

# SCNH/Clinton Whitestown Ice Monitor

SCNH/Clinton in Whitestown requires an ice monitor to be present at all times while individuals are skating. The ice monitor is a non-skating adult who is present for the duration of the session.

Ice monitor duties:

- Plan to arrive 15 minutes early.
- Retrieve the clipboard, vests and CD player from the storage box. It is a large wooden box located in the supply room off the hallway leading to the community center (no longer in the ticket office).
- Mark contract skaters as present on the check-in sheet for appropriate day/session.
- Manage drop-in skaters (see below).
- Inform skaters of the start of the session and clear ice promptly at completion of session. Skaters should not be allowed on the ice prior to start of the session or beyond the end of the session without approval of rink employee.
- For any injury potentially requiring medical evaluation, document the incident and inform Spring/Summer Ice or LTS Coordinator. Injury forms are in the clear page protector on clipboard. The form should be filled out by skater's coach and/or parent if available. For any serious injury in the absence of a parent/guardian, call 911.
- Return vests, clipboard, and CD player with both power cord and microphone jack to storage box at the end of the session and lock up. **Please unplug cords from CD player for storage**, to prevent damaging them.

Drop in skaters are allowed, subject to the following:

- Contract skater make-ups are prearranged and take priority. Drop-ins are first come / first served. There are no advance reservations for drop-ins.
- Payment must be made in advance of skater taking the ice. Cash or checks made out to SCNH. Drop in cost is \$20/session for non-contract skaters: \$15 for contract skaters. See contract skater list on clipboard.
- Skaters not passed pre-pre MIF and below cannot drop in without prior board approval.
- The session is considered full at 20 skaters.
- Paid skater slots are NOT to be filled with make-ups or drop-ins.
- Make up sessions are granted on a limited basis -
  - Subject to open slot availability, first come; first served
  - Must be arranged in advance
  - Monitor obligations must be fulfilled
- For drop in skaters:
  - Make sure the skater has liability form on file.
  - Write skater's name on the sign in sheet in the column for that date.
  - Collect and note money on the sign in sheet and payment envelope.
  - Deposit cash/checks in the cash box (small metal box inside storage box) paper-clipped with sticky note indicating date/session and each drop in skater's name and payment details.
  - Do not fill "absent" paid skater slots with drop-ins. These skaters have the right to be late!

Coaches:

A list of approved coaches is also in the monitor binder.

Questions: Spring/Summer Freestyle Coordinator: Beth Martin 315-725-9091 [bethscnh@gmail.com](mailto:bethscnh@gmail.com)  
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