approved.

- Overseeing cleanliness, signage, storage, and locker rooms.

3. Membership

The committee shall consist of:

- Chairperson (appointed by the CAHA Board)
- Minimum of 2 additional CAHA members
- Arena Manager (non-voting advisory member)
- Optional: Representatives from other groups as needed

The Chairperson is responsible for convening meetings, reporting to the Board, and coordinating tasks. The Chairperson shall have the authority to represent CAHA in meetings with the City of Cloquet, CAWHA, Cloquet School District, and the Wilderness as it relates to the buildings and grounds. Final approval by the CAHA Board of Directors will be required for any agreements reached by the Chairperson with any outside entity.

4. Meetings

The committee shall meet at least quarterly, or as needed based on current projects or urgent issues.

5. Reporting

The Committee Chair shall submit a written report to the CAHA Board quarterly, detailing:

- Maintenance updates
- Safety concerns
- Project status, when appropriate
- Recommendations or proposals

6. Coordination with Arena Management

The Building and Grounds Committee shall:

- Work jointly with the Arena Manager on scheduling repairs and ice-time needs for projects.
- Provide CAHA's perspective on facility use, safety, and cleanliness standards.
- Respect the Arena Manager's role as the primary authority on city/arena-owned property.

This policy was presented to and approved by the CAHA Board of Directors on September 21, 2025, at its regular meeting. This policy will be reviewed annually prior to registration opening.

By: 
 Jeff Leno
 President, CAHA Board of Directors

Date: 9-30-25

Appendix A: Sample Monthly Inspection Checklist

(Include a checklist for locker rooms, storage, ice surface surroundings, signage, etc.)

Appendix B: Maintenance Log Template

(Track date, issue, action taken, responsible party, completion date)

Appendix C: Project Proposal Form

(For submitting improvement ideas for CAHA Board approval)

Appendix D: Emergency Repair Protocol

(Steps for handling urgent repair needs affecting player safety or facility use)

Appendix A: Sample Monthly Inspection Checklist

Area	Condition Notes/Action Needed	Completed By Date
Locker Rooms		
Storage Rooms		
Benches/Player Boxes		
Ice Entrance/Exit		
Bleachers		
Exterior Grounds		
Parking Lot/Lighting		
Emergency Equipment	(AEDs, Fire Extinguishers, etc.)	
Signage and Directions		

Appendix B: Maintenance Log Template

Date Reported	Issue Description	Location	Assigned To	Status	Completion Date
2025-07-01	Faucet leaking in locker room 2	Locker Room 2	Arena Staff	In Progress	TBD
2025-07-02	Light out above player bench	South Rink Bench	Building Comm.	Completed	2025-07-03

Appendix C: Project Proposal Form

Project Title:

Submitted By:

Date Submitted:

Description of Project:

Purpose and Benefits:

Estimated Cost:

Volunteers/Resources Needed:

Estimated Start and End Dates:

Additional Notes:

Submit this form to the CAHA Board for review and approval before project commencement.

Appendix D: Emergency Repair Protocol

1. Identify and Assess the Emergency:

- Examples include water leaks, broken glass, exposed wiring, unsafe ice entrances, or failed lighting.

2. Notify Arena Manager Immediately:

- Provide detailed information and potential risk to player safety or operations.

3. Document the Issue:

- Take photos if appropriate and log the issue in the Maintenance Log.

4. Take Temporary Safety Measures:

- Post signage, block access, or remove dangerous elements if safe to do so.

5. Notify the CAHA President or Building Committee Chair:

- If the issue impacts scheduled programming or safety, alert leadership immediately.

6. Follow-Up:

- Ensure the repair was completed and properly documented.