



Watertown Figure Skate Club Ice Monitor Duties

During your work session as Ice Monitor, please make sure you are REGULARLY checking the activities in the Club Room, Ice Rink, and Warming Room.

BE VISIBLE – please do not stay in the warming room the entire time!

- 1. THANK YOU FOR VOLUNTEERING!!!!**
- It is your responsibility to arrange to pick up keys from a board member if you are opening the rink for your shift and return them at the end of your shift. Please plan ahead.
- Once you arrive at the rink, turn on all the lights located in the South wall in the warming room on the side by the drinking fountain if they are not already on.
- Unlock the Club Room Door if it's not already unlocked. The Club room is located in the back hallway by the locker rooms on the far right hand side.
- Set out the WFSC Skater Sign-In Binder on the small table by the double glass doors in the warming room. There is a cubby on the wall in the Club Room marked in bright orange tape that contains the WFSC Skater Sign In binder (purple binder). The small table is located in the electrical room in the warming area/entrance. Make sure there is a pen to sign with. Extra pens can be found in the cupboard in the Club room.
- Find either the current date or start a new sheet for the day by writing in the date on the top of the page. Make sure skaters sign-in on the appropriate date BEFORE they enter the ice. They just need to put a time they checked in at.
- As Ice Monitor, you are responsible for ensuring the safety of the skaters on and off the ice. If you see groups of skaters talking on the ice for extended periods of time – make sure they are off to the side and limit their personal conversations. It's okay if skaters are helping other skaters with moves in the field. If they are in the way on the ice and could cause an accident– make sure to ask them to move out of the way. You may need to yell across the ice for them to hear you or go to the music monitor and let them know to announce it.
- 8. During your work session as Ice Monitor, please make sure you are REGULARLY checking the activities in the Club Room, Ice Rink, and Warming Room. BE VISIBLE – please do not stay in the warming room the entire time! You should always have your eye on the skaters/ice.**
- If skaters are spending a large amount of time sitting in the Club Room or Warming Room (more than 10 minutes) suggest they continue skating or call it quits for the day. Lots of times their feet may hurt and they just need a break and that's okay. However, if there are just goofing off – they need to skate or exit the premises.
- You will need to watch the clock in the rink located on the wall above the goalie box. When it's time to exit the ice, you will need to loudly call "TIME TO GET OFF THE ICE". Skaters should immediately exit the ice.
- At any time, should a skater physically leave the rink, they must sign out again noting the time of day they are leaving in the Skater Sign-In binder. Even if a skater is leaving and coming back – please have them sign out.

12. When ice is over for the day, all remaining skaters must sign out as they exit the ice/building.
13. Once your volunteer time is up, if you are the last session of the day, please put the Skater Sign In Binder back in the Club Room in the designated cubby.
14. Turn off the lights in the Club Room and lock the door. Double check to make sure the door is locked – it closes hard.
15. Leave all rink lights on as the City will be back to Zamboni the ice and they will turn off the lights.
16. Lock the rink as you leave and make sure it's locked unless there is another event/group entering the rink for the next activity. Example: Wednesday night is Open Skate. Friday is hockey.
17. Make sure all skaters have been picked up – if there are skaters left at the rink, stay with them until their ride arrives.
18. A list of skaters' parents' names and phone numbers can be found in the back of the Sign Up book in the club room in case of an emergency.
19. Turn your volunteer keys back into the appropriate board member.

THANK YOU!!!