



Pre-screening Procedures

Set Up

1. Ensure that arena staff have set up 2 tables outside the figure skating office
2. Move the Lexan shield and filing bin out of the community room or the county office onto the table closest to the rink
3. Place SGMH bifold signs outside (stored between the 2 sets of sliding doors)
4. Find out from the arena staff what change rooms are being used for which age group (list at end of table or monitor)

Screening Process

NOTE: No players are permitted to enter the arena prior to 15 minutes before ice time.

1. Identify what change rooms teams will be used for the time slot – for St. George teams and Burford teams when required.
2. Locate the Session Participation Tracking Sheet and Game Sheet (if required)
3. When players arrive:
 - a. Verify that players have had OFH forms filled out online.
 - b. Check off the players on the sheet as they arrive
 - c. Assign a change room to each player - make note of which room on Session Participation Tracking sheet.
4. Once all players have arrived file the Checklists and Tracking sheet in the next empty file in the bin.

Room Capacity

Room	Capacity
1	7
2	7
3	7
4	7

Room	Capacity
5	8
6	8
7 (Ravens Room)	10
8 (Community Room)	12

Take down

1. Move the Lexan shield, file bin and outdoor signs back into the community room.

Thank you for helping!