

River Falls Youth Hockey Association Facility Responsibilities

Procedure: Opening Wildcat Centre

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1.) Enter the building through the North door of the arena (2nd door to the left opposite of the outside rink when approaching from the parking lot). Use the key to in the lock box to unlock the door to enter, but be sure to re-lock the door so no-one else can enter from the outside.

- Open lock box located on the door with access code
- Remove key from lock box and unlock door
- Re-lock door so that no one else can enter from outside
- Place key back into lock box and secure lock box

******Note: The combination on the lock box will be changed every month for security purposes. When this is changed an email notification will be sent out indicating so. Any problems contact Troy Kusilek at 715-760-1737 or Lisa Woiwode at 651-253-3780 cell/425-5413home.******

2.) If the alarm is sounding proceed immediately to the alarm control panel to disable the alarm. The panel is located to the left of the concession stand entrance door. Open the panel door and type in 5432. This will deactivate the alarm.

3.) No need to disable it if alarm is **NOT** sounding.

4.) Turn on the lobby and bathroom lights. Switches are located by the doors for the lobby and each bathroom as you enter.

5.) If there is a game scheduled turn Mezzanine light on, switch is located on north wall near the staircase door.

6.) Unlock front entrance doors (North pair only) with Allen wrench located on top of the door frame. Insert it into the small hole in the door bar. Push the door bar in until it stops and turn the Allen wrench to lock the door bar in. If door does not stay in, repeat.

7.) Turn on video game power switches. They are located on the breaker panel inside the custodial closet (across from the trophy case). Panel is located in the back left corner of the room.

8.) Turn on the arena and outdoor lights. They are located in the compressor room control panel #MR1.

Turn on as follows:

- Rows 2 and 4 for practices
- Rows 1, 2, 3, 4 and 5 for games
- Parking lot lights are to be on daily while the rink is open (they are on photo switch that activates them during low light conditions). Outdoor rink lights only if the outdoor ice is usable and skaters are present or volunteers are flooding.

9.) Bleacher heaters should ONLY be turned on for ALL High School games and other games if the weather is below 10° outside. Bleacher heaters are not used for any other practices or events. The switch is located in the control panel to the right of the Arena light panel labeled Panel #MR2.

10.) Walk through each locker room to verify they are clean and trash has been emptied. Clean if necessary and follow-up with the Housekeeping Coordinator and Facility Coordinator. They will follow up with the Team Manager on duty that week.

11.) Post the list of locker room assignments for the day on the white board located in the lobby, to the left of the doors before entering into the arena. There will be a copy of the master ice schedule posted next to the white board for reference. Be sure to stagger the assignments based on need. Both the High School boys and girls teams have permanent locker rooms.

→Use locker rooms 3, 4, 5, 6, and 7

→Locker room 7 is very small so try to use this one for the smaller kids

→Locker room 2 is for the High School girls

→High School Boys locker room located next to the Zamboni room

12.) Verify all trash cans have been emptied throughout the arena, including the bathrooms. Empty them if necessary and follow-up with the Housekeeping Coordinator and Facility Coordinator. They will follow up with the Team Manager on duty that week.

*****Note: If you have any concerns or suggestions for this procedure please contact Troy Kusilek at 715-760-1737 or Lisa Woiwode at 425-5413 (home)/651-253-3780 (cell).*****