

West Smoky Recreation Centre



Ice Sports - Fitness Room - Meeting Rooms - Pickle Ball Courts - Archery
4817 53rd. Ave Eaglesham, Alberta

Manager responsibilities:

Building security

Building maintenance repair

Ice maintenance & repair

Zamboni operation and maintenance

Equipment room and skate sharpening

Events and program scheduling

Fitness and membership program

Maintaining indoor playground

Office: Collection of funds, keeping managers daily routine for timesheets, maintain daily income ledger, filing purchasing records & invoices, process weekly deposits.

Ordering Supplies and Equipment as required & liaise with treasurer.

Empty garbage dumpster as required.

Transporting and mounting sponsors signage as required

Candidate must enjoy working with people

Details:

Building Security:

Through the summer months the building is checked inside and outside once every week or two. (drive around bldg) The outside parking lot lights

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are shut off in the summer. Attention given to the sheets of metal siding that are under the down spouts to move the water away from the east side of building. The wind can blow these around.

Ensure the outside doors to the rink area and to the sport court and the meeting rooms are locked. Lubricate the door mechanisms with WD 40 and lube the two rink outside door chain locks. The building can be accessed with a key from the lock box by the main door. This code can be changed if there has been a breach of security.

The sump pump (located in the South East corner of the rink area) must be checked every few days in the spring or during a rainy spell. During the winter the sump should be checked once a week. Open the trap door in the wall and push out the 1 1/4" black pipe so that it pumps outside. Keep the heat tape on during freezing months.

Water Meter & Sewer

Water meter and main water shut off is located under the stairway from the skate sharpening room. Use the left ball valve, the other one is extremely stiff to move.

In the office desk there is a map that I've made showing where the building sewer system is under the floor. There are several Clean outs located in the furnace room, equipment room, SW washroom down and in the number 1 dressing room under the tile. (1/3 of the way down the north side under the seating)

Through the winter season only the parking lot lights are turned on. Ensure the building is secured after each event or scheduled program.

Check the ice plant operation: Includes looking to see if there is enough oil in the compressor sump and enough brine in the barrel. Check the ice temperature each day. (should be minus 5 degrees)

Check the boiler and the furnace each day to ensure continuous operation. The boiler can be reset, if it won't come on, reset by cycling the toggle switch on the lower right side of the cabinet.

Every month the boiler filter needs to be replaced.

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Check the operation of the overhead furnaces in the sport court. They can be switched off during the summer.

Once a season check the emergency lighting modules to see that they work or needs batteries. Check the AED machine for a green check mark to ensure the device is ready to go. Report this to Fiona Logan.

Watch the depletion of first aid kits in the building to be sure we don't run short.

The three phase power is shut off during the non winter season. Birch Hills County is responsible to provide the water and sewer.

When the school begins using the rink in winter lock the passageway door at the south end of the ice because it would be dangerous for children.

The kitchen is kept locked at all times (for obvious reasons) Mouse bait traps should be checked throughout the building every few months. There are bait traps in the bar area, mens washrooms. Kitchen, sport court, skate sharpening room and under the stairway, equipment room, zamboni room and in the electrical room under the bleachers.

Power panels are located in the electrical room under the bleachers, also in the kitchen and in the #1 meeting room and furnace room.

There are three roof leaks: Two in the sport court on the south west end and one in the Zamboni room around the ceiling exhaust fan. These leaks have been treated but never eliminated.

Spare door keys are kept behind the office door and in the top office drawer. There are keys to the Electrical Room and south end access door behind the door in the Skate Sharpening room.

Roll towel and toilet roll dispenser keys are kept behind the office door and in the skate sharpening room on the wall.

The storage room off of the Viewing room upstairs is kept locked at all times because of the equipment stored there. The school stores their archery equipment there.

Building Maintenance:

Summer months:

The grass should be mowed around the front and close on the west side of the building. The doorways should be cleared of long grass all around the building. The AG society mower with summer student is used for this. Call a local farmer to cut the east and south fields for hay. (Call Claude Trudel) The west field is usually cut by the county.

Throughout the off season all the toilets and urinals should be flushed every month to prevent them from drying right up. A couple of times a summer we need to add water to the floor drain pee traps to prevent back draft from the sewer.

Winter season:

The two front door ways should be kept free of snow and the sidewalk salted when icy conditions prevail. The westside rink door and the Northeast side sport court door should be kept free of snow as time permits. This is important for emergency exit.

Call Jerry Lunn (780-814-1773) to clear the arena parking lot of snow when needed.

Floors and washrooms are checked and washed after each scheduled program or event. The Stairways must be kept clean almost every day. (winter)

Toilets, urinals and sinks need washing regularly after scheduled programs or events.

Showers should be sprayed with disinfectant weekly and the plastic mesh should be taken up and the floor cleaned at the end of each season.

Front and viewing room windows require cleaning every so often and there is a light activated air freshener in the #1 dressing room that requires a new cartridge and battery periodically.

The fountain in the downstairs lobby gets used a great deal. Use the spray bleach cleaner on those contact surfaces and clean every day.

The rubber floors down stairs have been waxed in the past with household wax, *which was a mistake!* Now we have varying degrees of colour and

wear in the surface. For 10 years I have been wax stripping as the budget permits. It needs a great deal of work yet to get all the wax off.

After each hockey game the players boxes should be checked for garbage and equipment. I vacuum the players boxes at the end of season. There are 4 small garbage cans that can be emptied and new bags installed. Many hockey pucks get caught under the seating in the players boxes. After each game or scheduled event the change room garbages need to be emptied and sprayed with a deodorizer.

The bleachers need to be swept a couple of times a season. The rubber runway to the ice rink requires mopping after the white ice is put down to clean up all the tracks.

Playground

Once or twice each season these toys should be washed and disinfected for the safety of the children. Most parents are helpful in replacing the toys to the toy box. The access doors from the playground to the bleachers require signage to warn people not to blast through the doors too quickly in case there are small children playing on the other side.

The fitness room sees continuous use and requires cleaning, at the least, once a week winter and summer depending on use (note the sign in sheet). Wash down the equipment and floors. Empty garbage. There is also a light activated air freshener in this room that requires a new cartridge and battery periodically.

Sport Court:

This room is used by the whole community. 4H adventure club, AG Society, fund raising, pickle ball teams and our own fitness members. The Sport Court can be a running track, it has two pickle ball courts, an archery net, Sholockey game, ping pong and some fitness equipment for our fitness members to use.

The sport court requires cleaning every so often. It develops big dust bunnies along the walls and under the nets. It is prudent to check the pickle ball courts for anything that could trip up a player. It needs to be wet mopped every couple of months or so. Also, the pickle balls need

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washing once a month along with disinfecting the paddles. Check this space every day to be sure the equipment is in good condition and is not left scattered around.

In winter the North East end door should be kept shovelled out for emergency access.

Watch that little fingers don't adjust the furnaces when no one is watching. The room should be kept at about 20 degrees.

Ice Maintenance:

This is a critical part of each day during the winter season. The ice should have the snow removed and flooded after each intense game. Be aware that the ice at the north end is thinner and the crease is easily damaged if you let the ice get too thin. Sometimes there is a need to plug openings in the ice along the south end boards. Use a bucket of snow with warm water and pack the holes in the ice along the boards.

During a hockey game the ice is maintained after each period. Always switch on the rink ventilation when the Zamboni is on the ice.

Zamboni Maintenance:

Keep the Zamboni fuelled up because if it quits on the ice there is no way to get natural gas out to the machine. Always turn on the vent fan in the Zamboni room when fuelling.

Keep the hopper up when not in use, (use the steel support) because if the battery goes dead you can't access the engine compartment with the hopper down.

Each day check the fuel and grease the vertical auger top and bottom. Every week grease the horizontal auger. I prefer to use moly grease because it doesn't wash out. Once a season grease all other grease zerks.

The tires need to be at least 45 lbs. at the beginning of the season. When doing ice maintenance or flooding use warm water in the tank. (60 gallons)

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After doing the ice, always pull the covers off of the horizontal auger and wash away the snow with warm water. Wash out the hopper as well. The Zamboni runs at 2,300 RPM when working.

Beware that there are no pucks on the ice, a puck could damage the machine.

Always ask the shinny players or minor sports program people to put up the goals so that you can do the ice. The goals are heavy for one person.

The overhead door in the Zamboni room has a red “minimum” height mark where the door should open to. It also has a safety pin that should be installed to prevent accidental closing.

Equipment Room & Skate Sharpening

Over the years we have asked people to donate their old hockey equipment to our equipment room. As it is we have over a hundred pair of skates and enough helmets and equipment to outfit two teams.

Hockey equipment that we collect is lent out freely and the equipment room has to be kept in some order. Most users just throw the gear back in a pile. It is prudent to watch for sox and jerseys that need to be washed. It helps to solicit a kid from the group to tape up our hockey sticks when required.

We don't charge for the use of this equipment and sharpen all our own skates for free. Once a year in the fall the manager puts an ad in the local paper asking for hockey equipment. We are always short of sticks!

Skate Sharpening:

In this room there is a BladeMaster skate sharpener attached to a shop vac, which captures some of the dangerous grinding particles. Once a year the shop vac needs to be cleaned and periodically the sharpener needs to have the grinding wheel changed. See the contact list at the end for contact info for Guspro products for this machine. The operations manual found in the office desk.

There is a tool box in the skate sharpening room with tools and parts for helmet and skate repair.

The old curling rocks and tools are stored under the stairs. Historically the AG Society has stored their park paint and other freezables in this room for the winter.

Events and Program Scheduling

Generally fund raising events are planned by the Arena Board. Many people do, however, call the manger to book private events. It is helpful to keep an accurate calendar of these events. The events should be listed in order of date on the FaceBook page and on the WSRC web page.

Each winter the school provides a list of times that they will be using the ice. Historically, the school has been using the rink from Monday to Thursday from about noon to three.

Pond Hockey and Canskate usually run Tuesdays and Thursdays each week from 3:30 to 5:30. It is important to be onsite in case anyone needs first aid or skate sharpening. Pond hockey games and tournaments will be announced throughout the season.

Usually we run Shiny Hockey on Wednesday evenings and Friday Evenings. The local Stallions hockey team often play on Tuesday or Thursday evenings. This leaves Saturday, Sunday and Mondays for private rentals. See the WSRC price page for costs details.

Meeting rooms are rented out through the manager. The main meeting room is also the 4H club house and they will furnish a list of meeting dates for the year. I keep our pre planned events and meeting dates on the WSRC website.

Fitness room and Membership program

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The manager should meet a new prospective fitness member at the arena and give them orientation. Rules for fitness room are that only gym shoes can be worn in the fitness room, members must sign in, members must take care to warm up and keep the room uncluttered for the next user. No underage students are allowed without an adult, and safety considerations are to be observed at all times.

Members are given a code # for the main door and they are then able to access the fitness room, sport court and even the ice if no body else is scheduled to use it. This number can be changed if there has been a breach of security. Then all members must be informed of the change.

We do not allow non members to use the fitness room unless they are guests of a member. We also require the members to keep a record of their visit. This allows us to see what time the rooms are being used and gives us a contact person if equipment is found broken or missing. We ask that if a fitness member brings a guest, that they pay a \$5:00 drop in fee. This also applies to the sport court.

Fitness members pay an annual fee of \$135 or \$250 for a family. They are then given a receipt with the door code and their contact information is kept by the manger.

Playground

This equipment is very helpful for parents with small children who would otherwise be bored and fussy. Having a playground allows parents to make use of planned events, weekly programming or the fitness program, pickle ball courts or skating rink while their small children are safely entertained.

In future it would be beneficial to have a larger playground room with soft floors and large windows for the little ones.

Record keeping, invoices and deposits

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The manager must keep a record of paid arena activities for arena records as well as for time sheets. (duties performed, hours spent etc)

Each time money is collected from the two drop in boxes in the fitness room and the sport court it must be entered into the income record book in the office. Fitness membership fees are also recorded here.

Shinny hockey game players are charged \$10 per game and \$5:00 for skate sharpening, this money is collected and recorded in this book. Likewise, meeting room usage and private events payments are recorded in the income book. A \$50 float is kept in the cash box locked in the desk for making change.

It is helpful to be able to make notices on a word program and print off for the arena as required.

A deposit book is maintained in the office. It can be found in a black bag. Manager must record each day's activities to submit their detailed timesheet each month end.

Ordering supplies and equipment

Most cleaning supplies, like cleaners, soaps, sidewalk salt and garbage bags can be ordered most affordably from Home Hardware, however, decent wax stripper, disinfectants, roll towels and air fresheners are best ordered from West Clean (Bunzil) in Grande Prairie. Toilet paper can be most affordably purchased from retail grocers or Walmart.

Some things can be ordered from Amazon and reimbursed by the treasurer. Some of the fitness equipment was purchased from Amazon as was the arena lighting for the rink and viewing room, ping pong and pickle ball paddles etc.

The supplies ordering is the responsibility of the manager and we have standing accounts at the UFA & Co-op hardware in Falher and Home Hardware in Spirit River and Emco plumbing in GP.

Garbage Dumpster

The Arena shares a dumpster with the AG Society. This unit is on wheels with the hitch removed for security and safety. When full, you only have to bolt the hitch on, make sure the tires are pumped up, fasten down the top lids (critical, because the wind will tear them off) and haul to the landfill. The access door is in the rear of the dumpster and you will need gloves and a garden rake to help unload the thing.

In the spring it is hauled back to the Eaglesham Park and each November it is moved back to the arena. This saves us a large annual fee for garbage pickup.

Transporting and mounting sponsors signage

The sponsorship program often requires someone to pick up the sponsors sign, transport it to the arena and mount it. We have found that by offering that service we get many more sponsors. There is a sign rack in the equipment room for moving flimsy coroplast signs.