

SEGL IJS Mini System Rental Procedures

Reserving

1. Request SEGL IJS Equipment temporary reservation via email to Mark Chastain, at mark.chastain@duke-energy.com. Request should include the dates the system is needed (from delivery date through competition close), competition name and location.
2. Confirmation of the temporary reservation will be returned via email.
3. Convert the reservation to permanent status within 10 calendar days of the temporary reservation by downloading the SEGL IJS Equipment User Agreement, complete, sign and return to SEGL, Mark Chastain -Treasurer, 963 Wedgewood Drive, Independence, KY 41051, along with the first day's rental fee of \$50 (checks only, payable to SEGL) (non-refundable).
4. Confirmation of the permanent reservation will be issued via mail to the address provided.
5. Temporary reservations not converted to permanent status (step 3 above) shall remain at risk of being replaced by an alternate reservation.
6. Payment of the remaining rental fee (total fee less the \$50 first day rental) should be sent to the address in step 3 above at least 10 days prior to the event. Equipment will not be released for delivery until complete payment is received.
7. Total rental fee is comprised of the \$50 daily rental (commencing from the equipment delivery date to the end date of the competition) plus possible additional fees based on LOC Club Status as described below under **Fees**.

Fees

8. Daily rental of the SEGL IJS Equipment - \$50
9. Additional Rental Fees (depending on LOC Club Status):
 - a) SEGL Member Clubs with Share Ownership – N/A
 - b) SEGL Member Clubs without Share Ownership - \$450.00
 - c) Non-SEGL Members - \$700.00
10. Daily rental fee commences on the date delivery is requested and extends through to the end of the competition. Rental fees are due as described in the Reservation Process section above. Rental Fees exclude other expenses as detailed in the User Agreement. Fees, with the exception of the \$50 first day rental/reservation fee, will be refunded for cancelled competitions at the request of the LOC Chairperson only if requested 30 days in advance of system delivery date.

Delivery

11. **The SEGL IJS Equipment is NOT approved for commercial shipping.** The SEGL will work with the User to determine an acceptable method of delivery via attending Officials, Coaches or other reliable party.
12. The User shall be responsible for returning the equipment to the designated delivery party.
13. User shall be responsible for set-up of the SEGL Equipment and shall have at least one (1) U.S. Figure Skating approved technician on its officials' roster to set up, take down and operate the Equipment for the duration of the User Agreement. Under normal circumstances, the mini system can be set up in about one hour.
14. Keep in mind that later competitions are relying on using the SEGL IJS Equipment. Proper set-up, operation and take down will help ensure that the system is ready for the next event.

Using the Mini System

15. The padlock combination is: **963**. If you have to replace the lock for any reason, it must be a 3 digit combination **TSA** lock and you must set the combination to **963**.
 - a) For more information on TSA visit:
<http://www.masterlocktsa.com/apps/tsa/what-are-tsa-accepted-locks.jsp>
16. The mini system will come with a packet of documents. Please keep these documents with the system when you are finished with it for the next competition to use. The documents include:
 - a) An inventory checklist
 - b) A basic setup guide
 - c) A setup diagram
 - d) A rink side procedure script
 - e) Recovery procedures
 - f) A “What to do if....” guide
17. These documents cover the most important information you need to know about using the system so please follow them carefully.
18. Before unpacking the contents of each case, please observe how everything is packed and attempt to repack the system in the same manner.
19. Please use the inventory checklist to keep track of each item while in use and check off each item when repacking the system.
20. The responsible technician should sign for the inventory before unpacking the equipment and again after take down and repacking so that all equipment can be accounted for.
 - a) Any missing items will have to be replaced and will be billed to the LOC.

Storage

21. The SEGL IJS equipment should remain under restricted access throughout the competition and stored in a locked room when not in use.

Additional Information

22. There should be a roll of black vinyl tape in the system. It is recommended that you use this to tape the server's power cord to the extension cord or to the electrical outlet depending upon how you plug the system in.
 - a) Try and have the arena/ice rink give you a dedicated circuit for the system.
 - b) If you plug the server in to a multi-outlet strip, tape the switch in the ON position so that it does not accidentally get turned off during an event.
23. Run the cables as neatly as possible and in a place where they will not be stepped on, tripped over, or kicked by the judges under the table.
 - a) See the last page of this document for a basic schematic for setting up the mini system.
24. There is a package of monitor wipes in the system. Please use these to keep the touch panels clean. Also, encourage the judges and technical panel to use a pencil eraser instead of their fingers to operate the panels.
 - a) **Never use a sharp item such as a ball point pen on the touch panels!**

Suggested Mini System Setup

Ice Center
Line

