

OUTDOOR RINK MANUAL



The Parks and Recreation Department at the Township of Guelph/Eramosa encourages the establishment of outdoor ice rinks through volunteer participation and partnerships.

TABLE OF CONTENTS

INTRODUCTION	3
RINK REQUEST PROCESS	3
TOWNSHIP RESPONSIBILITIES	4
DUTIES OF ICE RINK TEAM	4
LIGHTS.....	4
RINK SAFETY	5
CONSTRUCTION & MAINTENANCE OF THE ICE RINK	5-6
GUIDELINES FOR LAYING THE FIRST SHEET OF ICE	6-7
VANDALISM.....	8
CONTACTING THE TOWNSHIP	8
OUTDOOR ICE RINK MAINTENANCE LOG	9
FLOOD WATER RECORD.....	10
VOLUNTEER APPLICATION FORM.....	11



INTRODUCTION

The Township of Guelph/Eramosa is committed to working with community volunteers to provide outdoor ice rinks throughout the municipality each winter.

The benefits of outdoor natural rinks include:



Families playing together recreational activity



Providing free unscheduled skating for the community



Healthy lifestyles element to the safety of the neighbourhood



Fosters neighbourhood spirit



RINK REQUEST PROCESS

A volunteer group in the Township of Guelph/Eramosa may apply to the Parks and Recreation Department to operate an outdoor ice rink. The core group of volunteers should consist of five or more persons to support the construction, maintenance and daily inspections of the community outdoor ice rink. Each volunteer will be required to complete and sign an Ice Rink Volunteer Application. (See page 11)



TOWNSHIP RESPONSIBILITIES

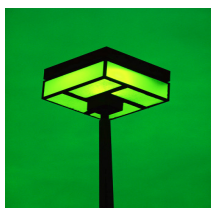
The Parks and Recreation Department will assist as follows:

- provide improvements/repairs to the lighting and water service within its means
- provide for snow removal when snowfall is in excess of 10cm [roads, parking lots, crosswalks, etc. will take priority over ice rinks]
- conduct weekly safety inspections and post the rink open or closed as required.
- discuss the continuum of rink operations with volunteers as required.
- supply the following to each rink:
 - hoses & nozzles
 - 2 shovels
 - 2 hockey nets
 - access to a water source
 - two benches
 - storage shed
 - 1 standard first aid kit



DUTIES OF ICE RINK TEAM

- Establish a rink, a team of volunteers including a team leader per the Township's Ice Rink Policy.
- Each volunteer will complete an application form.
- Construct and regularly maintain the rink.
- Post the rink open or closed pending the ice surface conditions.
- The Team Leader is responsible for ensuring that the Outdoor Ice Rink Inspection Log [page 9] completed on a daily basis when the rink is posted open.
- Secure the water hydrant and all equipment provided in the ice rink shed, when not in use.



LIGHTS

Township Staff will set the timer to come on at dusk and go off at 10:00 pm. A manual override switch is installed on the timers in the parks to allow the rink team the ability to turn the lights on anytime after 10 pm to flood the ice rink. Flooding times may be restricted if complaints are received from the residents neighbouring the rink. During periods when the rink is not being used such as warm weather, the Parks and Recreation Department staff will turn off the lights.



RINK SAFETY

The municipality has an obligation to ensure that anyone entering onto its property is reasonably safe while on that property. When a municipality recognizes or promotes an activity at a particular location it assumes the responsibility to provide facilities that are constructed and maintained in a safe condition. Every volunteer with the Township has the continuing responsibility for their personal safety, the safety of fellow volunteers/workers and the safety of the general public when carrying out their duties.

The primary function of a risk management program is to prevent accidents while providing a safe environment for park visitors. Volunteers are required to identify risks, take the necessary corrective action and document both. Any potential hazard (within the park) that cannot be corrected immediately should be reported as soon as possible to the Parks and Recreation Department.

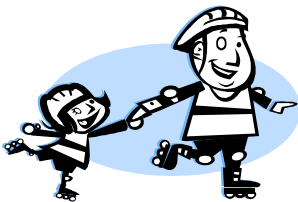
The following guidelines are recommended:

- Members of the general public should be asked not to utilize the ice when volunteers are working on the rink including: flooding, snow clearing and when ice repairs are being completed.
- Volunteers should wear appropriate clothing for the seasonal temperatures and weather along with footwear that provides good traction on slippery surfaces.
- Volunteers should not conduct any work alone in the interest of personal safety.

Rink Use

Rinks are maintained at various parks throughout the Township and are accessible to all those who wish to participate during posted hours. Access may be denied by the Manager of Parks & Recreation to an individual/group for conduct that:

- Is abusive or involves harassment of other park visitors/township staff/volunteers.
- Involves the willful destruction or vandalism of Township property and /or assets.
- Is contrary to reasonable and safe practices.
- Is in violation of the rules and regulations of the Township, Province of Ontario or Canada.



CONSTRUCTION AND MAINTENANCE OF THE ICE RINK

General Information

The Team Leader will ensure that the ice rink is inspected daily when posted open and maintained on a regular basis. The volunteers will be responsible for posting the rink **closed** if the ice is unsafe for skating. After heavy usage periods i.e. Saturday or Sunday, the ice may require more maintenance than the usual flood. Ice may require patching of ruts and holes and may also require an additional flooding to ensure its' safety. Ice should be leveled, including corners and any other areas of concern on a regular basis. Areas of the ice surface that have a tendency to become lower (goal creases) will require additional water added to maintain a standard ice thickness. If the ice is deemed to be

unsafe, it will be posted closed until further notice. All ice maintenance activities must be documented in the Outdoor Ice Rink Inspection Form [page 9].

Since none of the park water hydrants have a water meter, you may be required to log the number of hours of actual flooding time to enable the Public Works Department to calculate the water used in certain parks. (see page 10 for the water use log form)

Outdoor Rink Layout

Staff will meet with the Team Leader to discuss the rink size (approximately 120' x 60'), configuration and location. Each location must have a separate area for hockey and public skating with a physical barrier between them. Hockey nets are to be placed so that the public is not skating or sitting behind either net. The Township does not permit high boards. The Manager of Parks & Recreation will have final approval on the layout of each ice rink.

Rink Surfaces

Grass and asphalt are some of the most used surfaces when communities combine the various sports and skating. The major problem is that the dark colour of the surface and any leaves present absorbs the sun's heat and cause the ice to melt on sunny days. The freeze-thaw action of the ice results in the premature deterioration of the asphalt surfaces. This can be overcome by packing down 2 inches of snow cover before the ice is made.

In addition, the ice acts like a magnifying glass and will burn the grass in the spring causing turf damage. To reduce the risk of turf damage should wait for 3 – 4 weeks of freezing weather to allow grass to go dormant prior to making the ice surface.

Insufficient ice covering will allow skate blades to break through the ice and could result in serious injury to a skater. Therefore the ice surface should be a minimum of one inch thick prior to posting the rink open.



Guidelines for Laying the First Sheet of Ice

General conditions required:

1. The temperature must be consistently below freezing.
2. The ground should be frozen.
3. There should be a blanket of snow 5-6 inches thick
4. The snow should be leveled and packed.

Now you are ready for your water; pick a time when it is the coldest, late in the evening as opposed to mid-afternoon.

- a. be prepared to spend considerable time at this stage as it is the most important one
- b. use a 1" diameter hose equipped with a nozzle capable of producing a fairly fine spray [without the spray capability, ice production will be poor]
- c. turn the nozzle to a fine spray and systematically begin to sprinkle the packed snow
- d. don't put too much water on the first pass, must be enough to dampen the surface

Note: Try not to walk on the ice 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 the "channels" and sprinkle light with water. Continuous sprinkling with the fine coats of water will eventually result in a solid surface of ice that may be walked on. However, it will be rather rough and not suitable for skating.

Flooding should only be done when it is cold enough to freeze. Start at one end of the rink and apply an even spray across the width. Spray a strip approximately 6' wide. Work progressively down the rink until the entire rink has been sprayed. The flooding pattern should allow you to apply water to the complete surface of the rink without overlapping or causing you to walk on freshly watered surface (this might cause slush to build up). **Note:** If slush builds up remove it immediately.

After the first flood is frozen, continue adding floods until you have a minimum of 1" base of ice 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.

***Note:** In the interests of water conservation, flood **only** when the temperature reaches less than -2 degrees Celsius. Between floods turn volume down to half for no more than 15 minutes, if longer, drain the hose.*

HOW TO DEAL WITH VANDALISM

The ice rink team should report all damage and/or vandalism to Parks & Recreation Department as soon as possible and provide enough interim maintenance to reduce/eliminate any immediate hazards until staff can provide repairs. If vandalism reoccurs in the park, Parks & Recreation Department staff and your rink team will need to look at other alternatives.

Please follow the following procedure when reporting any incident to the Township of Guelph/Eramosa including accidents or vandalism:

Normal Business Hours

If the problem arises between 8:00 a.m. and 3:30 p.m. Monday to Friday and is of a “technical” nature please call Vicki at the Township of Guelph/Eramosa office at 856-9596 Ext. 113


After Hours Call Procedure

If the problem arises during the evening or on the weekend, please call the Township of Guelph/Eramosa Office at 519-856-9951 and follow the after hours directions.

This number is to be used in emergencies only (i.e.: accidents, broken water line). If the situation is not an emergency and it can wait until the next business day, please do so.

When reporting an incident to the Township of Guelph/Eramosa you will need to provide the call taker the following information:

- your name and phone number
- the name and location of the park site
- the reason for your call

	<p>TOWNSHIP OF GUELPH/ERAMOSA</p> <p>Outdoor Ice Rink Maintenance Log</p>
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Date: (mm/dd/yr) _____	Time: am/pm (please circle) _____	Temperature: Celsius _____	
Signs: Posted Open: <input type="checkbox"/>	Posted Closed: <input type="checkbox"/>	Missing: <input type="checkbox"/>	
<u>Ice Conditions:</u>			
Overall Condition	Good: <input type="checkbox"/>	Fair: <input type="checkbox"/>	Poor: <input type="checkbox"/>
Perimeter of Rink (snow banks)	Good: <input type="checkbox"/>	Fair: <input type="checkbox"/>	Poor: <input type="checkbox"/>
Ice present and free of all debris	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Bare spots with holes	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Jagged Edges	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Smooth & free of cracks or ruts	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Heaving	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Ice Thickness (staff only)	_____ inches		
<u>Action Taken:</u>			
Flood	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Packed and repaired cracks & holes	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Repaired banks	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Shoveled snow	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
<u>Equipment Inspection:</u>			
Shovels	Good <input type="checkbox"/>	Damaged <input type="checkbox"/>	Missing <input type="checkbox"/>
Hoses & nozzles	Good <input type="checkbox"/>	Damaged <input type="checkbox"/>	Missing <input type="checkbox"/>
Nets	Good <input type="checkbox"/>	Damaged <input type="checkbox"/>	Missing <input type="checkbox"/>
Lights:	N/A <input type="checkbox"/>	Not working <input type="checkbox"/>	Timer wrong <input type="checkbox"/>

Other:

Volunteer: *Print name*

Signature



THE CORPORATION OF THE TOWNSHIP OF GUELPH/ERAMOSA

ICE RINK VOLUNTEER APPLICATION

Personal Information			
Date:		Rink Location:	
Last Name:	First Name:	Initial:	
Home Address:	Apt/Unit:		
City/Town:	Postal Code:		
Home Telephone #:	Email Address:	Work Telephone #:	
Best times(s) to reach you:			

I understand and agree that:
<ul style="list-style-type: none"> The volunteer services will be rendered without payment for same. A volunteer position is conditional upon adherence to the Townships policies, guidelines and procedures, as well as the laws of Ontario/Canada. A volunteer is covered under the Township's liability insurance. A volunteer is not covered under the Township's health benefits program. A volunteer is not eligible for Workers Safety Insurance.

I, _____ acknowledge that I am over/under the age of 18 and will provide services to The Township of Guelph/Eramosa on a volunteer basis.

Volunteer

VOLUNTEER WAIVER

I agree to release and discharge The Township of Guelph/Eramosa from and against all claims and proceedings, in respect of any damages or injury sustained by myself arising by reason of my provision of these services and acknowledge that I have read the Township's Policy on Outdoor Ice Rinks and the Outdoor Ice Rink Manual.

Signature of Volunteer

Date

To be signed by parent/guardian if volunteer is under the age of 18.

Signature of Parent/Guardian

Date