



Roseville Figure Skating Club

Rink Parenting Procedures

Procedures for Rink Book

The rink book is located in the lower level Skating Center office; back room, in the cabinet; in the top drawer.

The rink book should be set out on the garbage container next to the entrance to the ice, open to current session and have a pen provided. Each session will have contracted skaters listed on the left hand side of the sheet, a cancel section in the middle and sign-ons are on the right.

Skaters are to check off their attendance before going on to the ice. Cancellations are made by crossing off the skater's name on the contracted list and listing it under the cancel heading starting at the top of the column. A maximum number of skaters is indicated by the number of listings under the contracted skater's column. This number may vary depending on level of skating for that particular session.

Skaters not contracted for that particular session, may sign on to the session by writing their name under the sign-on heading, starting at the top and indicating how they intend to pay for the session; paid, bill or coupon. A first-come-first-served basis is used for priority. Sign-on skaters that wish to pay for the session same day, should use the envelopes supplied in the rink book and insert checks into this envelope; no cash is accepted. Skaters need to fill out all information asked for on this envelope.

Sign-on skaters can use Ice Trade Coupons also. These coupons are distributed at the beginning of the contract periods. The use of a coupon indicates that the skater has cancelled a prior or will cancel a future contracted session during that particular contract period. Coupons are not for a “free” session, but are used only if a skater cancels a session during the indicated contract period and uses the coupon to skate on another contract session without being charged. Coupons must be filled out with the cancelled session and the buy-on session indicated.

Sign-on skaters should sign their names indicating they want to skate a particular session by the time the session actually starts and be ready to take the ice either at the session start time or 10 minutes past the session time depending on slots available.

****Please note: It is very important that the rink parent verifies all skaters on the ice are either contracted or signed-on and payment method is indicated. The club loses money if skaters do not sign-on when they are skating any session. Please make sure all skaters are aware of this procedure.****

For all sessions, contracted skaters are required to indicate they will be skating that session. Contracted skaters that are not checked off, or in the club locker room 10 minutes past the session start time, are assumed to be absent and their contracted slot will become available for sign-on skaters.

Guests (non-RFSC club members) are welcome to sign-on to any session to which they are qualified, as stated by level of session offered. If a session has spots available, the priority of skaters being able to sign-on and skate are as such:

- **RFSC home club members are allowed first regardless of where they fall on the list;**
- **associate members have second priority and;**
- **guests are given third priority according to when they have signed-up on the sign-on listing.**

Guests must pay before entering the ice. We do not have a way of tracking guests down, no addresses etc. FYI: Any USFS

member may skate on RFSC contract ice if slots are available. Guests are allowed to skate only two (2) times per contract session, with the exception of the summer session. During the summer session guests may skate more than two (2) times. A directory listing all RFSC members is in the back of the rink book for determining who is a Home Club member versus an Associate Member or Guest.

Rink parents are responsible for:

- verifying contracted skaters are checked off the session list;**
- verifying all non-contracted skaters are signed-on to the session they are skating and payment method is indicated;**
- note any cancellations that were not cancelled previously and;**
- establish priority of the sign-on skaters.**

Rink parents should print and sign their name on the bottom of the session sheet to receive credit for every session that is rink parented. The rink book should be returned to the Ice office after the last session of the day.

Procedures for Playing Music

The CD/tape player is kept in the Pro's room. You will also need the container with the belts, Freestyle tapes, a microphone and the music playing sheet (lesson, non-lesson).

The player needs be connected to the arena audio system; two cords are used for this process; the cords are taped together to the shelf in the ice box.

The black cord with a small rectangular device is connected to the back of the player and the gray cord with a round plug connects to the front of the player. Both must be connected for the sound system to work.

The player has a CD or tape option. Buttons indicate what mechanism is to be used. A radio option is also available and may be played throughout the session after the first 10 minutes.

The microphone connects to an outlet under the shelf, on the ice box wall. The microphone should be used to announce who will be skating and the next skater on deck. For example, "Sophia is skating. Kelsey is on deck". At the end of the session, also state, "This session is over. Please clear the ice."

The first ten minutes of any session, with the exception of the moves/dance session, is devoted to moves in the field. No music may be played during these 10 minutes. Only ice dance music will be played when requested for a moves/dance session. After this time is completed, music can then be played. If no requests have been made, the radio or warm up music may be played. The volume level should be low enough for normal conversation to take place on the ice. A good practice is to step just outside the ice box to measure the volume level.

Requests for playing music is on a first-come-first-served basis. Priority is given to those skaters that are having a lesson during the session. The priority for multiple requests follows this pattern:

- **Lesson**
- **Lesson**
- **Non-lesson**

A second play of the same music from a skater in a lesson does not take priority over any non-lesson first play of music. First plays take priority over all second plays. A sheet listing this order is available. Please do not be intimidated by skaters or coaches in determining music order. The rink parent knows best the music played and the order by listing it on the sheet.

The skater must wear one of the supplied belts while skating their program.

A request from a skater practicing a compulsory program with no music can also be made. The rink parent will announce the skater's name and that they will be skating a compulsory program, no music.

For the last session of the day, disconnect the player and microphone. Place all items in the container (microphone, belts, tapes etc...) and return to the Pro's room.

The rink book should also be returned to the ice office.

Miscellaneous Items

All members are required to attend an Ice Safety Rules session each year. This session goes over the ice rules established by the club to ensure safe practices on the ice. In general:

- **First ten minutes devoted to moves, no music;**
- **Belted skaters have the right of way;**
- **Jumps are practiced on the zamboni end of the rink;**
- **Spins are practiced on the clock end of the rink;**
- **Skaters not skating should stand against the boards;**
- **A harness is allowed to be used for practicing jumps on the clock end. Only skaters that have been trained on the harness may use it.**
- **Proper skating attire is required;**
- **No flagrant actions or language will be allowed.**
- **Rink parents earn a \$1.00 credit for each session worked.**

If a rink parent observes a skater “breaking” one of the rules, the first step is to remind the skater/coach/parent of the established rules. If the skater continues to disregard a rule after a reminder, you are authorized as a rink parent to give the skater a warning that continued disregard will result in the skater being asked to leave the ice. If the actions continue and the skater is asked to leave the ice and the skater refuses, the rink parent should notify a board member of this disregard of the rules and action will be taken.

Skaters that are contracted and/or sign-on to skate two sessions in a row must observe the 10 minute moves portion of the following session. Again, no music will be played during this time, with the exception of a moves/dance session in which ice dance music may be played.

Please remember that Rink Parents are a vital part of our organization. They help ensure correct billing practices and safety on the ice. Rink parents are not just DJ's, but control the number of skaters on the ice, monitor music playing and remind skaters of ice safety. Your help is greatly appreciated!!!