



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. Session capacity is **24 individuals (coaches plus skaters)**.
2. Skater should check in with the ice monitor before entering the ice surface. This must be done before the skater enters the ice surface.
3. Monitors should remind skaters they may enter the ice when the session starts and not before.
4. Parents may help skaters put on / take off skates. They may not stay in the arena during the session.

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 sash / 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. Sash / music lineup is **LESSON, LESSON, NON-LESSON**.
5. The sash / 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 sash / 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 sash / 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 sash to complete one (1) element and has right of way.
10. **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. are prohibited at all times.
11. 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.

Each individual skater should use a clean sash. Once finished for the session, the skater should return the sash to be placed in the "used" bag.

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 (2020/21 - 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.