Simcoe Curling Club

172 South Drive, Bldg 5
P.O. Box 154
Simcoe, ON
N3Y 4L1

Distribution: Facility Chair (Cleaner), Bar Chair (Bar Manager and tenders), Draw Chair (League Conveners), Bonspiels & Special Events Chair (Caterer).

SCC Opening and Closing Procedures

Building Entry

- Enter through the rear entrance.
- If the alarm is armed, disarm it using your assigned alarm code. *(see SCC Security Contact and Verification Sheet)*
- If the alarm is not disarmed within the required time and the monitoring company contacts the Club via phone, follow the established verification process. *(see SCC Security Contact and Verification Sheet)*

Turn on Lighting

- **Lounge:** Turn on the three switches at the top of the stairs, the three upper-lounge ceiling-fan switches above the garbage area, and the remaining lounge lighting near the front entrance.
- **Changerooms/Washrooms:** Down the stairs, each changeroom and washroom have a light switch.
- **Ice level:** Turn on the four switches in the stairwell.

Front Entrance

- Unlock and secure the left front entrance door only using the Allen key located to the left of the door trim.
- Depress the crash bar and turn the Allen key to engage the hold-open mechanism.
- Do not use Club keys to leave the front entrance door unlocked.

Equipment and Amenities (Turn on as required)

- **Fireplace:** Black/red switch located on the right side of the fireplace.
- **Televisions:** Remotes are labelled in the bar area. Ice-camera TVs should be on schedule; their remotes are behind the bar.
- **Audio System:** Follow the instructions inside the cabinet beside the Pro Shop.
- **Pro Shop**: Turn on the cabinet light using the switch below the bulletin board.

Restricted Areas

Access behind the bar and to the liquor cabinet is restricted to authorized individuals only and must comply with all applicable Club policies and liquor licensing requirements.

Date Initially Approved November 7, 2023
Date Reviewed November 7, 2026
Date Revised November 7, 2026

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Closing Procedures

Before Leaving

- Turn off the fireplace, unnecessary TVs, and stereo; leave the game-schedule TV on.
- Deposit all payments, membership forms, cheques, and other funds in the secure lock box via the mail slot in the liquor cabinet. Do not leave payments unattended.
- Confirm all members and guests have left and that the washrooms, changerooms, kitchen, lounge, and ice level are vacant and secure.

Facility Walkthrough

Confirm that all members and guests have left and that the washrooms, changerooms, kitchen, lounge, and ice level are vacant and secure.

Turn Off

- Pro Shop cabinet light.
- Ice-level, washroom, changeroom, bar, lounge, and kitchen lighting.
- Coffee makers, small appliances, portable heaters, fans, and other equipment not needed overnight.

Leave On

- Front entrance vestibule light.
- Both stairwell lights leading to the ice level.

Secure the Building

- Release the front-door hold-open mechanism with the Allen key and confirm the door is secure.
- Lock both ice-level doors or install the approved wooden security bar.
- Confirm all exterior doors are secure
- Evenings and weekends – set the alarm (back door must be closed first). Exit through the rear entrance and confirm it closes securely behind you.

Emergency Situations

Immediately contact 911 for any fire, medical emergency, security incident, gas leak, or situation presenting an immediate threat to life or property.

Report non-emergency maintenance, safety, security, or facility concerns to the appropriate Club executive, Facilities Chair, or designated maintenance contact as soon as practical.

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