



ICE HAWK ARENA
801 Badger Ave. Stevens Point
RINK MONITOR DUTIES



Spring & Summer

(A copy of directions also available in CIFSC duffle bag)

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.** Please arrive a few minutes early so that you are set up before the skaters enter the rink. Rink monitors can sit in the stands. Ice Hawks Rink is COLD, and the heaters are often turned off for the summer. You will NOT be playing music for the skaters but will have other duties, including:

» Turning the lights on/off:

If you are the first, 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.

>> Package Expectations:

As the rink monitor, you are responsible for enforcing our ice etiquette rules.

1. Absolutely no electronic devices on the ice: air pods, phones...
2. No food or drink (other than water) near the ice.
3. Skaters may play their own music by connecting their personal devices to the sound system. You are not expected to help with this.
4. Only coaches and skaters are allowed on the hockey benches. No siblings, parents, friends, or skaters (not in that session) should be in that area.
5. Skaters should yield to those working with coaches and be respectful in sharing the ice.

» 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. The Zamboni room is on the far end of the rink. Take the hallway on the right all the way down. Enter the rink through those doors, the Zamboni room doors are to your left. The light switch is on the wall to your right, as you walk in. The rink lights are also located here and may need to be turned on. The duffle bag will be on the large wooden structure located straight ahead as you walk in.

In the duffle bag:

1. Binder
 - a. Package Schedule
 - b. Emergency contact list
 - c. Accident Report sheets
 - d. Walk-on Sheets

2. First Aid Kit- **You are the adult responsible for assisting in case of an emergency.** Please fill out an Accident Report sheet if any coach or skater is injured. Submit this form to the Rink Monitor Coordinator. If you notice any supplies missing from the First Aid Kit, please also notify the coordinator.

If there is a package after yours, please hand off the duffle to the next rink monitor. If you are the only package that night, please return the duffle to the Zamboni room.

>> Handling the Binder.

1. Sign in as rink monitor (next to your name on the schedule)
2. Check off skaters present. Mark A for any skaters absent. **Only allow skaters whose names are on the list on the ice.** If a skater enters the ice, but is not on the list, it is your responsibility to ask them to get off.
3. If a package is not full (15 skaters max.) walk-on skaters are allowed. This is given on a first come, first-serve basis. Walk-on skaters may not reserve a space ahead of time. Sometimes skaters arrive late. **Please do not allow a walk-on in place of a skater marked absent unless you were notified ahead of time that skater would not be there.** The walk-on fee is \$15 for a 60-minute package, \$12 for a 45-minute package. This can be paid using exact cash (no change is given) or a check made out to CIFSC. Please fill out the walk-on slip and fold in with the payment. Place both in the walk-on envelope which will be checked weekly by a coordinator or board member.

Please remain in the rink until all skaters in that session have left.

Parent Information:

Please know your assigned Rink Monitor dates. **You will be charged \$20 for each no-show.**

FYI – Only CIFSC junior club members will fulfil the spring/summer rink monitor duties.

Questions?

Rink Monitor Coordinator- Tieoni Riley rileysat@aol.com

Spring/Summer Ice Coordinator- Trisha Hudack trisha.hudack@gmail.com

CIFSC President- Jill Przekurat (715) 340-4653