

Community Ice Rink Volunteer Manual



Valentino Park Ice Rink, 2021

Table of Contents

Title/Topic	Page #
Introduction	3
Rink Request	3
Township Responsibilities	4
Duties of the Ice Rink Team	4
Light	4
Rink Safety	5
Rink Use	5
RZONE- Respect Policy	6
Constructions & Maintenance of the Rink	6
Outdoor Rink Layout	7
Guidelines for 1 st Sheet of Ice	7-8
Reporting Damage & Vandalism	9
How to Contact the Township	9
Ice Rink Daily Inspection Log	10
Volunteer Application Form	11

Introduction

The Township of Guelph/Eramosa is committed to working with community volunteers to provide quality outdoor ice rinks throughout the Municipality during the Winter months.

Some of the benefits of outdoors natural rinks are:

- Friends and families spending time together outdoors doing what they love.
- Providing a safe & healthy lifestyle option for the community at no cost.
- Providing free unscheduled skating for the community.
- Helps to enhance the community spirit through free play.

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:

- Maintain municipal water supply
- Conduct weekly safety inspections and post the rink open or closed as required.
- Conduct start-up meeting/site visit with Team Leaders at the beginning of the season, provide basic instruction.
- Supply the following to each rink:
 - hoses & nozzles
 - shovels
 - access to a water source
 - two picnic tables

Duties of the Ice Rink Team

- Establish 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 (see page 11) completed daily when the rink is posted open.

Lights

For the rinks that have lighting, 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 any time after 10 pm to flood the ice rink. Flooding times may be restricted if complaints are received from the residents residing near the rinks. 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 properties is reasonably safe. 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 actions 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 including after-hours 519-856-9596 ext 113.

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 & Rzone Policy

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 Director 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.
- Please visit <https://www.get.on.ca/respect-and-responsibility---the--rzone--policy-> to review the Township’s policy regarding Respect and Responsibility while utilizing any Township Recreational Facility.



Construction and Maintenance of the Ice Rink

The Team Leader will ensure that the ice rink is inspected daily when posted in “open” status 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 tend to become lower 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. The Township also has the right to close a rink if it is deemed unsafe. All ice maintenance activities must be documented in the Outdoor Ice Rink Inspection Form (see page 10.)

Outdoor Rink Layout

Staff will meet with the Team Leader to discuss the rink size and location appropriate for each individual park. Each location ideally will have a separate area for hockey and public skating with a physical barrier such as a snowbank between them. Hockey nets are to be placed so that the public is not skating or sitting behind either net. The Parks & Recreation Supervisor will have final approval on the layout of each ice rink.

Guidelines for Laying the First Sheet of Ice

General conditions required:

- The temperature must be consistently below -5.
- The ground should be frozen.
- There should be a blanket of snow 5-6 inches thick
- The snow should 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.

- Be prepared to spend considerable time at this stage as it is the most important one

- Use supplied hose equipped with a nozzle capable of producing a fine spray [without the spray capability, ice production will be poor]
- Turn the nozzle to a fine spray and systematically begin to sprinkle the packed snow
- 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" with snow 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. 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.

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 consistent 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 -5 degrees Celsius. Between floods turn volume down to half for no more than 15 minutes, if longer, drain the hose.*

How to Deal with Damage & 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 8:30 a.m. and 4 p.m. Monday to Friday and is of a “technical” nature please call Kristen at the Township of Guelph/Eramosa office at 856-9596 Ext. 113 or email parks@get.on.ca

After Hours Call Procedure

If the problem arises during the evening or on the weekend, please call the Township of Guelph/Eramosa Office at 519-856-9596 ext 150 and speak with the After-Hours Service.

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



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)	<u> </u> 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"/>

Volunteer:

Print name _____

Signature _____



ICE RINK VOLUNTEER APPLICATION

Personal Information		
Date:	Rink Location:	
Last Name:	First Name:	Initial:
Home Address:	Apt/Unit:	
City/Town:	Postal Code:	
Home Telephone #: Telephone #:	Email Address:	Work
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 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.