



Volunteer Supported Outdoor Ice Rink Policy

Guidelines and Application Package

**The Parks and Recreation Department
275 Alder Street
Orangeville, ON
L9W 5H6
519-940-9092**

Volunteer Supported Outdoor Ice Rink Guidelines and Application Package

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What Is The Volunteer Supported Ice Rink Policy?

The Town of Orangeville Volunteer Supported Outdoor Ice Rink Policy was developed in response to community demand to permit volunteers to operate outdoor ice rinks. The guidelines and application package has been established to assist an approved volunteer group to build and maintain an outdoor ice rink on Town land.

How to get started

Establish a volunteer group consisting of a minimum of four people who are interested in building and maintaining an outdoor ice rink in your neighbourhood. Designate a principal contact who will be the liaison with the Parks and Recreation Department.

Complete the application form at Appendix A and submit it by October 31st to the Director of Parks and Recreation.

Application Approval Process

After the application is received, Parks and Recreation Department staff will organize a site meeting with the principal contact to ensure the following:

- Reasonable freedom from hazards.
- Reasonably flat surface
- Suitable water source and storage
- Access for emergency vehicles
- Accessibility for community users
- Avoidance of excessive number of rinks in a given area.

Note: Natural ice formations (e.g. natural hollows, ponds, etc.) may not constitute suitable sites.

The principal contact shall:

- Attend a training meeting with the Parks Supervisor to review the procedures for building and maintaining outdoor ice rinks. The level of support available from town staff will be reviewed.
- Complete a Volunteer Group Agreement form (Appendix B) for at least four (4) citizens who will be involved in ongoing and consistent support of the rink.

A letter of approval (Appendix C) will be provided by the Director of Parks and Recreation.

Town Support and Responsibilities

The Town of Orangeville Parks and Recreation Department will provide the following support:

- Expertise on rink location, construction, and maintenance.
- Resource information by way of the Town of Orangeville Ice Building and Maintenance Manual (Appendix D)
- Storage space for materials, where Town space is available
- Source of water and other utilities where permanent Town services are available and proximate to site
- Garbage cans, garbage bags, hose and nozzle as necessary
- Advice on maintenance as requested or required.
- Post appropriate signage indicating that "Rink is unsupervised. Use at own risk." (Sign to be removed at end of season.)
- Weekly inspection of the rink

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Volunteer Group Responsibilities

The Volunteer Group shall be responsible for the following:

- Adhering to guidelines established.
- Attending a training meeting with Town staff and signing off to acknowledge roles and responsibilities and acknowledging training by signing the training checklist at Appendix E.
- Ensuring ongoing commitment of at least four adults from the community who agree to support the rink.
- Providing daily flooding/maintenance as required to meet standards acceptable to the Town.
- Completing a daily log sheet (Appendix F) for each day of rink season and submit these weekly to Parks Supervisor.
- Providing reasonable control and cleanup of garbage and litter using the receptacles provided.
- Allowing access to all members of the community.
- Follow outlined procedures, in case of any serious accident or incident (See Appendix G).
- Returning in good repair all tools/equipment loaned by the Town for support of the ice rink. (Entails replacement of any damaged shovels, hoses, nozzles, etc.)

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Appendix A – Application Form

Please Read Carefully

Rink Location:

Park

Volunteer Coordinator:

Address:

Email:

Phone Number:

1. Please indicated which facility you wish to install:

- Pleasure rink only
- Pleasure and shinny rink

Signature

Date

***Ice rinks Cannot be located on the turf of sports fields.**

Please send to the attention of Director of Parks and Recreation

**Parks and Recreation Department
275 Alder Street
Orangeville, ON
L9W 5H6**

Appendix B: Volunteer Agreement Form

Re: Volunteer Supported Outdoor Ice Rink at: _____

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(Location of Rink)

By provision of the information and signatures below, the signatories agree with respect to the above mentioned rink, to:

1. Follow all Town of Orangeville instructions and procedures relative to safety.
2. Notify the Town of Orangeville if unable to continue the volunteer service.
3. Fulfill responsibilities regarding the outdoor community ice rink as outlined in the manual provided and as confirmed in the Letter of Approval provided to the principal contact.

Principal contact for volunteer group, who agrees to act as communication liaison:

Name (first and last)	Mailing Address	
Phone Number	Signature	Date:

Other Volunteers:

Name (first and last)	Phone Number	Address	Signature
1.			
2.			
3.			
4.			
5.			
6.			

Witnessed by:

Town Representative: _____ Date: _____

Date Equipment Loaned: _____ Date Equipment Returned: _____

Item Loaned out: _____

Item Returned: _____ Receiver: _____

Appendix C:

Date

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Dear _____:

Thank you for volunteering to support the neighbourhood outdoor ice rink located at

(Park/Open Space Name and Address)

In an effort to help you in your efforts and to minimize risks to yourself, the Town and users, the Town has established guidelines for authorizing, establishing, maintaining and supervising community supported outdoor ice rinks.

The attachments to this letter outline the responsibilities you and the Town will need to fulfill in order to ensure a successful project. Issuance of this letter acknowledges the Town supports the project provided the required conditions are met.

These responsibilities will be reviewed in a training meeting with Town staff. Signed acknowledgement of attendance at that training meeting will indicate your agreement to the required conditions.

Questions concerning the project should be directed to the Parks Supervisor at 519-940-9092 Ext 4115.

Best of luck with the rink!

Sincerely

Director of Parks and Recreation

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Appendix D: Ice Building and Maintenance Manual

Rink Size and Orientation

Generally speaking, rinks are traditionally rectangular or square in shape. Rectangular shape allows for a straight away and turning areas at the ends. Suggested ice surface sizes and pleasure skating capacities for outdoor rinks:

Small	24' x 40' = 960 sq. ft.	allows for 20 skaters
Medium	32' x 64' = 2048 sq. ft.	allows for 42 skaters
Large	40' x 80' = 3200 sq. ft.	allows for 65 skaters (49 sq. ft. allowed per person)

Where practical, the long axis of a rink should run in a north/south direction. This orientation will minimize the number of south facing rink boards (if rink boards are installed), which reflect the sun's rays onto the ice surface. Note: The Town of Orangeville does not supply perimeter boards for outdoor ice rinks.

Rink Surfaces

Grass or Soil

This is one of the least expensive surfaces but also the least stable. With the ice acting as a magnifying glass, the grass usually burns in the spring. To reduce the risk of damaging the turf try the following:

- a) Spreading an organic fertilizer will cut down this magnifying effect and help fertilize the grass at the same time.
- b) Wait for 3 – 4 weeks of freezing weather to allow grass to go dormant prior to making the ice surface.
- c) Have a layer of snow at least 15 centimetres (6 inches) deep.
- d) Start with a fine mist of water and gradually increase the water to a spray. This will prevent the snow from compacting on the grass.

Concrete

As found in parking lots can be a good surface to use and provides for good drainage of water when the ice melts at the end of the season. However, remember safety when selecting a site! Automobiles, slippery surfaces and ice skaters in the same area could be dangerous. This type of surface is very rough and loose. Make sure that a good base of ice has formed over the stones before skating is allowed. If there is very little snow cover loose stones beside the rink could be tracked onto the ice surface. Note: Environmental Services does not maintain parking lots during the winter.

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Asphalt

Is one of the most used surfaces when communities combine the sport of tennis and skating. The major problem with asphalt is that the dark colour absorbs the sun's heat, making the ice soft on warm days. This can be overcome either by painting the asphalt with white wash paint or by packing down 2 inches of snow cover before the ice is made. Insufficient ice covering will allow skate blades to break through the ice and damage the surface of the asphalt. This may be important where the rink doubles as a tennis surface and where colour coatings are used. The freeze-thaw action of the ice also causes premature deterioration of the asphalt surface.

How to Lay the First Sheet of Ice

Option A

1. The temperature must be consistently below freezing. Recommended temperature is between -7° and -17° Celsius.
2. The ground must be frozen. Ideally there should be a blanket of snow 5-6 inches thick.
3. 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.
4. 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 a 1" diameter hose equipped with a nozzle capable of producing a fairly 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, just enough to dampen the surface.

Keep the hose moving. Don't ever 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 the "channels" and sprinkle lightly with water. Continuous sprinkling with the 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. 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.

5. Flooding is done only 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 6' - 6 ½" wide. Work

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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.

6. After the first flood is frozen, continue adding floods until you have a 2" base of ice and the rink is somewhat flat and level. Water seeks its own level. Eventually if sufficient number of floods are applied, the rink will become flat, level and ready for skating.

Option B

1. The temperature must be below freezing point. Recommended temperature is between -7o and -17o Celsius.
2. The ground must be frozen. Ideally there should be a blanket of snow 5-6 inches thick.
3. 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.
4. Now you are ready for water. Pick a time when it is the coldest, late in the evening as opposed to midafternoon. 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 also be achieved with shovels and scrapers. Working backwards, continue "soaking" the snow and packing the "slush", being sure to cover all foot prints, etc. as well as rolling a flat even surface.
5. 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 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 no to break off large chunks of your base.
6. Make sure that your ice is creating a good bond with your boards.
7. Refer to step 6 in Option A.

Maintaining a Good Skating Surface

Flood as often as possible. In this area, the time 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.

- The ice surface must be scraped clean of all snow, ice chips, flakes and dirt before flooding. A steel scraper is recommended. Make sure the edge of the scraper is straight.

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- With a broom (use a good, stiff corn broom or stable broom) sweep around the boards removing snow that the scraper has left behind. This part of the ice is seldom skated on and every precaution must be taken to ensure that it does not build up into a ridge. 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.
- It is very important, when removing the snow for the ice surface, not to block the entrance used by the vehicles. Throw the snow clear of this entrance. The entrance for emergency access must be kept clear at all times.
- 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. 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.
- "An Ounce of Prevention" ... Ongoing repairs to 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:

1. Sweep or clean the hole of all snow or ice chips.
 2. Mix a slush mixture of snow and water.
 3. Pack the slush in the hole.
 4. Level off the slush with a shovel, trowel, hockey stick or puck, etc.
 5. (Optional) Sprinkle with a light flood of water.
 6. Keep people from skating on the spot until frozen (see diagram).
- Water Run Off ... 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 when there is a marked slope in the ground or where the boards do not sit flush to the earth.
 - Shell Ice ... 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 or another, an air bubble is frozen into the surface. Shell ice is characterized by a white patch of 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).

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

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 equipment will insure that when it is required, it will be available. Consider the following hints or suggestions on proper maintenance:

- Never leave any equipment out overnight.
- Every piece of equipment should have a place in the storage room and when not in use should be returned to it.
- Never allow shovels or brooms to be left lying around. 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.
- Be certain that the water is shut off completely after every use.
- Keep the storage area 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.
- If smoking is allowed in your storage area, make sure proper containers are supplied for ashes and butts. Clean these containers periodically, but not by dumping them outside the storage area. Use the containers that are provided for refuse.
- Before you leave for the evening, make sure all the lights are out; both on the ice surface and in the storage area.
- Don't leave the storage area unlocked and unattended. If the rink has been cleaned, the nets in place, etc., there is no reason for the equipment storage area to be accessible. Your judgement on this point is important.
- If you have hockey nets at your rink, make sure they are treated like all other pieces of equipment. Don't allow them to be abused and when not in use, should be removed from the ice surface. Place them in storage every night.
- 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 you use straw brooms for sweeping around the edges, remember that they do not last forever. Eventually they will begin losing their straw. The presence of large

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amounts of straw when flooding will reduce the quality of your ice. Change your brooms when this begins to occur.

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

Problems

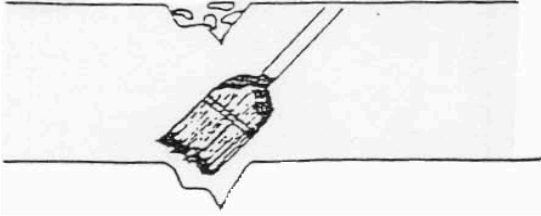
Some of the more common problems are:

1. Your nozzle doesn't fit, doesn't work or is leaking.
2. Your hose leaks or has a split.
3. Your water line is frozen or has burst.
4. Your scraper or shovel handle gets broken.
5. The storage area or ice surface has been vandalized.

Parks and Recreation Operations will provide reasonable assistance and advice during normal day-time work hours (Monday – Friday). This does not extend to replacement or repair of damaged equipment that is not from the Town.

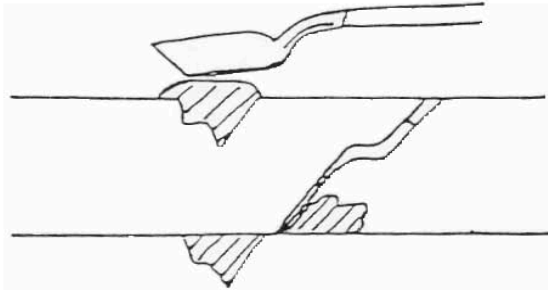
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How to Repair Holes, Cracks or Shell Ice



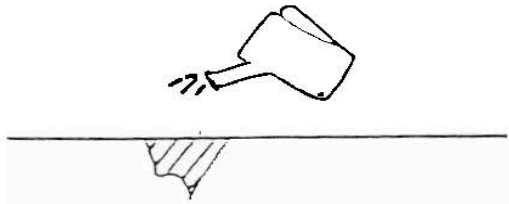
Uh Oh

Clean



Pack Slush

Level



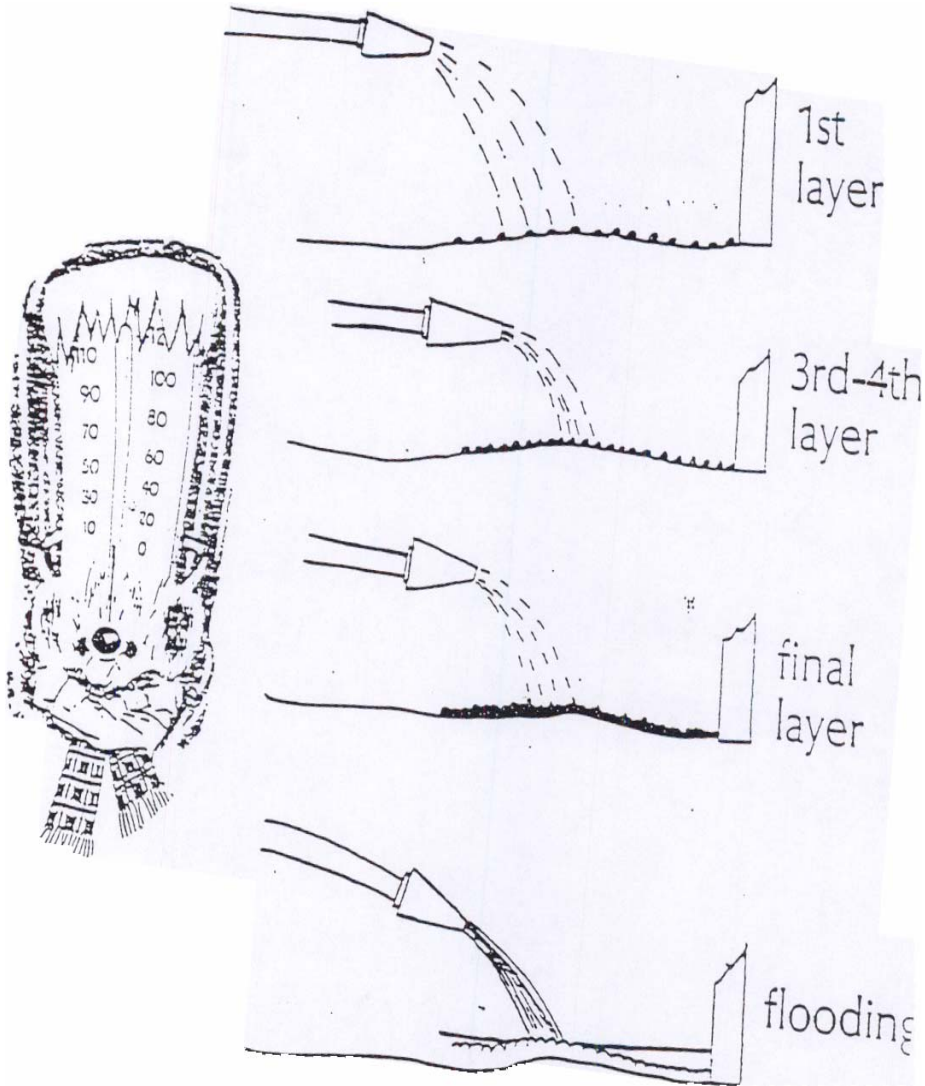
Sprinkle

No Skating



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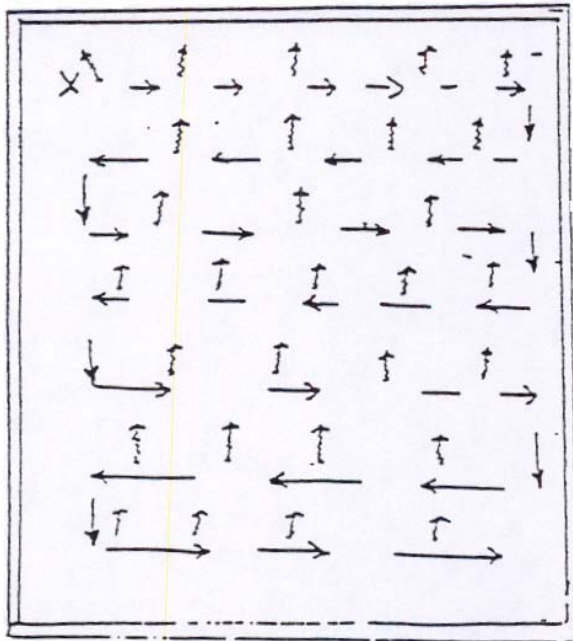
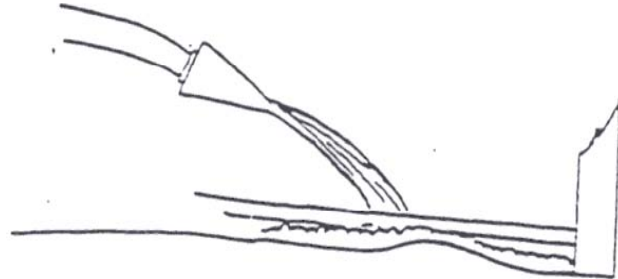
Pebbling



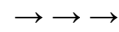
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Flooding

1. Keep nozzle close to surface
2. Very little water pressure
3. A yard/pass



Water Flow



pattern utilized by individual flooding

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Appendix E: Training Checklist

- Clearly outline responsibilities to involved citizens.
- Review contents of the Ice Building and Maintenance Manual on how to build and maintain ice including the use of various tools and equipment.
- Review how to properly inspect ice and how to complete daily log sheets.
- Explain how and when to submit daily log sheets.
- Explain who to contact in emergencies or when major incidents occur.

To Be Completed by Town Staff:

Name of Trainer: _____

Signature: _____

Date of Training: _____

Location of Training: _____

Training Session Attendees:	
Print Name	Signature

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Appendix F: Outdoor Skating Rinks Daily Log Sheet

Location:	Time:	Day of Week:	Year:	Month	Day
Weather Conditions & Temperature:					
Daily Average Attendance: Morning: [] Afternoon : [] Evening: [] Daily Total : []					

Inspected	Good (✓)	Fair (✓)	Poor (✓)	Corrective Action Taken	Operator (Please Print)
Ice Surface					
Rink Boards/Snow Banks					
Perimeter of Rink					
Storage Area					
Equipment					
Garbage Containers					
Signs					
Fencing					
Parking Lot					
Walkways					
Emergency Vehicle Access					
Notes:					

"Daily" Risk Management Report				
Time	AM	PM	Identify Condition & Corrective Action Taken	Operator (Please Print)
:				
:				
:				
:				
Comments: (Describe any extraordinary circumstances and action taken)				

Appendix G: What to do in case of Accident or Incident

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Deal with medical emergencies immediately by calling “911” from the nearest phone.

If a problem arises volunteers should call the appropriate Parks and Recreation at 519-940-9092. On evenings and weekends volunteers will receive a call back as soon as possible from an on-duty supervisor.

In all cases, be prepared to give the following information:

1. Your name and phone number.
2. The name and location of the park site.
3. The problem – as you see it.

Note: It is important that all persons involved in maintaining, flooding and operating the rink carefully complete the daily log sheets documenting the work performed. The log sheets you provide to the Parks Supervisor will be kept in Town files. This documentation, along with completed, signed accident/incident report forms will be maintained for reference should any injury become the basis of an inquiry or legal claim.