



Community Services

WRC STANDARD OPERATING PROCEDURES

Title:	Setup and Takedown of Temporary Boards
Date Approved/Revised:	January 2023

INTRODUCTION

The Corporation of the Township of Wilmot Community Services department strives to provide a safe working environment for their employees and User Groups. This standard is to identify safe and efficient steps for the setup and takedown of the temporary boards before and after ice rentals that require the temporary boards.

HAZARDS:

Safety

- (a) Slippery ice conditions - loss of balance and footing
- (b) Moving equipment and parts – Ice Resurfacer, metal cart, temporary boards
- (c) Pinch points – Temporary Boards – pushing the boards into place
- (d) Proper ergonomics – lifting; moving; turning and twisting on a slippery surface

Training

- (b) All User Group Volunteers must be aware of the steps taken for setup and takedown of the temporary boards
- (c) All User Group volunteers must attend annual site specific training provided by the User Group and sign a training sheet provided by the User Group prior to the start of each ice season.

Equipment:

All Facility Operators, Facility Attendants and User Group Volunteers shall have and/or be aware of the following equipment and the Proper Personal Protective Equipment (P.P.E.) on the ice surface including:

- (a) C.S.A approved steel toed boots/shoes (Township staff)
- (b) C.S.A. approved Helmet (Township staff and User Group volunteers)
- (c) Hockey Skates (User Group volunteers)
- (d) Metal Cart
- (e) Temporary Boards
- (f) Ice Resurfacer

Securing the Area and Ice Surface

Before a User Group Volunteer enters the ice surface:

- (a) Ensure that Township staff are aware that User Group volunteers will be entering the ice surface to set up the temporary boards. User Group volunteers are responsible for notifying Township staff thirty (30) minutes prior to the setup
- (b) User Group volunteers will confirm with Township staff the number of nets they require thirty (30) minutes prior to the setup. Township staff will place nets on the goal creases, User Group volunteers will place additional nets as required
- (c) Be aware of potential hazards or obstacles
- (d) Caution must be taken at all times while on the ice surface

PROCEDURES

User Groups will schedule temporary board usage with back-to-back sixty (60) minute ice rentals (120 minutes total). Township staff will not flood between the sixty (60) minute ice rentals and the temporary boards will be left on the ice for the second group. If the temporary boards are required during a tournament for only a single ice time, the User Groups will schedule an additional ten (10) minutes for the setup and takedown of the temporary boards or use the black pads in place of the temporary boards.

Step-by-Step Setup Procedure

- (a) All required P.P.E. must be worn for the entire setup
- (b) Township staff will provide the cart with the temporary boards to the dressing room corridor parallel to the rink
- (c) User Group volunteers will move the cart to the rink board door near center ice
- (d) Once the Ice Resurfacer has left the ice, User Group volunteers will unload the temporary boards from the cart to the ice surface one by one and skate them to the middle of the ice to be setup
- (e) After setup is complete, User Group volunteers will move the empty cart to the cart storage area or next to the penalty boxes, making sure not to block any doors to allow for safe evacuation in the event of an emergency

Step-by-Step Takedown Procedure

- (a) All required P.P.E. must be worn for the entire takedown
- (b) User Group volunteers will move the cart to the rink board door near center ice
- (c) User Group volunteers must be ready to begin the takedown immediately following the sound of the buzzer
- (d) Township staff will sound the buzzer fifteen (15) minutes before the end of the ice time (5 minutes early to accommodate the takedown of the temporary boards)

- (e) User Group volunteers will disassemble the temporary boards and skate them off the ice surface one at a time to be loaded onto the cart
- (f) Once all of the boards have all been removed from the ice, the Facility Operator and Facility Attendant will ensure all participants, coaches and volunteers are off the ice surface area to allow the Ice Resurfacer to enter the rink
- (g) Township staff shall move nets as needed for the operation of the Ice Resurfacer
- (h) User Group volunteers will move the cart with the temporary boards back to the storage area on the Schout rink or near the Ice Resurfacer room doors on the Optimist rink so Township staff can move them back to the Schout rink by means of the Ice Resurfacer corridor