

Annual process to start outdoor rink operations

In September:

- BCA Treasurer/Director of Rinks to confirm contract with plow operator for the season.
- Rink operator meeting held to prepare for the season.

In November:

- Obtain keys for shacks from the City representative (John Hamilton as of January 2018) and distribute to the lead rink operators for Bearbrook and Norman Johnston.
- Post advertisement on community association's [website](#) and on Facebook seeking rink attendants. Send email to attendants from previous year to alert them to the advertisement and determine interest.

At time of first snowfall and temperature drop:

- Contact plow operator to have rinks packed down.

Once rinks are operational:

- Ensure rinks are maintained at a level that permits usage (weather conditions are taken into account).
- Hose down the rinks.
- Track and monitor rink attendant hours and provide to Treasurer for cheques.
- Trigger plow operator to clear rinks as required.

At the end of the rink season:

- Collect keys from rink operators and return keys to City representative.
- Meeting held for rink operators and Director of Rinks to review the past season and discuss future improvements if required.