

Amery Youth Hockey Association

Policy/Procedure: Open Skating – Policy N

Approved: September 1996

Revised: July 1997

All families within AYHA are required to work the community open skating scheduled by the association for our community. Not only do these events meet the expectations of our community, they also serve as important sources of income for the association.

The following procedures should be followed by individuals working at open skating.

Before:

1. Have a key for the kitchen.
2. Line up a Zamboni driver and a skate sharpener (unless we have the machine).
3. Speak with the team manager of the team assigned and make sure there are enough workers. There should be 2 people for admissions, 2 people in concessions area, an adult checking the stamps on hands as skaters enter the rink, and an adult on the ice. An extra person could be the lobby supervisor.

Night Of:

1. Friday nights have everyone arrive at 7:00 (one-half hour before open skating begins).
2. Open the kitchen, get the procedures for workers out of the top file drawer.
3. Locker room keys can be found in the closet. Lock all locker rooms but #4. This can be used for overflow. (Open the locker rooms again at the end of the evening).
4. Set up the music. The sound equipment is in the score booth.
5. Show the ice supervisor's the rules. They are posted on the glass where the skaters enter the ice. Have those who are on the ice put on referee jerseys. High school students could also help on the ice. They should have a whistle.
6. Zamboni the ice at the beginning and end of open skating. If there are more than 150 skaters, Zamboni half way through also (around 8:30 on Friday nights).
7. Have the admissions helpers stop collecting money three-quarters of an hour before the end of open skating (8:45 on Friday nights). They can then sweep the lobby, bathrooms, and rink area, and pick up litter.
8. Make sure the families that have worked have been checked off on the master schedule on the door to the kitchen. The team managers should be reassigning those families who have not worked.
9. Make sure an adult is present for rink rafter after open skating is over, otherwise lock up.