

Parks Operations

Neighbourhood Outdoor Rink Program

Procedures



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NEIGHBOURHOOD OUTDOOR RINK PROGRAM

The time has arrived once again for installation of the Neighbourhood Outdoor Ice Rinks. If your neighbourhood has a group interested in participating this year, please complete and return the attached form as soon as possible. ***Please note that there must be a minimum of 5 adult volunteers signed up to maintain the rink.***

Send or drop off to the City Service Centre, 9505– 112 Street, Grande Prairie, T8V 6H8 or fax to 780-532-7588.

NEIGHBOURHOOD VOLUNTEER GROUP WILL:

- Include a group of a minimum of 5 adult volunteers – listed on the application form.
- **Include a contact person who will receive the hardware and instructions and be the contact for the group.**
- Take rink set up training by the City.
- Sign off to acknowledge roles and responsibilities.
- Install the rink boards.
- Maintain the rink as needed including cleaning and flooding of the surface.
- Complete a monthly log sheet and submit to Parks Operations.
- Once the ground has thawed, remove and neatly stack the rink boards in the park.
- Leave key, hose, joiners and pins with contact person.
- Advise Parks staff when rink boards are removed and where other items may be picked up.

PARKS STAFF WILL:

- Deliver rink boards to park and leave hose, key, joiners, pins and instructions with the contact person – after completed application form is received at Parks Operations.
- **Provide training on setting up / maintaining rink sites.**
- Do monthly rink inspections
- Pick up boards from the park and other items from contact person once the volunteer group has to take down the rink and contacted Parks Operations.

Instructions for rink board set-up are attached.

Please follow instructions carefully to ensure proper, safe installation.

Please Note

Neighbourhood rink boards cannot be modified in any way for purposes other than skating.

Neighbourhood outdoor rinks are not designed for playing hockey!!!!

We encourage hockey enthusiasts to use outdoor hockey rink sites located throughout the city for your enjoyment. Please check www.cityofgp.com for locations.

The City of Grande Prairie thanks you for your time and effort in making this program a success. Contact us at **780-830-5018** if you need more information or have concerns. We look forward to working with you.

Regards,
Barb Welander
parks@cityofgp.com

Neighbourhood Outdoor Rink Program

*We, the undersigned, understand that our **Neighbourhood Outdoor Rink Volunteer Group** is responsible for the following:*

A) INSTALLATION AND TAKE DOWN OF THE RINK BOARDS.

Once the ground thaws:

- Rink boards will be removed and stacked neatly in the park
- The key, hose, joiners and pins will be left with the Contact Person
- **Parks Operations will be advised when and where items above are ready for pick up**

B) MAINTENANCE OF THE ICE SURFACE

- Snow clearing - should take place as often as needed
- Flooding - as needed to establish and maintain a good ice surface

C) SUPERVISING USERS OF THE RINK and reporting any serious problems, including:

- Safety Concerns
- Vandalism
- Other situations involving use or abuse of the facility

Report issues to Parks Operations (780-830-5018)

Rink Location: _____

MINIMUM FIVE ADULT VOLUNTEERS REQUIRED

Name (Please Print)	Email Address & Mailing Address	Day Time Telephone
1. This person is the RINK CONTACT FOR THE GROUP AND WILL RECEIVE ALL HARDWARE & INSTALLATION INSTRUCTIONS.		
2.		
3.		
4.		
5.		

Please return this form to:

**City of Grande Prairie Parks Operations
 City Service Centre, 9505 - 112 Street, Grande Prairie, AB T8V 6H8
 Phone: 780-830-5018 / Fax: 780-532-7588
 parks@cityofgp.com**

Rink Installation Instructions

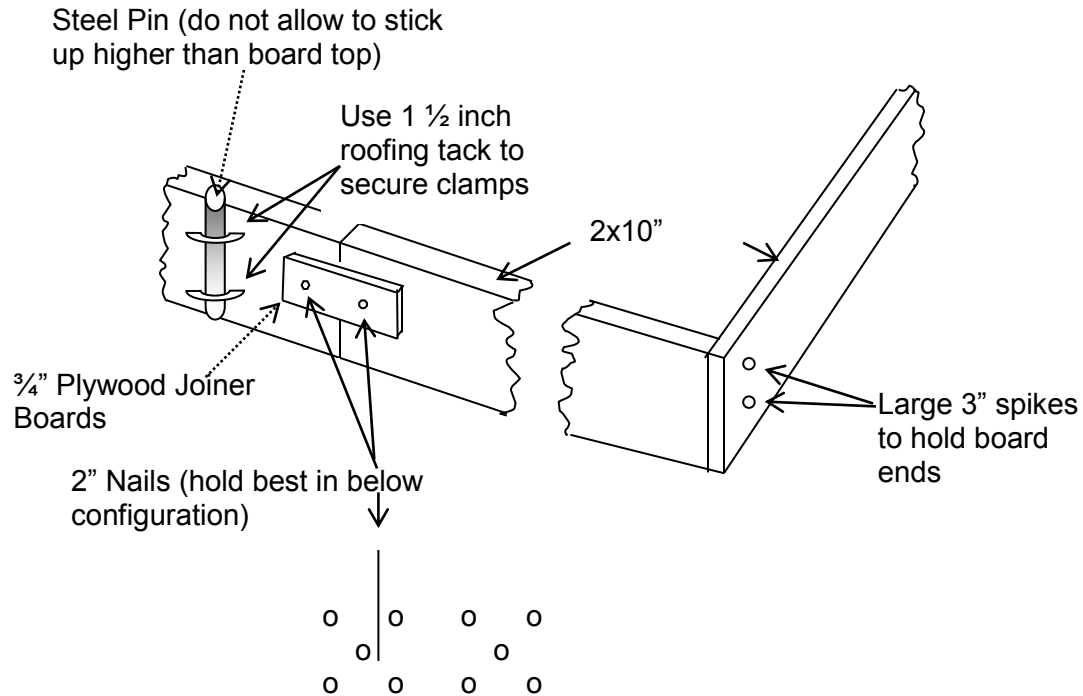
- Lay out the 2x10 planks end to end in a rectangular shape.
- The boards should be at least 2 meters from any hazard (standpipe, light poles, trees, and playground benches).
- Note: there will be one board opening for snow clearing equipment.
- There are 2 rigid straps towards both ends of the boards. These straps are to be on the outside of the rink once the boards are standing.
- Join the boards together with the plywood joiner boards using the 2" nails.
- Stand the boards up.
- Slip the 22" steel pin through the first straps on the outside of the rink and pound it into the ground until the top of the pin is level or below the top of the boards.
- Make sure the boards are in a straight line and pound in the rest of the pins.
- Join the next line of boards at the corner with the 3" nails (see diagram) to create a 90 degree corner.
- Repeat above stages until all boards are standing and square.
- Make sure there are no nails or pins sticking out that could catch on anything.
- Build a snow ramp along the opening and soak it with water to form an ice ramp.
- Bank snow around the outside of the boards, pack it down and water it to seal the bottom of the boards to prevent leaks.

See Diagram on next page

Making of Snow Boards:

- Find centre point of rink site.
- Mark out the edges of the rink site.
- Make sure the site is level and square.
- Start moving the snow to the outer edges using the extra snow to make snow banks as your boards for the rink.
- Freeze the snow banks with water by spraying them lightly.
- This will create solid walls.
- You are now ready to start making ice!

RINK BOARD INSTALLATION INSTRUCTIONS



SAFETY ALERT

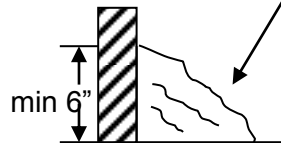
For the Safety of All Users

Ensure that rink boards are installed as shown – do not allow any nails on pins to stick out beyond boards.



Leave opening for access with snow blowers

Bank & Pack snow at entrance and around boards and freeze in.



***** PLEASE ENSURE THAT THE WATER VALVE IS OPERATED FULLY OPEN TO PREVENT DAMAGE
1/4 TURN COUNTER-CLOCKWISE IS ON FULL AND 1/4 TURN CLOCKWISE IS OFF**

**CITY OF GRANDE PRAIRIE
ICE BUILDING AND MAINTENANCE INFORMATION.**

How to Lay the First Sheet of Ice

- 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.
- Now you are ready for water.
- ***Please make sure that the water valve is operated fully open to prevent damage.***
- ***1/4 turn counter-clockwise is on full.***
- ***1/4 turn clockwise is off.***
- Pick a time when it is the coldest, late evening or early morning as opposed to mid-afternoon.
- Be prepared to spend considerable time at this stage.
- Use a 1.5” diameter hose equipped with a nozzle capable of producing a fairly fine spray.
- 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.
- 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.
- Determine if the first sheet of ice has stuck 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.

Flooding:

- **Please make sure that the water valve is turned fully on and off to prevent damage.**
- **¼ turn counter-clockwise is full on.**
- **¼ turn clockwise is off.**
- 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 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 2" base of ice and the rink is somewhat flat and level.
- Water seeks its own level.
- Eventually if sufficient number of floods is applied, the rink will become flat, level and ready for skating.

Maintaining a Good Skating Surface

- Flood as often as possible.
- The time that ice will freeze properly are numbered, so when it does turn cold ... FLOOD, FLOOD, and 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.
- 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.

- “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.

Steps for Repairing a Crack, Chip or Hole:

- Sweep or clean the hole of all snow or ice chips.
- Mix a slush mixture of snow and water.
- Pack the slush in the hole.
- Level off the slush with a shovel.
- (Optional) Sprinkle with a light flood of water.
- 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.

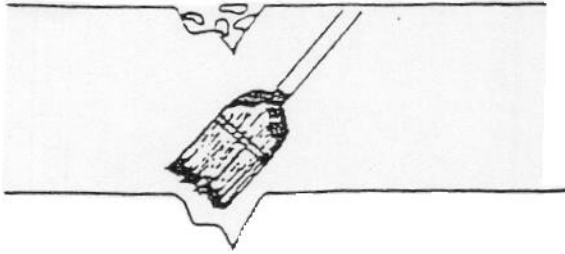
Ensure rink boards are well sealed/frozen before applying large amounts of water.

- Shell Ice ... During your flooding, whether on your initial sheet or ongoing throughout the winter, be aware of shell ice. Shell ice occurs when 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.

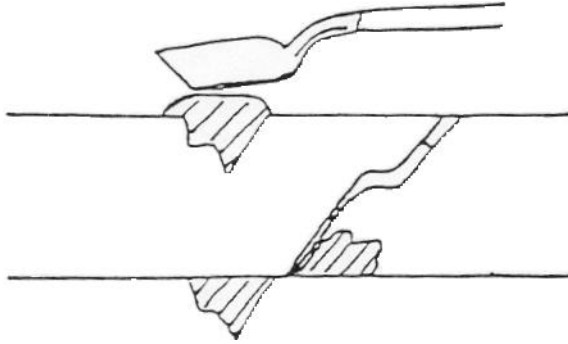
How do you Deal with Shell Ice?

- Break the surface.
- Remove the brittle ice completely.
- Pack solid with a mixture of snow and water.
- Level with shovel, trowel, etc. and remove excess slush.
- Avoid stepping or skating on this area until frozen solid (see diagram).
- 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.

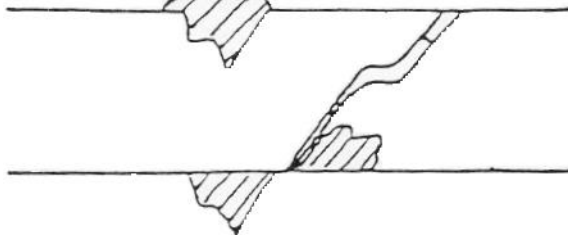
HOW TO REPAIR HOLES, CRACKS, OR SHELL ICE



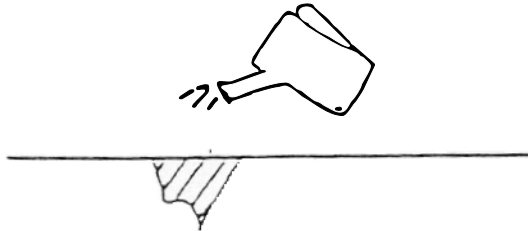
Clean



Pack Slush



Level

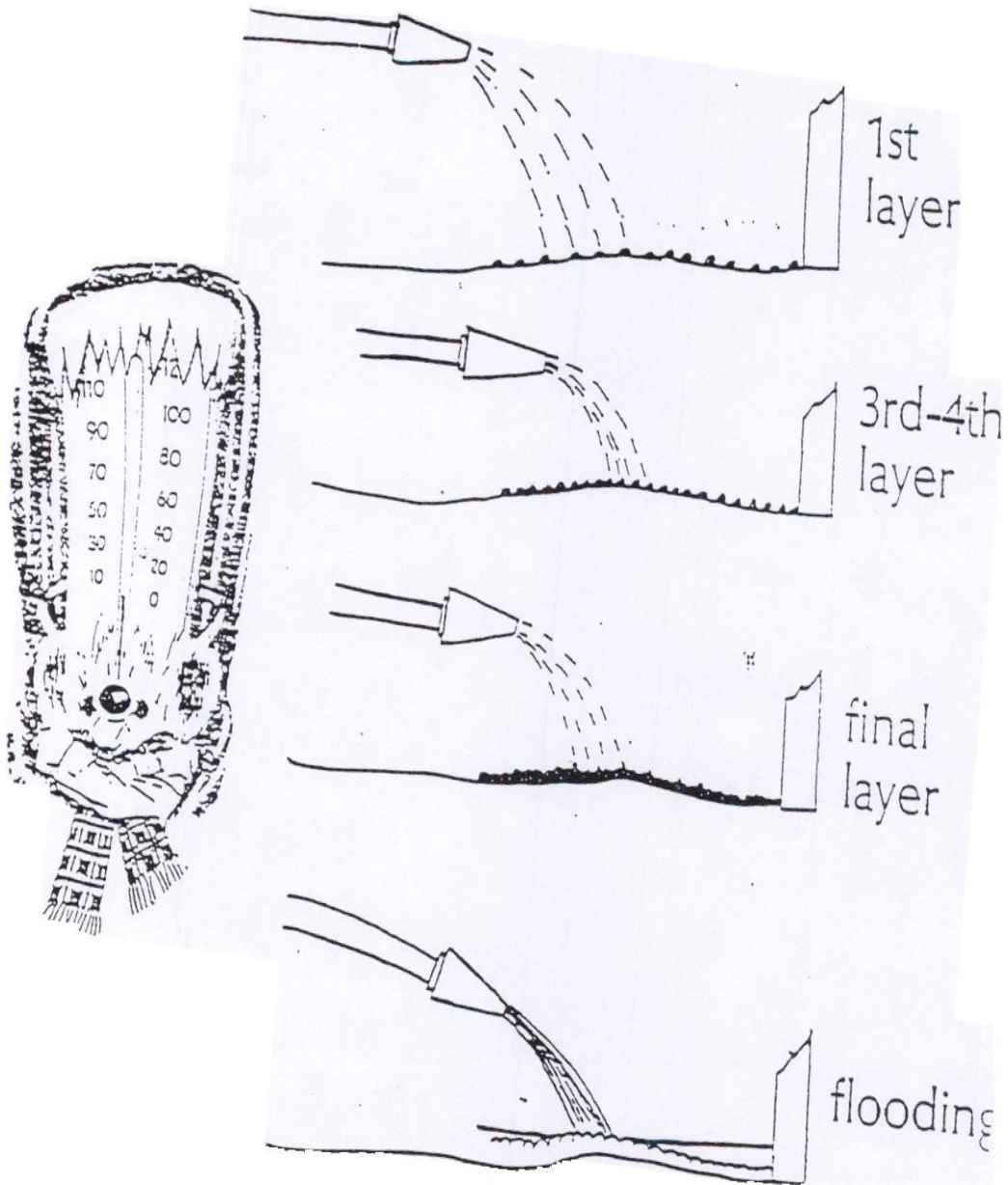


Sprinkle



NO Skating

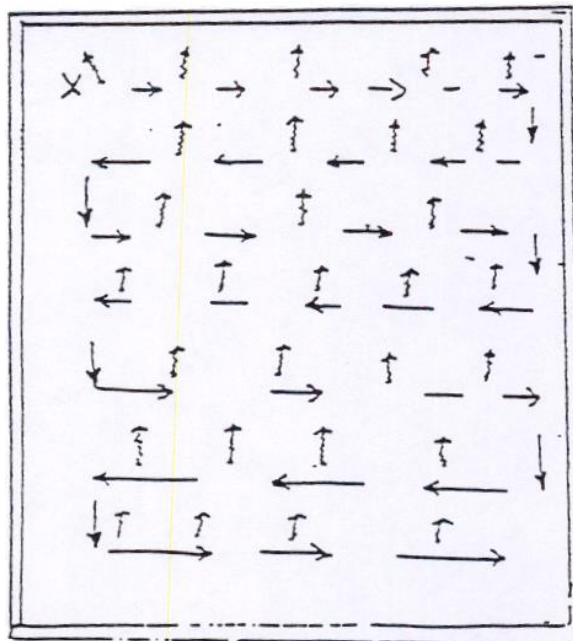
PEBBLING



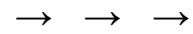
FLOODING



1. Keep nozzle close to surface
2. Thin layers of water



Water Flow



Flooding Pattern

**CITY OF GRANDE PRAIRIE
OUTDOOR SKATING RINKS MONTHLY LOG SHEET**

Location	Time	Day of Week			Yr	Mo	Day
Inspected	Good (✓)	Fair (✓)	Poor (✓)	Corrective Action Taken	Volunteer Name (Please Print Name)		
Ice Surface							
Rink Boards/Snow Banks							
Perimeter of Rink							
Equipment							
Notes:							
Number of Floods:							



**INITIAL TRAINING CHECKLIST
FOR USE BY INDIVIDUAL(S) CONDUCTING TRAINING**

- Clearly outline responsibilities to volunteers involved.
- Review contents of 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 monthly log sheets.
- Explain how and when to submit monthly log sheets.
- Explain who to contact in emergencies or when major incidents occur.

City Staff Conducting Training:		Training Session Attendees:	
		Print Name	Signature
Print Name	Signature		
Date of Training:			
Location of Training:			

CITY OF GRANDE PRAIRIE

WHAT TO DO IN CASE OF ACCIDENT OR INCIDENT

Deal with medical emergencies immediately and call “911”.

If a rink hydrant breaks and the water cannot be shut off – immediately call

7:30am - 3:00pm Mon to Fri

780-830-5018

After hours/Weekends/Statutory Holidays

780-882-7800

It is NOT considered an emergency if a rink hydrant is frozen and cannot be turned on. Please contact Parks Operations on the next business day (Mon-Fri, 7:30am– 3:30pm) at 780-830-5018.

Non-emergency issues please contact Parks Operations at 780-830-5018 or email parks@cityofgp.com.