

Braemar-City of Lakes Figure Skating Club **Ice Monitoring Requirement** (Home Club, Associate and Junior Club Members) Please direct questions to icemonitor@braemarfsc.org.

Please review this carefully, you will be asked to sign that you have reviewed and understand the Ice Monitoring 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 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 per contract period which are as follows: (Sept, Oct, Nov), (Dec, Jan, Feb), (March, April, May) and (June, July, Aug) or be billed \$90.00 at the end of contract period. These are the Guidelines 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 to monitor a session only when your 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 in the front of the ice monitor book. 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.
 - May 15th** monitor schedule posted for June, July, August.
 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 be in the ice monitor book 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 \$90.00. 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.

Volunteer Requirement

Our club requires the volunteer efforts of every family for continued success in our Braemar-McCandless Skating Competition, our Annual Ice Show, and Board-designated projects. All **Home Club** Member Families are required to provide a minimum of six (6) hours of volunteering in any combination of the Braemar-McCandless Skating Competition, the Annual Ice Show and Board-designated projects each membership year (July 1 – June 30). Failure to meet the volunteer requirement will result in a \$90 fee assessment. Home Club Member Families track their hours worked on a Volunteer Form. That form must be signed by the committee chairs of the Braemar-McCandless Skating Competition, the Annual Ice Show and Board-designated projects. Once signed, the Volunteer Forms are submitted to the Volunteer Chair. Volunteer hours will be prorated hourly. For example, if you only volunteer for 4 hours, you will be billed \$30.