



Essex Skating Club of New Jersey, Inc.  
Club Session Guidelines for Monitors  
(Supplement to Club Session Guidelines for Parents, Skaters, Coaches, and Volunteers)  
EFFECTIVE SEPTEMBER 6, 2022

### Registration Desk

1. Skater should check in with the ice monitor and make payment/have discount card punched before entering the ice surface. Skaters may not enter the ice surface if payment has not been made.
2. Monitors should remind skaters they may enter the ice when the session starts and not before. Airpods, headphones, and virtual lessons are prohibited.
3. Spectators are not permitted in the arena and may view sessions from the external lobby.

### Music Box

1. Sash / music lineup is **LESSON, LESSON, NON-LESSON**.
2. Special preference is not given to those preparing for tests, competitions or otherwise.
3. **The same program may not be played consecutively.** If there is no one else waiting for the sash / music, a three (3) minute break will be taken and then the song may be replayed.
4. **Moves in the field:** Skater may request a sash to complete one (1) element and has right of way.
5. **Synchro and Theater on Ice:** 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. and other connected moves are prohibited.
6. Before each skater starts their program or pattern, monitor should announce "**skater with sash 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 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 Monitor, Monitor must complete an Incident Report and submit to the Ice Monitor Chairman (2022/23 - Patricia Fulweiler [flamengojp@optimum.net](mailto: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](mailto: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](mailto:codeyarenadirector@gmail.com)).
- The ESC Board of Trustees will conduct necessary investigation and communicate findings/actions to all involved parties upon completion of investigation.