



# **OUTDOOR COMMUNITY RINK MANUAL**

**Community Services Department**

# OUTDOOR COMMUNITY RINK MANUAL

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ORFA – Guidelines for Creating and Maintaining Outdoor Ice - 2007	

## Background and Scope

The information contained within this document outlines administrative and operational procedures regarding neighbourhood supported outdoor ice rinks formed and maintained on County property.

The procedures laid out are meant to assist civic minded citizens and groups in providing public skating opportunities in their neighbourhoods where such initiatives enhance recreational opportunities and are consistent with the interests of the County of Brant. The County of Brant appreciates such community initiatives. Through these procedures and outlines of responsibilities, we want to assist citizens in providing ice rinks that maximize positive experiences and usage for users, volunteers and the County of Brant. It is also intended to be a guide for County staff working with citizens interested in outdoor rinks.

## How is an Outdoor Community Rink Approved?

1. A letter of request outlining the request and the community benefits of the proposal is submitted to the appropriate area Parks and Facilities Supervisor,
2. The Parks and Facilities Supervisor meets with signatory to:
  - i) Assess the level of interest of the Corporation in an ice rink in the area proposed.
  - ii) Determine need for rink on public lands (park site or open space) as opposed to alternate location.
  - iii) Outline the procedures and steps for approval and/or support for the rink.
3. County staff (Community Services) designate/identify suitable site ensuring:
  - i) Reasonable freedom from hazards.
  - ii) Reasonably flat surface.
  - iii) Suitable water source and storage.
  - iv) Access for emergency vehicles.

- v) Accessibility for community users.
- vi) Avoidance of excessive number of rinks in a given area.

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

4. Signatory fulfills pre-conditions for approval by:

- Enlisting as County of Brant volunteer(s).
- Indicating a willingness to attend training session(s) provided by the County and abide by procedures developed by the County.
- Providing name and contact information of principal contact.
- Providing a list of at least two (2) citizens involved in ongoing and consistent support of the rink.

## County Support of Outdoor Community Rinks

The County recognizes the value of local citizens volunteering to provide additional skating opportunities and the accompanying benefits to their neighbourhoods and will assist those efforts where activities are conducted with the consent of Community Services.

Though these supports are intended as good will gestures and not as means of full compensation, volunteers can expect the following kinds of assistance from the County:

1. Services in Kind:

- i) Expertise on rink location, construction, and maintenance.
- ii) Resource information on rink management.
- iii) Storage space for materials, where County space is available.
- iv) Source of water and other utilities where permanent County services are available and proximate to site.
- v) Garbage cans, garbage bags, hose and nozzle as necessary.

## Responsibilities of County of Brant

Once site is approved the following will be in effect:

1. Parks and Facilities Supervisor will manage and co-ordinate ongoing contact with community members supporting the rink by:

- i) Assisting ad hoc groups to organize.
- ii) Providing letters of acknowledgement outlining responsibilities.
- iii) Receiving, monitoring and filing completed daily log sheets provided by volunteer and alerting appropriate persons in case of concerns (e.g., Community Services staff contact and/or volunteers).
- iv) Acting as point of contact between County and volunteers in case of concerns or emergencies.
- v) Providing a manual outlining care and maintenance of an outdoor ice rink along with daily log sheets to be completed.

2. Parks and Recreation Operations will support operation of the rink by:

- i) Providing water source and storage from a County facility if possible and advised.
- ii) Providing initial training to individuals volunteering to support the rink operations to include:
  - a) Building a rink.
  - b) Risk management.
- iii) Paying for electricity where lights exist
- iv) Providing garbage cans, garbage bags, hose and nozzle to support the rink operation as necessary.
- v) Providing weekly inspection to ensure appropriate site conditions.
- vi) Providing advice on maintenance as required.
- vii) Providing and posting appropriate signage indicating that “Rink is unsupervised. Use at own risk.” (Sign to be removed at end of season.)
- viii) Sending to Parks and Facilities Supervisor the records of daily inspection log sheets.

## **Responsibilities of Volunteer Teams Supporting the Outdoor Community Rink**

1. Adhere to procedures as established.
2. Undergo training by the County and sign off to acknowledge roles and responsibilities.
3. Ensure ongoing commitment of at least two (2) adults from the community who agree to support the rink.
4. Provide for daily maintenance, flooding and supervision of the rink to standards acceptable to the County.
5. Complete a daily log sheet for each day of rink season and submit these weekly to the Parks and Facilities Supervisor.
6. Provide reasonable control and clean-up of garbage and litter.
7. Maintain open emergency access route.
8. Allow access to all members of the community, through a programming plan that is consistent with County policy.
9. Follow outlined procedures, in case of any serious accident or incident (See Appendices, pg. ??)
10. Return in good repair all tools/equipment loaned by County for support of ice rink. (Entails replacement of any damaged shovels, hoses, nozzles, etc.)
11. Provide own perimeter boards (if desired).
12. Submit statement of utility spending at end of rink season to Parks and Facilities Supervisor.

## **Dealing with Unauthorized Outdoor Ice Rinks on County Property**

From time to time, County staff may become aware of outdoor neighbourhood ice rinks that have not been authorized or do not conform to the procedures and responsibilities outlined in this document.

Where these cases are brought to the attention of Community Services, it is incumbent upon the Director of Parks and Facilities to take action.

## Outdoor Community Rink Manual

The recommended course of action is to:

i) Determine if, the rink could confirm if the appropriate procedures as outlined in this manual are followed. If not, then consultation with other staff will determine if any other action is necessary (e.g. closure of rink, etc.)

ii) Meet with a community contact to outline the fact that there are processes to be followed in order to protect users, the County and involved citizens.

iii) At that point of consultation, either:

- The usual process is invoked to meet the proper requirements for County support  
or

- A decision is made to shut down the operation.

iv) Council would be point of ultimate appeal. Whenever possible, with a view to service and the safety of users, County staff will work with the community to preserve this service for the neighbourhood.

## Supporting Documents

### OUTDOOR COMMUNITY RINK SITE SELECTION CRITERIA

The selection of a site for your outdoor rink is very important. The following characteristics should be present:

- **Location** ... a flat, level surface of grass, soil, crushed stone, concrete or asphalt large enough to layout the total square footage of the rink. Locate the rink in a shaded area if possible as this will help to keep the ice from melting on mild days. Consider drainage pattern when the ice melts at end of season.
- **Water** ... a water source is very important and should be located as close as possible to the rink. Cold water will work fine for all aspects of flooding. However, hot water if available is recommended as it will produce a better ice surface.
- **Storage** ... a place to properly store ice making equipment and supplies (shovels, scrappers, hoses, etc.) a heated storage area is best but not necessary.
- **Electricity** ... no temporary electric power or lighting connections are permitted on County property.
- **Safety** ... ensure that the rink is located in an area that is hazard free (no obstacles, poles, ditches, low tree limbs, close to roads, bottom of toboggan hills).
- **Emergency Access** ... to ensure safe entry for service and emergency vehicles.

### 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 County of Brant does not supply perimeter boards for outdoor ice rinks.

## **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 build up 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.

## **WHAT TO DO IN CASE OF ACCIDENT OR INCIDENT**

If a problem arises during business hours, volunteers should call the appropriate Parks and Facilities Supervisor's office:

Brant West 519-449-5611    Paris 519-442-1944

Deal with medical emergencies immediately by calling “911” from the nearest phone. (Pay phones do not require 25¢ to call 911).

If the problem arises during the evening or on weekends, please call the County’s emergency dispatch number at 1-888-310-1122 and ask for a Parks and Facilities Supervisor to be notified. This number is to be used in extreme situations only (e.g. first aid emergencies). If the situation can wait until the next business day, please do so.

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 and Facilities Supervisor will be kept in County files. This documentation, along with completed, signed accident/incident report forms will be maintained for reference should any injury become the basis of a future law suit.



**AD HOC GROUP VOLUNTEER FORM  
OUTDOOR COMMUNITY ICE RINK**

**Re: Outdoor Community Ice Rink at:** \_\_\_\_\_

(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 County of Brant instructions and procedures relative to safety.
2. Notify the County of Brant if unable to continue the volunteer service.
3. Attend all orientation and/or training sessions offered.
4. Fulfill responsibilities regarding the outdoor community ice rink as outlined in the training manual provided and as confirmed in the Letter of Acknowledgement issued to each volunteer.

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

Last Name:	First Name:	Home Phone:	Business / Cell Phone:
Email Address:	Address:	Signature:	Date:

Other Volunteers

Name	Address	Home Phone	Email	Signature

-----  
For Office Use Only

\_\_\_\_\_  
Parks and Facilities Supervisor/Manager

\_\_\_\_\_  
Date Received

Volunteer Training Completed on \_\_\_\_\_



Outdoor Community Rink  
**Ice Inspection Log**

Location: \_\_\_\_\_

Date: (dd/mm/yr) \_\_\_\_\_ Time: \_\_\_\_\_ am/pm (please circle)

Temperature: \_\_\_\_\_ Celsius

**Signs:**                     Posted Open                     Posted Closed                     Missing

**Ice Conditions:**

Overall Condition	<input type="checkbox"/> Good	<input type="checkbox"/> Fair	<input type="checkbox"/> Poor
Perimeter of Rink (snow banks)	<input type="checkbox"/> Good	<input type="checkbox"/> Fair	<input type="checkbox"/> Poor
Ice present and free of all debris	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Bare spots with holes	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Jagged Edges	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Smooth & free of cracks or ruts	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Heaving	<input type="checkbox"/> Yes	<input type="checkbox"/> No	

**Ice Thickness (staff only)** \_\_\_\_\_ inches

**Action Taken:**

Flood	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Packed & repaired cracks & holes	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Repaired banks	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Shoveled snow	<input type="checkbox"/> Yes	<input type="checkbox"/> No

**Equipment Inspection:**

Shovels	<input type="checkbox"/> Good	<input type="checkbox"/> Damaged	<input type="checkbox"/>
Missing			
Hoses & nozzles	<input type="checkbox"/> Good	<input type="checkbox"/> Damaged	<input type="checkbox"/>
Missing			
Nets	<input type="checkbox"/> Good	<input type="checkbox"/> Damaged	<input type="checkbox"/>
Missing			
Lights:	<input type="checkbox"/> N/A	<input type="checkbox"/> Good	<input type="checkbox"/> Not working
Timer off			

**Other:**

**Volunteer/ Staff:**

\_\_\_\_\_  
*Print name*

\_\_\_\_\_  
*Signature*