

ICE HAWK ARENA RINK MONITOR DUTIES

Spring & Summer

(copy of directions also available in CIFSC duffle bag at Ice Hawk Arena)

As the rink monitor at the Ice Hawk Arena, you are the “adult in charge” during the ice time package (there is only one rink monitor for each package at Ice Hawks). **You must be present inside the rink, for the entire package.** (FYI: Ice Hawks rink is colder than K.B. Willett.) Please arrive a few minutes early so that you are set up before the skaters enter the rink. You will NOT be playing CDs for the skaters but will have other duties, including:

» Handling the CIFSC duffle bag:

If you are the first (or only) package of the night, please get the CIFSC duffle bag from the zamboni room, located at the end of the rink where the skaters enter and exit the ice. In the duffle bag, you will find the emergency contact list and first aid supplies along with a binder with the skater’s names for each package at Ice Hawks. If you are not the last package of the night, please leave the CIFSC duffle bag on the bleachers (near the zamboni end) for the next rink monitor. If you are the last (or only) package of the night, please return the duffle bag to the zamboni room.

» As rink monitor please sign next to your name on the rink monitor schedule.

» Checking in the skaters:

It is your responsibility to check in the skaters (check off the names of the skaters on the sheet provided in the binder). **Only allow skaters whose names are on the list on the ice.** If there is a skater on the ice who is not on the list, it is your responsibility to ask her/him to leave the ice. If a question arises regarding whether or not a skater should be on the ice (skater’s name is not on the list, but she thinks it should be), contact the Membership/Registration Coordinator (contact information is in the emergency contact list in the CIFSC duffle bag).

» Turning the lights on/off:

If you are the first or last (or only) package of the night, you should make sure the rink lights are turned on (or off). The switch is labeled and located in the zamboni room. Please also remember to turn off the lobby lights if you are the last package of the night.

» Be available in case of an emergency.

Make sure to check the Rink Monitor Schedule (emailed to skaters as well as available online on the "club calendar" link). **You will be charged \$20 for each no-show.** If the date you are scheduled doesn’t work out for you, you may switch with another parent (check the “Club Calendar” to see list of skaters). Please notify the Rink Monitor Coordinator, **Tieoni Riley (rileysat@aol.com)** if you switch

dates with someone. Also, let the Rink Monitor Coordinator know if you fill in for someone who was a no-show, so you can receive credit for doing so.