



CITY OF  
**SUN PRAIRIE**  
*Wisconsin*

PARKS, RECREATION & FORESTRY



# Adopt-a-Rink Volunteer Program

Winter 2021-2022

*Proudly Supported by:*



## ABOUT THE SUN PRAIRIE PARKS FRIENDS, INC.

In late 2020, a group of Sun Prairie residents, who are passionate about Sun Prairie parks, began discussions on the formation of a non-profit organization with the purpose of supporting the city's park system. The group has since incorporated as the Sun Prairie Parks Friends, Inc. (SPPF) and is a 501(C)(3), public charity. Donors are able to deduct contributions and SPPF is qualified to accept bequests, devises, transfers, or gifts as tax-deductible contributions.

Through volunteering, fundraising, advocacy, and collaboration, SPPF assists in the preservation and improvement of recreational opportunities, land, ecosystems, structures, and equipment within Sun Prairie Parks.

The Parks Friends are sponsoring the adopt-a-rink program through financial contributions for maintenance equipment and volunteer recruitment.

To learn more, or to become a member, visit: [www.parksfriends.org](http://www.parksfriends.org)

## ABOUT THE "RINK RANGER" ADOPT-A-RINK VOLUNTEER PROGRAM

The City of Sun Prairie Parks, Recreation & Forestry Department has invested in two ice rink liner systems for the winter of 2021-2022. The liner systems significantly improve the quality of the ice and the duration of the ice skating season. However, the liner systems also require additional maintenance, time and attention that a traditional flooded rink does not require.

SPPRF is committed to providing high quality ice rink facilities, but due to the additional manual labor required combined with limited staffing resources, a community-supported volunteer program is critical to the success and future expansion of these facilities.

The "Rink Rangers" Adopt-a-Rink Volunteer Program relies on volunteers to assist the Parks, Recreation & Forestry Department with basic ice rink maintenance such as snow removal, flooding (trained volunteers only), general site cleanup, and other maintenance needs as identified.

**The 2021-2022 season is the first year for this program and will serve as a pilot to determine if additional ice rinks within the park system are feasible in future years.**



## **RINK SITES:**

Wetmore Park (555 North Street)  
Renstone Park (1695 Steven Street)

## **TIME COMMITMENT/ANTICIPATED SEASON:**

Because Wisconsin winters are difficult to predict and the successful opening of an ice rink is weather dependent, we anticipate the rink opening on or around December 15 – 23, 2021 and the rink closing on or around March 1, 2022.

The Sun Prairie Parks, Recreation & Forestry Department staff will schedule two training sessions per site with about a one-week notice of when the training will take place. Training is required for volunteers who wish to assist with flooding/resurfacing operations. We are looking for volunteers to spend anywhere from one to several hours throughout the upcoming winter season.

SPPRF is seeking approximately 10-20 volunteers per ice rink to spend anywhere from one to several hours throughout the winter season. The greatest need for Rink Ranger volunteers is during evenings and weekends. Volunteers of all ages are welcome!

SPPRF is also seeking 1-2 team leads per site. Team Leads will serve as the liaison to the Parks, Recreation & Forestry Department, provide guidance and updates on maintenance needs to the volunteer team, and oversee flooding/resurfacing operations.

## **ROLES & RESPONSIBILITIES:**

### ***Sun Prairie Parks, Recreation & Forestry Department:***

- Install the ice rink system
- Conduct the initial flooding of the rink and maintain ice/flooding operation throughout the season as needed
- Open and close facilities for the season, and throughout the season as needed
- Provide training for volunteers
- Provide regular maintenance as needed on the rinks, including clearing of ice shavings and snow
- Provide specialized equipment for volunteers as requested and available
- Provide regular communication with Rink Ranger Team Leads regarding ice rink condition, concerns, needs, etc.

***Rink Ranger Team Lead (1-2 per site):***

In addition to responsibilities outlined below for Rink Ranger Volunteers, the Team Lead will:

- Provide regular communication with designated SPPRF staff member(s) regarding ice rink condition, concerns, needs, etc.
- Provide regular communication with Rink Ranger volunteer team regarding maintenance needs of the rink
- Assess ice conditions and post city-provided signage when rink conditions require closure
- Resurface ice on nights and weekends as needed, only when temperatures are suitable for freezing
- Assist SPPRF staff in the collection and tracking of volunteer hours and activities

***Rink Ranger Volunteers (10-20 per site):***

- Provide a signed City of Sun Prairie volunteer waiver and log all volunteer time
- Clear ice shavings and snow fall less than 2" in depth (bring your own shovel). Some shovels and equipment may be available, but availability cannot be guaranteed
- Help maintain benches and safe access to the rinks
- Remove goals from ice and place off of the rink in the evening
- Assist with additional duties as assigned by Team Lead such as assisting in resurfacing of the rink, updating closure/opening signage, etc.

**INTERESTED IN VOLUNTEERING?**

***Volunteer Signup is done through DocuSign as signatures are required from all volunteers. Please e-mail [rec@cityofsunprairie.com](mailto:rec@cityofsunprairie.com) to request a link. We will provide you with a link within 48 hours.***

*We appreciate your interest and willingness to volunteer!*