

## 2023-24 School Curling Instruction Program – BOOKING PROCESS

### Salmon Arm Curling Club

We're very happy that our School Curling Instruction program has been so well received. However, there is:

- a limited supply of overall ice time – we require 3 sheets (out of 6) per class.
- a finite number of volunteers
  - we require 6 volunteers per class to deliver a quality experience as safely as possible for students, teachers and volunteers.
  - we worry that we may burn out our dedicated helpers.

#### Our booking process effective 2023-24:

- 1) **REQUEST LIST** - we create a list of those interested in booking:
  - a) Teachers who brought their class last year, will have the first opportunity to place their class in the queue.
  - b) **EARLY REQUESTS** from these teachers will be accepted **September 1<sup>st</sup> to September 5<sup>th</sup>**.
  - c) Following this (Sept 6<sup>th</sup>) *we will be accepting requests from all other teachers.*
  - d) ALL requests are date/time stamped to facilitate scheduling.
- 2) **SCHEDULING PROCESS** - booking your 3 timeslots:
  - a) This will begin around mid-October once our daytime leagues commence, and we know how much ice is available for the program.
  - b) At that point, a draft schedule will be circulated via email to responding teachers, one at a time in the order of date/time their request was received.
  - c) Teachers will have a maximum of 12 hours from the time the email was sent to respond with the 3 dates they wish to book.  
*(Immediate response is very much appreciated to reduce the overall time to complete the schedule.)*
  - d) The schedule is updated after each response to show dates booked and dates available. It is then sent to the next teacher on the request list.

More Information: <https://salmonarmcurling.com/service/school-instruction/>

Looking forward to hosting your class!

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