

Monitoring Requirements

The DFSC hires independent contractors to monitor ice sessions during the summer months and relies on club volunteers to monitor sessions the remainder of the year. Each family has the option to either monitor two sessions (must be a 45 minute or hour session) a month per skater or pay a \$20.00 buyout fee per month. If a family states on their contract that they will monitor but do not fulfill their two sessions that month, they will get billed \$10.00/session. Each family has the opportunity to get up to two coupons per month for monitoring extra sessions (one coupon/session – max of two per month). The first month that a family has joined the DFSC we do not require them to monitor, we just ask that you sit with the monitor and learn how to work the sound system and check the skaters in. The next contracting period you can choose to either sign up to monitor or pay the fee.

The ice monitor is responsible for enforcing DFSC ice rules and is the person of authority at the rink. The presence of an ice monitor frees the coaching staff to concentrate on instruction. An ice monitor, whether volunteer or paid, must be at least 16 years of age. To be considered for the paid position, the individual must be available during scheduled ice times and must provide his/her own transportation to the various rinks in the Duluth/Superior area. Questions regarding ice monitoring should be directed to the monitor coordinator

ICE MONITOR DUTIES AND PROCEDURES

1. The monitor for the first session of the day must bring the music stand rinkside and hang the speakers. (This duty does not apply to all rinks.)
2. The monitor for the first session of the day should ask the coaches if any other equipment (video camera, television, etc.) will be needed and should make sure that any such equipment is available rinkside.
3. The monitor for the first session of the day should place a tissue roll and a wastebasket by the boards, accessible to skaters and coaches.
4. The monitor is responsible for taking attendance of the skaters on each session, placing check marks by their names. To aid in accuracy, **ALL SKATERS ARE REQUIRED TO CHECK IN WITH THE MONITOR PRIOR TO STEPPING ON THE ICE.** The monitor should count the skaters on each session and compare the total to his/her attendance record.
5. The monitor is responsible for entering the appropriate cancellation notation (“CNX”) next to the name of any skater who has indicated an inability to attend the session. The monitor should not cancel a skater unless requested to do so by a coach, a parent, or the skater.
6. If a session is not full as a result of low contract numbers and/or cancellations, the monitor should allow non-contract skaters to walk on the session. Walk-on skaters should be let on in the following order: Home club members, Associate members, Non-members. In no case should the number of skaters on the ice exceed the maximum total for the session listed on the monitor sheet.
7. The monitor is responsible for collecting walk-on fees. **No walk-on skater should be allowed on the ice without first making payment to the monitor.** The form of payment made by a walk-on skater (cash, check, or coupon) must be clearly marked in the monitor book. Envelopes are provided for the collection of walk-on fees. One envelope should be used for each day. The outside of the envelope should include a listing of the walk-on activity for the day – skater name, session(s) walked on, amount of

payment, and method of payment. The monitor for the last session of the day is responsible for totaling and balancing the walk-on payments, sealing and signing the envelope, and filing it in the front pocket of the monitor book.

8. The monitor should cross off the names of those walk-on skaters who don't show up or aren't allowed on a session because it is full.

9. The monitor is expected to play program and filler music (CDs, iPods, and tapes) during freestyle sessions in compliance with DFSC **MUSIC RULES**.

10. The monitor for the last session of the day must remove the speakers and put the music stand away. (This duty does not apply to all rinks.)

11. The monitor book must be locked up every night or, in the case of a rink change for the following day, taken home by the monitor or a coach.