



The Inside Shot A Guide to Broomstones

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President's Message 2018

Since its founding in 1967, Broomstones has been a welcoming community emulating the “spirit of curling” both on and off the ice. We like to think of Broomstones as a place that people don't just go to curl, but rather a place where they go to form lasting friendships with people from all walks of life that they may not have ever met if the sport of curling didn't bring them together. We welcome curlers of all ability and experience levels and hope that all will become ingrained in the Broomstones community and contribute to the culture and fabric of the club.

We know that all members have questions from time to time. For this reason, we have developed *The Inside Shot*, our member handbook, to hopefully answer some of your questions and help you to find the right sources for other information. We understand that, as hard as we have tried, it is unlikely that everything you want to know has been included in this handbook. If you have any questions, please don't be shy...ASK! And if you think something is missing or should be included in future revisions, please be sure to tell us — we will be happy to add them.

Broomstones has been a member-run organization for as long as it has existed. It cannot function properly without all the valuable hours of volunteer service that our members provide. Please take a moment and review the following section regarding our member service policies and consider how you might be able to help the club continue to grow and improve. If you have particular talents that align with any of our departments, please speak to a member of that committee and inquire about how you can help. There are many fun and interesting ways to get involved. On a personal note, I would add that without a doubt I can say that some of my fondest Broomstones memories have taken place off the ice while volunteering to help run this amazing organization of ours.

Good Curling!

Andy O'Rourke
President (2018-2020)

Member Service

Broomstones is a member-managed organization. Help is always needed and appreciated. There are many ways to get involved, to get to know fellow curlers, and to share in Broomstones' community spirit. Everyone has a talent that they can contribute.

As a member-managed club, it is the shared responsibility of all club members to keep the facility safe, picked up, and clean. If you see something that needs to be done, such as wiping up the kitchen counters or replacing the paper towel roll in the dispenser in the restroom — go ahead and do it. If you see a larger job that needs to be done and are unsure whom to approach about it — ask a member of your curling team or a member of the board what to do.

Many member service opportunities arise during the year. The club has established a standard recommended minimum amount of member service hours of 8 hours per season. There are several members who contribute even more hours of their time to ensure the club runs smoothly. If all members contribute at least the recommended minimum, the heavy burden on other members would be eased. Be sure to sign up and get involved!

How do people sign up for member service activities?

As service needs arise, they will be posted on the Broomstones website and announced via email. Depending on the project, time slots and job descriptions will be posted. You can also check for upcoming volunteer opportunities at <http://www.broomstones.com/event-setup/event-list/>.

What happens when you have too many people signed up to volunteer for something?

What an amazing problem to have! Most of our events/projects stop accepting sign-ups as soon as all slots are full. On the rare occasion that we are overrun with volunteers, we first dismiss people that are well over their 8-hour objective and do our best to include everyone we possibly can. Don't worry, though, we have twenty-plus events/projects every year that need volunteers, and several other jobs and tasks that people can sign up to own on an ongoing basis. There's plenty to go around!

Member Dues, Invoices, Member Types, and Joining the Club

Broomstones membership types and corresponding curling privileges are listed below and are also found on our website at <http://www.broomstones.com/membership/membership-types-and-dues/>.

Membership Type	Curling Privileges	Age	Dues
Full	Leagues and in-house bonspiels	29+	\$525
Full (age 21-28)	Leagues and in-house bonspiels	21-28	\$400
Full Daytime	Leagues before 4pm and in-house bonspiels	21+	\$300
Provisional	New curler training league and in-house bonspiels (half season)	21+	\$175
Social	In-house bonspiels and sub 3 times per half season	21+	\$150
Friend of Broomstones	One in-house bonspiel per season	18+	\$75
College Age in Adult League*	Leagues and in-house bonspiels	18-20	\$300
Youth in Adult League*	Broomstones Junior Program and one adult league	13-18	\$255
Youth*	Broomstones Junior Program and bonspiels	5-20	\$125
College League Only	Friday afternoon college league	17-25	\$50
Youth Non-Resident	Subs in leagues and practices during vacations	13-21	\$125

*Children of full members get a \$25 discount in these categories.

Your membership type is determined at the beginning of the curling season when you take our annual survey. After choosing your desired membership level, a PayPal invoice is automatically sent to your email address. If you need to change your membership type mid-season, just email membership@broomstones.com and we'll work things out...no problems.

Have a friend or family that wants to join the club? Email the details to membership@broomstones.com, and they will get bumped to the head of the waitlist. Friends, family, and experienced curlers from non-local clubs get priority...this is our Broomstones policy. Our current waitlist is about 10 years long, so the reality is that non-experienced curlers really need to be referred by a member to get into our club quickly.

All new non-experienced curlers must start in the New Curler Instructional League. After they complete this half-season league, they have the option to upgrade to a full member. The one exception to this rule is if a new curler is mentored by an existing member. In this scenario, the new curler would pay for a full membership, and they would have to curl in a league with their mentor. Their mentor would be responsible for teaching the basics of the game, curling etiquette, and our off-ice culture. It's a big responsibility if you want to live up to our instructional league standards...please mentor well!

If you have any other questions, please email membership@broomstones.com.

Broomstones.com

The Broomstones website, www.broomstones.com, is a primary tool for club members. It contains information about the club, including league details, member ice reservations, member service opportunities, an online directory with photos, and the club calendar, among other resources. Please take some time to browse the site and get to know it!

If you have any issues, suggestions, or updates to the site, please send an email to the webmaster at webmaster@broomstones.com.

Getting Access to the Site

When you join Broomstones, you should receive a welcome email at the email address you provided on your membership application. Once you receive that message, please go the website to request a temporary password by entering the Member ID from the email and clicking on the "Forgot your Password" link, which you will find under Member Login on the menu bar. A temporary password will be sent to your email address. You will be able to log in using the temporary password, and you must then *change* the password. Similarly, you can use the "Forgot your Password" link to reset your password at any time. You can also use your email address as your Member ID.

The website contains many of the answers to your questions, including your upcoming game schedule, announcements about upcoming events, and other news. Please visit the site frequently to stay current on all club news and happenings.

Club Communication and Communicating with Others

Member Directory and Member Profile

On Broomstones.com (after you log in) there is a Member Directory tab where you can look up member contact information. Your profile contains a lot of important information, so please be sure to keep it up to date. Add your phone number, email address, and emergency contact information. Upload a recent photo of yourself, too, so that team members can easily identify you on your first league night or when you are subbing for a regular team member. Indicate your years curled, which leagues you play in, and which leagues you would like to sub in. Also, be sure to indicate any dietary restrictions or food allergies that you want the kitchen crew to be aware of when playing in leagues or tournaments that include meals.

Club Email

As a member, you will be automatically enrolled in the club email list. Important messages are sent to the club email list, usually by directors or department heads. In addition to the club email list, there are nine other email lists that are optional to members. You can manage all your subscriptions to these email lists through your Member Profile page on the Broomstones website. These mailing lists are maintained automatically. When you change the mailing list subscriptions in your profile, or you update the email address in your profile, the mailing lists will pick up the changes within 15 minutes.

Email Etiquette

Only important club business should be sent to members via the club@broomstones.com email address. If you have other matters that you would like to email the club about, you should use the social@broomstones.com email address.

Be careful not to “reply all” to an email from one of these email addresses, as your reply will be sent to all members who subscribe to the respective list (sometimes creating embarrassment for yourself and others).

Directory of Club Email Lists

BLCC	blcc@broomstones.com	Members of Broomstones Ladies Curling Club
Club	club@broomstones.com	Messages to all club members. This is the primary means of club communication. For curling club business only. Do not use for sub requests.
Five & Under	5andunder@broomstones.com	Members in their fifth or fewer years of curling (years curled 0-4). Useful for organizing teams for five-and-under events.

Ice Crew	icecrew@broomstones.com	Members interested in helping with ice maintenance.
Men Only	men-only@broomstones.com	Men members only.
Rental Volunteers	rental.volunteers@broomstones.com	Members who are interested in helping with club rentals, typically a paid service.
Social	social@broomstones.com	For non-club business messages — items for sale, social events, etc. Do not use for sub requests.
Subs	subs@broomstones.com	Last place for trying to find a sub if reaching out to the league sub list didn't find one.
Women Only	women-only@broomstones.com	Women members only.

Departments

Club operations are managed by many departments, each with a department head and team members who help with the many tasks needed to keep Broomstones running smoothly. Information about each department and their contact information is on the website on the Groups and Contact tab. Please review the department web pages for information about each department's responsibilities, updates about their work, and to find out about the many member service opportunities at the club. Consider lending a hand to one or more of these departments:

- Archiving and Communication
- The Bar
- Events
- Facilities
- Ice Maintenance
- Kitchen
- League Coordination
- Membership
- Store
- Training
- Web Maintenance and Development
- Web Streaming
- Member Service Coordination

Club Calendar, Bonspiels, and Events

The Calendar & Events tab on broomstones.com displays links to a calendar of all the activities scheduled for the club (Club Calendar), upcoming club events, your personal schedule, and the calendar of the Grand National Curling Club (GNCC), which is the regional curling organization that covers the east coast. There are also links to subscribe to different iCal feeds and a link for making Ice Reservations under this tab.

Many curlers look forward to participating in bonspiels (curling tournaments). Bonspiels are a wonderful way to meet other curlers in a friendly, but competitive, setting. Bonspiels have varying levels of competitiveness, ranging from extremely friendly and casual (most in-house bonspiels are typically this kind), to quite competitive and challenging. Bonspiels are a great addition to league night play.

Bonspiels/Events at Broomstones

Though it varies from year to year, Broomstones hosts a number of bonspiels and events each year. These range from fun-focused, one-day bonspiels (Glospiel, Family Bonspiel), to multi-day, mildly competitive bonspiels (Wassail Bowl, Last Chance), to bonspiels made just for our youth, juniors, or college programs, to fully-hosted bonspiel events (Broomstones Oktoberfest Open, Broomstones Men's). These events hosted at Broomstones are a great way to get involved in "spieling" without having invest in the additional expenses of travel.

Additionally, Broomstones often serves as a host to bonspiels that change their location from year to year. These include GNCC and National curling events. Bringing these events to Broomstones gives good exposure to the club and reinforces our commitment to the sport.

Hosting a Broomstones Bonspiel

Some of our internal events may require new member hosts/coordinators, which can seem like a daunting task. The great news is there is lots of club support available. Many other club members have successfully run large and small bonspiels in the past and can provide valuable feedback. Additionally, our event coordinators are available to answer questions, provide materials, and generally help you on your way. Planning a bonspiel at Broomstones is a great way to earn volunteer hours and contribute to the club, as well as being personally rewarding. Additionally, if you are looking to champion a new bonspiel that we aren't currently running, please reach out to our event coordinators to create a proposal for the board to review.

Bonspiels/Events at Other Clubs

As well as curling at Broomstones bonspiels and league nights, many curlers travel to other clubs for bonspiels or events they are hosting. With many clubs in the area, travel need not be far, but you *could* go across the country or the globe for these experiences! Announcements about external bonspiels (those held at other clubs) are generally distributed to the club email list as they are received by our various organization representatives. Primarily, these include bonspiels at clubs in our region; however, there are always more listed on the GNCC <https://www.gncc.org/> and USCA <https://www.teamusa.org/usa-curling> websites.

Check the bulletin boards around the club, too, for posters promoting upcoming curling events.

Five-and-Under Bonspiels

There are several bonspiels for curlers with five or fewer years of curling experience, locally and across the region; sometimes these bonspiels are hosted by Broomstones. Here are the most common five-and-under bonspiels: Raymond A. Kayser Memorial Bonspiel (mixed, traveling location), Elisabeth Childs' Challenge (women's, traveling location), Francis Dykes Memorial Bonspiel (men's, traveling location), and Worcester Cup (open, hosted by TCC).

Leagues, League Registration, and Finding Subs

The Leagues section of Broomstones.com covers most aspects of league play at Broomstones. You will find links to pages for each league, and the pages that are utilized for league registration twice a year. The league pages will show the league schedule, team listings, and team standings throughout the season, as well as any specific information for an individual league. The league schedule page is also where team members request subs when they cannot attend a game.

Signing Up for Leagues

Membership dues must be paid in full before you will be allowed to register for a league. Most leagues have a fall and spring session; members sign up for the fall session in September and the spring session in December. Members are required to sign up for a league each session, even if they played in that league during the prior session. New teams are (or can be) formed at the beginning of each session. League sign-ups are conducted through the Broomstones website under the League Registration link under the Leagues tab. Presidents League has its own registration deadlines and procedures. Those specific rules are on the Presidents League page on the website at <http://www.broomstones.com/member-pages/league-term-view/1008/info/>.

Once you have decided which leagues you would like to curl in, you will need to rank your choices by priority. It is important to also note how many total leagues you are planning to join. For instance, you may plan to play in three leagues — Loving Cup, Regatta and Pine Tree — but would also be willing to play in Chowder Bowl if Pine Tree is full. So, you'd rank your priorities 1,2,3,4 and note that you only want to play three nights. The league selection meeting follows a process to place members in their desired leagues based on their preference and league capacity. The complete guidelines for league assignments can be found at <http://www.broomstones.com/leagueenrollmentguidelines>.

Missing a Game/Finding a Sub

Just about everyone has to miss a game at one time or another. It is your responsibility to find a replacement for yourself. Each league has a list of people who have signed up to substitute in games; this “sub” list is found on the website under the “Schedule” link for each league under the Leagues Tab on broomstones.com. Click on the Leagues tab, select the league you play in, click on the schedule, then click on the blue “Request a Sub” button at the top of the page. A list of your scheduled games will appear. Select the blue “Request Sub” button for the game you cannot play and a draft email will be populated for you with your basic sub request information. You can customize the language if you like, then click send. The email will be sent to all individuals on the sub list for that league.

Once someone has responded to the sub request, confirm that they will be subbing for you and then send another email to the sub list indicating a sub has been found so that everyone knows the opportunity is no longer available.

Also, be sure to let your skip know when there is a date that you cannot play and that you will be looking for a sub, and then let him/her know who you found as your sub after you have located one.

If you have difficulty using the sub list system or fail to find a replacement using the sub list, please contact your skip or another teammate, who may be able to help you with suggested subs. Your skip will be particularly interested in assisting you in finding a sub since there have to be at least three players representing your team on the ice at the start of the game in order for your team to be able to play.

Game Play – Preparation, Expectations, and Etiquette

New members of Broomstones will be registered for the New Curler Instructional League. This league is designed for new members with no curling experience. It is part on-ice instruction and part club orientation. New members will receive instruction on all aspects of the game from qualified instructors. These instructors will be your resource for “all things Broomstones.” Feel free to ask them for their suggestions on leagues, bonspiels, where to get curling equipment, rules and game etiquette, and any other questions you may have.

Clothing and Equipment

Debris on the ice can affect the stone's performance during play. Please avoid wearing fabrics that shed lint. New, unlaundered clothing can be particularly prone to dropping lint. Denim and polar fleece are particularly unsuitable. Wear loose fitting, warm, comfortable clothing such as a turtleneck and sweater, loose fitting pants, and gloves. Jeans are not recommended for curling as they are heavy and do not stretch well. Only you can be the judge as to what you need to wear to keep warm, but layers are a good idea so you can easily adjust to keep yourself comfortable. The ice arena is heated so that the on-ice temperature generally ranges 35 to 40 degrees Fahrenheit.

If you do not own curling shoes, rubber soled shoes such as sneakers should be designated as your curling shoes and worn only in the club, with the soles kept clean. Grippers are required on your street shoes while on the ice. The sand and salt that is so important to keeping our roads safe in the winter spells disaster for our curling ice. Please do not wear street shoes to curl.

Equipment

No special equipment needs to be purchased before curling for the first time. New curlers will be provided with a pair of grippers for your street shoes. Broomstones has sliders, stabilizers, and brooms for use during league play. Once you have decided that you can't live without curling, you may decide to purchase your own equipment, such as curling shoes, a broom, or curling gloves.

BEING A TEAM MEMBER

Getting Ready

The stated time of your game (also called a draw) is the time your team must be out on the ice, dressed, and ready to play. You should arrive at the club about a half hour prior to your draw so that you have time to change, warm up by stretching, and greet your teammates. Games are typically two hours long.

On the Ice

When you enter the ice house, wipe your feet (ice maintenance begins at the door) and make sure you have either curling shoes or grippers on your designated curling sneakers/shoes. If you don't own your own equipment, make sure you have a slider, a broom, and a stabilizer (if you use one) ready to go. Go to your team's assigned sheet, introduce yourself, and wish each player (opponents and teammates) “Good Curling” with a handshake.

The spirit of curling demands good sportsmanship, kind feelings, and honorable conduct. As a result, the sport has its own courtesies which curlers are expected to practice:

- ⤴ Stand still when a player is in the hack, keep silent, and keep a reasonable distance away. If possible, stand on the sidelines of the sheet. Do not walk down the sheet when your opponent is getting ready to throw or in the process of throwing their stone.
- ⤴ Do nothing to distract or disturb the concentration of a player, particularly your opponent.
- ⤴ It's okay to congratulate your opponents after they make a good shot. By the same token, be careful not to embarrass a player who has missed a shot.
- ⤴ Be in the hack and ready to play when your turn comes. As soon as your opponent's shot is released, you can move to the hack and clean the stone for your next shot. A good rule of thumb is to try to be prepared to deliver your shot by the time your opponent's shot has come to rest.
- ⤴ Under no circumstances cross the ice when a stone is being played or a player is in the hack.
- ⤴ When not sweeping, leads and seconds should remain between the hog lines and well to the side of the sheet of ice.
- ⤴ When your turn comes to sweep, be in front of the hack ready to go. Forget the banter with your buddy on the next sheet. You will learn a lot about stone speed and line of delivery if you are there when the stone is released.
- ⤴ When the final stone of an end comes to rest in the house, leads and seconds should remain between the hog lines until the vice skips have determined the score and indicated that it is okay to move the stones.
- ⤴ Extend the same courtesy and consideration to other curlers that you would expect from them.
- ⤴ Encourage your teammates and be positive!

Ending a Game

At the end of each game, everyone shakes hands, says “Good game” to each other, and helps move the rocks back to where they are stored in numerical order at the warm room end of the sheet. One player will sweep the near hack area, and another the far hack area, so they are clean of debris; then another player will sweep the entire sheet with the large white string mop. This will ensure that the sheet of ice is ready to be pebbled prior to the next game. Usually, everyone pitches in.

Broomstacking

It is a long-standing curling tradition that the winners of the game buy the losers the first round of drinks (i.e., the winning skip buys the opposing skip a drink, the winning vice skip buys the opposing vice skip a drink, and so on). And, if people are still around at the end of the first round, it is appropriate for the losing team to reciprocate.

Training, Practice, and Additional Ice Time

Learning the Game

Curling has clear rules, some of which are quite detailed. Your skip and teammates will teach you the rules and you will learn as you play. In friendly, noncompetitive leagues the rules you pick up should hold you in good stead.

The official Rules of Play are published annually by the United States Curling Association (USCA) and can be found at <http://www.teamusa.org/USA-Curling/Events/Championships/Rules>

New Curler Training League

All new, inexperienced curlers are required to participate as provisional members in the New Curler Training League for one half season. Experienced trainers and other volunteers are available to provide instruction in all aspects of the game including delivery, sweeping, and strategy. In addition, the league is designed to provide an understanding of equipment, proper game play, rules, etiquette, and to provide introductions to the various committees that make up the club, its ongoing activities, and member service opportunities. In addition to training drills, members participate in mini-games at all four positions and in post-game broomstacking, which quickly helps new members get to know each other.

Pickup Leagues

Pickup Leagues are an excellent way to practice, and they are lots of fun, too. You get to play with a variety of other members of all skill levels, as teams are made up just before the draw starts. You don't have to commit to playing every week — just show up when you can and sign up to play whatever position you would like to play that day. Refer to the league schedule for pickup days and times.

Subbing

A great way to get more ice time is to volunteer to fill in for a player who has to miss a game in another league or during club bonspiels. Subs are always needed! Sign up for the various league sub lists through your member profile by going to the Member Directory tab and clicking on “Edit My Profile” then clicking on “League Subbing Profile.” Select the leagues from which you would like to receive sub notifications, then click “Submit.”

Practice

There is a scheduled training period for members called “Noon Time Curling Clinic” on most Thursdays from 12 Noon-2 p.m., where trainers are available to work individually with members on the ice. No reservation is necessary and all members are welcome. Scheduled dates for the clinic are included on the club calendar.

There is also occasionally time when ice is available for practice on a first-come, first-served basis. Practice ice reservations can be made up to two weeks in advance. To sign up for practice time, go to the “Calendar & Events” tab on the website and click on “Ice Reservations.” Please note that it is unsafe for a person to be alone on the ice; as such, no one is allowed on the ice unless at least one other person is in the building.

Instructor Certification

USA Curling offers Instructor Certification classes to provide consistent curling instruction across all member clubs. Classes teach contemporary best practice curling techniques and teaching methods including adaptive delivery alternatives.

The Instructor Program is committed to training experienced curlers to safely and effectively introduce the sport to members of the public and to help curlers with some experience improve technical skills and knowledge of the game as they advance. The program includes two certification levels:

Level I Instructor: Focus on member recruitment

- The Level I class teaches the basic four-step delivery, grip and release, and open stance sweeping, while maximizing student safety. It also introduces teaching methods suitable for varying learning styles. This class prepares the student to teach group events such as open houses, learn-to-curls, club rentals, and assist Level II instructors with skill development sessions. A minimum of two years of curling experience is required for certification. Participants do not have to be able to perform a sliding delivery to participate. Stick and wheelchair curlers are encouraged to sign up for the course.

Level II Instructor: Focus on member retention

- The Level II class builds on the foundations taught in the Level I class. This class focuses more on individual instruction by teaching participants to observe deliveries and sweeping, identify common problems, and prioritize appropriate remediations. Participants must be a Certified Level I instructor.

Instructor Certification courses are requested by member clubs and are then scheduled and staffed by USA Curling. More information on course content and registration can be found at: <https://www.teamusa.org/USA-Curling/Sport-Education/Certifications-and-Training/Instruction>

Current course offerings can be found on the USA Curling Calendar at: <https://www.teamusa.org/usa-curling/events-section>

Ice House and Ice Preparation

The quality of curling is dependent on a number of factors, and one of those is the ice itself. Curling ice should be flat, level, and clean. Play should be consistent across the sheet from the first end to the last. Daily maintenance, or ice preparation, is key to having good curling ice.

At Broomstones, the ice technicians maintain the ice daily, which includes cleaning dirt from around the hacks, filling any hand and knee imprints, and then scraping and pebbling the ice. It takes about two hours every day.

Prior to each league draw, a team in the league will be assigned “ice duty” by the league coordinator. Members of the designated team will help maintain the ice house by pebbling, nipping, resetting the scoreboards (if needed), cleaning off the shelves, and replenishing the pitchers of water.

If you would like to receive training on how to use the pebbling and nipping equipment, please contact the head of the ice team, Russell Frank at goalies@comcast.net.

It is every member's responsibility to help keep our ice clean and free from debris to help ensure the integrity of Broomstones' most valuable asset. Please take the following steps:

- Clean your shoes off before entering the ice house, especially in winter.
- Clean your gripper (outside of the ice house), clothes, and curling bag at least three times a year.
- Wash your broom head frequently.
- Get a new gripper every year.

The Broomstones Bar – The Final End

It is a long-standing tradition that game winners buy their opponents a drink post game and that the courtesy is reciprocated by the losing team. That usually entails a visit to the “Final End,” the Broomstones bar. Our bar is a service to our members and is tended by members who are certified in Alcohol Awareness Programs (TIPS). Their job is to serve the finest beverages and to keep us all safe.

The Final End is a fully stocked bar with fine liquors, wine, bottled beer, and taps featuring local craft breweries. Soda and juices are available from the machines located on the lower level and are maintained by the Bar Committee.

The bar is open during evening leagues and during rentals and event hours upon request. For non-members and guests, Broomstones only accepts cash tendered at the bar. For members, pre-paid bar cards (like a debit card) can be purchased from your bartender at any time. Bar cards can be loaded using either cash or credit card. No individual credit card transactions are allowed.

Broomstones abides by all Massachusetts State liquor laws and Wayland ordinances. Wayland town bylaws require the bar to be closed by midnight. Only TIPS-certified bartenders are permitted to serve alcohol at any time. There is a Bar Manager on duty when the bar is open.

The Final End is always looking for members who would love to stand behind the bar. We will reimburse members for the cost of TIPS training after they have served at Broomstones at least 10 hours. Broomstones hosts several rentals, bonspiels, and other social events which create high demand for bartenders. If you think you would like to be part of the bartending crew or a member of the bar committee, please contact Kathy Holewa (holewa58@gmail.com) for details on what is required to join.

The Broomstones Kitchen

Broomstones has a beautiful, fully equipped kitchen, used primarily to prepare and serve meals at external and internal bonspiels, during some league play, as part of rentals, and other special events held at our club.

The Kitchen Committee has published and posted guidelines on the safe use of the kitchen space. These guidelines are based on contemporary professional kitchens, and ensure the safe preparation and delivery of food to our members and guests; therefore, all people preparing and delivering food for any club purpose must follow these guidelines. Any questions or clarifications about safe food preparation and delivery can be directed to any Kitchen Committee member.

Kitchen Committee members, as well as those who lead work in the kitchen, are required to be certified in ServSafe and Allergen Awareness training, for which the Club hosts events every year or two on site (free of cost to members). Volunteers and those who are helping out do not need specific certification, but need to abide by the guidelines for the kitchen.

Club members help ensure the kitchen is kept clean after each use. As usual, in the spirit of Broomstones, everyone pitches in to get the job done. The kitchen is a shared resource and should always be left clean and ready for the next person.

The kitchen is certified each year by the Wayland Department of Health. All of the equipment in the kitchen is maintained to the highest possible standard by the Kitchen Committee to meet their requirements.

Kitchen FAQ's:

Q: Is there a list of ServSafe-certified members?

A: Yes, copies of ServSafe certified members are posted in the kitchen.

Q: If I need to shop for the club, can I use any of the club memberships (Restaurant Depot? Costco?), and how do I do that?

A: Restaurant Depot and Costco cards are available for sign-out at the Broomstones bar, and must be returned after use.

Q: Are there rules or policies members should know about when in the kitchen?

A: Yes, there are guidelines for all things in the kitchen including labeling and preparation directions. These are posted in the kitchen itself, and can be reviewed with any Kitchen Committee member. These rules are for the health and safety of all members, and to ensure we provide safe products to everyone coming into Broomstones.

Q: How often does food get thrown out?

A: Items placed in the refrigerator should be labeled with the date using a Sharpie marker or other method. Unlabeled items are subject to disposal immediately on being found in the fridge. Other items will be discarded when their expiration date is reached, or the item is deemed "yucky."

Q: Can I store things in the fridge or use the microwave?

A: Yes, of course! Please store items in the fridge, but please LABEL THEM so we know they are yours. There is tape and a pen attached to the fridge specifically for this purpose. The microwave is always available for use —feel free to do so, even if there's an event going on in the kitchen (but, as always, make sure it is clean for the next person).

Q: Can I volunteer?

A: YES, and you should — the kitchen is a great place to do volunteer hours! You could be washing things, prepping a meal, baking cookies, or delivering our awesome food to adoring bonspielers. It's a great time, and your help is ALWAYS APPRECIATED! We can even help your knife skills, have you test out a recipe, or take command of meal service for an event — the limit is only what you're willing to help out with!

Broomstones Store

The club sells supplies through the Broomstones Store, located off the front foyer as you enter the building. The Store is operated for the benefit of club members. Grippers, brooms, gloves, sliders, logo merchandise, and other curling-related items are available in the store. Broomstones jackets can also be custom ordered through the store.

The store is staffed by members who act as store representatives during regular league times. The names of the store representatives are posted outside the Broomstones Store for easy reference. The league coordinator or your teammates can help you identify the appropriate person.

Purchases can be made with cash, check, or credit card. All profits from sales are returned to Broomstones.

In addition to the Broomstones Store, various curling vendors (such as Brooms Up or Goldline) will set up pop-up shops at the club throughout the year, offering items such as curling shoes, clothing, and curling brooms. Though equipment can also be ordered online, the pop-up shops provide the opportunity to try out equipment prior to purchase. Emails will go out alerting the membership to the dates and times that vendors will be available.

Warm Room, Locker Rooms, and Game Room

Warm Room

We hope that all members consider Broomstones their second home and are proud of its appearance and condition. We are very lucky to have an inviting general space that allows us to enjoy a fire on a cold night, watch some exciting curling games from the comfort of two levels of heated rooms, share a drink and conversation with other curlers, and play some fun off-ice games like pool and crud!

As our home, it is the shared responsibility of members to do basic tasks that you would do in your own home — things like emptying the trash when you see it is full, cleaning the surfaces of the broomstacking tables when they feel or look dirty, and picking up glassware or other items that have been left unattended.

The Fireplace (and the Woodchucks!)

A beautiful feature of our club is our central fireplace — it takes the chill out of the air of our warm room on cold winter nights and provides friendly ambience during bonspiels. If a member is inclined to start a fire, they should ensure that the flu is OPEN before starting the process.

Wood for the fireplace is stored outside the back door of the club. This lumber comes from the hard work of a small group of dedicated members called the Woodchucks. Wood is usually obtained for free from members or friends of members who have felled or lost trees on their property. If you know of an opportunity for obtaining wood, please contact Steve Gutro at gutro.lia@gmail.com to see if the club can use it. Additionally, if you want to be a Woodchuck, keep your eyes open for emails to the club calling the Woodchucks to arms; help cutting up and moving trees will be requested when opportunities for wood arise.

Locker Rooms

Men's and women's locker rooms are provided for the convenience of members and our guests. Clothing and equipment can be left there while you curl or enjoy other aspects of the club. It is important that you do not leave valuables such as wallets in the locker room, as the club cannot be liable for their loss.

Also, after you have changed your clothes after a game, please do NOT bring your bags and brooms upstairs and leave them in the front foyer while you broomstack. Please leave your bags in the locker rooms until you are ready to leave the club. Unattended items in the front foyer are a hazard in the event of a fire and can be an impediment to rescue technicians if there is an on-ice emergency.

On the same token, some members leave items like gym bags, curling shoes, and brooms in the locker rooms between their league nights. Any personal items left in the locker rooms or other areas of the club are left at the owner's risk. Members are reminded that our club hosts many guests who are not members of the club between rentals, bonspiels, and other events. Please be mindful of the safety of your belongings.

The restrooms in the locker rooms are utilized extensively. Members are asked to share the responsibility of ensuring that the restrooms and bathroom stalls are well stocked with toilet paper, paper towels, and hand soap. If you see a roll that is empty and needs to be replaced — replace it! If the trash bin is full of paper towels — empty the trash!

Game Room

The “game room” on the second level of the club is a great opportunity for some friendly off-ice competition. The primary feature of the game room is our pool table. This pool table was recently re-felted and no glassware or other items should be placed on the pool table at any time. Please leave the cover on the pool table unless the table is in use. Lastly, no one under the age of 18 is permitted to use the table unless an adult is playing with them.

Lost and Found

The club's “lost and found” area is the coat rack and box in the breezeway between the two doors at the entrance to the club. If you have misplaced an item and believe it is at the club, please check the lost and found. Electronics like phones and tablets, if found, are generally turned into the bartender on duty so that the item can be locked up and secured until an owner reclaims it. Check with the bartender if you have misplaced an item of this nature.

Closing the Club — a Nightly Ritual

The last member in the club at the end of each day is responsible for closing the club. Closing the club is NOT the responsibility of the bartender. The procedure for closing the club is:

- ~ return all empty glassware to the bar
- ~ throw away any debris such as napkins, empty chip bags, etc. that have been left on surfaces
- ~ check all exterior doors to ensure they are closed and locked and make sure the kitchen back door light is off
- ~ turn off ice house lights and heaters (if they have not been turned off already)
- ~ turn off all warm room lights on all three levels of the club
- ~ make sure front door is locked upon departure

A/V and Broadcasting

Broomstones has long-view cameras and house cameras available for both ends of each sheet, as well as the ability to webcast, either with or without commentary, via a YouTube channel.

As of the beginning of the 2018-2019 season, we are planning on broadcasting all non-in-house bonspiels with commentary, and all league games without it (unless someone is inclined to comment on the league games).

The A/V Committee will consist of:

- A. Lead Technician/Scheduler who will be responsible for scheduling technicians for the bonspiels and training.
- B. Lead Commentator who will be responsible for scheduling commentators for the bonspiels and training.
- C. Auxiliary members, one or two from each league, who will be responsible for making sure the broadcast setup is started before each league night.
- D. A member of the BCC board.

At the beginning of each season, during Presidents playdowns, there will be training sessions for both announcing (no experience necessary and very little training needed) and technical webcasting. There will also be additional training available on an ad hoc basis at any of the bonspiels being webcast.

Club Rentals

Broomstones is available for rentals on many weekday mornings, afternoons, and some Saturdays. The club is not available for rentals on weeknights and Sundays due to regularly scheduled league games.

Non-members and members should fill out an application if they wish to arrange for a rental. The application is available on the Rentals page of the Broomstones website.

For non-member or corporate rentals, Broomstones provides instruction and all necessary equipment for rentals. The club is rented for a minimum of three hours to provide time for instruction, a short game, and social time (two hours on the ice and one hour in the warm room.) Club members provide instruction off and on the ice. The bar is staffed for rentals. Payment must be made with cash or check, but tips must be in cash.

For non-members, the rental fees for the 2018-2019 season are \$60 per person on weekdays and \$90 per person on Saturdays. There is an additional charge of \$40 dollars if the group is larger than 40 people. The warm room alone can be rented (no ice use or instruction) for \$200 per hour.

For members, the rental fees for the 2018-2019 season are \$150 per sheet or \$525 for the whole club for a three-hour period, with an additional charge of \$40 if the group is larger than 40 people. If members wish to rent the club for more than three hours there will be an additional charge of \$100 an hour.

Guidelines and responsibilities for members renting the club:

- Ensure the club is clean at the end of the rental.
- Make sure you allow enough time for broomstacking, as it is an important part of the curling experience.
- If there is another rental scheduled after your event, please be mindful and make sure your party leaves the club when your rental period is over.
- Enlist and pay instructors for your rental. Instructors are typically paid \$50 for a session.
- To find instructors, please ask your friends or other members if they are available. Please **do not** use any Broomstones email list to solicit instructors. If you are having trouble finding instructors, please talk to Lynn Schoeff.
- If you've never run a rental before, fear not — Lynn will send material that will help you have a successful event.

Becoming an Instructor for Rentals

While being a certified instructor is helpful, it is not necessary for helping out at rentals. If you have gone through your own new member training and if you are a functional curler, we can find a place for you at a rental.

An experienced instructor (not necessarily certified) is assigned as the lead instructor and is paid a stipend of \$75 for a three-hour session. Additional instructors receive \$50 for the session. (Alternatively, you can choose to receive member service hour credits rather than the stipend.) Lynn will send useful tips to all people who instruct for the first time.

Watch for the rental request emails for opportunities to work a rental. The emails are fast and furious once the season begins.

Incurring Expense for the Club, Reimbursement, and Pay

Any person making a purchase for the club or incurring an expense on behalf of the club that requires reimbursement should get approval from the respective department head prior to purchase. Any expense greater than \$300 needs Board or Executive Committee approval.

Broomstones is a 501(c)(3) organization; therefore, individuals incurring expenses on behalf of the club should not pay sales tax on purchases. A copy of the tax-exempt certificate can be obtained from any department head or Board member.

For reimbursement of club expenses, members should submit a reimbursement form as well as copies of receipts. This paperwork can either be left in the Treasurer's mailbox at the club or emailed to the club's treasurer at treasurer@broomstones.com.

Reimbursement Form:

<https://drive.google.com/file/d/1RrCfUbvtLTPuLeDFR1lmU0ePJxvqHxr4/view?usp=sharing>

If you are a member who will receive pay, such as a rental instructor or bartender, you are required to complete a W-2 and provide account information for direct deposit. The individuals in charge of each of these areas will work with you and the Treasurer to ensure that your paperwork is complete. Pay is direct deposited once a month.

BCC 2018-2019 Board of Directors

<http://www.broomstones.com/groups/board-of-directors/>

Andy O'Rourke*	President
Nancy Jennett*	Senior Vice President
Greg Bielski*	Treasurer
Sian McAlpin*	Secretary
Jeff Carruthers (2016-2019)	Director – Ice, Website
Ky Winborn (2016-2019)	Director – Rentals, Store
Benj Guzman (2016-2019)	Director – Membership, Historian/Recognition Committee Liaison
Kim Jennett* (2017-2020)	Director – Member Service (Volunteer) Coordination
Julie Dean (2017-2020)	Director – Archiving and Communications
Jim Wheeler (2017-2020)	Director – Training, Juniors
Colleen Hennessey (2018-2021)	Director – Archiving and Communications, Events
Allan McNab (2018-2021)	Director – Facilities, Infrastructure, Web Streaming
Abby Stender (2018-2021)	Director – Kitchen, Bar, Events
Kirsten Gyllenhaal (BLCC)	BLCC President – (non-voting)

* Executive Committee

Broomstones Bylaws

The current Broomstones bylaws are posted to the website and can be found at:
www.broomstones.com/bylaws

Broomstones Ladies Curling Club (BLCC)

The Broomstones Ladies Curling Club (BLCC) is a separate 501(c)(7) women's organization within Broomstones Curling Club. The purpose of BLCC is to develop, promote, encourage, and further the sport of curling on behalf of women of all ages and abilities at Broomstones. BLCC aims to support women curlers at Broomstones and to advocate for all matters pertaining to women's curling.

Members of the BLCC enjoy many benefits, including: United States Women's Curling Association (USWCA) membership, access to apply to the Broomstones Ladies Curling and Coaching Fund, women's opening and closing dinners, participation in the All-American Bonspiel (in-house) and women's social events, such as the annual holiday gift swap and summer gatherings.

The BLCC acts as the member club to the (USWCA), which is the national organization formed to support women's curling. The USWCA "unites women's curling clubs throughout the United States to cultivate friendly relations among its members and their clubs, to promote international friendships, to preserve the tradition and literature of the game, and to hold women's curling events each year." As a member of BLCC and the USWCA, women may participate in the following bonspiels: Annual Women's National Bonspiel, Annual Senior Women's National Bonspiel, Junior Regional Bonspiels, All-American Bonspiel, Women's and Open 5-Year and Under Challenges, Senior Women's Friendship Tour and the Scot Tour.

Membership in BLCC is open to all women members of Broomstones Curling Club in good standing. Membership dues to join BLCC are \$20 for the 2018-2019 season.