



## **Rink Monitor Policy, Sign-Up Procedures and Responsibilities**

### **What is a rink monitor?**

An adult rink monitor is required to be present during all CFSC skating sessions. Every contracted family is **required** to rink monitor during contracted club ice sessions. The rink monitor must remain off-ice and in close proximity to the booth, and is responsible for checking in skaters, recording buy-ins, collecting buy-in payments, playing music, and generally watching for unsafe ice conditions.

### **How often must I be a rink monitor?**

Parents sign up for rink monitoring quarterly. The number of required rink monitor sessions will be set each quarter based on the total number of ice sessions in the quarter. The number of required rink monitor sessions is based upon how many sessions your skater registers to skate. In general it will be between 2 -7 rink monitor sessions/quarter.. If, for some reason, you returned a contract late, you will be limited to sessions available or you may choose to buy out.

### **Am I required to rink monitor?**

**All families that contract will be required to rink monitor for the quarter that they have contracted for ice.**

### **I can't remember what dates/times I signed up for?**

The list of rink monitor assignments can be found on [www.chaskafsc.com](http://www.chaskafsc.com) under the ice contract tab. Please mark your rink monitor assignments on your calendar.

### **What if I can't be a rink monitor?**

If you cannot rink monitor (or choose not to), you can buy-out at \$100 for the contract period, for the first skater in your family. There is an additional fee of \$20 for each additional skater in your family. (See the contract information page.). The Rink Monitor buy-out fee for those whose rink monitor requirement is 1-2 sessions is \$30 for the contract period.

### **What if I can't make my assignment?**

All assigned rink monitors are responsible for their registered shifts. If you cannot make a particular session **YOU** are responsible for finding a substitute. You may either trade times with someone or call someone to substitute for you. In either case, it is your responsibility to find a substitute. You can find contact information for other families on the roster which can be found on the website under the ice contract tab.

If you trade with someone, be sure to note this under the "Rink Monitor's Signature" portion of the sign-in page for that day. Assigned rink monitors who fail to show up and don't arrange for coverage will automatically be billed \$10 for each session missed. If you miss 3 or more rink monitor shifts, or all of your rink monitor shifts if your requirement is only 1-2, within the same contract period, you will be assessed the full buy-out fee for that quarter. If you fill in for someone who didn't show up, please note it on the sign-in sheet and you'll be credited \$6.00 on your account.

There is no carry-over from one contract to the next. You must monitor your required number of sessions within each contract period. Trading with another parent is allowed but should be done within the same quarter.

### **What are the procedures to be followed when I get to the rink?**

Be sure to arrive at least 10 minutes early, as it is important that you are set-up and ready to go **before** the actual session starts. The binder and yellow belts should be brought out to the rink. These are stored in a plastic box in the coaches' room (just inside Arena 1, first door on the left). If the door is locked, ask any of the coaches to unlock it for you.

Take out the binder and open it to the day's page. Set out yellow belts where skaters can see them (these belts **MUST** be worn whenever a skater is practicing their routine to their music or testing).

Check-off skaters' names as they arrive. Record any skaters whose names don't appear on the page and ask if they are paying or if they wish to be billed (an option available **ONLY** to members, a current list of all members can be found at the front of the book) and note it in the book by their name. Non-members **MUST** pay before they can step on the ice. Checks should be made out to CFSC. Please record any checks you receive next to the skater's name (check # and \$ amount), and place them in the plastic zippered pouch at the front of the notebook. Also indicate if a skater is switching from a different date (i.e. skating Tuesday for Sunday, etc.). Switching is available to club members **ONLY** and can be done anytime within the quarter.

Skaters will bring you their CDs to play. Line them up in the order received and begin playing them as soon as the skaters are ready. Music is played on a first-come, first-served basis, and should be lined up so that all skaters and coaches can see them. **\*\*EXCEPTION:** Skaters in a lesson can have their music moved to the front of the line **once** during their. Skaters practicing moves may not use music to earn the right-of-way.

Be sure to sign at the bottom of the page and note any unusual incidents under "Comments" (i.e. accidents, damaged equipment, poor ice conditions, complaints, and/or suggestions). Return CDs to skaters (if they've already left, put them in the club mailbox), and put all equipment back in the coaches' room.

### **Rink Monitor Sign Up Procedure**

1. The rink monitor schedule will be posted on Sign-Up Genius the **day after** contracts are due. An e-mail will be sent with a link to the Sign-Up Genius website.
2. Families will be given **5 days** to sign up for their required number of rink monitor sessions with the end date/time clearly indicated on the Sign-Up Genius site.
3. The rink monitor session will then be "frozen."
4. The Sign-Up Genius site will be locked and a PDF of the schedule will be located on [chaskafsc.com](http://chaskafsc.com)
5. All unclaimed sessions will be listed as OPEN at this time.
6. If you were unable to sign-up for your required number of session while it was posted on-line, you can choose any of the OPEN sessions from the printed sheet once it is located in the rink monitor book, but must confirm your choices with the ice coordinator.
7. If for some any reason you cannot monitor during your scheduled time, you are encouraged to trade with another family. You may also trade for any OPEN session, if available, by contacting the ice coordinator.
8. If you trade (either with another family or for an OPEN session), you will be required to make note of that on the printed sign-up sheet.



## **Rink Monitor Responsibilities**

The primary responsibility of the rink monitor is to attend the booth for the entire length of the assigned session. During this time, the monitor will oversee the safety and well being of the skaters while assisting skaters by playing recorded music used in lessons or individual practice. Rink monitors must be an adult, age 18 or older.

1. Arrive and set-up ten minutes prior to the beginning of ice session.
2. Check-off skaters' names in the log book.
3. Record all buy-ins to log sheet for that date. Make sure you record each skater's name and the amount paid or, in the case of Home Club Members (identified on the list in the front of log book), record the amount to be billed to the skater.
4. Sign bottom of the sign-in sheet and record any information, accidents, suggestions, etc., that you want the Ice Coordinator to know.
5. Music is played on a first-come, first-served basis. They are lined up in a place where skaters and coaches can view them. Skaters in a lesson can have their music moved to the front of the playing order once during their lesson. Skaters practicing moves may not use music to earn the right-of-way.
6. Rink monitors should help the skaters use their ice time wisely by encouraging them to skate instead of socializing or standing by the boards.
7. Rink Monitor has the authority to maintain ice etiquette and enforce conduct when necessary.
8. At the end of club ice, rink monitor is responsible for returning all equipment to the coaches' room.
9. Members have priority over non-members for buy-ins on club ice time.
10. If a monitor cannot work his/her assigned date, it is the monitor's responsibility to arrange for someone to cover the designated shift.
11. If a monitor trades an assigned time, be sure to make the appropriate notation in the log book for that date.