

2007-2008 MONITORING INSTRUCTIONS

If you are unable to perform your monitoring service on your scheduled day and time, it will be your responsibility to find a substitute by using the PSC Family Membership List.

Please arrive at the rink early enough to have your skates on and everything out at least 10 minutes before the session begins. When you arrive:

1. Take monitor vest and notebook, and clipboard with the list of PSC members with you to the ice. These are all kept in **file cabinet "A" in the lobby**, found on the wall near the Meeting Room.
2. Do not allow anyone on the ice until the Zamboni is off **and their doors shut**. One person should put out the cones while the other stays by the door to check skaters' tags and to collect guest fees. Skaters without tags, who are members, must be checked against the members' list and reminded that tags are required.
3. Guest fees are \$6.00/adults and \$4.00/children for family skating. No guests are allowed during the group lesson sessions. Collect the fees and place them in the zip pocket of the Monitoring Notebook. (Note: PDS faculty and their families can skate on the Saturday Family session for free.)
4. Put on the radio; please do not play other music. Instructions for the music box operation are on the inside of the music box cabinet door.
5. Change the direction the skaters skate halfway through the session.
6. A copy of the club rules is in the file cabinet. Please be familiar with the rules and be sure they are followed. In particular, chasing games, pushing, sliding into the barrier, throwing gloves or hats are dangerous and prohibited. Use time outs (10 minutes off the ice) when needed. Whistles are very effective. We suggest that you bring one. Repeat offenders should be asked to leave the session. Report any problems with any skater to a PSC board member.
7. Accidents do happen. Assist any skater who has fallen. Provide an ice pack when needed. The First Aid Kit is located on top of our file cabinet in the lobby. For more serious injuries, seek immediate medical assistance. There is a phone in the lobby and in the Zamboni room; many members also carry cell phones. All accidents require Accident Forms to be filled out. These forms are located in the front pocket of the Monitoring Notebook.
9. At the end of the session or an ice cut, remove all cones and shut all doors. Make sure everyone is off the ice before the Zamboni comes out.
10. Put Monitor Book and monitor vest back on the file cabinet.
11. Monitor sign-in sheets are located in the monitoring notebook according to the day. **Please SIGN your name on the appropriate location on the sheet. Write legibly to ensure that you will receive credit for your monitoring service.** The lower portion of this sheet has been provided to list the names of guests and the amount collected for each guest. (Questions, e-mail princetonpsc@aol.com.)

Thank You!