



Essex Skating Club of New Jersey, Inc.
Club Session Guidelines for Monitors
(Supplement to Club Session Guidelines for Parents, Skaters, Coaches, and Volunteers)
EFFECTIVE NOVEMBER 4, 2019 rev 2

Registration Desk

1. Monitors' children may skate for free when the parent is monitoring or granted a coupon to skate at a future session if approved in advance by the Ice Monitor Chairperson, Patricia Fulweiler.
2. Session capacity is **34 skaters**. ESC members have priority and Monitors have final say on whether the session can accommodate guests.
3. Skater and parent/guardian should arrive rink side with the exact amount of cash, check, or ESC card to register for the session. This must be done before the skater enters the ice surface.
4. Monitors should remind skaters they may enter the ice when the session starts and not before.
5. Fees will not be prorated for any reason.

Music Box

1. Monitors must be courteous in enforcement of session rules and etiquette. When a rule needs to be enforced with a skater, coach, parent or volunteer, the monitor should call the individual(s) to the music box for a private discussion. Matters of safety may be addressed immediately and with necessary announcement by the Monitor.
2. Monitors should enforce session start /end times. If a skater has entered the ice prematurely, the skater should be asked to exit the ice until the start of their registered session.
3. Requests for the vest / music lineup **will begin five (5) minutes after the start of the session** and should be documented along with the skater's name, music title, coach's name (if on lesson).
4. Vest / music lineup is **LESSON, LESSON, NON-LESSON**.
5. The vest / music lineup should not be altered. Special preference is not given to those preparing for tests, competitions or holding ESC discount pass/season pass holder.
6. Monitors should politely request groups congregating on the ice surface to break up.
7. Skaters may request the vest / music **up to three (3) times on a session**. Additional requests may be fulfilled only if all skaters have already had a chance and at the monitor's discretion.
8. **The same program may not be played consecutively**. If there is no one else waiting for the vest / music, a three (3) minute break will be taken and then the song may be replayed.
9. **Moves in the field**: Skater may request a vest to complete one (1) element and has right of way.
10. **Pairs**: Lifts and throws are permissible on sessions with **twenty five (25) or fewer skaters**. On sessions with **twenty six (26) or more skaters**, permissible only when supervised on lesson by coach.
11. **Synchro and Theater on Ice**: Allowed on sessions with **twenty five (25) or fewer skaters**. On sessions with **twenty six (26) or more skaters**, permissible only when supervised on lesson by coach. One (1) skater may perform to the music. Other team members may not skate or "shadow" along to the program. Blocks/block work/no hold blocks etc. are prohibited at all times.
12. Before each skater starts their program or pattern, monitor should announce **"skater with vest has right of way"** followed by **"Skater Name" is next in line**.

Escalation Procedures for Incidents on Club Ice

These procedures should be followed by Parents, Skaters, Coaches, Monitors and all Volunteers:

- Report incident to Music Monitor who must attempt to resolve the situation during the session and based on the guidelines set forth within this document and **Club Session Guidelines for Parents, Skaters, Coaches, and Volunteers**.
- If incident cannot be resolved by Music Monitor, Music Monitor must complete an Incident Report and submit to the Ice Monitor Chairman (2019/20 - Patricia Fulweiler flamengojp@optimum.net).
- If further review of the incident is required, Ice Monitor Chairman should submit report to ESC Board of Trustees (board@essexskatingclub.org).
- The ESC Board of Trustees will bring any issues that require involvement of Arena Management to the attention of the Arena Director (codeyarenadirector@gmail.com).
- The ESC Board of Trustees will conduct necessary investigation and communicate findings/actions to all involved parties upon completion of investigation.