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# Springbank Figure Skating Club

Music and Attendance Procedure Manual

Company  
Updated by: Cecilia Doll

# Springbank Figure Skating Club

## Music and Attendance Procedure Manual

### **1.0 Music Booth Procedures:**

#### **1.1 Start up Checklist**

1. Please arrive 5 minutes early to set up.
2. Enter the music room; code on lock is 2-4-4-4.
3. Open the cabinet; code on lock is 0-5-7.
4. Music iPod is recharging in the cabinet.
  - a. Remove the iPod and plug into cord that is connect to "AUX INPUT"
  - b. Select Music/Playlist/Background Music
5. Turn CD player on; power on.
6. Plug in Space Heater, if you want.

#### **1.2 Attendance List**

1. Please take attendance at each session. Open the blue binder to the Day of the Week tab, select the session time and check off the skaters by name.
2. When first getting to know the skaters, please stand by the rink gate to take attendance. If skaters are not listed, please add to the "DROP IN" section at bottom section of the attendance list.

#### **1.3 "DROP IN" Skaters**

1. If there is availability at the session time, "DROP IN" skaters (skaters that are not registered for the session but there is availability on the session), can pay a "DROP IN" fee to skate that session.
2. Non-member skaters are welcome to skate on sessions with availability but must pay the non-member drop in rate for that session.
3. Members either need to have a prepaid "PICK UP PASS" or pay for their session.
4. Please list all DROP-IN skaters on the DROP-IN sheet, located behind the attendance sheet. Please also include the payment method. See "PICK UP PASS" instructions below.

***Please note, that if the session is FULL, skaters will NOT be allowed to skate and there will NOT be a section for you to add the skater to that session for "DROP IN".***

5. If the skater has not pre-paid by "PICK UP PASS", s/he will need to pay for the session. If s/he gives you cash or cheque for the session, please take an envelope from the binder and write the name of the skater, date, and session they are paying for.
6. Please then seal and deposit the envelope into the Springbank Figure Skating Mailbox, in the Park for All Seasons' Lobby/Administration Office Area.

#### 1.4 "DROP IN" Session Rates

Member	Non Member
\$15.00 per 1.0 hour	\$18.00 per 1.0 hour
\$18.75 per 1.25 hour	\$22.50 per 1.25 hour
\$22.50 per 1.5 hour	\$27.00 per 1.5 hour

#### 1.5 "PICK UP PASS" Skaters

1. If a skater has a prepaid "PICK UP PASS", please look for the skater's name under the "PICK UP PASS" tab in the binder.
2. Please list the date, time s/he is skating and the time increment (1.0 hour, 0.5 hour, etc.) on both the Attendance sheet, AND also the skater's pick up pass sheet.
3. The skater or the parent is required to check in with you to let you know what time increment they will be skating. If not, you will need to make a note of the times the skater is on the ice.
4. The Club will notify the skater if the "PICK UP PASS" is full and that the skater will need to purchase another pass.

## **2.0 Music Playing Procedures:**

### **2.1 Coaches Option To Play Music**

Coaches will sometimes option to play music for the session. If they do so, they will ask for the iPod, and plug the iPod at the referee box at the side of the rink. **You are then relieved from playing music for the session.**

### **2.2 Background Music Playing**

1. At the start of the session, please select “AUX INPUT” on the control and plug in the iPod. If not already done, select MUSIC/PLAYLIST/BACKGROUND MUSIC, then select any song you wish.

You are welcome to use your phone or iPod for background music, however all selections must be appropriate. Songs with inappropriate topic or rated songs with inappropriate language should not be selected.

2. Select from the PLAYLIST, “Background Music” until a coach or skater requests music. Music will continue to play without having to select another song as it will loop to the songs on the playlist folder. Please ensure it is not on “repeat mode” or “shuffle” (shuffle is random to all music categories.)

### **2.3 Music Requests**

1. Please list requests in order the request are made. Please keep a separate list of skaters vs. coaches’ requests as sessions can get busy. See sections below on “BUSY ICE RULES” and “COACHES’ REQUESTS”.
  - a. Skaters or Coaches can request over the phone at the referee box OR
  - b. at the music booth.
2. A skater’s request can be made for Dance Music or Skater’s Programs. Please select either “DANCE MUSIC” or “SPRINGBANK PROGRAM MUSIC” on the iPod.
3. Scroll down to the selected program or dance. Place the dance/program on “pause” (II), then announce the dance name or skater’s program, as per below.

A complete list of Dance music is listed in the binder if you wish to familiarize yourself with the names of the dances.

4. To announce the dance name or skater's program.
  - a. Press the button to "MIC INPUT"
  - b. Press GREEN button on MIC.
  - c. Announce Skater's dance or program name, ie. "Lauren Freeskate" or "Dutch Waltz"
  - d. Press the button on the control to "AUX INPUT" and press "play" (>).
  - e. Please listen to make sure that the music is audible and loud enough. Recording levels vary so some will need volume to be higher or lower based on the recording.
  - f. PLEASE REMEMBER TO RETURN TO "AUX INPUT" after announcing the requested music to "MIC INPUT". The volume will be compromised if left on "MIC INPUT".
5. If it is a coach's request, please do the above, AND announce ie. "Lauren's freeskate, coach's request", so other skaters and coaches know it is based on a previous request or is preempted by a coach's request.

#### 2.4 Music on Compact Disc (CD) Format

1. Load the CD in the CD player.
2. Press button on control to "MIC INPUT", announce the skater's program or dance request.
3. Press button on control console to "CD PLAYER"
4. Press play (>) on CD player.
5. After CD is played, press button on control console to "AUX INPUT" to return to iPod playlist.

#### 2.5 Music on CD to be added to the IPOD.

1. Please place the CD into the basket marked "Music To Add To IPOD". Music will be added.

### **3.0 Music Playing Request Guidelines:**

#### **3.1 Skater's request for Music**

1. Skaters can request music at any time. Please keep a list, in sequence to the skaters' requests, however, but this can be preempted by his/her lessons. A skater/coach will motion if they do not want the music played at that time.
2. You may not have to play the entire dance or program music request. Skaters will motion to you if they no longer require you to play the entire music piece, so you can play another request.

#### **3.2 Coach's Request**

1. Coach will request music from the phone from the referee box or will come to the music booth to request music.
2. Coach's request always preempts a skater's request for music playing.

#### **3.3 Busy Ice Time Rules**

1. At certain times of the year, prior to competition and test days, music playing can become very busy and "busy ice rules" come into effect. This means that a skater can only request their music selection a maximum of TWO times during the session (ie. dance 2x, program 2x)
2. Coaches' requests take priority, preempting skaters' requests, except as below.
3. If there are several coaches' requests and skaters' requests, the following rules apply;
  - a. After 4 coaches' requests, music is to be played for one skater's request, then back to the 4 coaches' requests, then back to another skater's request.
4. Always announce "coach's request" when it is requested to the skaters and other coaches know it is in priority.

### **4.0 Music Volunteer Guidelines:**

#### **4.1 Music Volunteer Hours**

Starskate skaters that skate two (2) or more hours of skating a week are to fulfill volunteer hours of two (2) hours a month.

#### 4.2 Music Volunteer Sign Up

Please contact the music coordinator for the link to [signup.com](http://signup.com)

#### 4.3 Schedules

1. Please schedule your music playing time slots for the entire season in September if possible. We require all time slots to be filled at least one (1) month prior.
2. If you need to cancel a music playing slot, less than one (1) week in advance, please find an alternate person to replace you. Any other changes, please opt out of your time slot more than one (1) month in advance, so others can pick up open time slots.
3. If you see that the music volunteer is not playing music in his/her prescribed time, please step in to assist or speak to a coach to see if they will option to play music for the session. If that is the case, attendance is only required to be done.

#### 5.0 Close out Checklist

1. Unplug the space heater.
2. Unplug the iPod only from "AUX INPUT" cord, place the IPOD back into the cabinet and plug in to RECHARGE!!! (Please do not forget to do this)
3. Do not disconnect any other cords or cables or devices.
4. Turn off power to CD player.
5. Put any music CDs, pens, and the binder in the space by the cabinet.
6. Lock cabinet.
7. Lock door.