

## SISA FIGURE SKATING ICE SESSION Monitor's Roles & Responsibilities

The purpose of this document is to outline the Roles & Responsibilities of our Volunteer Parent Monitors for the SISA Figure Ice Sessions.

It is an important position to ensure that our SISA Figure Ice Sessions maintains the optimal safety and order.

Every SISA Figure Ice Sessions will have an appointed monitor and their Roles & Responsibilities include:

1. Ensuring attendance are in order
2. Ensuring order during the sessions
3. Ensuring a smooth completion of the sessions
4. Following SISA's reporting structure

Please refer to Page 2 for the detailed Monitor's Roles & Responsibilities.

**Note: Monitors have the right to take photo/videos of any potential breach of the SISA Figure Ice Sessions Rules & Guidelines. Monitors will not approach the individuals; they will report to the SISA General Manager directly:**

1. General Safety and Courtesy Guidelines - <https://sisastorage.blob.core.windows.net/sisa-website/policies/61b1b4a46fe18a003c374dda/SAFETY%20%26%20COURTESY%202023.pdf>
2. Technical Safety Guidelines on Ice - [https://sisastorage.blob.core.windows.net/sisa-website/policies/635f4c563ca90b60b864f81d/safety%20guidelines%20on%20ice\\_2023.pdf](https://sisastorage.blob.core.windows.net/sisa-website/policies/635f4c563ca90b60b864f81d/safety%20guidelines%20on%20ice_2023.pdf)
3. Skating Level on SISA Figure Skating Ice Sessions <https://sisastorage.blob.core.windows.net/sisa-website/policies/61b1b4ba6fe18a003c374dec/SISA%20Communication%20No.%20087.pdf>

Music playing – onus will be on the skaters/coaches.

**Maximum capacity – 20 skaters. No additional skaters are allowed.**

We thank all parents (and at times coaches) for supporting SISA in this position.  
It is not an easy 'job' and we fully appreciate your time and effort in keeping  
the SISA Figure Ice Session a good environment for all 😊

## Monitor's Roles & Responsibilities In Detail

### Prior to Ice Session

1.	Monitor of the first session shall help to print the attendance sheet.
2.	Attendance sheets & pen shall be placed at The Rink gantry for skaters & coaches to sign off.
3.	Ensure that all skaters and coaches sign off before getting onto the ice. In any event when monitors do not recognise certain skaters, always approach the skater to have them to show you their names on the attendance list (this will help you recognise the skater in future).
4.	Un-printed names – monitor has the right to ask for your proof of booking/swopping before rejecting the walk-in.
5.	Strictly no walk-in unless skaters/coaches can show proof of booking/swopping.
6.	Ensure that the session starts on time. To announce start of session over the PA system.
7.	Ensure that skaters and coaches only go on ice at the start of their session.

### During the Ice Session

1.	Monitors should stay throughout the session to ensure that no unauthorized skaters/coaches joining the ice mid-way.
2.	If the number of skaters and coaches on ice does not tally on the attendance sheet, kindly spot the additional person and approach them/their parent for their proof of booking immediately. If they are unable to produce the booking proof, kindly invite them to leave the ice.
3.	Ensure that the environment is free of distraction (no commotion).
4.	Should there be any commotion, the monitor has the right to stop the situation and report it to SISA after the session.
5.	The monitor will not provide any resolution to the situation. Individuals must respect the monitor's role in keeping the environment free of distraction by stopping the commotion immediately when alerted.
6.	Individuals must respect our volunteer monitor's role and not abuse the monitor in any form (verbal, physical, etc.)

### After the Ice Session

1.	5 – 10 mins before the end of session, check that the skaters and coaches on ice still tallies with attendance sheet.
2.	Ensure that the session ends on time. To announce the end of session and have skaters clear the ice over the PA system.
3.	Ensure that only skaters/coaches who have consecutive session(s) remain on ice.
4.	Send image of signed attendance to SISA and may dispose the hardcopy.

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