



***Welcome Parents! Thank you for volunteering your time to support our coaches and skaters!
If you are unsure about any of the procedures, please ask a board member or another parent.***

FIRST ICE SESSION OF THE DAY:

- Go to the coaches' room
- TUESDAY/THURSDAY ONLY (and upon request): Take harness key from bulletin board (attached to a green piece of a hockey stick)
- Open ice-harness lock and throw harness over the glass
- Leave lock open so it can be put away
- Return harness key to coaches' room
- *Please initial the schedule to indicate that you've attended your shift*
- **Be prepared to support coaches in case of any incident or emergency**

ALL ICE SESSIONS:

- If your session is *not* the first of the day, you may only need to throw the harness back over to the ice side of the glass (eg. after a flood)
- *Please initial beside your shift on the schedule in the coaches' room*
- **Be prepared to support coaches in case of any incident or emergency**

LAST SESSION OF THE DAY:

(or if there will be other user groups between our sessions)

- Lock harnesses in red box(es)
- *Please initial beside your shift on the schedule in the coaches' room*
- **Be prepared to support coaches in case of any incident or emergency**

MINOR INCIDENTS & MAJOR EMERGENCIES:

- **Please remain ice-side during the entire ice session in case of emergencies.** If you must leave, please ask another parent to cover your responsibilities for the moment
- Emergencies can include anything from icing minor injuries to calling 9-1-1
- Follow coach instructions

MINOR INCIDENTS:

- In case of a minor incident, the coach may ask for you to call the skater's parents (or emergency contact)
- The binder/duotang will contain these phone numbers. Emergency contacts will be on the bulletin board in the coaches' room
- The first aid kit is in the coaches' room
- Instant ice packs are in the coaches' room

MAJOR EMERGENCY:

- In case of emergency, a coach may ask you to call an ambulance
- Please follow the coach's instructions as they are trained in first aid

BUILDING EMERGENCY OR FIRE ALARM:

- Okotoks Recreation Centre staff will direct coaches and the public to the exit that is most appropriate
- Coaches will direct skaters to leave the ice surface using the most appropriate exit carefully and calmly
- All skaters, parents, and coaches will meet at the south side of the Piper arena near to the smaller diamond ball field

GENERAL NOTES:

- On most days:
 - the first supervisor will set up and be there for support in case of emergency
 - the second will only be there for support in case of emergency
 - the last will be there in case of emergency and lock up
 - during any morning sessions, the supervisor will have to set up and lock up as the next group does not skate until the afternoon. ***Please check the master schedule if you're unsure***
- The OSC website has a walk-through video as well as this document posted under "Club Info"