

Alexandria Figure Skating Club

Ice Monitor Procedures

Where do I get the AFSC Ice Monitor Book?

The ice monitor book is a 3-ring binder. It is located in the AFSC coach's locker room (located in the West Rink near the stairs to the warming area). Please knock on the locker room door, wait a few seconds, and then enter. There is a counter on your right in the corner. The book is typically there. If for some reason you can't find it, just ask a coach. If you happen to be the second ice monitor of the night, the book may already be in use so check with the first ice monitor assigned to that night.

Where do I sit when I am serving as the ice monitor?

Please sit where the clock / score keeper sits for hockey games. That way the skaters always know where to find you. You also need to be in this location to play music for the skaters as requested. (Note – If you turn the little heater on in the score keeper's area, **DON'T FORGET TO TURN IT OFF!!**)

I have the ice monitor book. Now what do I do?

1. Find the tab for that ice session in the book (i.e. summer, winter, spring, etc.), and find the sheet for the appropriate night's ice time.
2. Put a check mark for whichever skaters are on the ice. (You are taking attendance to make sure skaters have paid for the ice time.) If you don't know who the skater is, wave them over to you so you can get his/her name.
3. If a skater is not pre-registered and written in the book already, that means that skater needs to use a "punch card." Punch cards are located in the front of the ice monitor book with the skater's names written on the back of them. You use the 3-hole puncher and punch their card 1 time. (1 punch = 1 ice session) Use caution to make sure you are not punching more than 1 card at a time. After punching the card, locate the paper immediately following the "regular" attendance sheet you checked the other skaters in on. Use that page to write the punch card skater's name down. There is a spot to indicate "yes" you punched their card. If the skater doesn't have a punch card, still write their name down on the punch card sheet and write "no" indicating you didn't punch their card. AFSC will then follow up with that skater for payment.
4. If a skater asks you to play their music, the cd player is located right next to you in the score keeper's area. There is a dongle provided in the ice monitor's book if you need to connect a skater's phone to the sound system.
5. Return the ice monitor book to the AFSC coach's locker room when you are done.

Thank you for helping to make AFSC private ice time a success!!