

~Thank you for Volunteering~

Duties of the BCLFSC Ice Monitor

Arriving at Rink: Please arrive at the rink at least 10 minutes before your session is scheduled to begin. You must stay for the entire session to receive volunteer credit for monitoring. Monitors cannot teach or skate the session they are monitoring.

Securing Monitor Materials: The first monitor of the day should get the monitoring materials from the Pro's room. The last monitor of the day should put the materials back in the Pro's room. There is a bin marked "Ice Monitor Supplies" where all materials will be stored.

Signing In (for monitors): You must **PRINT** your name legibly and, if last names are different, also **PRINT** the full name of your skater (BCLFSC member) for tracking purposes in order to receive volunteer credit for monitoring. Your skater does not need to be present for you to monitor a session.

Recording Information: Verify the date and session on the top of the sheet for that day and **PRINT** your name legibly and, if last names are different, also **PRINT** the full name of your skater (BCLFSC member) for tracking purposes in the appropriate space. Skaters "buying-on" should be added to the list of skaters for the session. Skaters not there should be marked as "NS" for no show. Check off skaters, both contract and buy-on, as they go on the ice. Please **DO NOT** write names in the top printed area.

Assist Skaters: Assist skaters in the check-in process. A skater that is not checked in within 10 minutes after the ice session starts, will lose their ice time. Record any "Holds" that are called in. Ice designated "Hold" cannot be sold by the club to another skater.

Non Club Member/Guests: Non-club members can guest skate on BCLFSC ice a maximum of 7 times during the year with approval from the Contract Coordinator (Frances Matos) or the Head Coach (Joan Orvis). Collect a check for \$15.00 made out to BCLFSC, record the check # next to their name and place in the front zipper pouch. The skater must pay before they are permitted to skate. **Cash is not accepted.**

Maximum Number of Skaters: At no time can there be more than **22 skaters** on the ice for safety purposes.

Play Music: Please see attached "Music Playing Procedures" for detail.

Control Ice Usage: Make sure all skaters leave the ice promptly at the end of the session. If a skater is in a lesson, a Pro will enforce this rule.

Respond to Injuries: In case of injury, request assistance immediately from the Professionals and/or, if appropriate, call 911.

Last Session: After the last session of the day, place the Ice Book and boom box in the Pro's Room. Any CD's, tapes, clothing, guards, water bottles, etc left behind should be removed from the monitoring box area.

Responding to Problems: If the Monitor encounters any problems during his or her session they should contact the Skaters coach (if known), Ice Monitor Coordinator or Head Professional as soon as possible. Please do not talk to the skater yourself. Comments and concerns are welcome.

Substitutes: Monitors are responsible for finding substitutes in their absence for a previously scheduled ice session.

Calling All Volunteers To Ice Monitor: If you would like to volunteer to monitor for a specific ice session or sessions or know someone who would like to monitor, please contact the Ice Monitor Coordinator. If, however, you are in the stands and see that an ice session is not being monitored, **please feel free to fill in** and sign the ice book for credit. It would be greatly appreciated!

Please also refer to the “**Music Playing Procedures**” sheet attached.

~Once Again, Thank you for Volunteering!~