

Learn to Curl Open House

Last updated: November 9, 2016

This summary is intended to provide guidance and is based on experience of past Learn to Curl Open Houses.

Pre Work and Set Up

- **At least 1 week prior:** Request from Community Center to be available by Open House day
 1. Additional club brochures (tri-fold). Should have ~20-24.
 2. League registration forms (10-20). This is useful for both explaining league options and the relevant costs, as well as for participants to take with them.
- Prep Ice
- Go to Community Center for the following:
 1. Open house pre-registration list
- Gather the following
 1. Set up one long table near entry way to use for registration table
 2. Cash box with enough cash to make change (fives and tens)
 3. Receipt book (located in cash drawer)
 4. Stick on name tags for guests
- Print 3-4 Sign-in sheets (see below)
- Post Open house notice on the Club entry door.
- Clean tables and counters. Straighten chairs. Make the club look neat and welcoming for visitors.
- Sort grippers and move to area near sign-in. (Entrance end of the club house)
- Make sure there is a slider and stabilizer at both ends of each sheet

Volunteers and Roles

Role	Number
Ice Prep	2-3
Check-In	2
Gripper Helper	1
Introduction & Safety	1
On-Ice Instructors	8 minimum (2 per sheet)
Floater (Greeter/Post session Q&A)	1

<p>Check-In and Registration</p>	<p>Set up at long table at entry end of clubhouse. Works best if one person is taking money and writing receipts and the 2nd person is helping check against pre-registration and facilitates sign in.</p> <ul style="list-style-type: none"> • Check names against pre-registration list (i.e. those who have paid) It is okay to request to see the receipt they should have gotten from the Community Center when they registered if for some reason they are not on the list. • Remind participants to save their receipts as the Learn to Curl fee can be applied to their league registration should they decide to join a league. • Request that all participants at least add their name on the sign-in sheet. Phone and e-mail are optional, but encourage e-mail so that we may send them follow-up information. Families may want to provide only one e-mail for the family. Have more than one sign-in sheet available to keep things moving. • Request each participant to take a name tag. First name only is okay. (This is helpful to instructors and makes guests feel more welcome when called by name.) • Once sign-in is complete direct participants to the gripper area. • As participants sign in, try and determine how to set up in groups of 6-8 working with Floater and/or Intro Safety person. • At the end of the day combine the pre-registration list, sign-up sheets and registration fees collected into an envelope and place in the club safe in the utility room.
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Volunteers and Roles (continued)

<p>Gripper Helper</p>	<p>Works with participants to get the right size grippers, since club members are more familiar with how the gripper should fit. It also keeps the sizes more organized and facilitates getting participants ready faster. It also provides an opportunity to answer other questions participants may have on other outer wear, such as gloves, coats, etc.</p> <p>After participants are ready, direct them to appropriate table where the next Introduction/Safety session will be held.</p>
<p>Introduction/Safety</p>	<p>Introduction/Safety sessions may be given by On-ice Instructors to their group before they take them out on the ice. But later in the day this may not be possible as the instructors are busy with groups on the ice. Therefore one person should be assigned to stay in the club house to conduct subsequent Introduction/Safety sessions for the 2nd or 3rd wave of participants.</p> <p>Purpose is to provide a short summary of the Midland Curling Club, history of curling and how it is played, and safety on the ice.</p> <p>Debrief Sessions: After participants come off the ice, hold an informal session with each group</p> <ul style="list-style-type: none"> • Answer any questions • Brief explanation of league options available for beginners. (i.e. Novice, Ladies, Friday or Sunday night) • Offer club trifold brochure and/or registration sheet for reference and potential sign up
<p>On-ice Instructors</p>	<p>Purpose is to provide basic instruction for rock delivery, sweeping, scoring and have enough time to play one end. Typically the on-ice instruction should take ~30-45 minutes.</p>

Volunteers and Roles (continued)

Floater	<p>Purpose of this role is to fill in as needed.</p> <ul style="list-style-type: none">• Work with Sign-In persons to facilitate the flow of the waves• Help get participants in groups• Monitor ice time of groups and notify on-ice instructors when wrap up is needed to facilitate flow of other sessions• Help with Introduction/Safety sessions in wave 2 & 3• Assist with Debrief sessions <p>This person should have a good knowledge of the leagues and be able to deliver the Introduction/Safety session.</p>
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Other Notes:

- All Club members that are not busy with a specific task should greet participants at the door, converse with observers and those waiting for their turn on the ice.
- If a large number of participants are expected, as is typical in an Olympic year, then more on-ice instructors and an additional gripper helper should be planned for. It is also necessary to keep an eye on the amount of On-ice instruction time.

Historic Open House Attendance

Date	# of Participants	Comments
2/22/2014	42	Special open house held after the Olympic Curling finals
10/25/2014	19	
1/10/15	37	
10/31/2015	49	
1/16/2016	38	Created event on club's Facebook page
10/29/2016	24	
11/5/2016	25	