



2016 ORIENTATION GUIDE

I N G L E W O O D C O M M U N I T Y G A R D E N

Table of Contents

What you need to know.....	2
Why do I need an orientation?.....	2
The Neighbourhood.....	3
Emergencies.....	3
Garden Access.....	4
Garden Safety and Well-Being.....	5
Buildings in the Garden.....	5
Water Usage.....	6
Security and Housekeeping.....	7
Maintaining Your Plot.....	7
Liability and Responsibility.....	8
Contributing Hours & Harvesting.....	8
Wrap Up.....	9
Further Information.....	9
Errors, omissions, questions.....	10

What you need to know

Orientation

- New gardeners and new volunteers are required to attend an In-person Orientation before planting their plot or working by themselves in the Garden.
- Orientations typically take less than 30 minutes and are essential to making the best start in the Garden.
- Attendance at an orientation session is “come as you are” – no advance reservations are required. However gardeners are encouraged to arrive promptly.

Orientation Dates

- April 30 ~ 10:00 AM to 12 noon ~ tentative
- May 7 ~ 10:00 AM to 12 noon ~ confirmed
- May 14 ~ 10:00 AM to 12 noon ~ tentative

Why do I need an orientation?

- Practical information regarding the resources and garden practices will enhance your gardening experience and get you off to a proper start.
- An In-person Orientation will confirm your informed consent to the ICG Liability Waiver and thereby limit the insurance exposure of the Garden, the Board of Directors of the Garden Path Society of Calgary and the Inglewood Community Association.

Returning Gardeners

- Returning Gardeners should be comfortable conducting an In-person Orientation for family and friends. As an aide to doing so a printed copy of this document along with blank copies of the ICG Liability Waiver will be placed in the Plot Rentals Tool Shed – in the Orientation Binder on the middle shelf to your right as you step through the door.

I N G L E W O O D C O M M U N I T Y G A R D E N

The Neighbourhood



Emergencies

- The Garden's street address is: **2297 – 17th Street S.E.**
- The address is posted above the door to the Plot Rentals Tool Shed
- There are two First Aid Kits
 - **NOTE** – There are **NO** epinephrine injectors in either First Aid Kit
 - One First Aid Kit is located the Plot Rentals Tool Shed
 - One First Aid Kit is located in the Communal Garden shed

In the event of a non-emergency illness or injury please note that copies of printed maps including driving directions to the following locations are posted on the inside of the door to the Plot Rentals Tool Shed

1. Nearest Emergency Treatment Centre: **Sheldon M. Shumir Centre**
1213 – 4 Street SW ~ approximately 4.6 km, 8 minutes by car

2. Nearest Pharmacy: **Marshall Drug Store**
1231 – 9 Avenue SE ~ approximately 1.6 km, 3 minutes by car

Garden Access

Hours

- 1 hour before sunrise until 1 hour after sunset

Parking

- If you arrive by bicycle feel free to wheel right into the garden and park your bike wherever it will be out of the way.
- If you arrive by car please feel free to angle park along the school fence on the north side of the "lot" adjacent to the east side of the garden.

Gates or How do I get into the Garden?

- Combination locks secure all the gates into the garden.
- Combination locks also secure the Plot Rentals Tool Shed, the Communal Garden Shed, the Maintenance Shed and the Port-a-Potty.
- With regard to the combination locks – please note that the locks can be finicky... "if at first you don't succeed..." and so on.

Furthermore, some locks require the code to be "lined up" in the middle of the lock and some at the top of the lock – this is indicated by markings on the lock but these can be difficult to discern.

- The combination is the same for all combination locks in the Garden – except for the Maintenance Shed – and will be communicated to you prior to the official opening in one of the first Monday Newsletters of the 2016 season
- If a combination lock on a gate fails to lock, please replace it with one of the spares hanging on the wall to the right of the door as you enter the Plot Rentals Tool Shed.
- Please email our Maintenance Director to let him know that a lock has failed (and that you left it in the shed). Thank you.

Maintenance Director

maintenance@inglewoodcommunitygarden.ca

Garden Safety and Well-Being

- Do not rely on the First Aid Kits for a sense of security, rely on your common sense;
- Know the garden's street address and the locations of the nearest Emergency Treatment Centre¹ and the nearest pharmacy²
- **NOTE:** There are **NO** epinephrine injectors in the First Aid Kits!

When you are working in the Garden the following will help ensure a pleasurable visit to the Garden as opposed to a pleasurable visit to Emergency Care:

- Proper clothing – for both heat and cold
- Sandals and open-toed shoes are a hazard when working in the Garden, especially if you are using hand tools such as shovels, spades or garden forks
- Pay attention to the weather
- Make certain to drink enough fluids
- Be knowledgeable about the use of the tools
- Exercise appropriate limits to your physical activity

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Buildings in the Garden

The Plot Rentals Garden Shed

- There is a First Aid Kit in this shed
 - **NOTE:** There is **NO** epinephrine injector in the First Aid Kit
- The Plot Rentals Garden Shed stores gardening tools, twine, some work gloves, garbage bags, etc. For use by all plot rental gardeners and volunteers
- There is a Bulletin Board on the west side of the shed which has posted contact information pertinent to the Garden and occasionally hosts timely information

The Communal Garden Shed

- There is a First Aid Kit in this shed
 - **NOTE:** There is **NO** epinephrine injector in the First Aid Kit
- The Communal Garden Shed stores gardening tools, twine, some work gloves, garbage bags, etc. For use by gardeners and volunteers working in the Communal Garden

The Maintenance Shed

- The Maintenance Shed contains specialist tools and power equipment and has a different combination than all the other locks in the garden.

The Greenhouses

- Are open to everyone, so feel free to have a look around. The Greenhouses are maintained by a crew of volunteers.

Water Usage

- Always turn the water on **s l o w l y** and **never** point the nozzle at anyone (or yourself for that matter) regardless of whether you think that the nozzle and tap are turned off
- How to turn off the water in the Garden in an emergency:
 - The emergency water shut off for the Plot Rentals Garden can be found under a ground level cover situated approximately 3 metres (10 feet) East of the Maintenance Shed
 - There should be a sign on the ground indicating its location
 - If you have to use the emergency water shut off please contact Kurt and let him know of the circumstances
- Please roll up the hose after you are finished with it, unless another gardener has asked to use it.
- **TIP** – There is a trick to rolling up the hose; here's a way to make it easier:
 1. Leave the nozzle on just a trickle and
 2. turn off the water at the tap
 3. once the hose stops running it is more flexible and easier to handle

Security and Housekeeping

- Front and Back Gates: if you are the **second to last** person to leave the Garden, let the last gardener know that you are leaving and that they will be on their own
- If you are the last gardener to leave the Garden, make sure the gates are locked
- Pets on a leash are allowed
- Pet deposits **must** be picked up and removed from the Garden
- Children must be supervised at all times.
- Rocks would like to be put in the "Rock Boat" on the west side of the Plot Rentals Tool Shed

Maintaining Your Plot

- If the grass is getting too long around your plot – feel free to use the shears in the Plot Rentals Tool Shed to clip it.
- After clipping around your plot box ensure that there is nothing that could get caught in the weed whacker – which could potentially be quite dangerous
- Remove weeds, **especially** before they go to seed – once pulled, weeds must be removed from the Garden for disposal
- There is **NO** garbage pick-up in the Garden – any and all garbage should be removed from the Garden... **Allow me to REPEAT THAT!**
- There is **NO** garbage pick-up in the Garden – any and all garbage should be removed from the Garden
- Do not use plastic covered metal twine, it is dangerous for weed whackers and lawn mowers – please use sisal or some other organic twine
- Do not use the frame of your plot for leverage when using a shovel, spade or fork as it stresses and weakens the frame

Liability and Responsibility

- If you are gardening with a friend or family member – you are responsible for ensuring their safety
- If your friend or family member wants to work on your plot in the Garden **without you**, they will need to participate in an In-person Orientation session which, since you have attended one, you are now qualified to conduct and sign a Liability Waiver
- Orientations are easy. As you know they can be conducted in only a few minutes and make for a nice break as you stroll around the Garden with your friend(s) or family member(s):
 1. Pick up the Orientation Binder from the Plot Rentals Tool Shed – middle shelf on the right as you enter
 2. Page by page point out the features of the Garden to your friend(s) or family member(s)
 3. Once you have conducted the In-person Orientation please have your friend(s) or family member(s) complete and sign a Liability Waiver which can be found in a sleeve in the Orientation Binder

Contributing Hours & Harvesting

- By renting a plot in the Inglewood Community Garden each plot renting gardener commits to a contributing a minimum of 5 hours in support of the garden
- Note: the 5 hour contribution is on a **per plot** basis – not a per gardener basis – which means that your friends and family members can contribute time on your plot's behalf
- Recording your contributed hours is straightforward:
 - you just enter them onto your “personal” log sheet in the Volunteer Log Book kept in the Communal Garden Shed
 - You may start recording your “Contribution Hours” at any time of the year
- Any hours contributed in excess of the 5 hour “minimum requirement” may be used to harvest produce from the Communal Garden on a one hour for one pound basis
- If you do contribute “extra” hours and exchange them for produce please note that in order to maintain your garden membership in good standing ensure that you have recorded at least 5 hours more than the amount of harvest you have collected
- You may start harvesting produce as soon as scheduled harvesting begins in the Communal Garden – you do not have to record a minimum number of hours first

Wrap Up

- Questions
- Comments, ideas, suggestions
- Find your plot

Further Information

All the information presented in the In-person Orientation is contained in the **ICG Orientation Guide** and more detail about the ICG generally can be found in the **ICG Garden Guide**

Orientation Guide (PDF)

[ICG Orientation Guide](#)

ICG Garden Guide

The Garden Guide contains, not only the information from the ICG Orientation Guide and the Wisdom of the Ancients™ but almost everything else you might want to know about the Inglewood Community Garden. Remember to use the power of this knowledge only for good.

Garden Guide (PDF)

[ICG Garden Guide](#)

- Printed copies of both these documents may also be found in the Plot Rentals Tool Shed
- Please do not remove the printed copies from the Garden – autographed copies are available (at cost) from the ICG Publications Department just email info@...

Website

The ICG website contains all the current information about the garden

ICG website

inglewoodcommunitygarden.ca

Current and Future Activities

The Events Calendar, in particular, should be the most up to date page on the site

Events Calendar

inglewoodcommunitygarden.ca/events

General Inquiries

Including current volunteer requirements and plot rental availability

ICG Information

info@inglewoodcommunitygarden.ca

Volunteer Inquiries

[Volunteer Contact Form](#)

[How to apply to volunteer](#)

Plot Rental Inquiries

[Plot Rental Inquiries](#)

[How to apply to rent a plot](#)

Procedural Inquiries

[Julia Hinman](#)

chair@inglewoodcommunitygarden.ca

Active Information

The following links and locations will provide you with access to the most timely and ongoing sources of information as to what is happening in and around the ICG.

Always on a MUN-day

The Monday Update Newsletter just shows up in your email inbox – every Monday morning, so you can enjoy them with your morning coffee. Plot rental gardeners are automatically subscribed but your friends and family members may want to subscribe by visiting:

[Subscribe to the MUN](#)

[Subscribe to the Monday Update Newsletter](#)

Social Media

Facebook? Twitter? Yes, we do, check them and see.

[Facebook](#)

<https://www.facebook.com/inglewoodcommunitygarden>

[Twitter](#)

<https://twitter.com/icgyyc>

Where to find information in the Real World™

Old School? Hardcopy? Most definitely! The Bulletin Board is on the west wall of the Plot Rentals Tool Shed – so up to the minute that we have to dry the ink before posting!

[Bulletin Board](#)

West outside wall of the Plot Rentals Garden Shed

Errors, omissions, questions

- If you spot anything amiss or ambiguous in this text please send an email highlighting same to: info@inglewoodcommunitygarden.ca