

RINK MONITOR DUTIES

GREENHECK FIELDHOUSE

1. You should receive an email the day before you are scheduled to rink monitor with the list of skaters registered, these instructions, and the locker combination
2. When you get to the rink, open the Timberline locker and take out:
 - a. Binder with clip board with list for skaters to sign in on & pen
 - b. Money bag for any cash you take for walk-on skaters (should be in binder)
 - c. CD player with power cord & auxiliary cord
 - d. Space heater (if you wish to use it)
 - e. Yellow vests
 - f. Tissue for skaters
3. Set up CD player
 - a. Plug white end of auxiliary cord into outlet under the desk in the hockey announcer box
 - b. Make sure the other end is plugged into the CD player (green plug-in)
 - c. Plug in power cord in wall outlet
 - d. Make sure dance CD is in player
4. If necessary, raise plexiglass window and set yellow block under it to keep it open. Set yellow vests & tissue box where skaters can get at them in the window
5. Sign in skaters
 - a. Sit in hockey announcer box – all skaters should come over and check their name off the list or sign in as a walk-on
 - b. Ice should be pre-purchased through Entryeeze, otherwise the cost is \$20 for walk-on ice provided there are open spots available, and on a first come first served basis – ice capacity per hour is 18 skaters (not including coaches)
 - c. Guests may walk-on 2 times total before they need to become members – they pay the \$20 walk-on ice
6. Play music for skaters – skaters wishing to skate to dance or program music will take turns, and it is the rink monitor's job to facilitate and play music. Skaters should wear the vests to indicate that they have the right of way.
7. In the event of accident or injury, after treating the skater, fill out a U.S. Figure Skating accident report form found in the binder. Once completed please notify the club via email at timberlinefsc@gmail.com
8. Return all items to locker and lock when ice is over