

Hosting a Curling Rental

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Opening Facility Checklist

The following is provided as a guideline for opening the facility. This checklist could be used to help out a new host or to remind an experienced host of something. Details about the facility are documented below the checklist including locations of light switches and first aid equipment.

- Unlock the facility and disable the alarm system (depending on arrival time, the front door may remain locked until you are ready to accept guests)
- Turn on lower lounge lights
- Turn on arena lights
- Take sole gliders from bottom drawer in silver filing cabinet in outer office and place two on every sheet (at the near end only)
- Take crutches and place two on each sheet at the near end
- Ensure that an ample amount of liability waivers are available on the table
- Take curling video from bottom drawer of silver filing cabinet and place in VCR upstairs. Fast forward approximately two minutes and 54 seconds (past the kidney information and to the curling etiquette scene with lots of writing on the screen); turn off TV and VCR
- Move gripper bins from board room to a convenient area near the brooms
- Meet and greet guests (collect waivers in groups of 8 for easy counting) -- everyone must sign a waiver regardless of intention to participate
- Inform primary contact (client) of how the event will proceed -- sign in, watch short video, clean shoes, get grippers, go on ice in groups of approximately 8, etc) and ask for any special requests they may have
- When a critical mass of guests have arrived, perform welcome speech providing information about the facility and safety to the guests. Emphasis should be on safety
- Start video (when video is complete, turn off TV. VCR will automatically rewind)
- In the meantime, Thank instructors for volunteering
- Remind instructors that safety comes first (no butt sweeping or running) followed by fun and lastly curling
- Organize group into pairings of eight to ten and send down to ice surface in groups

Closing Facility Checklist

Start this process prior to the event end time as there are a few items that will need to be covered with the primary contact (client). It's also a convenient way to get the guests prepared for leaving in a timely fashion and assisting with the cleanup.

- Obtain a final count of guests
- Complete receipt form calculating totals for participants and bar (this may include having a discussion with the bartender depending on the bar type; remember the \$100 minimum)
- Once the sub total is tallied, approach the client with the receipt and discuss the event costs (number of participants, instructors and the option to provide a gratuity). Feel free to mention that the instructors are volunteer members and leave the form with the client. There should be little to no pressure for them to add a gratuity as this is completely discretionary on their part
- Collect the signed receipt from the client and then get a credit card impression or check. The credit card machine is in the bottom drawer of the silver filing cabinet
- Provide the client with a copy of the receipt and their credit card carbon copy (if applicable)
- Collect waivers, receipt and payment together and slide under inner office door into the secured office
- Have instructors assist guest with cleaning up
- Instructors and bar tenders should collect garbage from bins and take to the recycling or garbage dumpsters as appropriate
- Clean ice surface as is done after a standard game
- Return sole gliders to bottom drawer of filing cabinet in the outer office
- Return crutches to standard location
- Ensure gripper bins are properly sorted and return the bins to the board room (these fit nicely under the table or against the wall)
- Return instruction video from VCR to bottom drawer of outer office
- Ensure that lights are off in the restrooms, upstairs lounge and arena
- Ensure windows are closed
- Ensure kitchen appliances are off
- Ensure coffee pot in downstairs kitchen is turned off
- Ensure all guests have left and proceed with leaving
- Turn off lights, pre-lock the door and set the alarm

Light Switches

- Light switches just inside the front door turn on lights in the snack bar and lower lounge
- Light switches for the ice are located just inside the door to the compressor room at the south end of sheet 5. The switches are immediately north of the door. There is a single switch which lights the compressor room and two banks of switches that turn on all of the ice arena lights.

Equipment

- Sole Gliders and Video are stored in the lower drawer of the file cabinet in the outer office.
- A 'stick' delivery aid is stored behind the door to the outer office
- Stabilizers are stored on below the windows to the Pro Shop. Each sheet should have two stabilizers and two sole gliders
- Grippers are kept in the board room. All curlers should wear two grippers at all times

Signing in

- Everyone who needs to sign a waiver
- Waivers are collected for elderly and children; pregnant; feeble, etc. Everyone
- Facility rental rate is based on people in attendance as if the hall alone was rented

Safety

The safety of our guests is the top priority. The ice is slippery and hard. Guests may suffer injuries if they run or trip over a rock. In order to prevent these types of injuries, the following situations should be avoided.

- "Butt sweeping" or the act of sweeping while walking backwards
- Running and sliding
- Waiting halfway down the ice to sweep
- Leaving the sole glider on the ice

Video

The instruction video tape is located in the bottom drawer of the gray filing cabinet in the outer office. Insert the tape into the VCR, select the VCR source from the TV and fast forward the video approximately 2 minutes and 50 seconds (a block of text will appear on the screen which talks about the spirit of curling). Perform this step prior to the guests arriving.

Press stop or turn the VCR off when this is queued. When you are ready to play, simply turn the VCR on and press play. If changes were made to the TV source, it may need to be set back to VCR.

When the video is ends, simply turn off the TV and let the video keep running. This way it will automatically rewind when it hits the end of the tape.

If cables have been disconnected, reconnect the output of the VCR to the appropriately labelled cable junction on the back of the TV.

Emergency Equipment

Familiarize yourself with the emergency equipment and it's location prior to starting an event. If the instructors are not familiar with the location of items, please show them. It's easier to find something ahead of time than it is in an emergency.

- Fire Extinguishers are located prominently around the club.
- First Aid Supplies are stored in the outer office
- A stretcher is located in the board room above the Pro-shop display case. In most cases it will be best to leave the person on the ice for the short time it will take for 911 to respond.

First Aid Supplies

Blue First Aid Kit (mounted on the cabinet in the outer office):

- Band-Aids
- Kits for Head/Scalp Lacerations
 - Gloves
 - Non-stick pad Absorbent Pad
 - Gauze roll to secure pads
- Driving Directions to Northwest (for stitches, etc)

Other First Aid Supplies (inside the wood cabinet in the outer office):

- Instant cold packs
- Zip-lock bags to make ice-bags
- Blanket
- Large black Tackle Box
 - Additional band-aids
 - Additional absorbent pad supplies
 - Tape
 - Ventilator mask

AED (mounted in cabinet on wall in South East corner of outer office)

A local-only alarm buzzer may sound when this cabinet is open. YOU STILL NEED TO DIAL 911

- Phillips Heart Start AED
 - Rescue Scissors are inside the case
 - The AED is SAFE FOR USE ON ICE. DO NOT DELAY DEPLOYMENT TO MOVE VICTIM.
- Rescue Kit
 - Rescue Scissors
 - Ventilator Mask Instruction manuals and other supporting materials

Shutdown Procedures

Several of the following tasks can be assigned to instructors. The host should spend the required time completing the paperwork with the primary contact. Consider pointing out the gratuity section of the receipt to the client. If they desire, they may leave a tip which will be split amongst the instructors and provide them with an additional benefit for donating their time.

- Return the video to the filing cabinet

- Return the sole gliders to the filing cabinet
- Return the crutches to the staging area
- Re-organize all grippers and return their bins to the board room
- Clean up the tables in the lounge area
- Empty the trash and recyclables
- Place the receipt and signed waivers under the inner office door
- Turn off the lights in the arena and facility including the restrooms
- Close all windows
- Set the alarm and exit