

Duties of the BCLFSC Ice Monitor

~Thank you for Volunteering~

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 ice skating folder, the pinnies and the music playing equipment from the Pro's room. The last monitor of the day should put all the materials back in the Pro's room.

Signing In (for monitors): Verify the date and session on the top of the sheet in the ice sign in folder for that day. **PRINT** your name legibly at the bottom of the sheet and, if last names are different, also **PRINT** the full name of your skater (BCLFSC member) for tracking purposes in the appropriate space. Your skater does not need to be present for you to monitor a session.

Recording Information: Skaters "buying-on" should be added to the list of skaters for the session on the bottom part of the form. 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 5 MINUTES after the ice session starts, will lose their ice time.** Record any "Holds" that are called in by text or phone to a coach or fellow skater. Ice designated "Hold" cannot be sold by the club to another skater. If the skater does not show up when hold is placed by their name, they will not be able to swap that session at a later date.

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 (Ann Makredes) or the Head Coaches (Kathleen Gazich or Loni Keenan). Collect a check for \$16.00 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. If you count more than 22 skaters on the ice, request the assistance of a Pro or Head Coaches (Kathleen Gazich or Loni Keenan) on how to proceed as the 23rd and beyond skater(s) will have to leave the ice. Contract skaters

who checked in no later than 5mn after the beginning of the session have priority over those exchanging or buying-on or guests.

Play Music: Please see below “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.

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 below.

~Once Again, Thank you for Volunteering!~

Music Playing Procedures

- Please play music on all monitoring sessions. Go to the music box 5 to 10 minutes into the session.
- All skaters should have the opportunity to have their music played once before any skater's music is played twice (this includes lessons!) Skaters with more than one CD/tape must choose which program will be played on a particular session.
- The playing order of the music is determined by the order the skaters give the monitor their music. If you are monitoring on a full session, you may want to remind the skaters to get their music in early to ensure it will be played on the session.
- A skater having a lesson has priority over the other skaters; however, no skater may be bumped more than **3 times**. If you have bumped a skater 3 times for a lesson, you need to inform the next lesson that their music cannot be played until the bumped skater has gone. Then the 3 lessons bump rule starts over for the next skater in line.
- If a skater has already had their music played on the session and they request it in a lesson, you have to wait and play their music after every skater in the session (with music) has gone once.
- Music may not be stopped and started over for a skater unless the monitor has made a mistake.
- A dance coach can request dance music to be played for a lesson. The time that the music is played should not exceed 4 minutes.
- A dance skater can also choose to have their dance music to be played as part of the rotation. The time of the music played should not exceed 4 minutes.
- If there are no requests for music to be played, you may sit in the stands. **If you have a skater on the ice, please respect the coaches.** They need to have the skater's full attention.