

<b>SECTION:</b> Facilities/Property		<b>POLICY #:</b> FAC-006
<b>Date Approved:</b> June 6, 2011		<b>Ice Surface Allocation Policy</b>
<b>Revision Date:</b>	<b>Review Date:</b>	
<b>Authority:</b> Report PR-08-11		

## COVERAGE

Facility – Arena Operations

## PURPOSE

To detail the policies and procedures for the allocation of ice time at the municipally owned facility that has an ice surface at 269 7<sup>th</sup> Avenue. It is the intent through this uniform policy that the Town of Hanover will maximize usage of ice time in a fair and equitable manner that is justifiable to user groups and municipal taxpayers.

## OBJECTIVES

- To work with user groups to ensure efficient and maximum use of ice time.
- To ensure a fair and consistent approach to achieve equitable allocation and access to ice time.
- To ensure understanding and communication between user groups and the Parks, Recreation and Culture Department regarding ice allocation and utilization.
- To ensure a system of ice allocation that provides the opportunity for requests related to new, emerging initiatives and / or growth within existing groups.

## DEFINITIONS

- Town of Hanover Based:** A group or organization whose program is operated and administered with the Town of Hanover as the home centre or location the program is based. The group's primary purpose shall be to provide services and / or a program for Town of Hanover residents, therefore the majority of the participants or members shall be Town of Hanover residents. The group is administered by a volunteer executive, based from the Town of Hanover and including representation from the Town's residents.
- Municipal Programs:** Programs and events directly organized and managed by the Town of Hanover Parks, Recreation and Culture Department to provide an opportunity for community residents (open to the general public) to utilize the ice surface. For example, public skating, adult skate, adult & senior skate and other registered programs offered by the Town.
- Tournaments and Special Events:** Tournaments and special events that occur annually, as well as one time major special events that bring recognition to, or increase the public profile of the Town of Hanover booked as per the "Hosting Ice Time Related Special Events Policy". For example, hockey tournaments (Minor Hockey, Oldtimers), Figure Skating Carnival and regional skating competitions.
- Ice Time Secured by Agreement:** Ice time secured for regular league scheduled games by user groups through Council approved agreement(s). For example, Junior C regular scheduled games.
- Minor Sport Users / Youth Programming:** Town of Hanover based youth user groups where 75% of the participants are 18 years of age or younger. For example, Hanover Figure Skating Club, Hanover Minor Ringette and Hanover Minor Hockey.

- f) **Special Needs Groups:** Town of Hanover based user groups whose program is dedicated to individuals with special needs. For example, sledge hockey and special needs hockey.
- g) **Adult User Groups:** Town of Hanover based user groups whose program participants are 18 years and above and utilize the ice on a weekly basis. For example, Oldtimers, SPIFCO, Goodtimers, Men's Recreation Hockey team(s), Women's Recreational Hockey team(s), Junior C team practices.
- h) **Board of Education:** Ice rentals booked by Town of Hanover schools for curriculum based programs, special events or extra curricular activities. Current Reciprocal Use Agreements need to be referenced when booking school ice rentals. For example, high school hockey teams, special event rentals and physical education classes.
- i) **Non Resident User Groups:** User groups, youth or adult, where the organization, group or individual does not meet the definition for a Town of Hanover based group as outlined in a) above. For example, regional AAA hockey organizations.
- j) **Commercial Operations:** Private sector groups or organizations whose primary purpose in booking the ice, is to make a profit. For example, privately operated power skating program or hockey games.
- k) **Rentals:** Occasional use rentals not booked as a recurring or regular user group permit.
- l) **Prime Time Ice:** Monday to Friday, 4:30 pm to 11:00 pm and Saturday and Sunday, 7:30 am to 11:00 pm
- m) **Non Prime Ice:** Sunday to Friday, 11:00 pm to 4:30 pm and Saturday and Sunday, prior to 7:30 am
- n) **Ice Season:** Generally 26 to 28 weeks, between September 20 and March 31.
- o) **Blocked Season:** As per the "Ice Rental Booking Policy and Agreement Terms", October 1 to March 1.
- p) **Weekdays:** Ice scheduled on Monday, Tuesday, Wednesday and Thursday.
- q) **Weekends:** Ice scheduled on Friday (after 4:00 pm), Saturday and Sunday.

## **POLICY STATEMENTS**

1. The authority to book and assign ice time shall be the responsibility of Hanover Parks, Recreation and Culture Department. Specifically, the Manager of Parks and Civic Facilities shall administer the ice booking process, as per the "Ice Rental Booking Policy and Agreement Terms".
2. Ice time is the property of the Town of Hanover and no organization, group or user has ice times automatically reserved from year to year. Annually ice will be allocated according to this policy and administered through the ice booking process as noted in 1 above.
3. Ice time will be allocated utilizing the following order of priority:
  - a) Municipal Programs
  - b) Tournaments and Special Events
  - c) Ice Time Secured by Agreement
  - d) Minor Sport Users / Youth Programming
  - e) Special Needs Groups
  - f) Adult User Groups
  - g) Board of Education
  - h) Non – Resident Groups
  - i) Commercial Operations
  - j) Rentals

4. In addition to the priority allocation order in 3 above, staff shall consider the following guidelines when allocating ice time:
  - a) It is generally understood that discussions regarding ice for the forthcoming season will be based on the previous season's total hours allocated.
  - b) Minor sport users can expect to have ice time allocated on both weekdays and weekends.
  - c) Minor sport users will share in the distribution of early ice time (4:30 to 6:00 pm weekdays; 6:00 to 8:00 am weekends) and late ice time (after 10:00 pm weekdays and weekends).
  - d) Consideration for weekday early evening ice time shall be allocated to minor sport users / youth programming.
  - e) Adults and older youth minor sport users / youth programming (bantam age and older) are more able to play at later evening time slots.
  
5. The Town of Hanover recognizes long term user groups (5 consecutive years or more as an ice user group) that have been allocated ice time based on historical precedent (day and time) of previous seasons. The Town of Hanover will consider allocation of historical ice time provided ice schedules do not negatively influence operational or program efficiencies and resident demands or to meet the core requirements of the Town's Minor Sport / Youth Programming. In the instance when ice time cannot be allocated as per historical precedent, every attempt will be made to find an equitable ice time alternative.
  
6. When reasonable, the Town will recognize a new ice organization or emerging ice sport and will make reasonable effort to allocate ice time to enable the establishment of its' programs and services in the Town. A new or emerging ice sport organization shall be classified in one of the group definitions outlined above and must provide, prior to March 1<sup>st</sup>, the following data to support their request for ice time:
  - a) the need in the community that they will be meeting and how the need is not being provided by any of the existing organizations
  - b) a plan outlining their organizational structure, projected number of participants and projected season budget

Ice allocation will be considered once the above requirements are met and provided existing user groups will not be adversely impacted.

## **PROCEDURE / GUIDELINES**

1. Ice time requests must be submitted as per the Ice Rental Booking Policy and Agreement Terms.
2. New or emerging ice sport organizations must provide the information outlined in 6 above no later than March 1<sup>st</sup> to be considered for the respective ice season beginning in September of the year the request is forwarded.
3. Ice time will be allocated by the Manager of Parks and Civic Facilities, utilizing the above guidelines.
4. Ice time will be confirmed as per the Ice Rental Booking Policy and Agreement Terms by August 20<sup>th</sup> each year.
5. Should a conflict arise, the Parks, Recreation and Culture Department staff will attempt to resolve the conflict in a manner consistent with the Policy Guidelines above. Should a conflict remain, the groups involved in the conflict will be invited to attend a meeting chaired by the Town. Each group may be asked to submit in writing the rationale for their requirement of the ice time in conflict. The following factors will guide the final decision:
  - a) user group historical ice allocation
  - b) the degree in which the user group ice time requests have been met, apart from the ice time request in conflict
  - c) the age of the user group as it relates to the ice time in conflict, as well as the residency of the participants and user group

The decision of the Town shall be final.