

2009-2010 Braemar-City of Lakes Figure Skating Club

Ice Monitoring Volunteer Requirement

(Home Club, Associate and Junior Club Members)

Please review these (2) pages carefully. You will be asked to sign that you have reviewed and understand the Ice Monitoring Volunteer requirement on your membership form.

The Braemar-City of Lakes Figure Skating Club is an entirely volunteer-run, non-profit organization. Without the active, continuing support of its skating members and the parents of its skating members, the Club cannot provide the facilities and services the skaters and Club Professional need.

Having all ice sessions monitored is extremely critical to the financial health of our club by making sure all skaters are checked in and all skaters who buy on are recorded. The ice monitor also helps save valuable time for the skaters and professionals by playing the music and last but not least, being there in case of a medical emergency. **Therefore, it is a requirement this year that all Home Club, Associate and Junior Club member families who are contracted for ice sessions need to ice monitor an ice session (3) times each (3) month period which are as follows: (Sept, Oct, Nov), (Dec, Jan, Feb) and (March, April, May) or pay a buy out fee of \$30.00 each (3) month period.**

If you choose the buy out option and prefer **NOT** to perform any ice monitoring duties, please include a check for \$90.00 with your Home Club, Associate or Junior Club membership forms and write "monitor buy-out" in the memo section of your check. This will relieve you of any ice monitoring duties for September through May.

Other guidelines to follow in order to receive your credit:

- Rink monitors are volunteer parents of a BCLFSC skater or a BCLFSC skater who is at least 15 years old.
- New BCLFSC member families may want to schedule their ice monitoring sessions for the later part of the (3) month period in order to observe the ice monitoring process.
- There is no carry over from one (3) month period to the next and the buyout fee is NOT prorated.
- It is required that your entire monitoring requirement be fulfilled each (3) month period. If at the end of the (3) month period you have not fulfilled your COMPLETE commitment, you will be charged the FULL buyout fee.
- Members can monitor any ice session. It is not necessary for an ice monitor to monitor a session only when their skater is on the ice.
- **VERY IMPORTANT:** You must sign the "Rink Monitor Sheet" on the "Monitor Signature" line as you check skaters in for the session you are monitoring. The signature **MUST** be legible

and also write your skaters name if the last names are different. **If you do not sign the “Rink Monitor” sheet or we cannot read the signature, you will NOT receive credit. No exceptions!**

- You MUST perform all duties for the entire session. (For example: You will not receive credit if you help check skaters in but do not play music.)
- **Complete Ice Monitoring Duties and Music Playing Procedures** will be provided on the website at www.braemarfsc.org for your review prior to arriving for your session as well as contact information in case questions arise. Ice Monitoring Duties and Music Playing Procedures are also located at the rink in the Ice Monitor Supply bin which is either located in the coaches room or outside the East rink locker room when ice is in session. Look for the green laminated sheets.
- **Sign up procedures are as follows:**

1. On the **15th of the month prior** to the beginning of each 3 month period a monitor schedule will be posted on the bulletin board outside of the locker room. It is your responsibility to make time to schedule your ice monitor sessions.

August 15th monitor schedule posted for Sept, Oct, Nov
November 15th monitor schedule posted for Dec, Jan, Feb
February 15th monitor schedule posted for March, April, May

2. Fill your name in the time slot that is most convenient for you. **Sign up is on a first-come, first-serve basis.**
3. The Ice Monitor schedule will remain on the bulletin board outside the locker room for the entire (3) month period in case you need to add to and/or change your chosen sessions.
4. Once you have signed up, you are responsible for your assigned session. If you can't make your assigned session it is your responsibility to find your own substitute to agree to sign your name and monitor the session so you receive credit or please cross your name off the sign up sheet so that someone else has the opportunity to take the spot. If the substitute does not show up you will still be responsible to make up your missed session. If you do not make up your session, you will be billed for the full buy out fee of \$30.00.

NOTE: The ice monitor coordinator is not responsible for handling schedule changes.

5. If you are in the stands and no monitor is present, PLEASE step forward and monitor the session.

Please direct questions to icemonitor@braemarfsc.org.

