



Community Outdoor Rink Program

Community & Customer Service Department
Recreation & Facilities Division

Recreation and Facilities Division
W.H. Henderson Recreation Centre
322 Amherst Drive, Amherstview
T: 613-386-7651 E: bookings@loyalist.ca
Updated: May 2024



Community Outdoor Rink Program

Contents

Introduction	4
Rink Request Process	4
Timelines (annual).....	4
Grant Funding	5
Township Responsibilities.....	5
Outdoor Ice Rink Team/Volunteers Responsibilities	6
Mandatory Training	7
Rink Use Policy	7
Construction and Maintenance of the Ice Rink	7
Outdoor Rink Layout.....	7
Ice Building and Maintenance	8
Repairing A Crack, Chip or Hole	9
Repairing Shell Ice	9
Care of Equipment	9
Rink Access and Guidelines.....	10
Lights	10
Assistance and Advice Provided by the Township.....	10
Health and Safety.....	11
Working in Cold Temperatures.....	11
Safe Shoveling Procedure	12
Lifting Techniques	13
How to Deal with Accidents, Damage and Vandalism.....	13
When to report an accident, damage and vandalism.....	13
Submitting an Accident/Incident Form.....	13
Reporting Serious Accidents or Major Property Damage	14
Contact.....	14
Schedules	14
Schedule A: Rink Team Application Form	16
Schedule B: Volunteer Application/Agreement/Release of Waiver Form.....	18
Release and Waiver of Liability	19
Image Release	19
Schedule C: Equipment Sign-out/Return Form.....	20



Community Outdoor Rink Program

Internal Use.....	20
Schedule D: Daily Inspection Log Form.....	21
Schedule E: Incident/Accident Form (non-employee).....	22
Schedule F: General Health and Safety Information	24
Health and Safety Policy	24
Substances in the Workplace Policy	24
Smoke Free Workplace	24
Smoke Free Ontario	24
Workplace Violence and Harassment Policy.....	25
Schedule G: Job Specific Orientation & Training Checklist	27



Community Outdoor Rink Program

Introduction

The Community Ice Rink Program brings neighbours together to enjoy outdoor recreational skating.

Loyalist Township is committed to working with community volunteers to provide quality outdoor ice rinks throughout the Township during the Winter months.

Some of the benefits of outdoor natural rinks are:

- Friends and families spending time together outdoors doing what they love.
- Providing safe and healthy lifestyle options 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

If you and your neighbours or community group are interested in building and maintaining a community rink, the Township accepts applications for the following approved locations.

- Sk8er Park (Odessa)
- Lakeview Park (Amherstview)
- Sunnyside Park (Amherstview)
- Fairfield-Gutzeit House (Bath) – starting 2025/2026 season

If a group is interested in a community rink at another Township location please contact the Township at 613-386-7351 ext. 200.

Locations are selected based on suitability for an outdoor rink including existing winter water services, flat areas that drain well and ideally where the rink is not immediately next to homes.

A volunteer group in Loyalist Township may apply to the Recreation and Facilities Division to operate an outdoor ice rink. The core group of volunteers should consist of five or more adults to support the construction, maintenance, and daily inspections of the community outdoor ice rink. Youth are able to volunteer for the program provided, they are supervised by an adult at all times. Each volunteer will be required to complete and sign an Ice Rink Volunteer Application to be provided by the Township and as attached in Schedule B.

Applications are approved on previous years performance (if applicable). Where there has not been a rink in operation applications are approved on a first come, first-serve basis (based on a complete application that can show resources required have been secured).

Timelines (annual)

October 1st Outdoor rink applications available online

November 1st Outdoor rink applications due to Township to bookings@loyalist.ca



Community Outdoor Rink Program

November	Applications reviewed, volunteer teams contacted, site locations confirmed
December	Volunteer training
January/February	Rinks open, weather dependent
March	Rinks close, weather dependent All Township owned equipment to be returned

Grant Funding

Registered volunteer groups will receive a season grant of up to \$500 each season, which are processed around May 1st each year and paid to the main volunteer contact.

Volunteer groups must meet the following requirements to be eligible:

- Approved Community Outdoor Rink Application
- Team Leader attended the mandatory training meeting
- Submitted all daily inspection log forms
- Provided skating days statistics by week, in full, for duration of season
- Confirmed inspections by staff of suitable skating surface
- All Township equipment returned and confirmed in working order

Township Responsibilities

The Recreation & Facilities Division will assist as follows:

- Maintain municipal water supply.
- Provide liability insurance for volunteers where service levels, inspection expectations and the agreement is upheld.
- Conduct start-up meeting/site visit with Team Leaders at the beginning of the season, provide basic instruction. Conduct volunteer training.
- Provide an orientation to the operation of the water supply.
- Supply the following to each Township rink:
 - Hoses, nozzles
 - Shovels
 - Access to a water source
 - Two picnic tables
 - Garbage containers including bags
 - Signage (open, closed, skate at own risk, or other)
- Review any requests for additions to the outdoor rink (i.e., lighting, fencing).
- Supervisor Parks and Facilities to act as a point of contact between the Township and a committee member in case of concerns or emergencies.



Community Outdoor Rink Program

- Conduct weekly safety inspections of the rink and park throughout the season and advise the Team Leader of outcomes including a description of deficiencies and expected timelines for corrections to be made.
- Regular pickup of bagged garbage from each site.
- Provide support for the care and maintenance of outdoor ice rinks.

Outdoor Ice Rink Team/Volunteers Responsibilities

It is the responsibility of the volunteer ice rink team to:

Lead Volunteer

- Act as only point of contact for specific location of the Township ODR program
- Establish a team of volunteers including a team leader per the Township's Ice Rink Policy.
- Attend initial training by the Township and sign off to acknowledge roles, responsibilities and understanding.
- Arrange for all tools/equipment provided by the Township to be stored in a safe location
- Ensure ongoing commitment of at least five (5) adults (18 years +), from different households, who agree to support the rink.
- Address deficiencies as a result of the Township weekly inspections in accordance with the timelines identified.
- Return, in good repair, all tools/equipment provided by the Township for support of the outdoor rink.

Volunteer

- Each volunteer will complete a volunteer application form.
- Attend initial training by the Township or by a Lead Volunteer and sign off to acknowledge roles, responsibilities and understanding.
- Ensure all equipment is kept in a secure place when not in use.
- Construct and regularly maintain the rink.
- Provide daily maintenance, flooding and supervision of the rink to standards acceptable to the Township.
- Complete a daily inspection during the rink season and submit the completed inspections weekly to the Township Supervisor Parks and Facilities.
- Post the rink open and closed as per the ice surface conditions.
- Provide additional equipment as approved by the Township.
- Provide reasonable control and clean-up of garbage and litter.
- Allow access to all members of the community.
- Maintain open emergency access route.
- Adhere to all procedures as established.



Community Outdoor Rink Program

Mandatory Training

All volunteers are required to complete mandatory training, which provides after-hour contact information, safety guidelines, training on the lighting systems (if applicable), and general information related to outdoor rink creation and maintenance. This meeting gives volunteers the opportunity to connect with Township staff and/or Lead Volunteer. Training sessions will take place in person. The Township's training session, date and time, will be confirmed after your application is approved. Training topics to be reviewed include but are not limited to:

- How to properly build and inspect ice
- How to complete daily inspections, log form and remittance
- How to report an accident/incident
- How to contact the Township for assistance

Rink Use 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 Community & Customer Services to an individual/group for conduct that:

- Is abusive or involves harassment of other park visitors, residents, Township staff, or volunteers.
- Involves the willful destruction or vandalism of Township property and/or assets.
- Is contrary to reasonable and safe practices.

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.

Outdoor Rink Layout

Staff will meet with the Team Leader to discuss the rink size and location appropriate for each individual park. All rinks should be approximately 18 metres by 12 meters, or as determined by the Township. Each location ideally will have a separate area for hockey and public skating with a physical barrier such as a snowbank between them. If hockey nets are available, they are to



Community Outdoor Rink Program

be placed so that the public is not skating or sitting behind either net. The Supervisor Parks and Facilities will have the final approval on the layout of each ice rink.

Ice Building and Maintenance

General conditions required:

- The temperature must be consistently below -7 degrees Celsius, recommended temperature is between -7 and -17 degrees Celsius.
- The ground should be frozen (sufficient frost in the ground which typically requires seven to ten consecutive days of -10 degrees Celsius or lower).
- A base of snow 5-6 inches thick is required to start the ice building process (Exceptions include Sk8er Park and rinks using a manufactured liner)
- The base snow should be 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.
- Keep nozzle at a height greater than the hydrant outlet.
- Don't put too much water on the first pass, must be enough to dampen the surface.
- When closing the hydrant, ensure the hose is removed for a minimum of 10 minute before returning the hydrant cap.

Note: Try not to walk on the ice rink until a solid sheet is obtained, the snow has a tendency to crystalize 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 lightly 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 rough and not suitable for skating.

Flooding should only be done when it is cold enough to freeze. Scrape and clean snow, ice chips, flakes and dirt before flooding. The cleaner the ice surface, the smoother the surface when flooding. Pull the hose to the far end of the rink, then flood moving backward. 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 the freshly watered surface.

After the first flood is frozen, continue adding floods until you have a minimum of 1" base 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.



Community Outdoor Rink Program

Note: *In the interests of water conservation, flood only when the temperature reaches less than -5 degrees Celsius.*

Motorized vehicles are not permitted on any outdoor rink.

Do not allow snowbanks to get too high. Lower them by pushing the snow from the top away from the surface.

If using boards, check to make sure they do not become loose, especially during mild weather. Freeze them in place as soon as possible.

Volunteers may use motorized snow blowers to clear snow from the ice. Use of snow blowers is at the sole risk of the operator. The Township does not provide snow blowers and will not provide training and or be responsible for snow blowers provided by volunteers.

Repairing A Crack, Chip or Hole

If the ice becomes chipped or cracked or develops a hole, follow these repair instructions.

- 1) Sweep or clean the hole of snow or ice chips.
- 2) Prepare a slush mixture (snow and water).
- 3) Pack the slush in the hole.
- 4) Level the slush with a shovel.
- 5) Sprinkle lightly with water.
- 6) Protect this area from skaters until frozen.

Repairing Shell Ice

Shell ice can occur when an air bubble freezes to the ice surface and appears as a white, thin layer of ice that can be easily broken. To repair the shell ice, break and remove it and follow the instructions for *repairing a crack, chip or hole* above.

Care of Equipment

- 1) All equipment must be kept in a secure place when not in use. Never leave equipment out overnight or left lying around unattended.
- 2) Elevate the hose near the tap and drain excess water from the hose to minimize ice build-up near or in the storage area. While waiting between floods, place the hose away from paths and the ice surface.
- 3) Turn off the water completely when not in use and disconnect the hose.
- 4) Drain the hose ensuring it is clear of all water before putting it away in the storage area.
- 5) Periodically check all equipment for damages and repair as required. Report all damaged equipment immediately to the Township Supervisor Parks and Facilities.
- 6) Secure all sport equipment (i.e., nets). Don't allow them to be abused and when not in use, they should be removed from the ice surface. The Township is not responsible for this equipment.



Community Outdoor Rink Program

Rink Access and Guidelines

Rinks are unsupervised and not operated by Loyalist Township staff. For everyone's safety and enjoyment the following rules apply to all Community Outdoor Rinks:

- Open to all members of the community and share with skaters of all ages and abilities.
- Only skate on the ice when the sign indicates it is open.
- Skates must be worn on the surface at all times. No boots or shoes allowed.
- Skate at your own risk. CSA approved helmets are strongly encouraged to be worn by ALL skaters.
- Children under 12 years old are to be supervised by an adult at least 18 years old.
- Rink is open from dawn to dusk. When Township lighting is available, or alternate lighting has been pre-approved, the rink may be open until 10:00pm.
- No charge to use the rink.
- Place garbage in the containers provided.
- No pets, food or drinks on the ice surface.
- No smoking, alcohol or foul language is permitted on the ice or at the park.
- Access to the rink may be denied for conduct that includes:
 - Abuse and or harassment of park/rink visitors, residents, Township staff or volunteers
 - Destruction or vandalism of property
 - Unsafe practices or behaviour that is in violation of a Township policy or any law.
- Loyalist Township is not responsible for any loss, damage or injury resulting from the use of Loyalist Township outdoor rink facilities.

Lights

For the rinks that have lighting and where possible, Township Staff will set the timer that with the push of the activation button the lights will come on (from dusk to 10:00pm). 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 10:00pm to flood the ice rink and complete necessary maintenance. Flooding times may be restricted if complaints are received from residents residing near the rinks. During periods when the rink is not being used such as warm weather, the Recreation & Facilities Division Staff will turn off the lights.

Assistance and Advice Provided by the Township

The Township will provide reasonable assistance and advice during work hours on the following.

- Problems with nozzles and hoses
- Ice maintenance and inspections
- Snow clearing as needed when snowfall accumulation is 15cm or more and after all other Township snow clearing priorities have been addressed



Community Outdoor Rink Program

- Damage and or vandalism

Health and Safety

The Township has an obligation to ensure that anyone entering onto Township 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 Recreation and Facilities Division including after-hours 613-386-7351 ext. 200.

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 are required to wear appropriate clothing for the seasonal temperatures and weather along with footwear that provides good traction on slippery services.
- Volunteers should not conduct any work alone in the interest of personal safety.
- At all times, volunteers working on the ice must wear footwear that provides good traction on slippery services and a CSA approved helmet.

Working in Cold Temperatures

Working in cold conditions can lead to various injuries or health effects, which are collectively known as cold stress. The hazardous effects of cold on the body may include dehydration, numbness, shivering, frostbite, immersion foot (trench foot), and hypothermia. Hazards associated with cold stress are categorized into systemic and local effects. Local effects impact the part of the body where the exposure to cold is the greatest.

Cold stress is recognized as shivering of the body which serves as a protection mechanism by increasing the rate of metabolism. Be on guard for cold stress if volunteers or members of the public are shivering because it's a sign of cold stress and possible hypothermia.

If cold stress is observed, get to a warm environment, drink warm non-alcoholic liquids, and seek medical attention as needed.



Community Outdoor Rink Program

Safe Shoveling Procedure

Safe snow shovelling requires proper preparation, the right tools, good technique, and knowledge. Talk to your doctor about this activity and your health status before volunteering to maintain a Township outdoor rink.

Think twice if you:

- have had a heart attack or have other forms of heart disease
- have high blood pressure or high cholesterol level
- are a smoker
- lead a sedentary lifestyle

Tips:

- Shovel at least 1–2 hours after eating, and avoid caffeine and nicotine
- Warm up first (walk or march in place for several minutes before beginning)
- Start slow and continue at a slow pace (Suggestion: shovel for 5–7 minutes and rest 2–3 minutes)
- Drink lots of water to prevent dehydration
- New snow is lighter than heavily packed/partially melted snow
- Take frequent breaks

Clothing:

- Wear multiple layers and cover as much skin as possible
- Wear a hat and scarf (make sure neither block your vision)
- Wear mittens (tend to be warmer than gloves)
- Wear boots with non-skid/no-slip rubber soles

Technique:

- Push the snow rather than lifting
- Protect your back by lifting properly and safely: Stand with feet at hip width for balance
- Hold the shovel close to your body
- Space hands apart to increase leverage
- Bend from your knees, not your back
- Tighten your stomach muscles while lifting
- Avoid twisting while lifting
- Walk to dump snow rather than throwing it
- When snow is deep, shovel small amounts (1–2 inches) at a time

Knowledge:

- Shovelling snow is strenuous activity that is very stressful on the heart
- Exhaustion makes you more susceptible to frostbite, injury and hypothermia
- Stop shovelling and call 9-1-1 if you have
 - discomfort or heaviness in the chest, arms or neck
 - unusual or prolonged shortness of breath



Community Outdoor Rink Program

- a dizzy or faint feeling
- excessive sweating or nausea and vomiting

Lifting Techniques

Improper lifting technique can lead to back, leg and arm pain. Poor technique can cause both acute injury, and serious chronic effects. The following lifting techniques will help you avoid these problems.

- 1) Size up load. Determine the appropriate weight by tipping the container or lifting one end of the item. If you think the item is too heavy to lift or too difficult to handle, obtain additional help. If help is unavailable, leave the item and report the incident to the Township.
- 2) Take a good stance. Ensure that you are standing on solid footing, legs shoulder width apart, with one foot further back than the other.
- 3) Get a firm grip. Ensure that you have a secure hold on the item. Use your whole hand not your fingertips, to grasp the item.
- 4) Keep your back straight. If you must bend, bend at the hips. Do not bend your back.
- 5) Tuck in your arms and elbows. This gives your arms as much strength as possible.
- 6) Use leg muscles to lift. Push with the rear foot as you lift.
- 7) Hold the load close to your body. This will help to maintain proper balance.
- 8) Do not twist the body. To change direction, shift the foot position and turn the whole body.

How to Deal with Accidents, Damage and Vandalism

The ice rink team is to report all damage and/or vandalism to the Recreation & Facilities Division as soon as possible and provide enough interim maintenance to reduce/eliminate any immediate hazards until staff can provide advise and or assist with repairs. If vandalism reoccurs in the park, Township staff and your rink team will need to look at other alternatives.

Please follow this procedure when reporting an incident to Loyalist Township including accident or vandalism:

When to report an accident, damage and vandalism

- 1) Whenever a member of the public or volunteer is injured or hurt it must be reported to the Township.
- 2) In any situation where there is property damage.
- 3) If in doubt, complete the Incident/Accident Form ([Schedule E](#))

Submitting an Accident/Incident Form

- 4) Submit the completed form to the Township, email dreynolds@loyalist.ca, alternatively a copy can delivered to the Township, attention Supervisor Parks and Facilities, W.J. Henderson Recreation Centre, 322 Amherst Drive, Amherstview.



Community Outdoor Rink Program

- 5) The Township will send you an email to confirm receipt of the form.

Reporting Serious Accidents or Major Property Damage

- 6) **In the case of any serious accident, injury or death call 911.**
- 7) In the case of major damage to property contact the Township at 613-386-7351 ext. 200 and submit the Accident/Incident Form ([Schedule E](#))

Normal Business Hours

If the problem arises between 8:00am and 4:30pm Monday to Friday and is of a “technical” nature, please call the Supervisor Parks and Facilities at 613-386-7351 ext. 204 or email dreynolds@loyalist.ca

After Hours Call Procedure – Non-emergency

If the problem arises after hours and is not an emergency, please email the Supervisor Parks and Facilities dreynolds@loyalist.ca

After Hours Call Procedure - Emergencies

For all emergencies requiring medical attention and or the support of police please call 911 immediately.

If the emergency arises during the evening or on the weekend, please call After-Hours Emergencies at 613-507-3069. **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 Loyalist Township you will need to provide the call taker the following information:

- Your name and phone number
- The name and location/civic address of the park site
- The reason for your call

Contact

Loyalist Township, Recreation & Facilities Division
322 Amherst Drive, Amherstview, ON, K7N 1S9
613-386-7351 ext. 200
[Email Recreation & Facilities](#)

Schedules

Schedules included in the following pages are:

Schedule A: Rink Team Application Form



Community Outdoor Rink Program

Schedule B: Volunteer Application/Agreement/Release of Waiver Form

Schedule C: Equipment Sign-out/Return Form

Schedule D: Daily Inspection Log Form

Schedule E: Incident/Accident Form (non-employee)

Schedule F: Health & Safety



Community Outdoor Rink Program

Schedule A: Rink Team Application Form

Requested rink location:

- ☐ Sk8er Park, 231 Main Street, Odessa
- ☐ Lakeview Park, 4565 Bath Road, Amherstview
- ☐ Sunnyside Park, Raycraft Drive, Amherstview
- ☐ Fairfield-Gutzeit House, 341 Main Street, Bath *(as of 2025-2026 season)*
- ☐ Alternative Location, Address: _

Lead Applicant/Volunteer #1 Information

First Name:		Last Name:	
Home Address:			
City/Town:		Postal Code:	
Phone Number:		Email:	

Require a minimum of five (5) adults (18 years +), from different households, who agree to support the rink.

Volunteer #2

First Name:		Last Name:	
Home Address:			
City/Town:		Postal Code:	
Phone Number:		Email:	

Volunteer #3

First Name:		Last Name:	
Home Address:			
City/Town:		Postal Code:	
Phone Number:		Email:	

Volunteer #4

First Name:		Last Name:	
Home Address:			
City/Town:		Postal Code:	
Phone Number:		Email:	

Volunteer #5

First Name:		Last Name:	
Home Address:			
City/Town:		Postal Code:	
Phone Number:		Email:	



Community Outdoor Rink Program

Additional Volunteers

Name	Address	Phone Number	Email

Note: Each volunteer must complete a separate volunteer application for (see [Schedule B](#))

Signature of Lead Applicant

Date

Please submit Rink Team Application Form to bookings@loyalist.ca

Personal information on this form is collected under the authority of the Municipal Act, R.S.O. 1990, c. M. 46 2 (as amended).



Community Outdoor Rink Program

Schedule B: Volunteer Application/Agreement/Release of Waiver Form

Date:		Rink Location:	
First Name:		Last Name:	
Home Address:			
City/Town:		Postal Code:	
Phone Number:		Email:	
Birth Date (MM/DD/YYYY):		Parent/Guardian Name:*	

* Please note: If the volunteer is under the age of 18 years old, a Parent/Guardian must read and sign this Agreement, authorizing the individual under the age of 18 to participate in volunteer work.

I understand and agree that:

- I am a volunteer, and I will not receive any remuneration, salary, wage or any other employee benefit whatsoever, or be covered by the Workplace Safety and Insurance Board, and that I am responsible to comply with the rules, regulations and policies established by Loyalist Township.
- I will complete any orientation and or training sessions as deemed necessary by Loyalist Township before I begin my volunteer work.
- I will maintain a high commitment to my personal health and safety and that of fellow volunteers, staff and participants. I will immediately report any incidents, concerns and/or accidents to my Volunteer Lead.
- I will be reliable, prompt, and notify my Volunteer Lead if I am unable to complete my volunteer commitment.
- I will behave in accordance with the Loyalist Township Code of Conduct and respect confidentiality.
- My volunteer activity may involve personal risk and could result in property damage or bodily injury. I acknowledge that, while Loyalist Township carries insurance coverage, I am aware there are risks associated with or related to my volunteer duties. Notwithstanding this acknowledgement, I hereby release Loyalist Township from all claims for said damage or injury. This release is binding by my heirs, next of kin, executors, and administrators.
- I am covered by the Loyalist Township general liability insurance coverage in the event of a claim or action against me as a direct result of my volunteer work for Loyalist Township. The policy contains exclusions that may limit coverage. I have been encouraged to carry personal insurance.
- In the event of an injury or emergency, and an emergency contact cannot be reached, that permission is given to Loyalist Township staff to seek appropriate medical treatment.



Community Outdoor Rink Program

- I understand Loyalist Township can terminate this volunteer relationship at any time without notice.
- A volunteer position is conditional upon adherence to the Townships policies, guidelines and procedures, as well as the laws of Ontario/Canada.

I, the volunteer, acknowledge that I am over the age of eighteen (18) and will provide services to Loyalist Township on a volunteer basis.

Release and Waiver of Liability

**RELEASE OF LIABILITY AGREEMENT, WAIVER OF CLAIMS,
ASSUMPTION OF RISKS AND INDEMNITY AGREEMENT**
BY AGREEING TO THE TERMS OF THIS DOCUMENT YOU WILL WAIVE CERTAIN LEGAL RIGHTS,
INCLUDING THE RIGHT TO SUE.
PLEASE READ CAREFULLY!

I, the volunteer, hereby release, waive and forever discharge Loyalist Township and its elected representatives, officers, employees and agents from all liability to itself and its heirs, executors, administrators and assigns for all loss or damage and any claims or demands for such loss or damage on account of injury to person or damage to property for which the Township may be responsible in respect to the volunteer work.

I, the volunteer, agree to save harmless and indemnify The Corporation of Loyalist Township from all claims, demands, costs, expenses, in respect of death, injury, loss or damage.

I, the volunteer, acknowledge that I have read and understand the Township's Community Outdoor Ice Rink Program Manual.

Print Name (volunteer)

Signature of Volunteer

Date

Signature of Parent/Guardian

Image Release

	Initials
The volunteer authorizes Loyalist Township to photograph and/or record their image and/or voice and to use the photo/recording to promote the Township through newsletters, websites, social media, television, film, radio, print and/or display form. The volunteer further consents that the materials and copyright will remain the sole property of the Corporation of Loyalist Township.	

Personal information on this form is collected under the authority of the Municipal Act, R.S.O. 1990, c. M. 46 2 (as amended).



Community Outdoor Rink Program

Schedule C: Equipment Sign-out/Return Form

Loyalist Township provides the following equipment for the maintenance of outdoor rinks through the Community Outdoor Rink Program.

To be completed by Loyalist Township			
Equipment	# Provided	# Returned	Condition of equipment returned
Hoses			
Nozzles			
Shovels			
Tools - adjustable wrench - pliers			
Picnic Tables			
Garbage Container			
Signage <ul style="list-style-type: none">• Open• Closed• Skate at own risk			

- I acknowledge that I have received the above equipment and that it is in satisfactory/operational condition.
- I acknowledge that the equipment remains the property of Loyalist Township.
- I will report any damage and or theft of equipment to Loyalist Township, dreynolds@loyalist.ca, immediately upon recognizing the damage and or knowing of the theft.
- I will secure the equipment onsite when not in use.
- I acknowledge that the equipment may not be removed from the location of the outdoor rink and or used for other purposes.
- I will ensure that no members of the public have access to the equipment at any time for any reason.

Print Name (volunteer)

Signature of Volunteer

Date

Internal Use

Equipment signed out (date):	Provided to:	Staff Member:
Equipment returned (date):	Returned by:	Staff Member:



Community Outdoor Rink Program

Schedule D: Daily Inspection Log Form

Park Name / Rink Location: _____

Date: (mm/dd/yy)	Time: am/pm (please circle)	Temperature: (Celsius)	
<u>Signs:</u> 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"/>
Ice present, 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 and free of cracks or ruts	Yes: <input type="checkbox"/>	No: <input type="checkbox"/>	
Heaving	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 and nozzles	Good: <input type="checkbox"/>	Damaged: <input type="checkbox"/>	Missing: <input type="checkbox"/>
Nets (where provided)	Good: <input type="checkbox"/>	Damaged: <input type="checkbox"/>	Missing: <input type="checkbox"/>
Picnic tables	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"/>
Emergency Access	Good: <input type="checkbox"/>	Blocked: <input type="checkbox"/>	
<u>Action Taken:</u>			
Flood	Yes: <input type="checkbox"/>	No: <input type="checkbox"/>	
If yes, how many minutes?	_____		
Packed and repaired cracks/holes	Yes: <input type="checkbox"/>	No: <input type="checkbox"/>	
Repaired banks (if applicable)	Yes: <input type="checkbox"/>	No: <input type="checkbox"/>	
Shoveled/removed snow	Yes: <input type="checkbox"/>	No: <input type="checkbox"/>	
<u>Notes:</u> 			

Inspected By:

Print Name:

Signature:

Email inspection log form to dreynolds@loyalist.ca



Community Outdoor Rink Program

Schedule E: Incident/Accident Form (non-employee)

Complete and submit this form within 24 hours of an incident on Township property that resulted in injury to a non-employee or damage to Township property.

A. Incident/Accident Information

Date: (mm/dd/yy)		Time: am/pm (please circle)	
Location:			
Were the police present at the scene?		Yes: <input type="checkbox"/>	No: <input type="checkbox"/>
Name of Officer: (if present)			

B. Who is reporting the incident/accident?

Name:			
Department: (if applicable)			
Phone Number:		Ext.	

C. Did anyone witness the incident/accident?

Name:		Phone Number:	
Name:		Phone Number:	
Name:		Phone Number:	
Name:		Phone Number:	

D. Complete this section if there was a personal injury.

Name of person(s) injured:			
Type of injury:			
Factually describe what happened that caused the injury. Provide as much detail as possible.			
Was the person(s) given emergency medical attention?		Yes: <input type="checkbox"/> By Whom:	No: <input type="checkbox"/>
Describe treatment given:			
Did an ambulance attend the scene?		Yes: <input type="checkbox"/>	No: <input type="checkbox"/>



Community Outdoor Rink Program

Was the person taken to the hospital/clinic?	Yes: <input type="checkbox"/>	No: <input type="checkbox"/>
If yes, where was the person taken?		
By whom?		

E. Complete this section if there was damage to Township property.

Type of property:	<input type="checkbox"/> Property <input type="checkbox"/> Building <input type="checkbox"/> Vehicle <input type="checkbox"/> Sidewalk <input type="checkbox"/> Street <input type="checkbox"/> Other _____
What was the damage?	
Describe what happened that caused the property damage. Provide as much factual detail as possible.	

Form completed by:

Print Name

Signature

Date

Email incident/accident form to dreynolds@loyalist.ca



Community Outdoor Rink Program

Schedule F: General Health and Safety Information

Health and Safety Policy

Loyalist Township is committed to be an “Employer of Choice” and believes that the safety and well-being of our employees is of primary importance. This commitment applies to volunteers as well. The Township will take every reasonable precaution and measure to protect our volunteers from volunteer-related injury and illness, including any related to workplace violence or harassment. The Township will provide leadership and support for the Health and Safety Program along with necessary resources to ensure its effectiveness in providing safe equipment, appropriate clothing, safe work practices and a safe work environment. This will be done in compliance with *the Occupational Health and Safety Act* and all pertinent regulations.

Substances in the Workplace Policy

Volunteers under the influence of drugs or alcohol while volunteering can pose serious health and safety risks to themselves, their fellow volunteers, and the public. To help ensure a safe and healthy environment, Loyalist Township reserves the right to prohibit certain items and substances from being brought onto or present on municipal premises.

The following expectations apply to employees, volunteers, and management alike while conducting work on behalf of the corporation, whether on or off municipal property:

- Volunteers are expected to arrive to their volunteer position fit for duty, meaning in a condition that allows for the safe performance of assigned duties and responsibilities to an acceptable standard that does not compromise health and safety; volunteers must remain fit for duty for the duration of their shift;
- Use, possession, distribution, or sale of drugs or alcohol during volunteer hours, including during breaks, is strictly prohibited;
- Volunteers are prohibited from reporting to their volunteer position, while under the influence of recreational cannabis and any other non-prescribed substances;
- Volunteers’ medically approved medication which may present a potential risk, limitation, or restriction requiring modification of duties or temporary reassignment must be communicated to management; and
- Volunteers are expected to abide by all governing legislation, pertaining to the possession and use of recreational cannabis, prescribed, and non-prescribed substances.

Smoke Free Workplace

By-law 98-122, A By-law to Regulate Smoking in Municipal Facilities, prohibits smoking in defined municipally owned and municipally operated buildings and vehicles.

Smoke Free Ontario

Under the Smoke-Free Ontario Act, 2017, you cannot smoke or vape in any enclosed workplace, any enclosed public place and other places designated as smoke-free and vape-free locations.

“smoking” means smoking (inhaling and exhaling) or holding lighted tobacco or cannabis (medical or recreational)



Community Outdoor Rink Program

“vaping” means inhaling or exhaling vapour from an electronic cigarette (e-cigarette) or holding an activated e-cigarette, whether or not the vapour contains nicotine

Smoking is prohibited within 20 meters of the property line of the following locations:

- The Leisure and Activity Centre, 108 Amherst Drive, Amherstview, ON
- The W.J. Recreation Centre, 322 Amherst Drive, Amherstview, ON
- Children’s Playgrounds, all locations throughout the Township
- Municipally/Publicly owned sporting areas and their fan/viewing areas, various locations throughout the Township including outdoor rinks.

Workplace Violence and Harassment Policy

At times, even with the Code of Conduct in place, workplace violence and harassment can occur. Fortunately, Loyalist Township has a program in place to minimize or eliminate any such occurrence. It does this through policies, assessment, prevention, and training.

Loyalist Township aims to provide a volunteer environment that is free from all harassment and discrimination. Your supervisor/lead will deal effectively, quickly, and fairly with any situations involving claims of harassment or discrimination while volunteering.

If you happen to see any workplace violence or harassment, do not ignore it, act on it. Let your supervisor/lead know.

Workplace violence can be defined as:

- The exercise of physical force by a person against a volunteer, in a workplace, that causes or could cause physical injury to the volunteer;
- An attempt to exercise physical force against a volunteer, in a workplace, that could cause physical injury to the volunteer; or
- A statement or behaviour that is reasonable for a volunteer to interpret as a threat to exercise physical force against the volunteer, in the workplace, that could cause physical injury to the worker.

There are four principal types of violence to monitor for and/or to assess in the workplace, which include:

1. Violence by strangers.
2. Violence by workers/volunteers or former workers/volunteers.
3. Violence by customers/clients.
4. Violence by personal relations.

Certain types of volunteer work conditions can influence workplace violence. Examples include:

- Volunteering in the community.
- Volunteering with persons with challenging behaviours.
- Direct contact with clients.
- Volunteering alone or in small numbers.



Community Outdoor Rink Program

- Transporting people and/or goods.
- Securing or protecting goods.
- Handling cash.

Domestic violence may be defined as a situation where a volunteer has a relationship with a spouse, former spouse, current or former intimate partner, or family member who may physically harm, attempt to physically harm, or threaten to physically harm a volunteer in the workplace.

It is not uncommon for domestic violence to extend from home into the workplace. The person may:

- show up unannounced;
- phone or email repeatedly;
- force the victim to be late or absent from their volunteer commitment; or
- work with the victim and continuously harass/assault him or her on the volunteer task.

When the Township becomes aware of these situations, domestic violence is considered workplace violence and thus, the Township will take every reasonable precaution for the protection of the volunteer.

“Workplace harassment” can be defined as, “engaging in any course of vexatious comment or conduct that is known or ought reasonably to be known, to be unwelcome.”

“Sexual harassment” refers to “comments or actions based on sex or gender that are unwelcome or should be reasonably known to be unwelcome”.

Workplace violence and harassment can isolate someone, set him or her apart, prevent someone from expressing himself or herself, devalue, or discredit an individual.

Actions that may be considered violence and harassment include interruption, ridicule, humiliation, insult, spreading rumours, unjustifiably reprimanding, and attacking someone (threatening, screaming, pushing), giving somebody work that he or she is incapable of doing, or, not giving somebody work at all.

Appropriate direction, evaluation, discipline, performance feedback, stress associated with performing legitimate volunteer functions, and good-natured jesting are not considered workplace violence or harassment. It is important to distinguish what behaviour is acceptable and unacceptable to keep you safe. If you feel that you have been violated or harassed, speak to your supervisor/lead who will assist you with the appropriate action to take.



Community Outdoor Rink Program

Schedule G: Job Specific Orientation & Training Checklist

Task/Topic	Trainer	Volunteer Initials	Date
Review of volunteer responsibilities	Supervisor Parks & Facilities		
Construction and maintenance of the ice rink <ul style="list-style-type: none">• Outdoor rink layout• Ice building & maintenance• Repairing a crack, chip or hole• Repairing shell ice• Care of equipment	Supervisor Parks & Facilities		
How to complete daily inspection and log form	Supervisor Parks & Facilities		
How to report an accident/incident	Supervisor Parks & Facilities		
Rink access and guidelines	Supervisor Parks & Facilities		
Rink safety, health and safety <ul style="list-style-type: none">• Rink guidelines• Working in cold temperatures• Lifting techniques• Safe shovelling procedure	Supervisor Parks & Facilities		
Accidents, damage & vandalism <ul style="list-style-type: none">• When to report• Submitting accident/incident form• Emergencies	Supervisor Parks & Facilities		
General health and safety information <ul style="list-style-type: none">• Health and Safety Policy• Substances in the workplace• Smoke free workplace• Smoke free Ontario• Workplace harassment and violence policy	Supervisor Parks & Facilities		