



TEAM MEMBER HANDBOOK



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WELCOME TO THE TEAM!

Congratulations! You are now part of the largest youth sports and recreation network in the nation. We are a first-class sports facility designed to serve as an integral part of the surrounding community by providing opportunities for sports, meetings, and special events. Whether our guest is here for an amazing tournament experience or participating in play every week, we are committed to providing the best experience in the industry every time they walk through our gates.

No matter your role today, if you apply your leadership with a focus on getting better each and every day, we know great things will happen within our team, and for you personally. We invite you to bring your best self to work, hold a high standard for your teammates, and join us in the effort to create world-class facilities that improve the lives of the guests we serve.

Expect challenges, there will be many, employ a solution driven mindset and challenges become small bumps in the road that are fun to solve. Understand that every single person and position is valuable, everyone deserves to be recognized and appreciated as a member of our team. No matter where your career journey might be, just starting out, a seasonal position between school years, an experienced professional or restarting your career, you will learn and grow personally and professionally.

The foundation of our culture is to inspire our members, guests, and each other. We will consistently demonstrate respect, treat others with dignity, embrace diversity, strive for excellence, and be accountable to those who have entrusted us with the honor of operating this great venue. As you'll see, we believe in our people and strive to have each Team Member's time be filled with growth and development. Your work here will open you to new experiences.

As part of our team, your influence will be made one person at a time by building dynamic relationships with guests and fellow Team Members. You will learn quickly that we hold high expectations for our Team Members and create long-term advancement opportunities for leaders who commit themselves to achieving results that support the mission. You have our trust. We now look forward to utilizing your unique skills, experience, and developing your capabilities further to contribute to our culture. Please take the time needed to fully review this handbook and learn more about our services, brand, and policies.

You have joined an exciting team! Best of luck in your new position.

Sincerely,

Dan Montague

General Manager– Waconia Ice Arena

HISTORY

Waconia Ice Arena opened in 2008. The City of Waconia Parks and Recreation Department ran the ice arena from 2008-2015. At that point the City of Waconia contracted Rink Management to handle all management duties and has been under this agreement ever since.

VENUE OFFERINGS

The Waconia Ice Arena is a single sheet of ice with seating around 700 people. Both the Waconia High School boys and girls have locker rooms as well as 5 other rooms used for locker rooms. The building also has concessions run by the Waconia Hockey Association, a large meeting room for rentals, and a shooting area for individual and team use.

MISSION & VISION

At Waconia Ice Arena, our mission is to foster a healthy, active, and connected community by providing a welcoming space for individuals and families of all ages and abilities.

To improve the health and economic vitality of the communities we serve.

WORK ENVIRONMENT

PARKING

Parking is available on the northwest side of the building. Employees can park anywhere to the left of the front entrance when looking at the venue, which will allow members and visitors to park in the parking spaces closest to the entrance.

BULLETIN BOARDS

The purpose of the bulletin board is to provide a specific place where notices may be posted, including state and federal mandatory notices, and important communications from management. Information placed on the bulletin board is important. Team Members may not post any information on these bulletin boards without the express permission of a Human Resources Representative or General Manager. The bulletin boards are located in the Team Member break rooms or clock-in areas. You are expected to check it regularly.

BREAKROOMS/LOCKERS

We request that you leave all personal belongings locked in your car or at home. You can bring your personal belongings into the employee break room, but Waconia Ice Arena assumes no liability or responsibility for your personal property, including personal injury, damage, theft, or other loss.

RESTRICTED AREAS

Certain areas are off limits to unauthorized persons and non-working personnel. Failure to observe "off-limits" rules may result in disciplinary action, up to and including, termination.

Restricted areas include Personal Offices, Electrical and Maintenance Rooms

EMERGENCY CLOSING

At times, emergencies such as severe weather, fires, power failures or earthquakes can disrupt operations. In extreme cases, these circumstances may require the closing of our facility. When operations are officially closed due to emergency conditions, the time off from scheduled work will be unpaid. However, with Manager approval, Team Members may use available paid time off, if applicable. Team Members will be notified by leadership if the facility will be closed due to an emergency.

LOST AND FOUND

Any items found should be placed in the Lost & Found bins located in the Team Member break room. If the lost item is of value, such as a phone, wallet, wedding ring, apple watch, car keys, air pods, etc., please place those items in the top drawer of the safe. If a found item is unclaimed after a reasonable amount of time (2-3 weeks), items will be donated to the Disabled American Veterans (DAV) program, which is arranged by the Senior Leadership Team. Items being disposed of are not allowed to be kept by ANY staff member.

TEAM MEMBER INFORMATION

TEAMWORK

Teamwork is the single key to our success. All of us are team members working towards a common goal. There is no better feeling than being in an environment where the whole team is working hard together and producing something very special. The whole is greater than the sum of its parts. Part of your responsibility for teamwork is doing whatever is asked of you and assisting your fellow Team Members in any way possible, so that everyone's work flows more efficiently and smoothly. If a manager requests that you perform duties outside of your normal job description, it is essential that you cooperate to achieve common goals. If we all remain flexible in our approach to our work and "pitch-in" where needed, the outcome will be reflected in the growing and successful operation of Waconia Ice Arena and a more enjoyable work experience for everyone.

WORK SCHEDULES

You are responsible for the shifts you are scheduled to work. Work schedules are designed to be as flexible as possible to fit your needs. The corresponding department manager must be notified of and approve all schedule changes.

When necessary, managers will advise Team Members of the times their schedules will normally begin and end. Staffing needs and operational demands may necessitate variations in starting and ending times, as well as variations in the total hours that may be scheduled each day and week. The scheduling of breaks is the responsibility of the department supervisors and/or managers. You will be required to break in/out for breaks shorter than 15 minutes, but it does not deduct from your pay.

Changing shifts with other Team Members is generally permitted if you trade shifts with another qualified Team Member from your department. All shift changes must be requested through Paylocity and approved by your direct department supervisor and/or General Manager. If this procedure is not followed properly, you will still be considered responsible for the shift and you will be deemed a No Call, No Show (NCNS), even if you asked someone else to take it for you.

To request time off you should make sure you update your availability in Paylocity with when you can and cannot work. Shifts are entered in Paylocity on an as-needed basis depending on the requirements of the event. If shifts are not picked up, then manual scheduling will occur. We will try to work around any requested time off but do not assume that you automatically have the requested time off. Be sure to check the app daily. As mentioned above, you are solely responsible for your scheduled shifts.

You must work at least one (1) shift per month to remain active. If you fail to fulfill this requirement without advanced notification in writing, your access will be disabled, and the situation deemed "job abandonment".

TIME CLOCK

Hourly Team Members will clock-in/out using their Paylocity mobile app.

HOLIDAY SCHEDULE

See the SFC Team Member Handbook for Holiday Schedule.

MEALS/BREAKS

Employees working eight or more consecutive hours must be provided sufficient time for a meal break. If an employee works 4 hours or less, they get a 15 paid break for which you must stay in the building. If you leave the building for your break, you must clock out. If an employee works over 5 hours, the employee must take or be offered a 30 minute off the clock break. Breaks lasting less than 20 minutes are considered compensable work time and must be paid. Breaks of 20 minutes or longer can be unpaid, provided the employee is completely relieved of their duties during that time.

DRESS CODE

Team Members are responsible for the upkeep of their uniforms and for the return of all uniforms upon separation of employment. Dress, grooming, and personal hygiene standards contribute to the morale of all Team Members and affect the business image of Waconia Ice Arena. When representing Waconia Ice Arena, Team Members are expected to present a clean, neat, and tasteful appearance. Team Members should dress and groom themselves according to the requirements of their position. Without unduly restricting individual tastes, the following personal appearance guidelines shall be followed:

- Shoes must provide safe, secure footing, and offer protection against hazards. Shoes must be worn at all times. Sandals and flip-flops are not allowed.
- Clothing deemed revealing, suggestive, or distasteful by facility management is prohibited (holes or ripped clothing are not permitted).
- Mustaches and beards must be clean, well-trimmed and neat.
- Hairstyles are expected to be in good taste; unnaturally colored hair and extreme hairstyles do not present an appropriate professional appearance.
- Excessive makeup is not permitted.
- Offensive body odor and poor personal hygiene is not professionally acceptable.
- Perfume, cologne, and aftershave lotion should be used moderately or avoided altogether, as some individuals may be sensitive to strong fragrances.
- Jewelry should not be functionally restrictive, dangerous to job performance, or excessive.
- Facial jewelry, such as eyebrow rings, nose rings, lip rings, and tongue studs, must not be worn during business hours.
- Torso body piercing with visible jewelry, or jewelry that can be seen through or under clothing, must not be worn during business hours.
- Excessive or offensive tattoos should be covered during work hours.

Team Members should consult with their direct manager, General Manager, or Human Resources Representative if they have questions as to what constitutes appropriate attire.

DISCOUNT PROGRAM

Employees receive a free single membership for themselves to the Waconia Ice Arena. If they wish to add on their family, the cost is \$27+tax/month or \$305+tax/year.

Employees also receive 25% off all programs, rentals, and merchandise. This list includes the following: swimming lessons, personal training, incentive programs, special events, birthday parties, punch cards purchased, and any merchandise sold at the Front Desk. It does not include items sold in the vending or candy machines.

TIME AND LABOR LAWS

CHILD LABOR/WORK PERMIT

Employers shall require proof of age of all minors by way of age certificate, copy of birth record, driver's license, or employment eligibility form I-9.

No minor under age 14 is permitted employment in the state unless employed as a model, or age 11-13 employed as a youth sports referee for age group younger than the minor.

Under 16 cannot work outside of 7a.m.-9p.m. and no more than 8 hours per day or 40 hours per week.

Under 18 cannot work in occupations deemed hazardous by the commissioner.

High school students under 18 cannot work outside of 5a.m.-11p.m. on a school day (4:30a.m.-11:30p.m. with signed parental approval)

Ages 14–15: Must have an Employment Certificate (work permit) signed by a parent/guardian and issued by the school.

Ages 16–17: No work permit required, but employers must verify age and keep documentation on file.

FINAL PAY

Team members who are terminated, discharged or fired are due all wages and commissions with 24 hours of a written demand for payment to the company.

Team members who voluntarily leave employment (quit), are terminated, discharged or fired, but do not make a written demand, are due all wages and commissions on the next regularly scheduled payday. If payday is within five days of the last day of work, the company may have up to 20 days to make final payment.

STATE LAWS

BONE MARROW DONOR LEAVE

Minnesota's bone marrow, organ, and blood donation leave law applies to companies with 20 or more team members, at at least one site. To be eligible for the leave, an team member must work an average of 20 or more hours per week. Team members include all individuals employed at any site owned or operated by an company; however, it does not include independent contractors. Terms of the leave are that:

It must be paid and used to donate bone marrow. The combined length of the leaves is determined by the team member but may not exceed 40 work hours, unless the company agrees to more because companies can grant more leave than is legally required. Companies may require a physician to verify each leave request, regarding its purpose and duration. If it is medically determined that the team member does not qualify as a bone marrow donor, the paid leave they took prior to that determination is not forfeited.

CIVIL AIR PATROL LEAVE

The Civil Air Patrol Leave law mandates that Safari Island Community Center grant unpaid leave to Team Members who are members of the Civil Air Patrol (CAP) when responding to missions authorized by the state or its political subdivisions. The law specifies that the leave must be granted unless it would unduly disrupt the Company's operations.

EARNED SICK AND SAFE TIME LEAVE

Eligible Team Members accrue one hour of sick and safe leave for every 30 hours worked, up to a maximum of 48 hours per year. To be eligible for sick and safe leave, it must be anticipated that you will perform at least 80 hours of work in a year for Safari Island Community Center. New Team Members begin accruing sick and safe leave on their first day of employment. For purposes of this policy, the leave year is any consecutive 12-month period (e.g., calendar year, fiscal year, or year from an team member's hire date). If you are classified as exempt, you are presumed to work 40 hours per week unless you are normally scheduled to work fewer than 40 hours, in which case leave accrues based on your normal schedule.

Companies will be allowed to require documentation from team members to support their use of ESST when leave is used for more than two consecutive scheduled workdays (currently, it's more than three consecutive workdays).

Additionally, the law will clarify that companies can advance ESST to team members based on their anticipated number of hours worked in the accrual year. However, if the employee ends up working more hours than expected, the employer must provide additional ESST to make up the difference

ELECTION JUDGE LEAVE

An individual who is selected to serve as an election judge pursuant to section 204B.21, subdivision 2 may, after giving an company at least 20 days' written notice, be absent from a place of work for the purpose of serving as an election judge without penalty. An company may reduce the salary or wages of an team member serving as an election judge by the amount paid to the election judge by the appointing authority during the time the team member was absent from the place of employment.

The written request to be absent from work must be accompanied by a certificate from the appointing authority stating the hourly compensation to be paid the team member for service as an election judge and the hours during which the team member will serve. An company may restrict the number of people absent from work for the purpose of serving as an election judge to no more than 20 percent of the total work force at any single worksite.

EQUAL PAY REPORTING

The Company is committed to providing equal pay for equal work in compliance with Minnesota law. Team members are entitled to receive compensation without regard to sex and may discuss wages freely without fear of retaliation. The Company evaluates compensation practices regularly to ensure fairness and equity across all job classifications. Minnesota law also requires certain companies to obtain an Equal Pay Certificate when entering large contracts with the State; the Company adheres to these requirements to maintain compliance and uphold fair pay practices.

ISOLATION AND QUARANTINE LEAVE

Minnesota companies are required to provide up to 21 days of leave to an employee under the following circumstances:

When the employee has been lawfully directed to isolate or quarantine because they have been exposed to or infected with a communicable disease; or

When the employee has the responsibility to care for a minor or a vulnerable or disabled adult family member who has been exposed to or infected with a communicable disease.

JURY DUTY LEAVE

Safari Island Community Center encourages team members to fulfill their civic duties related to jury duty. If you are summoned for jury duty, notify your The Sports Facilities Companies as soon as possible to make scheduling arrangements.

Generally, time spent on jury duty is unpaid. In such case, exempt team members will not incur any deduction in pay for a partial week's absence due to jury duty.

LACTATION ACCOMMODATION POLICY

SFC supports team members who are breastfeeding and will provide reasonable break time and a private, non-bathroom space for expressing breast milk. Team members should coordinate with their supervisor to schedule breaks in a manner that balances work requirements and their needs. Retaliation or discrimination for requesting or using lactation accommodation is strictly prohibited.

MEALS & BREAKS

Both the meal and rest break laws, which apply to nonexempt team members, will be expanded as follows:

- For meal breaks, companies need to provide a 30-minute meal period to team members who work six or more consecutive hours (currently, it's only required after *eight* consecutive hours).
- Team members need to be given at least 15 minutes, or as long as it takes to use the nearest convenient restroom, whichever is longer.

MILITARY CEREMONY LEAVE

Under Minnesota's military ceremony leave, unless it would unduly disrupt the company's operations, an company must grant an unpaid leave of absence to an team member whose immediate family member, as a member of the U.S. Armed Forces, has been ordered into active service in support of a war or other national emergency. An immediate family member is a person's grandparent, parent, legal guardian, sibling, child, grandchild, spouse, fiancé, or fiancée.

MILITARY DEATH/INJURY LEAVE

The Military Death/Injury Leave law provides job-protected, unpaid leave for Team Members whose immediate family members-Defined as parent, child, spouse, grandparent, or sibling-are injured or killed while serving in active duty with the U.S. Armed Forces. Eligible Team Members are entitled to up to 10 working days of unpaid leave. Team Members must provide as much notice as practicable to Safari Island Community Center with their intent to take this leave. The Company may reduce the unpaid leave period by any paid leave provided to the Team Member. The law does not prevent companies from offering additional leave benefits beyond those specified.

MILITARY FAMILY LEAVE

Companies in Minnesota must provide a reasonable amount of unpaid time off (up to two consecutive days or six days in a calendar year) for team members to attend the following events for their spouse, parent, or child:

- Departure ceremonies for deploying personnel;
- Return ceremonies for returning personnel;
- Family training or readiness events conducted by the military; and
- Official military reintegration programs.

OVERTIME

Under Minnesota law, employers must generally pay nonexempt employees 1.5 times their regular rate of pay for all hours worked over 48 hours in a workweek. However, Minnesota companies covered by the federal Fair Labor Standards Act (FLSA) must comply with the

FLSA's overtime requirements. Under the FLSA, employers must generally pay nonexempt employees one and one-half times their regular rate of pay for all hours worked over 40 hours in a workweek.

POLITICAL ACTIVITY LEAVE

Safari Island Community Center will provide eligible Team Members with unpaid leave to attend meetings of the state central committee or executive committee of a major political party, provided they are members of the committee, or to attend any convention of major political party delegates, including official convention committee meetings, provided they are delegates or alternate delegates.

Team Members must give at least 10 days' written notice of their intent to take such leave. Safari Island Community Center prohibits any form of retaliation against Team Members who request or take leave in accordance with this policy.

PREGNANCY & PARENTAL LEAVE

The Minnesota family and medical-related leave laws discussed on this page are as follows:

- The Minnesota Paid Leave law, with premiums and benefits starting on January 1, 2026, will provide eligible employees with job-protected, partial wage replacement for 12 to 20 weeks of leave in a 52-week period for certain family and medical reasons. The law applies to all employers.
- The state's Pregnancy and Parenting Leave law requires all employers to grant unpaid leave of absence to pregnant employees and to eligible employees upon the birth or adoption of a child.
- The Adoptive Parent Leave law requires covered employers to allow eligible employees to take leave for the adoption of a child under the same rules that apply if the employer provides leave for the birth of a child.
- The Family Military Leave law requires employers to allow employees to take up to two consecutive days or six days in a calendar year of unpaid leave to attend certain events related to their family member's military service.
- The Family of Injured Military Personnel Leave law requires employers to provide up to 10 working days of unpaid leave to an employee whose immediate family member, as a member of the U.S. Armed Forces, has been injured or killed while in active service.
- The law providing Leave for Families of Mobilized Military Members requires employers to provide an unpaid leave of absence to employees whose immediate family member, as a member of the U.S. Armed Forces, has been ordered into active service in support of a war or other national emergency.

SCHOOL CONFERENCE AND ACTIVITIES LEAVE

School Conference and Activities Leave entitles eligible Team Members up to 16 hours of unpaid leave per year per child to attend school-related events for their children. These events include school-related activities, or to observe or monitor childcare services or prekindergarten programs, provided these events cannot be scheduled during non-work hours. The term "child" includes biological, adopted, and foster children under 18 years old, or under 20 if still attending secondary

school. Team Members should provide reasonable notice when the leave is foreseeable and make efforts to schedule the leave to minimize disruption to the Company's operations.

VICTIMS OF HARRASMENT OR DOMESTIC VIOLENCE LEAVE

Safari Island Community Center will provide Team Members who are victims of harassment or domestic abuse, or whose family or household member is a victim of domestic abuse, with reasonable time off for certain qualifying reasons. All Team Members are eligible for this leave. Leave may be taken to obtain a restraining order against a harasser or, in cases of domestic abuse, to obtain an order of protection for yourself or a family or household member.

A family or household member includes a spouse or former spouse, parents and children, individuals related by blood, anyone who currently resides or has resided with you, a person with whom you share a child (regardless of marital or cohabitation status), someone with whom you are involved in a significant romantic or sexual relationship, and in cases where a woman is pregnant, the alleged father, regardless of marital or living arrangements. Except in cases of imminent danger to your health or safety or that of your family or household member, you must provide at least 48 hours' advance notice of your need for leave and may be required to submit documentation supporting your request.

This leave is unpaid, though you may substitute applicable paid leave to cover all or part of the absence. All information regarding your leave request will be kept confidential, except as required by law or as necessary to ensure safety in the workplace. Safari Island Community Center will not retaliate against Team Members who request or take leave in accordance with this policy.

VOTING LEAVE

Every employee who is eligible to vote has the right to be absent from work for the time necessary to appear at the employee's polling place, cast a ballot, and return to work on the day of the election, without penalty or deduction from salary or wages because of their absence. An employer or other person may not directly or indirectly refuse, abridge, or interfere with this right.

WAGE DISCLOSURE PROTECTION

In accordance with Minnesota law, team members have the right to discuss and disclose their own wages and to inquire about or discuss the wages of other team members. The Company will not require team members to keep their pay confidential, nor will it retaliate against any team member who exercises these rights.

WHISTLEBLOWER POLICY

Employers are prohibited from discharging, disciplining, threatening, otherwise discriminating against, or penalizing an employee in their compensation, terms, conditions, location, or privileges of employment because:

- The employee (or someone acting on their behalf) reports a violation or suspected violation of any federal or state law or rule to an employer, a governmental body, or law enforcement.
- A public body or office asks the employee to participate in an investigation, hearing, or inquiry.
- The employee refuses an employer's order to do something that the employee has an objective basis to believe violates any state or federal law or rule or regulation, and the employee tells the employer that they're not going to do it because they think it would be illegal.
- The employee reports a situation where the quality of healthcare services violates a standard established by federal or state law or a professionally recognized national clinical or ethical standard and potentially places the public at risk of harm.

WITNESS DUTY LEAVE

Witness Duty Leave mandates that Safari Island Community Center provide reasonable time off for Team Members who are victims or witnesses of violent crimes to attend criminal proceedings related to the case. This includes Team Members who are subpoenaed or requested by the prosecutor to testify, as well as the victim's spouse or immediate family members. Companies are prohibited from discharging, disciplining, threatening, or otherwise discriminating against Team Members for taking such leave.

Team Members must provide at least 48 hours' advance notice of their need for leave, unless impracticable or an emergency prevents doing so, and may be required to provide verification supporting their absence. All information related to the leave must be kept confidential by the company. Violations of this statute can result in misdemeanor charges, contempt of court penalties, and orders for job reinstatement and back wages. Additionally, Team Members may bring a civil action against the Company for damages, including attorney's fees.

TEAM MEMBER RESPONSIBILITIES

GUEST SERVICE

We are a service business, and our success is dependent upon providing our guests with the best experience around. Every Team Member is a big part of that experience. You represent Waconia Ice Arena in your actions and should always conduct yourself in a courteous and professional manner.

We want to be considered the “friendliest place in town.” To achieve that position, we have instituted the “Hospitality Zone”. You will be amazed at the reaction you will receive from guests.

- Within ten (10) feet you should acknowledge a guest by making eye contact, smiling, nodding, etc.
- Within five (5) feet you should initiate conversation. (i.e. “Welcome! How are you?”)
- You should always have the first and last word in a conversation. As a guest approaches, you should be the one to initiate conversation.
- Engage guests to help direct them, rather than waiting for them to come to you.
- As a guest leaves, you should always have a friendly word for them (i.e. “Have a great night! See you again soon!”).

Working in direct contact with the public can be enjoyable and rewarding, but it can also be challenging. Handling those challenges with care can make all the difference in our guests’ experience. Always consider yourself as being “on stage.” No matter what bothers you inwardly, a smile, eye contact, and sincerity will always be your most valuable assets.

Remember that the guests are never an interruption to our work. Their happiness and enjoyment is our work. Make sure that you greet our guests with a friendly smile, eye contact, and make them feel welcome. If they ask a question that you can’t answer, say, “I’m not sure, but I’ll find out for you,” – then do so.

Never argue with a guest. If there is a problem that you cannot handle, that you feel is getting out of control, or is upsetting you and causing a confrontation with a guest, excuse yourself from the situation and seek a manager for assistance.

Remember the following guidelines when dealing with a difficult situation:

- Let the guest speak; do not interrupt.
- Apologize for any inconvenience.
- Try to satisfy the immediate needs.
- Inform a manager immediately.

WORKPLACE SAFETY

SAFETY PROCEDURES

Safety is very important. All Team Members are expected to be safety-conscious, follow safety rules, and to immediately alert management to any conditions in the workplace that are believed to be unsafe or unhealthy. Accident prevention is important to the well-being of our Team Members and guests. As you go through training for your position, additional safety procedures will be explained in depth. The following basic safety rules have been developed to protect Team Members and others from injury while on the job. Accidents can happen - but remember, safety is everyone's responsibility.

Team members should:

1. Learn about their job and how to be safe in the workplace.
2. Know the location of fire alarm boxes and extinguishers, in case of a fire.
3. Promptly report all unsafe or potentially hazardous conditions:
 - Dangerous conditions related to playing surface/sports equipment
 - Wet or slippery floors
 - Cluttered or unsafe areas
 - Equipment left in aisles, walkways, or blocking exits
 - Exposed or unsafe electrical wiring
 - Careless handling of equipment
 - Defective or unguarded equipment
4. Follow all manufacturers' recommendations when operating equipment.
5. Handle hazardous chemicals with care.
6. Use proper lifting procedures and get help when needed.
7. Wear safety glasses and protective clothing when necessary.
8. Immediately report all accidents to a Manager on Duty.

CPR/AED

All Team Members who work at Waconia Ice Arena are required to hold a current CPR, AED and/or First Aid certification at all times. If you do not have a current CPR/AED certification you will be required to obtain this certification within 60 days.