

## Initial Setup Instructions

### Operations concurrent with Zamboni operation

- While the Zamboni is operating, open all storage bins and move all needed equipment closer to the ice: bristle brushes, dry mops, plastic sheeting hack cart with hack bucket, hack drilling template, drill, rockbox, scoreboards, club brooms, hanging shelves, wheelchair ramp, measuring devices etc.
- Ensure that the battery charger is plugged in and charge the extra battery at this time.
- Once the Zamboni has made its initial passes along the perimeter, carefully enter the ice and place the plastic sheeting along the boards.

**While the Zamboni is operating be aware of your position relative to it at all times. Do not enter the area while the operator is preparing the nearest portion of the ice.**

- The wheelchair ramp (if necessary) and carpet runner can also be installed at this point. If the ramp is required position it first, then lay carpet runner over the entry threshold. Secure carpet to the ice with screws contained in the parts bag located on the hack cart.
- Once the plastic is down, carpet runner is installed and the Zamboni has moved away from the near end of the sheet, begin to bring the rocks out to the ice. Place them on the plastic sheeting. **Use caution not to step on the plastic as it is a slipping hazard.**
- Keep rocks at least one foot away from the dasher boards so any melt marks can be repaired by the Zamboni.
- Rocks should be cooled on plastic sheeting for at least 20 minutes before being placed directly on the ice.

### Post Zamboni Operations

The following procedures should be undertaken simultaneously:

- Sweep the entire ice surface with first bristle brushes, and then follow with dry mop.
- Bring the remainder of the equipment out to the ice and place it in the appropriate areas.
- Begin the process of setting the hacks.
- Fill pebbling tanks and begin to prepare for the pebbling process.
- Set up the scoreboards and shelving.
- Move the rockbox and measurement tools to the ice.

As pebbling progresses, the sheets will be rock boxed and have a final dry mop pass.

Lastly the rocks can be slid to their respective sheets for play.

All processes can be completed within 30 minutes from when the Zamboni leaves the ice.

See following pages for specific details on the procedures outlined above

## Procedures

### Bristle brush and dry mop procedures (2 to 4 volunteers)

Take both 90" bristle brushes and sweep the entire ice surface clear of snow and other debris. It is recommended that the first passes are perpendicular to the direction of play, with overlapping passes depositing debris along the side boards.

Once these passes have covered the entire area of play, the sweepers should make two additional passes with the bristle brushes on each sheet parallel to the direction of play. Slightly overlap the center line of the sheet with each pass, once again depositing any remaining debris along the side boards.

As soon as any one sheet has its final bristle brush pass, it is ready for the dry mop. Mop the sheets nearest the bench and penalty boxes first (Sheets A and B), working away from that side. Run the dry mop up and down each sheet, once on each side, slightly overlapping the center line with each pass. Take any collected debris to the side or end boards. Once the first sheets have been dry mopped, the pebbling process can begin.

### Equipment Placement

- Hang the scoreboards at the far end of each sheet using the tubing hangers.
- Hang the 2 shelving units on the glass at the near end of the ice.
- Take the rockbox to the side boards near sheet A in preparation for use.
- Place the measuring devices at the near end of the ice behind the cooling stones.

### Hack Placement (3 or 4 volunteers)

Take the Drilling template from the hack cart and place it on the mark behind each house. Attempt to align the template so that once drilled, the hack is exactly perpendicular to the centerline of each sheet. Once properly positioned, drill holes through the template using the appropriate bit, deep enough to accept the bolts that extend through the hack. Have an operator take the template to the next hack and repeat this process while the hack itself is set.

With the bolts extended through the hack, spray the bottom of the hack and the ice surface near the drilled holes with water from the spray bottle contained in the hack cart. Once water has been applied, insert bolts into holes drilled in ice and step firmly but carefully onto the hack to seat it onto the ice. Have a volunteer stand on the hack to firmly press it onto the ice. Once water squeezes out from under the aluminum plate, step off the hack to allow it to freeze in place without being disturbed while it freezes into the sheet.

**Use caution around the hacks until the water has frozen as the wet areas will be slippery.**

Continue this process until all hacks are set.

## **Pebbling (2 operators)**

Once the Zamboni has left the ice, take the pebbling tanks to the mechanical room at the far end of the sheet.

While heading to the mechanical room, close the penalty box doors, the roll up door to the building exterior where they dump the Zamboni, and the swinging doors to the ice. Leave the doors to the ice opened slightly to allow access to the mechanical room. This will serve to limit the amount of humid air from outside entering the rink to some degree.

Fill the tanks with deionized water from the hose assembly on the left side of the mechanical room while the ice is being swept.

Pebbling procedure may differ based on weather conditions or current wisdom but the current method is outlined below. Operators will ideally be trained in advance regarding pebbling technique.

Air temperature determines the use of hot or cold (warm) water for pebbling. At temperatures above 60F, use cold water. If air is colder than 40F, use hot water. For temperatures in between use warm water. To adjust temperature, run the hose into the floor drain until it heats up. This is imprecise at best, but it has led to faster ice and longer lasting pebble.

Pebbling can begin as soon as the first 2 sheets closest to the penalty boxes (A & B) are dry mopped.

Using the tank with the medium pebbling head, apply a heavy pebble to each sheet. This heavy pass should take around 60 seconds from start to finish on each sheet. A full tank should be able to finish sheets A, B, & C.

The operator should also pebble the ends of the ice surface behind the houses and all areas outside play along the boards to create a consistent surface on the ice for safety purposes. It should be necessary to refill the tank for sheets D and E.

The second pass on the sheets should be made with the tank set up with the fine pebbling head. Allow 2 to 3 minutes for the heavy pass to harden before beginning. This second pass should begin on each sheet at the opposite end from where the initial pebbling pass began, running the opposite way on each sheet. This pass should be made at a faster pace, taking around 30 - 40 seconds per pass. All 5 sheets can be completed with a single tank.

Coordinate with the other tank operator and assist in pebbling areas behind the houses on each end and along the side boards to insure that the ice surface is consistent.

### **Rockbox and final pass with dry mop (2 volunteers)**

Once the rocks have cooled sufficiently and as the pebbling process nears completion, place 9 rocks inside of the rockbox frame to prepare it for use.

Once the second pebbling pass on the sheet nearest the benches and Penalty Boxes (Sheet A) has been completed, allow a minute for the pebble to harden, and then run the rockbox and dry mop.

Run the rock box up each side of the sheet, slightly overlapping the center line with each pass. Have the second volunteer follow closely behind the rock box with the dry mop to pick up any debris loosened by the process. Sweep any accumulated debris to the side boards following each pass.

Repeat the process on all sheets.

### **Move rocks from boards to the sheets**

As the rockbox procedure is winding down, the stones on the plastic sheeting should be cooled sufficiently and can be slid from the end boards to their appropriate sheet locations.

**Use caution in sliding rocks away from the boards as moving rocks can create a tripping hazard**

Remove the plastic sheeting from the ice and hang it over the end boards to allow them to dry while the games proceed.

### **Between Session Operations**

Following the league games, determine which sets of rocks will be needed for the late session and put away any unneeded sets. Have the teams coming off the ice carry the unneeded stones to the storage bin and stow them arranged by sheet number and rock color.

**Count the stones to insure that all rocks are accounted for (there should be 16 stones per sheet removed) then securely lock the storage bin to prevent loss.**

Remove the scoreboards from sheets which will not be used and place them in the rock bin.

Roll up plastic sheeting and place in box on top of the rock bin.

Dry mop all sheets that will be used in the late session and push debris to the side boards.

Pebble any sheets which are to be used. A single pass of 30 - 40 seconds in length will suffice.

Rock box and dry mop the sheets which are to be used push any debris to the side boards.

Place the bristle brooms, dry mops, and rock box back into storage behind the rock bin as soon as setup for the late league is complete.

## Shutdown

Have the players coming off the ice carry all stones to the rock storage bin and stow them arranged by sheet number and rock color. **Count the stones to insure that all rocks are accounted for (there should be 16 stones per sheet removed)**

Remove all hacks by backing out the bolts with the drill and then break them free of the ice. Reset the bolts back to the insertion position before placing them into the bucket on the hack cart.

When all hacks are removed, insure that the water bottle, drill bits and sockets are stowed in the parts bag or in the bucket. Wheel the hack cart to the rolling storage box and place bucket into rolling cart bottom. Collapse cart handle and place into rolling cart alongside bucket. Place drilling template into rolling cart as well.

Take drill and swap battery for one on charger. Place drill into the storage box above the rock bin next to the battery charger.

Empty all pebble tanks and store them in the rolling storage box on top of the hack bucket.

Remove scoreboards and tubing hangers. Place them carefully on top of the rocks in the rock bin.

Remove wooden shelving units and store them behind the rock bins.

Ensure that the measuring devices are all properly stowed in the storage box above the rock bin.

Remove entry carpet and store the screws in the parts bag on the hack bucket. Roll up the carpet runner and store (along with wooden wheelchair ramp if utilized) with the equipment behind the rock bins.

**Close and lock all bins securely after ensuring that all articles are accounted for and properly stored.** Use black or silver locks on the rock bin latch, rolling storage cart, club broom cart and box above rock bin.

Wheel club broom cart to the front of the storage bins and secure tightly to rock bin with chain using black or silver lock.

Chain the small rolling logo shop storage unit to the side of the rock bin, capturing the large rolling box behind it. Use the yellow lock to secure this chain.

Lastly, check the ice surface, boards and top of the glass for any items left on the sheet. Remove any garbage and place it in the trash.

### **Organizational Notes**

The person or persons in charge of organizing the help during set up should be aware that the following numbers of volunteers are optimal for each phase of the setup.

- Moving equipment and stones to the sheet: All curlers present.
- Initial passes with bristle brooms and dry mops: 4 volunteers.
- Pebbling: 2 experienced operators.
- Setting hacks: 3 to 5 volunteers.
- Rockbox and final dry mop: 2 volunteers.
- Shutdown: All curlers present.

An effort should be made to place newer volunteers into positions where they can learn an aspect of the setup procedure from a more experienced club member.