



HOCKEY CALGARY

Rink Board Divider System Handling Procedures

2019/20



With generous support from the Flames Foundation. Hockey Calgary has been able to purchase 10 sets of Rink Board Divider Systems to go across the city. Approximately 90% of all Novice game will be played using the Rink Board Divider Systems. The other 10% of games will be use bumpers. Below there is a list that highlights the arena that have Rink Board Divider Systems. Please note: permission must be obtained by the owner of the boards in order to use them for games/tournaments not scheduled by Hockey Calgary. A schedule will be circulated so teams are aware of their responsibilities (set up, tear down, flood transition) prior to arriving at the rink.

Roles and Responsibilities:

1. Set up/flood transition/tear down of boards is the responsibility of the coaches, not referees or arena staff (unless otherwise indicated)
2. Set up/flood transition/tear down or bumpers **will require 3-4 coaches**
3. **2 coaches from the home team and 1 coach from the away team** will be responsible minimum**
 - a. ****Springbank Park for All Seasons - 2 coaches from each team**
4. **Certified and registered coaches** will be the only personnel permitted on the ice for board handling
5. **Coaches will be required to wear helmets when handling boards on the ice (skates are recommended)****
 - a. While **skates are not mandatory for set up, they make the handling of boards significantly easier.** Recommended that minimum 2 coaches are wearing skates on the ice while handling boards.
 - b. ****FCA and Springbank Park for All Seasons – Shoes are not permitted, must wear skates**
6. **NOTE:** please consult with rink staff for bumper/board set up as some rinks have made accommodations to have their staff assist with board set up

Discipline for Non-Compliance:

- **The Novice Governor has the authority to suspend the Head Coach of a team that does not comply with the proper procedures.** The following process will take place prior to being given a suspension:
 - Association, Rink Staff, Team will contact applicable League Chair & Novice Governor to issue complaint
 - League Chair or Governor will issue the Head Coach a warning via email
 - If another complaint is issued for the same team, the Novice Governor will issue a 1 game suspension
 - If problems continue to exist, further suspensions will be levied

Safety:

1. Please use gloves
2. When connecting the panels, please make sure you do not pinch your fingers
3. In the event the boards begin to fall during setup, clear the way and let the boards fall to the ice. They will not damage the ice, but they may damage you!

General:

- Floods will occur after every 2 games, regardless of whether there is a 15-minute break between game permits
 - *Springbank Park for All Seasons floods after each ice time*
- **No kids on the ice during set up, tear down, flood transition**
- At some rinks, the Rink Board Storage Cart will roll onto the ice for set up and tear down. While at other rinks, the cart will remain off the ice and panels will be passed on and off the ice 1 by 1. Please refer to the list below:

Location	Association	Owner	Cart on Ice?
NES West	Saints	Hockey Calgary	No
Huntington Hills	McKnight	Hockey Calgary	No
Vivo West	Simons Valley	Hockey Calgary	No
Crowfoot	Crowfoot	Hockey Calgary	No
Bowness	Bow River	Hockey Calgary	No
Springbank Red Dutton	Springbank	Hockey Calgary	No
Cardel 1	Southwest	Hockey Calgary	Yes
Cardel 2	Knights	Hockey Calgary	Yes
Lake Bonavista	Knights	Hockey Calgary	No
Optimist	Trails West	Hockey Calgary	No
Frank McCool	Blackfoot	Hockey Calgary	Yes
Crowchild Red	NWW	NWW	No
West Hillhurst	NWW	NWW	No
Trico 1	Bow Valley	Bow Valley	No
Springbank Joe Phillips	Springbank	Springbank	No
FCA Gold**	Glenlake/Trails West	Glenlake/Trails West	Yes
FCA Red**	Glenlake/Trails West	Glenlake/Trails West	Yes

****The handling of the Rink boards divider systems at FCA is led by the arena staff, but coaches are still required to assist.**

Board Set-up

Volunteers Required:

3-4 coaches in helmets (2 in skates preferred)

2 parent volunteers off-ice

1. Consult with the arena staff and home team coaches to ensure access to the boards and rink preferences are observed
2. Coaches will place 2 nets in each end. The use of small nets is mandatory where available.
3. ***At rinks where the Rink Board Storage Cart rolls onto the ice:***
 - a. Assign 2 parent volunteers to assist in getting the cart on and off the ice
 - b. The coaches will wheel the cart to the center of the ice to start removing panels.
 - c. 1 coach will hold the storage cart while the other 2 coach's setup the system.
 - d. Remove the curved corner panels and place them at the red line on the both sides
 - e. Connect the corner panels and secure with the tightening rod on 1 side
 - f. Remove panels by pulling with the teflon plug and connecting to the corner panels on the end opposite where the small flat panel is stored.
 - i. The panels should be numbered. They should be set up in numerical order (1-10). The panel with the 'Gate' and the small panel will be placed closest to the player's benches.
 - ii. 2 coaches will work together to move and connect each large flat panel.
 - iii. Be careful not to drop the panels from the cart to avoid ice damage
 - g. Manoeuvre the system to connect the far end
 - h. Manoeuvre the system back to the red line to make sure it is centered.
 - i. Tighten the tightening rod on each side (hand tighten the rods by turning them towards centre ice)
 - i. If there is a kink in the system, you may have overtightened the tightening rods
 - j. Remove empty storage cart
4. ***At rinks where rink board panels on handed on the ice 1 by 1:***
 - a. Assign 2 parent volunteers to hand panels 1 by 1 from the storage area to the awaiting coaches on the ice surface. Gloves are recommended.
 - b. Start with the curved corner panels and place them at the red line on the both sides
 - c. Connect the corner panels and secure with the tightening rod on 1 side
 - d. Parent volunteers will hand the panels 1 by 1 to the coaches
 - e. Coaches will shuttle each panel to the center of the ice to connect the system
 - i. The panels should be numbered. They should be set up in numerical order (1-10). The panel with the 'Gate' and the small panel will be placed closest to the player's benches.
 - ii. 2 coaches should shuttle panels back and forth, while 1 coach should remain at center in charge of connecting each panel
 - f. Manoeuvre the system to connect the far end
 - g. Manoeuvre the system back to the red line to make sure it is centered.
 - h. Tighten the tightening rod on each side (hand tighten the rods by turning them towards centre ice)
 - i. If there is a kink in the system, you may have overtightened the tightening rod

Movement for Ice Floods (Flood Transition)

Volunteers Required:

3-6 coaches with helmets (minimum 2 in skates)

1. Consult with the with arena staff and home team coaches to ensure access to the boards and rink preferences are observed
2. In each end, move the nets to an area just inside the end zone faceoff dots. Make sure the nets are not impeding the ice resurfacer's access to the ice.
3. Loosen the tightening rods
4. Separate the system in the middle by pulling apart 2 large flat panels.
 - a. Manoeuvre the system in order to allow room to separate the panels
5. Note: the system should now be in 2 sections.
6. Working as a team with 1 coach at each end, and 1-2 in the middle move/slide 1 half to just inside the faceoff dots to allow ample room for the Zamboni to do 1 or 2 laps against the boards.
 - a. **In order to keep the panels connected during the move, apply pressure towards the centre of the unit with one volunteer pushing and the other guiding while resisting. The unit does have some playability but if counter pressure is not maintained during the move, the panels will separate.**
7. Once the Zamboni has completed 2 outside passes with the ice resurfacer, move the nets and the sections against the boards so the attendant can complete the flood.
 - a. In order to avoid shoveling snow onto clean ice **DO NOT rotate the boards on an axis.** Instead, start moving in one direction parallel with the boards, once there is some momentum in one direction, one person will be able to steer the structure to move like a snake, rather than a shovel. **Centre pressure is still needed.**
8. As the ice resurfacer is exiting the ice surface, move each section back into position at the centre ice red line and manoeuvre to connect the 2 large sections.
9. Check to make sure the system is centered and secure.
10. Tighten the tightening rods
11. Reposition the nets.

There may be some slight modifications to the above procedures depending on the rink. Please consult with the rink staff ahead of time and let the Home Team Coaches lead the Flood Transition to ensure the preferences of the rink are followed.

Tear Down

Volunteers Required:

3-4 coaches in helmets (2 in skates preferred)

2 parent volunteers off-ice

1. Consult with the with arena staff and home team coaches to ensure access to the boards and rink preferences are observed
2. ***At rinks where the Rink Board Storage Cart rolls onto the ice:***
 - a. Assign 2 parent volunteers to assist in getting the cart on and off the ice
 - b. The coaches will wheel the empty cart to the center of the ice.
 - c. Loosen the tightening rods.
 - d. 1 coach will hold the storage cart while the other 2 coaches working together will manoeuvre the system in order to disconnect one end. Leave one end connected and secure.
 - e. Disconnect the large flat panels 1 at a time by pulling with the Teflon plug and deliver/slide the panel to the storage cart.
 - i. Be careful not to pull off 2 panels at the same time. Loosen the connection point with the next panel.
 - ii. Panels should be removed and loaded in reverse numerical order (10-1)
 - f. Load the corner panels on the storage cart from the side. The corner panels should be placed on the cart with the edges towards the flat panels. Order: small-big-small-big
 - g. Connect the rope cord.
 - h. The coaches will skate the empty storage cart to the Zamboni doors and hand it off to the awaiting parent volunteers.
3. ***At rinks where rink board panels on handed on the ice 1 by 1:***
 - a. Assign 2 parent volunteers to receive panels 1 by 1 from the ice surface and place them in storage area
Gloves are recommended.
 - b. Loosen the tightening rods.
 - c. Coaches work together will manoeuvre the system in order to disconnect one end. Leave one end connected and secure
 - d. Disconnect the large flat panels 1 at a time by pulling with the Teflon plug and skate/deliver/slide the panel to off-ice parent volunteers.
 - i. Be careful not to pull off 2 panels at the same time. Loosen the connection point with the next panel.
 - ii. Panels should be removed in reverse numerical order (10-1)
 - e. Remove the corner panels.
 - i. If the system is being stored on a cart, the corner panels should be placed on the cart with the edges towards the flat panels. Order: small-big-small-big
 - f. Check with rink staff to see how many nets are to remain on the ice