

# RINK MONITOR DUTIES

## MARATHON PARK

1. You should receive an email the day before you are scheduled to rink monitor with the list of skaters registered and these instructions
2. When you get to the rink, get the keys for the music cabinet and items from our file cabinet from the Marathon Parks Department office:
  - 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
  - c. CD player with power cord & auxiliary cord
  - d. Harness
  - e. Yellow vests
  - f. Tissue for skaters
3. Set up CD player
  - a. Unlock music cabinet in the rink
  - b. Plug in cord for music
  - c. Make sure dance CD is in player
4. 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 Entryeze, 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](mailto:timberlinefsc@gmail.com)
8. Return all items and keys to the office when done