



Watertown Figure Skate Club
Music Monitor Duties

1. **THANK YOU FOR VOLUNTEERING!!!**
2. It is your responsibility to arrange to pick up keys from a board member if you are opening the rink for your shift and return them at the end of your shift. Please plan ahead.
3. Please arrive at the rink 15 minutes before your shift begins.
4. Once you arrive at the rink, turn on all the lights located in the South wall in the warming room on the side by the drinking fountain if they are not already turned on.
5. Unlock the Club Room door if it's not already unlocked.
6. Get the sound mixer, microphone, and CD player (in a tote), the tote of CD's, and orange safety vests which can be found in the WFSC Club room. There is a cubby on the wall marked in bright orange tape that contains the radio, vests, and CD's.
7. The cord on the sound mixer/CD Player is marked with pink tape. Plug the end into the silver outlet in the warming box that says "New Sound System". When you stand in front of the silver outlet box, look up to your left. At the top of the ceiling, there are two light switches in a silver box. Turn both of those on if not already on. This will turn on the speakers and sound system. The volume and all buttons are marked on the mixer with a white dot. Make sure all buttons are on the appropriate markings before you begin playing music. If something is turned to high – it can blow out a speaker.
8. As Music Monitor, you are responsible for ensuring the safety of the skaters on the ice as well as playing music as warranted. If you see groups of skaters talking on the ice – make sure they are off to the side and limit their personal conversations. If they are in the way on the ice – make sure to ask them to move out of the way.
9. Skaters who are having a private skate lesson or are practicing their musical routine **MUST** be wearing an orange safety vest! No exceptions!
 - a. *Optional: As Coaches and skaters request their music to be played, please turn on the microphone and announce who is up/next to skate to their music and who is 'on deck'/next. Example: Mallory Kohl is up and Morgan Kohl is on deck. This will alert the skaters to get their vests on and be ready.*
10. If a Coach asks you to play a musical selection, please allow the previous skater who is not in a lesson to finish before fulfilling the coach request.
11. Make sure the skater is in place and ready before you begin playing their musical selection.
12. CD's are organized alphabetically by last name. Please put all CD's back in their sleeves and back in alpha order when you are done with your shift. There may also be a CD that has all skater music on it. There is a sheet that states the track numbers. You can use this disk as well.
13. When there are no requests for music – you may plan the 'generic music' CD's of your choice.
14. In the absence of an Ice Monitor, you will need to watch the clock in the rink located on the wall above the goalie box. When it's time to exit the ice, you will need to loudly call "TIME TO GET OFF THE ICE". Skaters should immediately exit the ice.

15. Turn off the lights in the Club Room and lock the door. Double check to make sure the door is locked – it closes hard.
16. Lock the rink as you leave and make sure it's locked unless hockey is practicing or having a game right after us. You can leave the rink and entry way lights on as the City will be in to Zamboni the ice and they will turn them off.
17. Make sure all skaters have been picked up – if there are skaters left at the rink, stay with them until their ride arrives.
18. A list of skaters' parents' names and phone numbers can be found in the back of the Sign Up book in the club room in case of an emergency.
19. Before you leave, make sure you have Marcy Kohl, Scott Pfaff, or Darcy Woertink sign off on your volunteer sheet BEFORE you leave your shift. Or, get in contact with one of them ASAP.
20. Turn your volunteer keys back into Marcy Kohl or the appropriate board member.

THANK YOU!!!

If you have any questions or concerns, please contact Marcy Kohl at 605-880-3706.