COMMUNITY ICE RINK PROGRAM

Outlining roles & responsibilities, basic rink operation procedures, best practices, and associated documentation.

11/26/2014 3:18:00 PM

Community Ice Rinks

Parks & Recreation Department Responsibilities

The Parks & Recreation Department will administer the community ice rink application process, facilitate the installation of community rinks (banking of perimeter of snow & first flood), and train volunteers in installation, maintenance & dismantling.

Parks & Recreation staff would empower these community ice surfaces through:

1. Approval of park space for usage
    a. Infield of Ball Diamonds
    b. Open Park Spaces

2. Provision of staff to assist with installation of ice surface

3. Donation of suitable water for installation if applicable to location

4. Weekly inspections for ice quality

5. Provision of staff to assist with dismantling of ice surface

6. Development of manual for volunteers and staff

7. Training of volunteers

Community Ice Rinks

Volunteer Responsibilities

The volunteers identified on the community ice rink application will operate, maintain and supervise the community ice rink throughout the ice season as agreed upon.

Volunteers will demonstrate the need for the community ice rink, be responsible for its upkeep, and coordinate its operation by:

1. Consulting the community to assess interest

2. Complete community ice rink request/application form identifying
    a. A minimum of 6 committed volunteers
    b. One primary contact person
    c. Location
    d. Rink size
    e. Planned schedule
    f. Supervision of community ice rink

3. Attend all training sessions as scheduled by Parks & Recreation department

4. Adhere to all policies and procedures as established

5. Regular inspection of ice surface

6. Regular (daily) maintenance of ice surface

7. Supervising ice surface during scheduled activities

8. Completion of all required documents determined by Parks & Recreation department

Community Ice Rink Application

Primary Contact Person

Primary Contact Name:	
Home Phone:	Cell Phone:
Address:	Postal Code:
E-Mail:	
Planned Location of Ice:	

Volunteer Committee Members (In addition to Primary Contact Person)

A minimum of 6 committeed volunteers are required for the effective creation and maintenance of outdoor community ice rinks. Community ice rinks rely entirely on the efforts of volunteers to be successful.

Contact Name:	
Home Phone:	Cell Phone:
E-Mail:	

Contact Name:	
Home Phone:	Cell Phone:
E-Mail:	

Contact Name:	
Home Phone:	Cell Phone:
E-Mail:	

Contact Name:	
Home Phone:	Cell Phone:
E-Mail:	

Contact Name:	
Home Phone:	Cell Phone:
E-Mail:	

Signature of primary contact person

Date

Personal information on this form is collected under the authority of The Municipal Freedom of Information and Protection of Provacy Act. This information will be used by the Town of Caledon for the purpose of administering the Community Ice Rink program. Questions about this collection should be forwarded to the Municipal Freedom of Information Coordinator at 905-584-2272.

COMMUNITY ICE RINK COMMITTEE
INFORMED CONSENT AGREEMENT

The Corporation of the Town of Caledon offers a variety of volunteering opportunities for residents who want to volunteer their time in the community. The Town is committed to ensuring that these opportunities are experienced safely, comfortably, recognizing that participation in any activity entails risk.

As a volunteer, I (_____) acknowledge that I am over eighteen (18) years of age, and will occupy the position of Ice Rink Committee Member at _____ reporting to Parks & Recreation Department staff. I am responsible to perform the following services:

- Attend ice rink training hosted by the Town of Caledon;
- Assist with ice rink building;
- Ice rink maintenance;
- Ice rink supervision;
- Complete Daily Community Ice Rink Inspection form; **and**
- Posting of the RINK CLOSED signage (as necessary)

- I realize that participation in this activity brings the possibility of injury and I accept this risk and agree that my participation and use of any equipment is at my own discretion or judgment, based on my own experience, training and competence level.

- I understand that I will not receive any remuneration or gratuity of any kind for work performed, nor will I be entitled to any benefits normally provided by the Town and its employees.

- I understand that I will not be covered by the Town's Workplace Safety Insurance Board benefits, and am responsible for my own health insurance.

- I have read and understand the above, and agree to release and hold harmless the Corporation of the Town of Caledon, its elected officials, officers, agents, employees, volunteers and any other person for whom it is in law responsible, from and against any and all claims and proceedings in respect to any injury to myself or damage to my property arising from my provision of these services.

Full Name of Volunteer (please print): _____

Signature of Volunteer: _____

Date: _____

Community Ice Rink Committee
Daily Community Ice Rink Inspection

Organization Information	
Rink Location:	
Community Ice Rink Member:	
Date:	Time:
Weather Conditions:	Temperature:
# of Skaters:	Open/Closed:

ITEM	INSPECTION Good	Fair	Poor	CORRECTIVE ACTION TAKEN	INITIALS
Ice Surface					
Rink Boards/Snow Banks					
Perimeter of Rink					
Equipment					
Walkways					
Signs					

SNOW REMOVAL TIME	FLOOD TIME	REPAIRS MADE

NOTES

_____

_____

_____

_____

_____

_____ _____
City Representative's Signature *Date*

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LAYING THE FIRST SHEET OF ICE

OPTION A

1. The temperature must be consistently below freezing.
2. The ground must be frozen.
3. Ideally, there should be a blanket of snow 5-6 inches thick.
4. Level the snow and pack with shovel, snowshoes, scrapers, etc. This can be done by "back dragging" or patting the surface. As the ground is not always flat where rinks are erected, take the time now to level out the surface, even if it means carrying snow to level it off.
5. Now you are ready for your water. Pick a time when it is the coldest, late in the evening as opposed to mid-afternoon. Be prepared to spend considerable time at this stage as it is the most important one. Turn the nozzle (if one is supplied) to a fine spray and systematically begin to sprinkle the packed snow. Don't put too much H20 on the first pass, just enough to dampen the surface. Keep the hose moving. Don't even stop or stand still. After giving the complete area a preliminary sprinkle, STOP.

Return to your starting point. If it's frozen, you are ready for another fine coat. If not, wait until the area is frozen.

NOTE: Try not to walk on the rink until a solid sheet is obtained. The snow has a tendency to crystallize and form "channels" if the snow is very light or if too much water is added at one time. If this occurs, fill in the "channels" and sprinkle lightly with water.

Continuous sprinkling with fine coats of water will eventually give you a solid surface of ice that may be walked on. However, it will be rather rough and not suitable for skating.

At this time, determine if the preliminary sheet of ice has adhered to the rink boards. It is imperative for flooding purposes that the bond has occurred. If it hasn't, sprinkle lightly, adding snow as required, making sure that the water is applied to the side of the board as well as to the snow.

After a solid crust has been obtained and bonding with the boards is firm, it is now time to flood.

6.
   a. Flooding is done only when it is cold enough to freeze.
   b. Set out a flooding pattern that will allow you to apply water to the complete surface of the rink without:
      i. Overlapping or
      ii. Causing you to walk on freshly watered surface (this might cause slush to build up)
      Please note: If slush builds up, remove it immediately.
   c. After the first flood is frozen, continue adding floods until the roughness has ceased to be evident and the rink is somewhat flat and level. Water seeks its own level.

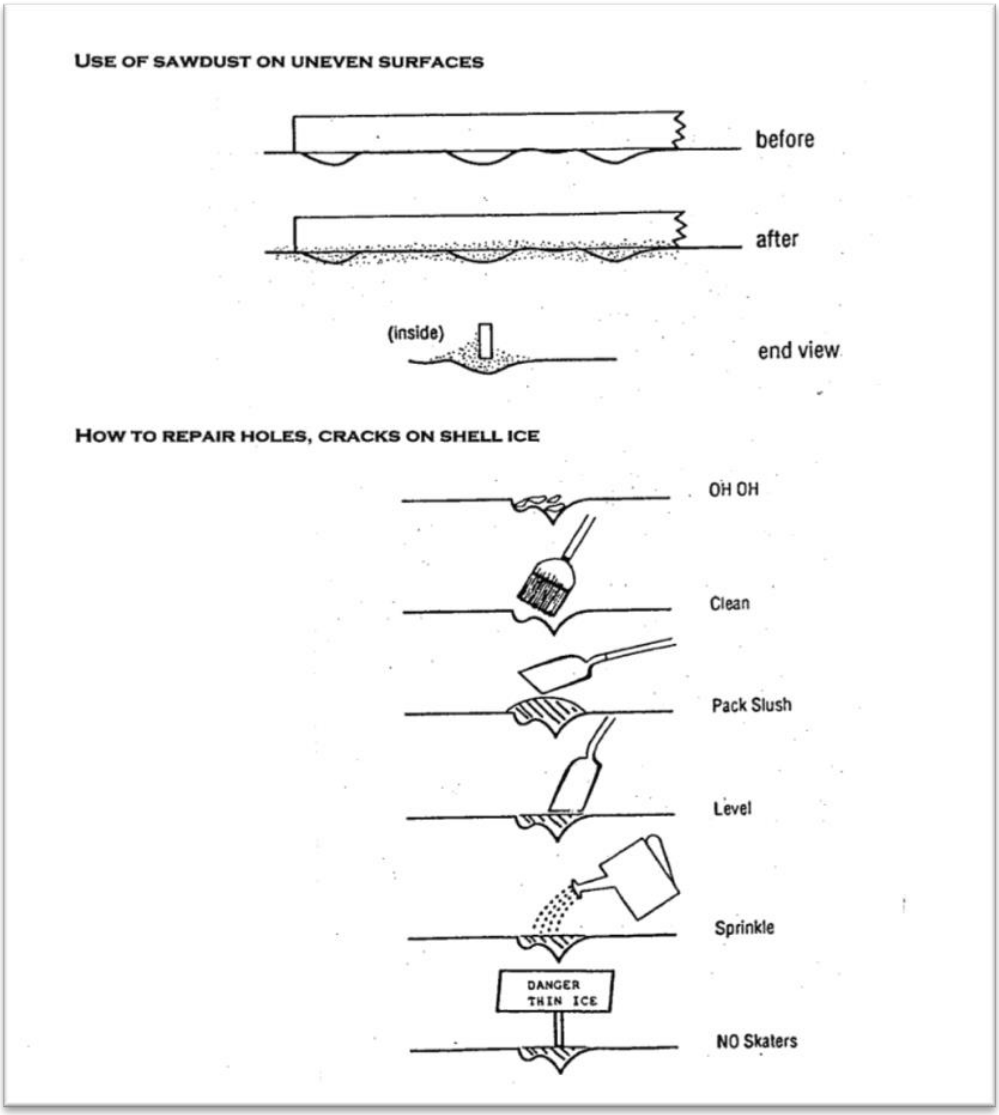
Eventually, if a sufficient number of floods are applied, the rink will become flat, level and ready for skating.

However, sometimes due to the nature of the terrain on which the rink is built, the water is continually seeping through the snow, under the boards and "running off". This occurs where there is a marked slope in the ground or where the boards do not sit flush to the earth. One technique to stop this is to block the holes or spread a couple of inches of sawdust against the inside edge of the boards at the lower end of the rink. Once this sawdust has been spread, moisten it and pack it gently. The sawdust will hold the water until it freezes. Once it is frozen, the sawdust acts as a "dam" for seeping water. It also creates an excellent bond with the boards. (See the diagram next page)

Community Ice Rinks

During your flooding, whether it be on your initial sheet or ongoing throughout the winter, be aware of shell ice. Shell ice occurs when, for some reason, an air bubble is frozen into the surface. Shell ice is characterized by a white patch on thin, brittle ice that is easily broken. When broken, the layer of ice underneath is exposed. How do you deal with shell ice?

1. Break the surface.
2. Remove the brittle ice completely.
3. Pack solid with a mixture of snow and water.
4. Level with shovel, trowel, hockey stick, etc., and remove excess slush.
5. Avoid stepping or skating on this area until frozen solid. (see diagram next page)



OPTION B

1. The temperature must be below freezing point.
2. The ground must be frozen.
3. Ideally, there should be a blanket of snow 5-6 inches thick.
4. Level the snow and pack. As the ground is not always flat where rinks are erected, take the time now to level out the surface, even if it means carrying snow to level it off.
5. Now you are ready for water. Pick a time when it is the coldest, late in the evening as opposed to mid-afternoon. This stage is time consuming but should not be rushed. As in Option A, begin to sprinkle (a fine spray is not necessary) and systematically begin to "soak" the packed snow. As the snow is "soaked" you may begin to pack the "slush". This is best done with a lawn roller but can be also achieved with shovels and scrapers. Working backwards, continue "soaking" the snow and packing the "slush", being sure to cover all footprints, etc., as well as rolling a flat, even surface.
6. After the "slushing and rolling" is all finished, be sure that no one walks on the surface until it is completely frozen. Once frozen, begin flooding the surface until it is completely frozen. Once frozen, begin flooding the surface to develop a flat, smooth sheet of ice necessary for skating. It might be necessary at this stage to chip away bumps or ridges caused by the roller, etc. Do it carefully so as not to break off large chunks of your base.
7. Make sure that your ice is creating a good bond with your boards.
8. Refer to step 6 in Option A.

OPTION C

What happens if the temperature is consistently below zero and yet there is no snow? Do we have to wait for snow to create our base? NO-----Snow is not needed to make ice but without snow, a somewhat different approach is recommended.

1. Since there is no snow to absorb the water, it might have the tendency to run off if the surface is not totally flat. Attempt to level the surface as much as possible. The use of sawdust as explained in Option A #6C is also recommended for leveling as well as blocking holes.
2. After leveling and blocking any holes present, first freeze the rink boards into place by watering them down (supports as well). If you have used sawdust, soak it as well.
3. Allow the boards and sawdust to freeze solid.
4. There are two "schools of thought" on the next step. Both methods will be presented so that you may choose the method best suited to your situation.

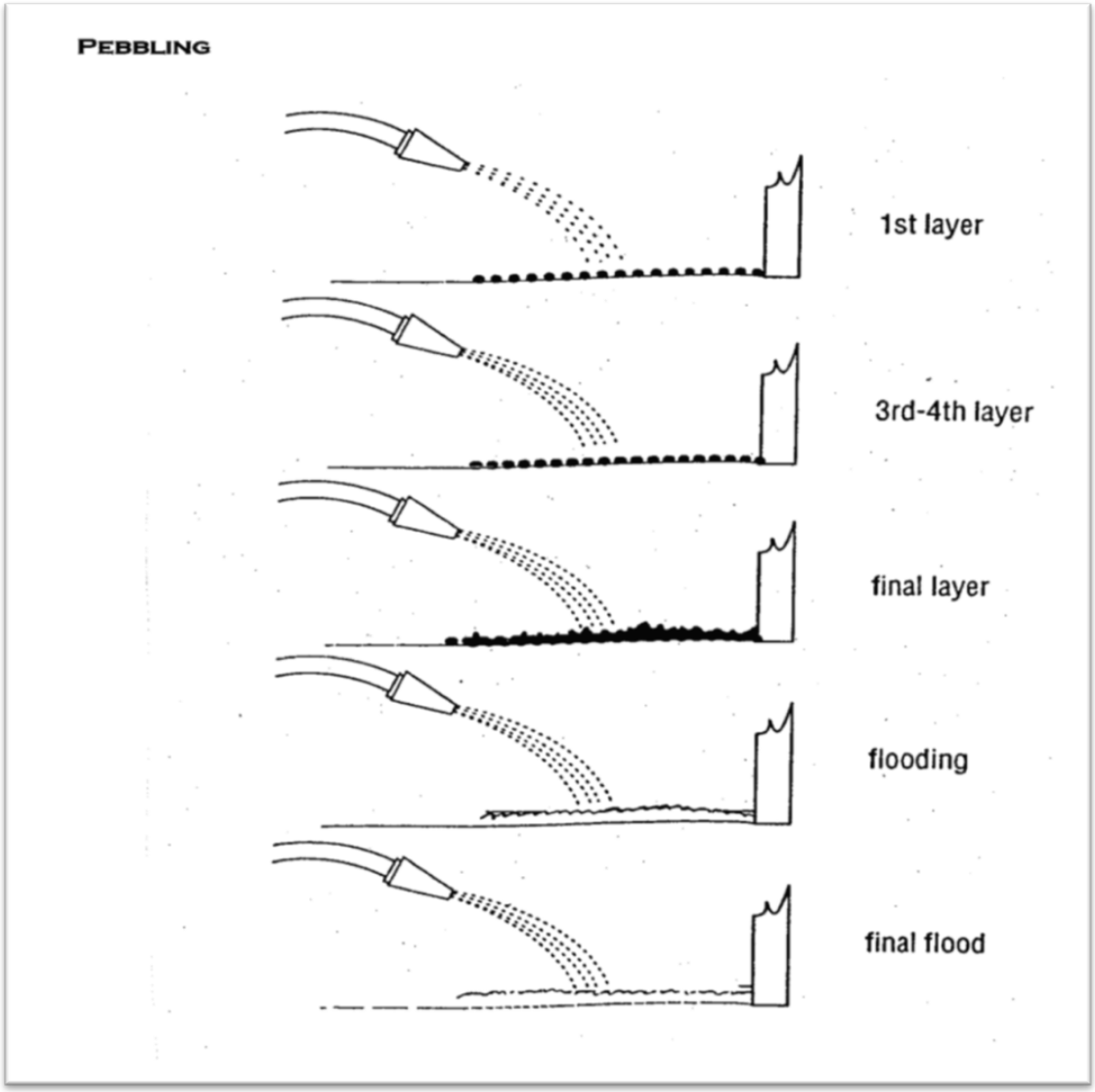
Method 1 - PEBBLING APPROACH

With the nozzle of the hose turned to a fine spray (garden watering may also be utilized) quickly cover the ground with a light spray of water. Using a predetermined pattern, sprinkle the complete rink area. These "sprinkles" should freeze rapidly and by the time you complete one "coat" you should be able to begin giving the surface another light spray. As the droplets of water freeze between coats they create a pebbling effect. After 3-5 coats, the complete rink area should be covered by a thin layer of ice. The surface is unfit for skating as it will be rather rough, however, it will form a good base for the flooding. (See diagram next page) Now begin your flooding as described in OPTION A, Step Number 6.

Method 2 – (No Snow Present) STRAIGHT FLOODING

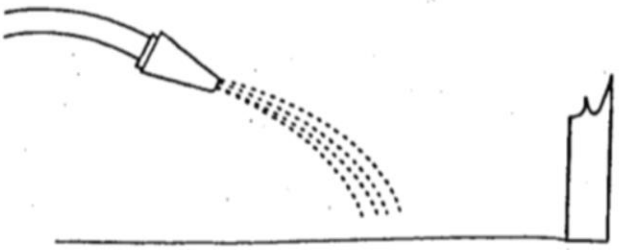
With the nozzle turned to a steady flow, begin by allowing the water to run onto the ground. This should be done with as little pressure as possible so that the water will seek its own level naturally. Now walk the hose back and forth across the surface, flooding the frozen ground at the rate of about a yard each pass. With each pass, back up and flood another of ground. Don't walk on the ground that is flooded. Flood the complete surface in this manner. Wait until frozen before adding another flood in the exact same manner. Because the ground is not perfectly flat it will take a number of "floods" before all the ground has ice. This method of flooding is time consuming and much more demanding than just spraying with a pressured hose, but the ice is more apt to be fault free and smoother. Continue flooding until enough ice to skate on is achieved.

Remember – the more ice you "build" now, the longer skating season you will have.



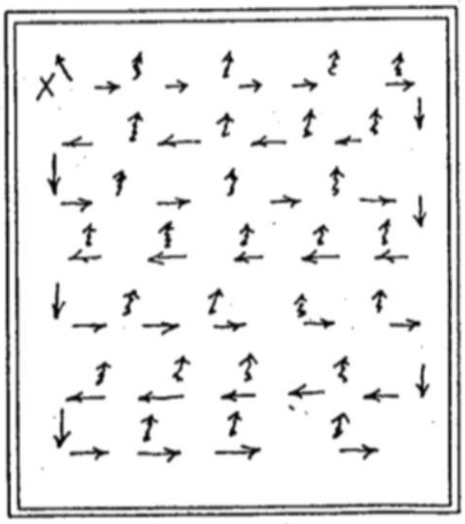
FLOODING

1. KEEP NOZZLE CLOSE TO SURFACE
2. VERY LITTLE WATER PRESSURE
3. A YARD/PASS



WATER FLOW

PATTERN UTLIZED BY INDIVIDUAL FLOODING



MAINTAINING A GOOD SKATING SURFACE

1. Flood as often as possible. In our area, the times that ice will freeze properly are numbered, so when it does turn cold – flood, flood, flood. Build up the sheet's thickness so that on mild days the rink can withstand the sun without patches of earth showing through and chunks breaking off the surface. CAUTION: Make certain that each flood is frozen solid prior to adding another.

2. Before flooding:
    a. Scrape the surface clean of all snow.
    b. With a broom, sweep around the boards removing snow that the scraper has left behind. By sweeping, you are allowing the water to form a good bond with the boards. If you don't sweep, chances of a gap or space between your boards and the ice surface forming is greatly increased.

3. It is very important when removing the snow from the ice surface, not to block the entrance used by the plow truck after a heavy snowfall. Throw the snow clear of this entrance. This entrance must be kept clear at all times.

4. Good ice is clean ice, not covered by dirt or litter. This is primarily a participant concern, however, proper supervision will increase awareness and lessen the maintenance frustrations.

5. Smoking on the ice surface should be discouraged as a lit cigarette butt can melt and mar a good skating surface. Be aware that many individuals using the rink will be wearing boots or rubbers rather than skates. Restrict the use of salt or sand in areas such as walkways, the equipment storage area, parking lot, etc., otherwise this salt or sand will eventually end up on your rink causing you maintenance problems.

6. "An ounce of prevention…." Ongoing repairs of cracks and chips in the ice surface is more desirable than attempting to repair damages to the ice surface through flooding alone. The steps for repairing a crack, chip or hole are:
    a. Sweep or clean the hole of all snow or ice chips.
    b. Mix a slush mixture of snow and water.
    c. Pack the slush in the hole.
    d. Level off the slush with a shovel, trowel, hockey puck, etc.
    e. {Optional} Sprinkle with a light flood of water.
    f. Keep people from skating on the spot until frozen. (See the diagram on Pg 6)

7. Don't allow the snow banks to become too high. Periodically lower them by pushing the snow, from the top, farther away from the surface. This will lessen the amount being dragged back onto the surface by participants as well as facilitate easier cleaning.

8. During mild spells, boards sometimes come loose. Freeze them into place as soon as possible. This will ensure the rink's shape being constant and also reduce the operating cost of replacing boards that disappear.

9. When using a snow blower, be sure you watch the area where the snow is being discharged. Often hockey pucks, litter or other items can be covered in snow and become projectiles when leaving the chute. Be aware of children and others who may be in the line of fire.

MAINTAINING A GOOD SKATING SURFACE – CARE OF EQUIPMENT

THERE IS NOTHING MORE FRUSTRATING than attempting to do a proper job at anything with equipment that is broken, without the proper equipment or with insufficient equipment. This definitely applies to ice rink maintenance. The proper care of the equipment will ensure that when it is required, it will be available.

Consider the following hints or suggestions on proper maintenance:

1. Never leave any equipment out overnight.

2. Every piece of equipment should have a place and when not in use, should be returned to it.

3. Never allow shovels or brooms to be left lying around. A light snowfall will hide them and increase the probability of loss or breakage.

4. After flooding, roll the hose up and store it properly (if applicable to your location). By elevating the hose nearest the tap and walking towards the nozzle, any water remaining within the hose will drain. This will minimize excess water or ice buildup near or in the storage area.

5. Be certain that the water is shut off completely after every use (if applicable to your location).

6. Keep the storage area (if applicable to your location) clean and tidy at all times. Proper care of the storage area and equipment not only increases the life expectancy but is contagious as well. If the participant sees that the rink, storage area and equipment are properly cared for, chances are they will also treat it in the same manner.

7. No smoking or beverages allowed on or around the ice surface (they damage the ice).

8. Comply with the Liquor License Act and any other applicable laws and municipal policies and/or by-laws in force, or that may come into force, at any time, dealing with alcohol consumption and/or sale on Town property.

9. Don't leave the storage area unlocked and unattended. The storage area is not to be used as a change room.

10. If you have hockey nets at your rink, make sure that they are treated like all other pieces of equipment. Don't allow them to be abused and when not in use, they should be removed from the ice surface.

11. Periodically check all equipment for damages, especially the hockey nets. If caught in time, a minor repair is preferable and less expensive than a major one. If using wire nets, it is important to check for loose wires that may cause damage to a participant and have these repaired immediately.

12. If you use straw brooms for sweeping around the boards, remember that they do not last forever. Eventually they will begin losing their straw. The presence of large amounts of straw when flooding will reduce the quality of your ice. Change your brooms when this begins to occur.

13. Rink signs announcing rules and hours of operation should be fastened securely out of the reach of participants. Eight to ten feet above the ground is the minimum height recommended.

PROBLEMS

Whatever problems you do experience, please adhere to the following procedure:

If the problem arises between 8:30 a.m. and 4:30 p.m., and is of a "technical" nature please call the community ice rink coordinator at **905-584-2272 ext. 4009**

If an emergency arises, always call 911 first.

If a non-emergency problem arises outside of business hours, please call the Region of Peel Public Works 24 hour Emergency Services at **905-791-7800**. This number is to be used in extreme operations emergency only (i.e. broken water line). If the situation can wait until the next business day, please contact the community ice rink coordinator at **905-584-2272.**

MOST OFTEN ASKED QUESTIONS

How can I accommodate both those who just want to play hockey and those who want to pleasure skate?

There are two options -- many committees have solved this problem by maintaining a second ice surface. You can easily bank the snow and flood a second surface for those wishing to skate. Be sure this surface is out of harm's way of potential flying pucks.

A second option is to post times that public skating is allowed and if you are fortunate, to have enough volunteers to supervise these timeframes, it would also assist you.

Can we get or use Hockey nets?

The committee may purchase hockey nets for their rink, although the Town of Caledon recommends the use of pond hockey style nets over traditional hockey nets. This type of net has a cross bar that is lower to the ground (approx. 1-2 feet high) and discourages the use of goalies and slap shots. They also encourage passing and skill development in younger players. The Town will not provide storage space for the nets over the summer.

What equipment can be used on the ice surface?

Skaters may use assistive devices (skating aids, wheelchairs etc.) as needed. Additional items such as hockey/ringette sticks, pylons, or other recreational equipment may be used and/or purchased by the committee to expand the uses of the rink.