



# Vancouver Park Board School Ice Rental Handbook

September 2009 to June 2010

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VANCOUVER  
BOARD OF  
PARKS AND  
RECREATION

July 2, 2009

Dear: School Ice Booking Coordinator

**RE: School Ice Rental Handbook**

**We will be accepting bookings on a first come, first serve basis starting Monday, September 14, 2009 at 8:30 am. We strongly urge you get your requests in ASAP as we will be losing rinks for the January – March 2010 period due to the 2010 Olympics.**

Please refer to the *Vancouver Park Board School Ice Rental Handbook* for rental days, times, rates, booking procedures and general skating information.

- pages 4 - 10 are for you, Ice Booking Coordinator
- pages 5, 6 and 11-15 are for you to copy and pass on to teachers and parents as required

**We strongly recommend that all your correspondence be conducted via your VSB email.** Using email allows for direct, instantaneous communication between you, the teachers, and the Rink Programmers. This greatly increases the likelihood that your ice time requests will be met. There have been compatibility issues when we have sent information to Yahoo!, Hotmail, and similar online email services. If email is not possible, we will still accept faxes. The fax and email contact information is as follows:

<b><u>Rink</u></b>	<b><u>Email</u></b>	<b><u>Fax</u></b>
Britannia	susy.bando@vancouver.ca	604.718.5858
Kerrisdale	manabu.koshimura@vancouver.ca	604.257.8316
Killarney	debra.graham@vancouver.ca	604.718.8219
Kitsilano	jayne.loutit@vancouver.ca	604.257.6996
Riley	bruce.mclellan@vancouver.ca	604.257.8639
Trout Lake	navdeep.sidhu@vancouver.ca	604.257.6961
Sunset	jukka.vuorma@vancouver.ca	604.718.6515
West End	ian.young@vancouver.ca	604.257.8338

Your requests will be processed as quickly as possible and a rink permit will be emailed or faxed to you for your review. Sign and return the permit to confirm your booking request(s).

Thanks for booking with us. See you at the rink!

Sincerely,

Bruce MacWilliam  
District Recreation Coordinator  
*bruce.macwilliam@vancouver.ca*

## Ice Booking Coordinator Determining Ice Availability

Determine what day(s) of the week, times, and rinks you/your teachers wish to book. Check out rink times on page 7 for days and time slots at the rinks.

- Determine if these dates/times are available. To do this, go to the Park Board website for an up-to-date (real time) listing of availability. The process to do so is as follows:
  - Go to [www.vancouverparks.ca](http://www.vancouverparks.ca)
  - Go to the Recreation menu (left hand margin), click on "Rinks"
  - Click on the "Rink Rentals" link below the photo at the top of the page
  - Scroll down to "View Rink Rental Availability (On-line)" and click on "View Rink Schedules"
  - Choose the rink you wish to look at, click on the month to view the schedule. You will see a monthly calendar which identifies times or time blocks on each day. **Please note that these are the times that are *already* booked, not what is available, and that you must account for 15 minutes on each side of these booked times for ice cleaning in order to determine what is available.**
  - If you need assistance with the above procedures, please call the appropriate Rink Programmer (see page 10) for the rink you wish to book and he/she will walk you through the process while you are on the website.
  - Understanding this process will enable you to specify your requests and allow for your rink rentals to be efficiently processed.

# Ice Booking Coordinator

## Booking Ice

### **Step 1**

Once you have determined the ice times your teachers want to request (after checking page 7 and confirming availability on the Park Board website), copy the *Ice Rink Booking Request Form* on page 11 and have the teachers fill it out and return it to you. Please complete one form per class or classes (maximum of 70 students per booking slot). For example, if 2 teachers want to book ice times together, all of their times should be included on the same form. Please do not include all your booking times for all your teachers on one form as this may make it difficult to determine billing costs per teacher/class. Also, please use separate forms for 2009 booking requests (that is, September to December) and 2010 booking requests (January to June).

### **Step 2**

Email or fax the completed sheet(s) to the appropriate Rink Programmer (page 10).

### **Step 3**

If you have not already done so, complete your School Information Sheet (page 9) and email or fax to the appropriate Rink Programmer.

### **Step 4**

Once your request has been received, you will be sent a rink permit by email confirming your requested times. If some or all of your times are not available, you will receive an email outlining this and will have to choose alternate dates and/or times.

### **Step 5**

Check over your permit to determine if all the information is correct and send a return email ASAP confirming this or outlining any discrepancies.

### **Step 6**

Copy applicable teacher and parent information sheets from this package (pages 12-15) and pass them along to the teachers/parents.

*Please note that sending in your requests does not confirm them. Your times are not confirmed until you receive, confirm and return your permit by email, regular mail or fax. Please also note that there is a maximum of 70 students (roughly 2 classes) allowed per ice booking.*

# Ice Booking Coordinator 2009 Fees and Charges

- **All fees include GST**
- **Please note that all fees are scheduled to increase in January 2010**

<b>Rink Rental cost/hour</b>	<b>*Skate Shop/hour</b>	<b>Patroller /hour</b>	<b>Instructor /hour</b>	<b>Skate Rentals /pair</b>
\$60.85	\$23.35	\$23.35	\$23.35	\$1.35

**\* It is mandatory to have one Skate Shop Attendant per booking if you require rental skates.** Attendants will arrive 15 minutes before your rental time to hand out skates and will stay 15 minutes after to collect. The 30 minute charge will be added to your staff costs each ice time you book. When booking your ice time(s), please let the Booking Clerk/Programmer know approximately how many students will be attending and how many will require rental skates. A Skate Sizing Information Sheet has also been included in this package (page 15) to assist in determining the number of skates you need and sizes required for your students.

### **Invoicing:**

Skate rentals will be invoiced, along with all rental and staff charges, at the conclusion of your final ice rental time. There will be 2 billing cycles, one from September to December, 2009 and one from January to June, 2010. Schools that book in both the 2009 and 2010 portions of the skating season will receive 2 separate permits and invoices. **Payments for the September to December period must be received by Monday, January 4, 2010 at the latest. Failure to meet this deadline may affect your future bookings. Please note that the Skate Shop attendant is NOT able to accept any monies.**

### **Payments:**

Make payments to the appropriate location(s) you have booked at, listed on page 10. Payments can be made with cash, Visa, MasterCard, debit card, or by cheque (made payable to the Vancouver Park Board, with clear reference to the permit number written on the front of the cheque).

# Ice Booking Coordinator Rink Times

- Ice times have been blocked into specific times to allow for ease of transition between schools
- Please note that these are suggested times and are somewhat flexible

	Monday	Tuesday	Wednesday	Thursday	Friday
<b>Kerrisdale</b>	8:45-9:45 am 1:15-3:15 pm	8:45-10:00 am 1:15-3:15 pm	9:15-10:15 am 10:45-11:45 am 12:15-1:15 pm	9:00-10:00 am 10:30-11:30 am 1:15-3:15 pm	8:30-9:30 am
<b>Killarney</b>	9:00-10:00 am 10:30-11:30 am 1:15-3:15 pm	9:00-10:00 am 10:30-11:30 am 1:15-3:15 pm	9:00-10:00 am 10:30-11:30 am 1:15-3:15 pm	9:00-10:00 am 10:30-11:30 am 1:15-3:15 pm	9:00-10:00 am 10:30-11:30 am 1:15-3:15 pm
<b>Kitsilano</b>	9:15-10:15 am 10:45-11:45 am 12:15-1:15 pm 1:45 - 3:15 pm	9:15-10:15 am 10:45-11:45 am 1:30-3:15 pm	8:45-9:45 am 1:15-3:00 pm	9:15-10:15 am 1:30-3:15 pm	9:00-10:00 am
<b>Riley Park</b>	9:00-10:00 am 1:15-2:30 pm	9:15-10:15 am 10:45-11:45 am 1:45-3:45 pm	9:15-10:15 am 10:45-11:45 am 1:45-3:30 pm	9:15-10:15 am 10:45-11:45 am 1:45-3:45 pm	9:15-10:15 am 10:45-11:45 am 1:00 - 2:00 pm
<b>Sunset</b>	9:15-10:15 am 10:45-11:45 am 1:30-2:30 pm	8:00-9:00 am 9:30-10:30 am 11:00-12:00 pm 1:30-2:30 pm	9:15-10:15 am 10:45-11:45 am 1:30-2:30 pm	8:00-9:00 am 9:30-10:30 am 11:00-12:00 pm	9:15-10:15 am 10:45-11:45 am 1:30 - 2:30 pm
<b>Trout Lake</b>	9:00-10:00 am 10:30-11:30 am 1:30-3:15 pm	9:00-10:00 am 10:30-11:30 am 1:30-3:15 pm	9:00-10:00 am 10:30-11:30 am 1:30-3:15 pm	9:00-10:00 am 10:30-11:30 am 1:30-3:15 pm	9:00-10:00 am 10:30-11:30 am 1:30-3:15 pm
<b>West End</b>	8:45-9:45 am	9:00-10:00 am 10:30-11:30 am 12:00-1:00 pm	9:15-10:15 am 10:45-11:45 am	9:15-10:15 am 10:45-11:45 am 1:45am-3:00 pm	9:15-10:15 am 10:45-11:45 am

# Ice Booking Coordinator

## Maximum Class Size/Session

To maximize safety and service for your school ice bookings, **a maximum of 70 students**, or roughly two classes, are allowed per ice booking.

➤ **Safety**

More space on the ice for each student and more effective teacher/parent supervision and class safety.

➤ **Service**

The Skate Shop Attendant will be able to get your students their skates faster, and the groups before your ice times (where applicable) will have their skates turned back in sooner, allowing your class more time to put on their skates and get onto the ice. There will also be a greater availability of skates and skate sizes to help ensure that the students receive the proper sizes. The rinks will attempt, whenever possible, to maintain a 30 minute break between each school booking time to further assist in making the skate exchange process run smoothly.

➤ **Session Costs**

Use the following example for budgeting purposes. It is based on a one hour session and assumes all students need to rent skates:

**Example: 70 students**

<b>Ice</b>	1 hour x \$60.85/hr .....	\$60.85
<b>Staff</b> (to cover skate shop)	1 person x \$23.35/hr x 1.5 hours .....	\$35.03
<b>Skate Rentals</b>	70 pairs x \$1.35/pair .....	<u>\$94.50</u>
<b>Total</b>	.....	\$190.38

$\$190.38 \div 70 \text{ students} = \$2.72 \text{ per student per skating session}$

# Ice Booking Coordinator School Information



VANCOUVER  
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Date (dd/mm/yy):

Name of School:

Administrator:

School Phone number:

Billing Address:

City:

Prov:

Postal Code:

## Ice Scheduling Coordinator:

First Name:

Last Name:

Phone Number:

Fax Number:

Email:

- When a completed application/booking request form has been filled out, email or fax it to the applicable contact for the rink listed on **page 10** of the School Ice Rental Handbook.
- All requests are taken on a first come, first serve basis and are subject to availability. We will contact you as soon as possible to discuss any scheduling conflicts.
- Once dates and times are confirmed you will be emailed a permit outlining your requests. **It is important to read your permit carefully and check it for accuracy.**
- After proofing your permit, please send an email confirming the dates and times listed or providing the necessary changes.
- Cancellation: to cancel, teachers need to notify the Ice Booking Coordinator who will then notify the respective Rink Programmer or Booking Clerk. **A minimum of 14 days written notice is required to be considered for a refund.**
- Please take the time to thoroughly read the "Terms and Conditions" on your rental permit.

## **Ice Booking Coordinator Park Board Staff Contact Information**

<b>Britannia Rink</b> Susy Bando	<b>1661 Napier Street, Vancouver, BC V5L 4X4</b> susy.bando@vancouver.ca tel 604.718.5836 / fax 604.718.5858
<b>Kerrisdale Arena</b> Manabu Koshimura	<b>5670 East Boulevard, Vancouver, BC V6M 3V2</b> manabu.koshimura@vancouver.ca tel 604.257.8122 / fax 604.257.8316
<b>Killarney Rink</b> Debra Graham	<b>6260 Killarney Street, Vancouver, BC V5S 2X7</b> debra.graham@vancouver.ca tel 604.718.8218/ fax 604.718.8219
<b>Kitsilano Rink</b> Jayne Loutit	<b>2690 Larch Street, Vancouver, BC V6K 4K9</b> jayne.loutit@vancouver.ca tel 604.257.6995 / fax 604.257.6996
<b>Riley Park Rink</b> Bruce McLellan	<b>50 East 30<sup>th</sup> Avenue, Vancouver, BC V5V 2T9</b> bruce.mclellan@vancouver.ca tel 604.257.8644 / fax 604.257.8639
<b>Sunset Rink</b> Jukka Vuorma	<b>390 East 51<sup>st</sup> Avenue, Vancouver, BC</b> jukka.vuorma@vancouver.ca tel 604.718.5865 / fax 604.718.6515
<b>Trout Lake Rink</b> Navdeep Sidhu	<b>3350 Victoria Drive, Vancouver, BC V5N 4M4</b> navdeep.sidhu@vancouver.ca tel 604.257-6965 / fax 604.257-6961
<b>West End Rink</b>	<b>870 Denman Street, Vancouver, BC V6G 2L8</b>
<b>Ian Young</b>	ian.young@vancouver.ca tel 604.257.8368/ fax 604.257.8338

# Teachers

## Ice Rink Booking Request Form

- Please complete and return this form to the same Ice Booking Coordinator who provided it to you.
- If your type of activity is different for certain dates requested, please use a separate line to identify this.
- **A maximum of 70 students** (roughly 2 classes) are allowed per ice booking.

**Ice Rink:**

**School:**  **Teacher(s):**

Month	Day	Dates requested	Type of Activity*	# of Students	# of Skate Rentals	Start time	End time

**\*Use this legend for Type of Activity:**

**S** Skating

**B** Broom Ball

**H** Hockey

**O** Other:

# Teachers/Parents

## Things to know before you skate

**Skate Shop Attendant** arrives 15 minutes prior to your session to hand out skates and stays 15 minutes after for skate returns. To issue skates quickly, at least two teachers/volunteers should assist in the Skate Shop at the beginning and end of the skating session.

**Teachers** must accompany students on the ice and are responsible for their safety and conduct. Ice cleats will be available for teachers who are non-skaters.

**Rink Rules** are posted in the rink. Please review with parents/volunteers before beginning your session.

**Parents/Volunteers** assist on the ice whenever possible. A limited number of ice cleats will be available for parents/volunteers who are non-skaters.

**First Aid:** it is recommended that at least one adult who is trained and certified to administer first aid be on the ice at all times. **Schools are responsible for providing their own first-aid kits.** Please report any situations requiring first aid to the Skate Attendant immediately.

**Group Size:** a maximum of 70 skaters are allowed on the ice per skating session. Ratio of children to adult supervisors is recommended at 15:1.

**Back-to-Back Bookings:** allow 15 minutes each for skate return and skate pickup, a total of 30 minutes. This also allows for ice cleaning. If possible, we suggest that you stagger age groups to avoid a shortage of certain skate sizes.

**Skate Sizing:** please ensure your students know their shoe size before arriving at the rink. Please fill out the Skate Sizing Information Sheet on page 15 before your first session to speed up the skate exchange process. Skaters should wear tights or one pair of thin socks for maximum comfort. Skates should be unlaced before being put on, and then snugly re-laced. If the heel lifts up and down or there is inadequate ankle support once the skate is laced up, a smaller ice skate should be worn. If toes feel cramped in the skate, a larger size should be worn.

**Getting skates from the Skate Shop:** teachers should ensure that students line up in an orderly fashion to obtain and return their skates. Students exchange their shoes for rental skates. To issue skates quickly, at least two teachers/volunteers should assist in the Skate Shop at the beginning and end of the session. Skates should be returned with the blades wiped, liners properly inserted, and laces adjusted as per site request. **If you arrive early and another school is coming off the ice please wait in the lobby/foyer until 15 minutes prior to the start of your booking before you start getting your skates.**

**Ice Cleats:** each rink has a minimum of 6 pair of ice cleats which are available for use. Ice cleats will be provided in exchange for photo ID.

**Helmets:** it is recommended that all skaters wear helmets. Each rink will have 70 helmets available for use, free of charge. Children are encouraged to use their own CSA approved hockey or snowboarding helmets. **Bike helmets are not recommended.**

**Equipment (cones, hockey sticks, etc.):** please remove equipment from the ice after your rental and return it to the appropriate storage spots. Also, please ensure the rink gates are securely closed before the Zamboni goes onto the ice surface.

## Teachers/Parents Things to bring

- Any relevant medical information and conditions.
- **A class list** with the approximate number of students and shoe sizes. A sample has been included in the School Ice Rental Handbook; see your Ice Coordinator for a copy if you wish to use this list.
- **Warm clothing.** Gloves and toques are also recommended to help keep students warm.
- Students may bring their own snowboard or hockey helmets. Any snowboard and/or hockey helmets that are used during skating should be CSA approved. Bike helmets are not recommended.
- You are welcome to bring your own hockey equipment. Hockey nets are available at all rinks.
- You are welcome to bring music CD's which can be played during your rental(s).

# Teachers/Parents Safety and Rules

## **Please go over these rules with your students prior to arrival:**

- Abide by all rink rules and regulations, posted signs and staff directions
- Be considerate of others
- Keep moving along boards at all times
- Helmets are recommended for all skaters
- Skate at a safe, not excessive speed
- Be aware of all exits. In case of an emergency use the nearest exit
- One section of the rink may be divided and designated for beginner skaters by the Skate Shop Attendant
- Get to your feet quickly when you fall
- In the event of an injury, notify the Skate Shop Attendant/Park Board Staff on duty immediately
- Stroller and wheelchairs are permitted on the ice as long as the occupants are belted in

## **Not allowed for safety reasons:**

- Playing tag
- Sitting on the boards or in the players' and penalty boxes
- Skating against the flow of skaters
- Throwing objects
- Skaters are not allowed to carry children or secondary items such as cameras, handbags, headsets, etc.

# Teachers/Parents Skate Sizing Information

Please use this as a reference for your class.

Teacher:  Class:

Name	Shoe Size	Skate Size
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
11.		
12.		
13.		
14.		
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16.		
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21.		
22.		
23.		
24.		
25.		

**Skate Sizing:** Please ensure your students know their shoe size before you come skating. Skaters should wear tights or one pair of thin socks for maximum comfort. Skates should be unlaced before being put on, and then snugly re-laced. If the heel lifts up and down or there is inadequate ankle support once the skate is laced up, a smaller ice skate should be worn. If toes feel cramped in the skate, a larger size should be worn.