



# Figure Skating Club of Minneapolis

Augsburg College ~ 2323 Riverside Avenue ~ Minneapolis, MN

## Ice Supervisor Guidelines/Procedures

### General

- 1.) An Ice Supervisor should be at the rink 15 minutes before a session begins and should be present for the entire session. The Contract Ice Book can be found in the parents' room at Augsburg.
- 2.) An Ice Supervisor should read and be familiar with the Club Ice Rules. A copy is included in the Contract Ice Book.
- 3.) An Ice Supervisor should accept full responsibility for supervising during the entire session. The Ice Supervisor has the right to ask a skater to leave the ice or the arena for violation of Ice Rules. Ice Supervisors with concerns should address questions to a current Board Member.
- 4.) All skaters must check in with the Ice Supervisor before stepping on the ice. If the skater is skating multiple sessions in one day, the skater may check in for all sessions at one time. Skaters who are skating Random Ice (Not listed in Ice Contract Book) must check in for each session before they are allowed on the ice.
- 5.) If a particular session is full, it is possible that skaters may be listed on the waiting list as PWL (Permanent Waiting List). These skaters have the first opportunity to buy available ice. PWL skaters are charged at the regular contract rate rather than the Random Ice price.
- 6.) Policy for buying Random Ice is as follows:
  - Each session of contract ice has a master contract sheet in the book with a waiting list at the bottom.
  - Available Random Ice is sold starting 10 minutes before a session starts. The Ice Supervisor sells ice in the order of names on the Waiting List who are present.
  - If a person whose name is on the Waiting List is not present 10 minutes before a session begins, the Ice Supervisor goes to next person on the list until there are no more names, then to those skaters who are present.
  - If a skater whose name is on the Waiting List is not present 10 minutes before a session begins, their name drops to the bottom of the list behind persons who are waiting to get on the ice session.
  - A Club Member buying Random Ice may pay by cash, check or be billed by having the Supervisor check charge on the space provided. (Please indicate all Random Skaters who skate a session whether they are billed, pay by cash or check). Guest skaters (non-Club Members) must pay by cash or check; they cannot charge a session.
- 7.) Contracted skaters must check in no later than 5 minutes after a session begins or their spot may be sold to a skater who is waiting to buy Random Ice. (An exception to this rule can be made if a skater has called and indicated that they will be late for a session)

8.) Non Club members may purchase random ice three (3) times during the membership year (July-June) but must pay either a Home Club or Associate membership to buy additional ice. The Ice Supervisor should write the Non Club skater on the Guest Waiting List section of the contract sheet. The Ice Supervisor should also fill in the Guest Skater's name on the Master Guest List located in the Contract Ice Book.

9.) Skaters may cancel their ice by calling the rink or doing so in person. The Ice Supervisor should write the skater's name under the Cancel column of the contract sheet. The Ice Supervisor is not responsible for writing in Cancel for those skaters who do not show up or call. It is important to follow these procedures in case the club may have a policy in effect for cancelled ice.

10.) The priority for Random Ice is as follows:

- Home Club Member
- Associate Member
- Guest skater

11.) The Ice Supervisor should write their name in the space provided at the top of the contract sheet to insure that they are properly credited for working a session.

### **Free Style**

1.) A maximum of 22 skaters may skate a Free Style Session unless you are notified otherwise by a Board Member.

2.) For the safety of all skaters it is imperative that the Ice Supervisor discourage skaters from visiting on the ice or by the sideboards.

3.) Out of courtesy to all skaters, it is important that the Ice Supervisor help skaters respect each other on and off the ice.

4.) Remind skaters on the first session that it is their responsibility to bring the CD holder and vest on the rink and the skaters on the last sessions should remove the CD holder and vest at the end of the final ice session.

5.) The Ice Supervisor has the right to talk to any skater or professional about concerns during the session.

### **Moves in the Field**

1.) A maximum of 22 skaters may skate on a Moves in the Field Session unless you are notified otherwise by a Board Member.

2.) Moves patterns only are to be done during Moves sessions. Ice dance patterns are allowed on Moves in the Field sessions. Music for dance lessons may be played by professional if pre-approved.

3.) No jumps, spins, or choreography are allowed during Moves sessions.

4.) The only music allowed to be played during moves is for ice dance lessons. No other music is allowed.