

**AMHERSTBURG**

RECREATION COMPLEX

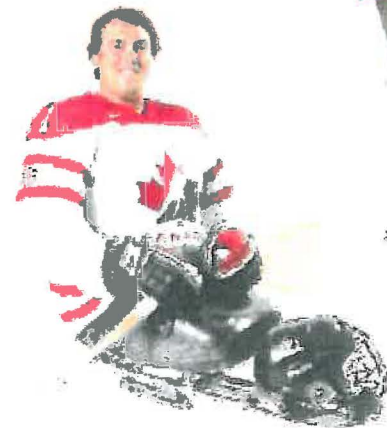
# Recreation Services

The Corporation of the Town  
Of Amherstburg

## Ice Allocation Policy And Guidelines

2010 / 2011

Schedule "A"



Approved by Council  
(Insert Date Here)  
May 17th, 2010

**INDEX**

Introduction ..... Page 2

1.0 Operating Principals ..... Page 3

2.0 Guiding Principals..... Page 3

3.0 Ice Allocation Committee ..... Page 4

4.0 Definitions ..... Page 4

5.0 Residency ..... Page 5

6.0 Ice Allocation and Distribution ..... Page 6

    6.1 Client Scheduling Priorities ..... Page 6

    6.2 Annual Special Events ..... Page 6

    6.3 Prime and Non-Prime Ice ..... Page 7

    6.4 Minor Sport/Children and Youth Hours ..... Page 7

    6.5 Ice Scheduling ..... Page 7

7.0 Ice Allocation Entitlements ..... Page 8

    7.1 Prime and Non-Prime Allocation ..... Page 8

    7.2 Allocation Formula ..... Page 8

8.0 Processing of Ice Allocation ..... Page 9

    8.1 Deadlines for Application ..... Page 9

    8.2 Process for Selecting Ice-Time Slots ..... Page 9

    8.3 Processing Priority ..... Page 10

9.0 General Ice Management ..... Page 10

    9.1 Ice Use and Ice Flood Schedules ..... Page 10

    9.2 Group Representation ..... Page 10

    9.3 Ice Rental Fees ..... Page 10

    9.4 Trading or Exchanging Ice ..... Page 11

    9.5 Allocation of Dead Ice ..... Page 11

    9.6 Cancellations ..... Page 11

10.0 Facility Guidelines ..... Page 12

11.0 General Administration ..... Page 13

    11.1 Insurance Requirements for Priority 2 to 7 and Commercial Users ..... Page 14

    11.2 Insurance Requirements for Priority 8 – Occasional Users ..... Page 14

    11.3 Ice Allocation Policy and Guidelines Review and Update ..... Page 14

    11.4 Arena Closure Dates ..... Page 14

    11.5 Conflict Resolution ..... Page 14

    11.6 Overriding Philosophies ..... Page 14

12.0 Ice Allocation - Minor Hockey ..... Page 16

13.0 Ice Allocation - Figure Skating ..... Page 17

14.0 Allocation Form - Minor Hockey ..... Page 19

15.0 Allocation Form - Figure Skating ..... Page 20

## **INTRODUCTION**

### **Mission**

The Town of Amherstburg's mission is to enhance the quality of life for present and future generations by providing progressive, professional services and leadership that reflects the needs of all those who work, live, visit, and play in the Town of Amherstburg.

### **Vision**

We are a progressive, innovative town with satisfied citizens and employees. Our fiscal health enables us to update our infrastructure and grow our business community. We support a high quality of life for all of our citizens and they value the service we provide.

### **Values**

|           |   |
|-----------|---|
| Teamwork  | We are equally responsible to work to achieve our common goals.   |
| Respect   | We treat others as we want to be treated.   |
| Integrity | Through honesty and integrity we earn the trust of our peers and those we serve.  |
| Pride     | Our sense of accomplishment is achieved through our contribution to the community. We are recognized for the quality of our work. |

### **Purpose**

The Town of Amherstburg's arena facility portfolio will significantly change in 2010 as a result of the new Amherstburg Recreational Complex. It has become necessary to more clearly define and communicate how ice will be managed, allocated and distributed. This policy and guidelines contained within will serve as a guide for the ice allocation process.

The goal of this policy is to promote and encourage participation in ice sports to the overall benefit of the community. This Ice Allocation Policy has been developed to address upcoming changes to the current arena facility portfolio, changing demographics and market supply of indoor ice.

## **1. OPERATING PRINCIPLES**

- Excellent customer service;
- Customer focus/consultation with user groups;
- Accessibility to services to all;
- To operate the ice services and facilities in an equitable, cost-effective and fiscally sustainable manner;
- To balance local services and needs with those of the Town as a whole;
- To provide rink users and stakeholders the opportunity to influence policy implementation;
- To meet current and future demands for both organized and casual participants;
- Enhancement of the quality of life for all citizens;
- Safety standards maintained.

## **2. GUIDING PRINCIPALS**

The following principals served as the framework for developing the Ice Allocation Policy and should continue to be considered when implementing and/or interpreting the various policy statements:

**Access and Equity:** policy to ensure fair and equitable access to ice in terms of allocation as well as in the application of fee and charges. Every Amherstburg resident regardless of age, gender, race, income and ability, has the right to reasonable and equitable access.

**Efficiency:** given the limited supply of ice, policy to ensure the effective and efficient use of facilities, both in terms of time and space. (Avoiding duplication of efforts between groups and/or between Town programs and groups)

**Diversity:** policy to provide for a wide range of opportunities (balanced program).

**Youth Sport Development:** in recognition of the role municipal rinks play in the development of minor sport, special consideration to be given to accommodating youth activities.

**Partnership:** policy to recognize the importance of partnerships in the delivery of rink based activities, to build an appreciation amongst users of each others' needs and create a synergy to work toward a 'win/win' solution (minor sport and community associations)

**Financial Sustainability:** fee and charges structure must be within the financial limitations of the major contract users and the local market conditions.

**Evaluation:** Monitor usage and satisfaction levels; engage ice users in the development of the monitoring process and in the monitoring; and keep the monitoring process 'Simple'.

**Public Programming:** Recreation Services is committed to:

Public Skating:

- Two Public Skate sessions per week

Daytime public programming to include:

- Family skates, pre-school skates, senior skates, adult and youth shinny, holiday programming during Christmas and March Break



### **3. ICE ALLOCATION COMMITTEE**

Ice allocation committee consisting of management staff, recreation programmers, community association representatives and a cross section of all rink user groups are to implement the Amherstburg Recreation Services ice allocation policies.

### **4. DEFINITIONS**

#### **Public Skating**

Public Skating are drop-in skate programs (parent & tot, family, adult drop-in, senior skate). Public skating is offered at times that are most feasible for the general public to participate. Notification to ice users of facilities and scheduled skating times will be provided at the Ice Allocation meeting.

#### **School Activities**

School Activities are during 9:00 a.m. to 4:00 p.m., Monday to Friday (September - June) (i.e. school hockey, leisure skate)

#### **Minor Sport/Children and Youth Programs**

- Children and youth programming includes minor sport activities organized primarily for children residing in Amherstburg.
- User groups must have 80% of membership under 19 years of age to qualify as a Minor Sport/Children and Youth Program.
- Participation in the group or association must be open to the general population.
- Be non-profit and guided by a constitution and bylaws.
- Hold general membership meetings annually and be able to provide upon request annual financial statements.

#### **Junior Hockey**

Programs which may or may not be an extension of a minor ice user program that has a mixture of participants 17 years of age or older as of December 31<sup>st</sup>.

#### **Adult Sport Groups**

Any individual, club or organization not included under minor sport/Children and Youth Programs or Junior Hockey Programs.

#### **Commercial Groups**

Rental Groups which operate on a for-profit basis.

#### **Occasional Users**

Rental Groups who permit two or less hours per week, excludes: Special Needs

### **New/Emerging Organizations**

New programs/services and sponsoring organizations/associations will be accommodated only to provide for unmet community needs. Existing or new groups must demonstrate/justify the need for a new program or service while also meeting other criteria outlined in the Ice Allocation Policy. When reasonable and feasible, the Town of Amherstburg will recognize a new ice organization or emerging ice sport and will allocate ice time to enable it to establish its programs and services in the Town. Recognition and ice allocation will occur once the conditions and criteria outlined in this Ice Allocation Policy are met and if existing affiliated users will not be adversely affected. To assist New/Emerging groups to properly form a viable organization, the Amherstburg Recreation Services shall become more pro-active in community development consultation, and provide organizational assistance.

If the new or emerging group(s) meets the above criteria, they will be granted a three year probationary period. At the completion of the probation the new or emerging group(s) will be categorized a Priority 2, 3, 4 or 6 for ice allocation.

### **Dead Ice**

This classification characterizes low demand ice time during regular facility operating hours; ice that is not likely to be rented as it generally is available at times not conducive to league or organizational use.

### **Ticket Ice**

Ticket Ice is a non-regular scheduled ice program during non prime dead ice weekday hours (before 4 p.m.). Recreation Services will determine what day(s) and time(s) access to ticket ice will be available. Recreation Services reserves the right to restrict the number of participants on the ice. An ice access fee will apply to all participants utilizing ticket ice. (i.e. coaching staff, parents & etc.)

## **5. RESIDENCY**

The Town reserves the right to impose residency requirements or limitations on permit applications at any point in time in the future when it is deemed necessary to do so (e.g. restricted ice capacities). Minor Sport/Children and Youth non-profit organizations operated by volunteers which are competitive in nature and represent Amherstburg versus other communities and are registered with a provincial or federal sport governing body do not require a minimum residency component. Special Needs Groups, Girls/Women's Hockey Groups are excluded from any minimum residency component.

For the purpose of supporting the ongoing development of ice user groups, the Town will accept amalgamation (partnerships) with other non-profit centres. Amalgamated ice user groups will be reviewed on a case by case basis. The Town will accommodate the regular use of Town ice by non-residents after resident demand is satisfied and under special circumstances such as reciprocal agreements. Non-residents will not achieve historical status in regards to permit allocation on a year to year basis. Non-residents use will be reviewed on a case by case basis.

The Municipality has the legal right to request registrant information to determine residency for administration purposes. Organizations **MUST** under the PIPEDA (Personal Information Protection and Electronic Documents Act) receive consent from their registrants at the time of registration authorizing the release of the information requested by the Municipality. The information will only be used for applying the ice allocation

policy and will remain confidential. Registration information must show the birth date, home address, phone number and the specific program in which participant is enrolled. Failure to provide accurate information to the Amherstburg Recreation Services at the designated times may result in loss of preferred times. The Municipality shall have the right to audit registration information at its discretion.

**All groups MUST include the following disclaimer on their registration form:  
“The information on this form will be used to verify residency and will remain confidential.”**

## **6. ICE ALLOCATION AND DISTRIBUTION**

### **6.1 Client Scheduling Priorities**

The priority for ice allocation is:

|                  |  |
|------------------|--|
| First Priority   | Municipal Events - i.e. Public Skating, Senior Skate |
| Second Priority  | Minor Sport/Children and Youth Programs              |
| Third Priority   | Special Needs - i.e. Sledge Hockey                   |
| Fourth Priority  | Adult Sport Groups (non-profit)                      |
| Fifth Priority   | New/Emerging Groups                                  |
| Sixth Priority   | Junior Hockey Programs                               |
| Seventh Priority | School Activities                                    |
| Eighth Priority  | Other - i.e. Occasional Users, Non-Resident Groups   |
| Ninth Priority   | Commercial Users                                     |

Allocated ice can only be used for intended purpose – i.e., ice allocated for minor hockey can only be used for minor hockey games, practices or Development Programs.

Core Programs are principally our youth and community programs. Core Programs are given first priority for ice allocation.

Core Programs include:

- Municipal Events
- Minor Hockey Programs affiliated with AMHA, OMHA, OWHA & SPFHA
- Figure Skating Programs affiliated with Skate Canada
- Special Needs i.e. Sledge Hockey affiliated with Hockey Canada
- Senior/Old-timers Hockey Program (Adult Sport Groups)

### **6.2 Annual and Special Events**

All groups/organizations regularly utilizing the Amherstburg Arena shall be permitted to hold at least one (1) Annual Event per year (i.e. Carnivals, Tournaments, etc.). In all cases, Annual Events take priority over regular scheduled programs. This will require a certain degree of flexibility on the part of the organizations who have regularly scheduled rental times.

The Town of Amherstburg recognizes the significant positive impacts that Special Events (i.e. Large Competitions, Tournaments, etc.) can provide to the community regarding Sports Tourism. In order to accommodate these events a certain degree of flexibility on the part of the organizations who have regularly scheduled rental times will be required. Special Events will be considered and permitted

in advance of annual events and will not count against the user groups/organizations annual allowance for Annual Events. In addition, these types of requests if known shall be submitted by the current year ice allocation meeting. Ice time made available through cancellations shall be offered first to the organized group that loses the most ice time due to Special/Annual events.

Outside groups/organizations wishing to host an Annual Function and/or Special Functions must submit an application including dates, exact times and format by the current year ice allocation meeting.

**Note:** Each individually scheduled public skating time will not be cancelled more than 6 times in any single winter/fall ice season due to a Special Function. Alternate times may be scheduled to allow or makeup of public skating times. A minimum of one week notice must be given for any ice time cancellations - Special/Annual events.

**6.3 Prime and Non-Prime Ice**

|                |                     |                         |
|----------------|---------------------|-------------------------|
| Prime Time     | Monday - Friday     | 6:00 p.m. to 12:00 a.m. |
|                | Saturday and Sunday | 6:00 a.m. to 12:00 a.m. |
| Non-Prime Time | Monday - Friday     | 12:00 a.m. to 6:00 p.m. |
|                | Saturday and Sunday | 12:00 a.m. to 6:00 a.m. |

**6.4 Minor Sport/Children and Youth Hours**

The following hours have been allocated for *Minor Sport/Children and Youth Programs* except where the Amherstburg Recreation Services determines that it is appropriate to provide ice time for a particular program because of a special need. (i.e. youth/adult special needs group).

|        |                     |                         |
|--------|---------------------|-------------------------|
| Rink A | Monday - Friday     | 4:30 p.m. to 10:30 p.m. |
|        | Saturday and Sunday | 6:00 a.m. to 11:30 p.m. |
| Rink B | Monday - Friday     | 4:00 p.m. to 8:00 p.m.  |
|        | Saturday            | 6:00 a.m. to 4:00 p.m.  |

If a Minor Sport/Children and Youth Program group/organization wishes not to use a certain ice time slot(s) during Minor Sport/Children and Youth Programs allocated time, the ice time slot(s) will be made available to Municipal Events, Special Needs, Junior Hockey Programs, Adult Sport Groups (non-profit), New/Emerging Groups, School Activities, Commercial Groups, Other - i.e. Occasional Users, Non-Resident Groups.

Minor Sport/Children and Youth Program groups/organizations can only request to use Saturday and Sunday Prime time ice on Rink "B" (Non-Minor Sport/Children and Youth Program Hours) after: Priority 1, 3, 4, 5 & 6 have selected their ice requirements.

**6.5 Ice Scheduling**

- Ice time is the property of Town of Amherstburg and no organization/group has ice reserved from year to year.
- No group will be bumped by another if, in the opinion of Amherstburg Recreation Services, unused reasonable ice time is available elsewhere in the schedule.

- Where two or more associations are requesting additional surplus ice, the ice will be proportionately distributed.
- All groups booking ice time are responsible for their balances relating to their allotment. Cancellation of ice time is subject to the cancellation policy contained in this Policy.
- Any group that has an outstanding balance of unpaid ice rental fees prior to the start of a new season will not be allowed any ice time until the account balance is paid in full, if at that time, ice is available.

## **7. ICE ALLOCATION ENTITLEMENTS**

Ice entitlements are formulas used to allocate the ice time required to meet the basic requirements for an activity. Entitlements are expressed through a ratio of ice time per team or number of skaters and differ based on a sport's activity requirements and calibre/level of play.

- Note:
1. A one hour ice rental is based on 50 minutes of ice time and 10 minutes of flood/scrape time.
  2. Entitlements will be based on team/skater registration for applicable session of play i.e. fall/winter (participate between September 1<sup>st</sup> – April 30<sup>th</sup>) or spring/summer (participate between May 1<sup>st</sup> – August 31<sup>st</sup>).

### **7.1 Prime and Non-Prime Allocation**

- To ensure fair and equitable distribution of ice times, where the number of Minor Sport / Children and Youth Programs prime ice hours calculated through the registration/allocation formula exceeds the number of hours available, a proportion of a groups/organizations entitlement will be at Minor Sport/Children and Youth Programs non prime time.
- Groups/organizations may be allocated additional time beyond their entitlement at non Minor Sport/Children and Youth Programs time if this time is available and demand can be demonstrated. (see Processing Priority)
- Groups/organizations are responsible for the distribution of ice time to teams or members.

### **7.2 Allocation Formula**

Amherstburg Recreation Services and the Ice Allocation Committee will calculate each organizations base ice allocation from the formula. This calculation will be based on the registration data from the previous season supplied by each organization. Current season registration data will be submitted before December 1st of each year. The ice allocation formula does not apply to special needs, occasional users or commercial groups.

Registrants may be counted only once for each program. Adjustments to registration numbers will be accepted until January 15th, but it is the responsibility of the organization to submit these adjustments to Amherstburg Recreation Services in electronic and hard copy format.

## **8. PROCESSING OF ICE ALLOCATIONS**

### **8.1 Deadlines for Application**

*Fall/Winter & Spring/Summer Session:*

Applications for fall/winter & spring/summer ice must be received by February 1<sup>st</sup> of the current year; the Amherstburg Recreation Services and the ice allocation committee will allocate fall/winter ice by March 1<sup>st</sup> of the current year. Groups/Organizations will have until August 1<sup>st</sup> to review the allocated hours, at which time an Arena Facility Use Agreement for Recreational Users (Schedule B) will be signed.

Applications received after these deadlines will be processed on a first-come first served basis. These applications will only be considered after those applications received prior to the deadline have been allocated ice time as per their entitlement.

### **8.2 Process for Selecting Ice-Time Slots**

Once the number of allocated hours has been determined based on actual registrations for each group/organization the following will take place:

Each group will have one representative at the table (a second representative may be present for consultation only) and begins to choose ice-time slots up to maximum of 4 hours at a time per round. No organization will dominate a specific time block to the detriment of another organization. Consideration is given to leagues that are trying to schedule sequential sessions with referees, timers and scorers, than individual team allocation.

The ice allocation committee will draw names to determine what order of selection will occur. The order will change after it has gone through once, this will continue until the groups guaranteed ice allocation has been selected.

Example: First round - Group 1, Group 2, Group 3, Group 4, Group 5  
Second round - Group 2, Group 3, Group 4, Group 5, Group 1  
Third round - Group 5, Group 4, Group 1, Group 2, Group 3  
Fourth round - Group 3, Group 2, Group 4, Group 1, Group 5  
Fifth round - Group 4, Group 5, Group 3, Group 1, Group 2

**\*\* An alternate drawing process may be used \*\***

Note: The final part of the process will be to allow the groups at the table to deal hours amongst themselves. Each group should be allowed to switch hours to try and build a program that best meets their needs. No group has to negotiate and that all groups' choices are considered final.



### **8.3 Processing Priority**

The priority for processing ice time requests is:

- 1<sup>st</sup> Renewal: existing user requests are reviewed annually based on the ice entitlement – ice allocation policy.
- 2<sup>nd</sup> Increased Ice: existing users request for increased ice time will be considered only if ice is available and demand can be demonstrated.
- 3<sup>rd</sup> New: Requests only considered if ice is available and demand can be demonstrated.

## **9. GENERAL ICE MANAGEMENT**

### **9.1 Ice Use and Ice Flood Schedules**

In order to maintain the efficient scheduling of maintenance staff, ice floods and to ensure the accurate communication of ice pad and room assignments to participants, Recreation Services requires that all affiliated groups supply ice use schedules and flood requests to the Recreation Services Office no later than 14 days prior to the start of the Fall Session.

### **9.2 Group Representation**

In order for Recreation Services representatives to effectively serve their customers, all groups are asked to elect no more than two representatives (2<sup>nd</sup> person alternate) to serve as liaison between Recreation Services and their group. All communications between the group and Recreation Services should, at all times, be channelled through each group's representative. The designated ice scheduler from each association or the private contract holder shall be the only person recognized to authorized bookings or changes to bookings. The names must be supplied to the Manager of Recreation Services at time of ice allocation meeting.

### **9.3 Ice Rental Fees**

- The Town of Amherstburg establishes ice rental rates on an annual basis, which are approved by Town Council. If required, ice rental rates are adjusted by February 1<sup>st</sup> of each year for the following season. Upon approval Amherstburg Recreation Services will notify all respective users groups by electronic and hard copy format.
- All groups/organizations renting ice within the Town of Amherstburg shall be required to rent the ice at the current ice rental rate as determined by Town Council of Amherstburg. The rental rate(s) charged for ice time may be discounted or reduced in favour of specific groups with expressed needs or youth orientated programs.
- Groups/organizations renting ice shall be required to enter into a signed agreement outlining the stipulations of the ice rental, the number of hours that group/organization is responsible for and other pertinent information.
- All ice rental fees are due on a monthly basis payable on the last day of the month. Any balance outstanding beyond thirty days from the date of billing shall be assessed a late payment charge, in the amount of 1.25% per month charged on the first day of default and on the first day of each Month that the principal remains unpaid. This is subject to change. Any group/organization that

remains in arrears past 60 days may have their ice time cancelled with notice. Groups/organizations who are not ice time contract holders will be required to pay Amherstburg Recreation Services for ice in advance of their use.

#### **9.4 Trading or Exchanging Ice**

Groups/Organizations will be allowed to change or trade ice time once in each calendar year with other groups/organizations provided they immediately inform Amherstburg Recreation Services in electronic and hard copy format of their intentions. Failure to notify Amherstburg Recreation Services would obligate the group originally scheduled be invoiced for that ice. Minor Sport/Children and Youth Programs can only trade with Minor Sport/Children and Youth Programs.

#### **9.5 Allocation of Dead Ice**

The granting of dead ice time is the decision of the Manager of Recreation Services. This decision will be based on the following criteria:

- Economic need;
- Community benefit;
- Fund-raising opportunities.

Additionally, the Amherstburg Recreation Services should seek to maximize the usage of all facilities. This would necessitate the development of formal policies governing the usage of facilities in non-prime time hours or periods of dead ice. The Amherstburg Recreation Services shall take on a more proactive role with respect to advising community groups, or new emerging groups.

The Amherstburg Recreation Services may view and interpret certain ice time as more difficult to sell and as such may prudently conclude to reduce or discount a rate for ice time which has less demand, thereby in effect using supply side economics to possibly create a demand.

#### **9.6 Cancellations**

- Due to unforeseen circumstances, some affiliated users may not generate the registrations required to meet their weekly hours of commitment leaving them with an oversupply of hours. If a group/organization does not require its entire allocation, it may identify the number of surplus hours to Amherstburg Recreation Services. The Amherstburg Recreation Services will then re-distribute the ice time among other users on a first come first served basis or within the terms of the ice allocation policy. If another buyer cannot be found within thirty (30) days, the contract holder is responsible to pay for all contracted ice for the period specified by the contract.
- Any group/organization wishing to cancel a single date/time after September 1<sup>st</sup> must provide as much notice as possible in electronic and hard copy format to the Manager of Recreation Services. Recreation Services will make every reasonable effort to re-sell the scheduled date/time, however if they are unable to do so the originating group/organization will be responsible for all charges as per their contract. If 2 days prior to the scheduled date/time the ice remains unsold, Recreation Services will advise the originating group/organization of their continued responsibility.
- Groups/Organizations may not sublease their ice time. In the event ice is sublet the time slot will revert back to the Amherstburg Recreation Services for resale. If the ice remains unsold, the original holder would be financially responsible for the cost of that ice time slot.

- The Amherstburg Recreation Services reserves the right to cancel, reschedule programs of users groups for special town-wide events, tournaments and/or building maintenance. When this occurs, the Amherstburg Recreation Services will attempt to provide alternate accommodation. In all cases reasonable written and electronic notice would be given to affected groups/organizations. Where a cancelled, rescheduled or an alternate accommodation cannot be mutually coordinated, the contract holder affected will receive a full refund/credit for the time owing.
- Any cancellations caused by storms, floods, power failures, acts of God or business interruptions caused by mechanical failure of the Town's equipment, will be considered unavoidable and the group/organization will not be charged for cancellations of this nature, nor will the Town of Amherstburg be held liable for any losses, whatsoever, arising from cancellations for circumstances outlined in this section.
- The Amherstburg Recreation Services reserves the right to cancel a contract or portion of the contract with reasonable notice should there be a breach of the conditions or regulations or should the Amherstburg Recreation Services be of the opinion that the facilities are not being used for the purpose contained in the application.
- Any group/organization wishing to cancel an Annual or Special Event must provide 20 business days notice in electronic and hard copy format to the Manager of Recreation Services, this allows for reallocation to users affected by the anticipated events. If unsuccessful, Recreation Services will make every reasonable effort to re-sell the scheduled date/time, however if they are unable to do so the originating group/organization will be responsible for all charges as per their contract. If 2 days prior to the scheduled date/time the ice remains unsold, Recreation Services will advise the originating group/organization of their continued responsibility.

## **10. FACILITY GUIDELINES**

- User groups/organizations must assure that participants wear appropriate safety attire for their sport.
- A ten (10) minute time allotment is scheduled for all flood times. For your safety, please ensure that no participants or equipment enters the ice during this time period and that all rink doors are secured during ice resurfacing operation.
- User groups/organizations shall take to the ice at their designated time and they shall also leave the ice when their allotted time has expired or as directed by the Facility Operator.
- The Town of Amherstburg is not responsible for any lost or stolen goods or money, whether from a dressing room or elsewhere in the facility.
- Smoking and the consumption of alcohol in the arena premises is strictly prohibited under law of the Province of Ontario, with the exception of designated licensed areas. Groups/organizations that violate this regulation will be subject to laws governing such conduct.
- The group/organization shall ensure that the dressing rooms are vacated within thirty (30) minutes of the completion of your scheduled time. The group/organization further ensures that the dressing room shall be left in a clean and acceptable manner. Cooperative ownership by the players/skaters, coaches and spectators will leave a clean and attractive facility for all.

- Any group/organization who demonstrates disregard toward the above regulation will be required to submit a damage deposit (\$200.00) at the start of the season to ensure that the dressing rooms are left in a respectable manner. The deposit will be refunded at the end of the season unless continuous excess clean up by the arena staff is required.
- Applicants must receive prior approval from the Town of Amherstburg Recreation Services Department and the Town of Amherstburg Building Department for any temporary structures required for a scheduled/non-scheduled event.
- Applicants are not permitted to offer any services/goods such as those offered by concession or pro shop operators that are presently contracted by the Town of Amherstburg, in that facility. Any attempt by the applicant to provide said services will be considered a breach of contract and future rentals may be denied for a period of time as determined by the manager of Recreation Services. Exceptions will be allowed with prior permission from the manager of Recreation Services for non profit applicants holding fundraisers, competitions and tournaments.
- The group/organization is solely responsible for insuring and protecting from theft, loss, injury or damage of any kind whatsoever, any exhibits, equipment, materials or items brought into and kept in the Arena facility. The Town of Amherstburg assumes security responsibility only for the acts or omissions of its own agents and employees when such persons exercise exclusive control over access to and use of the facilities. The group/organization may, with the approval of the Manager of Recreation Services, temporarily leave exhibits, equipment, materials or items in the facilities, but the group/organization assumes full responsibility for them.
- The Arena staff reserves the right to refuse admission to any person or eject from the facilities any person found to be, or reasonably suspected of, criminal wrongdoing, or any person who violates or is reasonably believed by the Arena staff to have violated the general standards of behaviour required to be observed for persons who attend events in the facilities.

## **11. GENERAL ADMINISTRATION**

### **11.1 Insurance Requirements For Priority 2 to 7 and Commercial Users**

The organization shall, at all times during which it is allocated ice time in Town of Amherstburg Recreational Facilities, arrange, pay for and keep in force and in effect Comprehensive General Liability Insurance, on an "occurrence" basis, including personal injury, bodily injury and property damage protecting the Corporation of the Town of Amherstburg, its elected Members of Council, its employees (hereinafter "Released Persons") and the organization against all claims for damage or injury including death to any person or persons and for damage to any property of the Released Persons or any public or private property, howsoever caused including damage or loss by theft, breaking or malicious damage, or any other loss for which the Released Persons or the organization may become liable resulting from the organization's use of ice time in Town of Amherstburg Recreational Facilities. Such policy shall be written with inclusive limits of not less than Two Million Dollars (\$2,000,000), shall contain a cross liability clause, a severability of interest clause, shall be primary without calling into contribution any other insurance available to the Released Persons and shall include, within the written certificate, each of the Released Persons as additional insured parties.

The organization (for itself and its insurers) shall release each of the Released Persons and waives any rights, including rights of subrogation; it may have against them for compensation for any loss or damage occasioned by organization or loss of use of property of the Purchaser.

Acceptable proof of insurance must be received by the Amherstburg Recreation Services prior to the use of any facilities covered under the rental agreement, which certificates shall include the obligation on the part of the issuer of the certificates to endeavour to provide thirty (30) days written notice of cancellation to the certificate holders. Upon expiry, documents of renewed coverage are again to be provided and the organization will make policies available to the Recreation Services for review from time to time and in the event of a claim.

### **11.2 Insurance Requirements for Priority 8 - Other - i.e. Occasional Users, Non-Resident Groups**

All casual users must purchase insurance through the Amherstburg Recreation Services for each rental.

### **11.3 Ice Allocation Policy and Guidelines Review and Update**

It is recognized that resident and user group ice “needs” and/or “demands” may change over time, thus the Ice Allocation Policy requires periodic review and updating. It is recommended that Ice Allocation Committee be involved in this process. Any concerns must be forwarded to the Manager of Recreation Services in electronic and hard copy format. Any changes to the current policy will be presented to Council for approval.

### **11.4 Arena Closure Dates**

- 1) Labour Day                      2) Christmas Day                      3) New Year’s Day                      4) Easter

### **11.5 Conflict Resolution**

If a consensus cannot be reached the Manager of Recreation Services would make a final decision, based on priorities and guidelines as set out in the ice allocation policy. If a group is not satisfied they can take their dispute to the Chief Administration Officer (CAO) of the Town of Amherstburg for resolution.

### **11.6 Overriding Philosophies**

These statements contain overriding ideologies for the Amherstburg Recreation Services with respect to access to recreation and leisure opportunities, relative to ice time allocation.

- Recreation is a basic human need and should be available to all.
- Rental fees and charges should not restrict participation.
- The concept of public recreation as a municipal government function worthy of tax support, is based on provision of basic services which can be enjoyed by the vast majority of the population. Administrators must be careful not to lose sight of service objectives and judge the success of an activity solely from the standpoint of revenue produced.

- The municipality does not cover total and true operating costs because actual ice rental fees would be prohibitive. Therefore rental fees and charges should not be based upon the premise that recreation activity should be self supporting.
- The community has the right to profit on use of facilities or organization of programs when these public resources are utilized by profit motivated individuals, groups or companies.



## **ICE ALLOCATION**

### **MINOR HOCKEY:**

**House League Hockey:** These are players who are carded with the Association to play on “in house” league teams within a home arena and are not required to try out for the team.

**Travel Hockey/Municipal-Wide (Triple “A”):** Teams comprised of players who have been selected by try out and that travel outside the home centre for league play against teams that have been selected on a similar basis.

### **HOCKEY PROGRAMS**

Once the number of travel teams for each age division has been determined, ice time will be allocated based upon the Associations previous year’s eligible registrations. Travel teams will be assigned the maximum number of players per team and the balance of registrations will be house league.

The formula will standardize the minimum number of participants per team.

40 players per hour Instructional or Tyke  
13 players per team House League  
13 players per team Travel League

Fractions will be rounded to the nearest decimal point and the total ice allocation will be rounded to the nearest 1/2 or full hour,

| <b>AGE GROUP / PER TEAM</b> | <b>HOUSE LEAGUE<br/>HRS/WK</b> | <b>TRAVEL TEAM<br/>HRS/WK</b> |
|-----------------------------|--------------------------------|-------------------------------|
| Instructional Tyke under 6  | 3.0 - 4.0 Hours                | N/A                           |
| Novice Ages 7-8             | 2.0 - 3.0 Hours                | 3.0 - 5.0 Hours               |
| Atom Ages 9-10              | 2.0 - 3.0 Hours                | 3.0 - 5.0 Hours               |
| Peewee Ages 11-12           | 2.0 - 3.0 Hours                | 4.0 - 6.0 Hours               |
| Bantam Ages 13-14           | 2.0 - 3.0 Hours                | 4.0 - 6.0 Hours               |
| Midget Ages 15-17           | 2.0 - 3.0 Hours                | 4.0 - 6.0 Hours               |
| Juvenile Ages 18-19         | 2.0 - 3.0 Hours                | 4.0 - 6.0 Hours               |
| Roster Select               | 2.0 - 3.0 Hours                |                               |

### **COMMOM PRINCIPLES FOR ALLOCATION OF HOCKEY ICE**

**House League Teams: 1 shared game per week & 1 shared practice per week**

**Travel League Teams: 1 game per week & 1 to 2 practices per week**

Whereby a Home Centre does not have enough registrations to constitute tryouts for a team the House League criteria would be used.

**Note 1:** Entitlement reflects the minimum number of hours each level or team must assume. If more hours are desired, each organization must justify this need in written and electronic notice well in advance of the seasonal ice allocation process.

**Note 2:** An immediate adjustment to the minimum commitment level will be considered when a local organization is impacted by a rule or program change initiated by its Sports Governing Body. The local association must supply documentation to demonstrate the origin of the change and its impact locally.

## **ICE ALLOCATION**

### **FIGURE SKATING:**

**CANSkate:** Skate Canada's flagship learn-to-skate program, designed for beginners of all ages, this is a group instruction program.

**STARSkate:** Developing fundamental figure skating skills in the area of ice dance, skating skills, free skate and interpretive skating. This program teaches figure skating skills in a group and/or private lesson format.

Levels: Junior, Intermediate & Senior

**CompetitiveSkate:** Is a competitive program for skaters in singles, pairs and dance wishing to compete in qualifying events within Skate Canada, tested by a judge.

**Synchronized Skating (Youth/Adult):** Is a specialized discipline of skating involving groups of twelve or more skaters performing various group formations and manoeuvres as one unit.

**CanPowerSkate Pre-Power:** is designed for young skaters, approximately four to six years of age who can stand up on skates and move forward (shuffle, walk or glide).

**CanPowerSkate:** is an action-packed, high energy instructional power skating program geared to hockey and ringette skaters that focuses on balance, power, agility, speed and endurance.

### **FIGURE SKATING PROGRAMS**

The formula will standardize the maximum number of participants per group.

**CANSkate:** 60 participants on the ice per session.

**STARSkate/CompetitiveSkate:**

**Junior Level:** 25 participants on the ice per session

**Intermediate Level:** 25 participants on the ice per session

**Senior Level:** 20 participants on the ice per session

**Synchronized Skating: Youth** - 16 skaters per team

**Adult** - 20 skaters per team

**CanPowerSkate Pre-Power:** 40 participants on the ice per session

**CanPowerSkate:** 40 participants on the ice per session

| <b>LEVEL</b>                 | <b># OF SKATERS</b> | <b>TIME ALLOTTED</b>    |
|------------------------------|---------------------|-------------------------|
| CANSkate                     | 60                  | 1 Hour/wk               |
| STARSSkate/Competitive Skate | 1                   | 11.6 Minutes            |
| Adult Skate                  | 1                   | 11.6 Minutes            |
| Synchronized (Youth)         | 16                  | 1.5 Hours/wk (per team) |
| Synchronized (Adult)         | 20                  | 1.5 Hours/wk (per team) |
| CanPowerSkate Pre-Power      | 40                  | 1 Hour/wk               |
| CanPowerSkate                | 40                  | 1 Hour/wk               |

**FORMULA FOR FIGURE SKATING**

**CANSkate Program** - Total # of registrations/60 X 1 Hour = Total Allotment

**STARSSkate/Competitive Skate Program** - Total registered X 11.6 Min/60 = Total Allotment

**Adult Skate** - Total registered X 11.6 Min/60 = Total Allotment

**Synchronized Skating (Youth)** Total registered/16 X 1.5 HRS = Total Allotment  
**(Adult)** Total registered/20 X 1.5 HRS = Total Allotment

**CanPowerSkate Pre-Power** - Total # of registrations/40 X 1 Hour = Total Allotment

**CanPowerSkate** - Total # of registrations/40 X 1 Hour = Total Allotment

**Note 1:** Entitlement reflects the minimum number of hours each level or team must assume. If more hours are desired, each organization must justify this need in written and electronic notice well in advance of the seasonal ice allocation process.

**Note 2:** An immediate adjustment to the minimum commitment level will be considered when a local organization is impacted by a rule or program change initiated by its Sports Governing Body. The local association must supply documentation to demonstrate the origin of the change and its impact locally.

**MUNICIPALITY OF AMHERSTBURG  
RECREATION SERVICES  
MINOR HOCKEY ALLOCATION FORM**

NAME OF GROUP/ORGANIZATION: \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_

PHONE #: \_\_\_\_\_

TOTAL NUMBER REGISTRANTS FOR 20\_\_ SEASON.

| <b>GROUP</b>  | <b>Total House League Players</b> | <b>Total Travel League Players</b> |
|---------------|-----------------------------------|------------------------------------|
| Instructional |                                   |                                    |
| Novice        |                                   |                                    |
| Atom          |                                   |                                    |
| Pee Wee       |                                   |                                    |
| Bantam        |                                   |                                    |
| Midget        |                                   |                                    |
| Juvenile      |                                   |                                    |

ATTACH A COPY OF EACH **TEAM AND LEVEL**:

NAME                                      ADDRESS                                      PHONE NUMBER                                      LEVEL

**\*\* THE FALSIFICATION OF ANY INFORMATION MAY RESULT IN THE IMMEDIATE CANCELLATION OF THE ARENA FACILITY USE AGREEMENT FOR RECREATIONAL USERS \*\***

Municipalities are governed by Municipal Freedom of Information and Protection of Privacy Act (MFIPPA) for the distribution of information. Commercial activities and organizations are governed by the Personal Information Protection and Electronic Documents Act (PIPEDA). Registrant information can be collected to determine residency for administration purposes. Organizations must, under the PIPEDA, receive consent from their registrants at the time of registration authorizing the release of the information requested by the Municipality. The Municipality has the right to audit registration information at its discretion. The information will only be used for applying the ice allocation policy and will remain confidential.

**TOWN OF AMHERSTBURG  
RECREATION SERVICES**

**FIGURE SKATING ALLOCATION FORM**

NAME OF GROUP/ORGANIZATION: \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_

PHONE #: \_\_\_\_\_

TOTAL NUMBER REGISTRANTS FOR 20\_\_ SEASON.

| <b>GROUP</b>                          | <b>Total Number<br/>Of Registrants</b> |
|---------------------------------------|--|
| CANSkate                              |  |
| STARSkate /<br>CompetitiveSkate       |  |
| Synchronized Skating<br>(Youth/Adult) |  |
| CanPower                              |  |

ATTACH A COPY OF YOUR REGISTRATION LIST:

SKATE CANADA #                  NAME                  ADDRESS                  PHONE #                  LEVEL

**\*\* THE FALSIFICATION OF ANY INFORMATION MAY RESULT IN THE IMMEDIATE CANCELLATION  
OF THE ARENA FACILITY USE AGREEMENT FOR RECREATIONAL USERS \*\***

Municipalities are governed by Municipal Freedom of Information and Protection of Privacy Act (MFIPPA) for the distribution of information. Commercial activities and organizations are governed by the Personal Information Protection and Electronic Documents Act (PIPEDA). Registrant information can be collected to determine residency for administration purposes. Organizations must, under the PIPEDA, receive consent from their registrants at the time of registration authorizing the release of the information requested by the Municipality. The Municipality has the right to audit registration information at its discretion. The information will only be used for applying the ice allocation policy and will remain confidential.

**Schedule B  
User Groups and  
Administration's Recommended Rates**

Revised March 16, 2010

**Year One - 2010 / 2011**

|                         | Base Rate |       |
|-------------------------|-----------|-------|
| Prime Base Rate         | \$149.52  | + tax |
| Non-Prime Base Rate     | \$130.48  | + tax |
| Youth Sport Base Rate   | \$149.52  | + tax |
| Disadvantage Group Rate | \$139.52  | + tax |

**Year Two - 2011 / 2012**

|                         | Base Rate |       |
|-------------------------|-----------|-------|
| Prime Base Rate         | \$154.01  | + tax |
| Non-Prime Base Rate     | \$133.32  | + tax |
| Youth Sport Base Rate   | \$150.68  | + tax |
| Disadvantage Group Rate | \$140.68  | + tax |

**Year Three - 2012 / 2013**

|                         | Base Rate |       |
|-------------------------|-----------|-------|
| Prime Base Rate         | \$158.50  | + tax |
| Non-Prime Base Rate     | \$136.16  | + tax |
| Youth Sport Base Rate   | \$151.84  | + tax |
| Disadvantage Group Rate | \$141.84  | + tax |

**Year Four - 2013 / 2014**

|                         | Base Rate |       |
|-------------------------|-----------|-------|
| Prime Base Rate         | \$163.00  | + tax |
| Non-Prime Base Rate     | \$139.00  | + tax |
| Youth Sport Base Rate   | \$153.00  | + tax |
| Disadvantage Group Rate | \$143.00  | + tax |

**\*\* In January 2014, the neighbouring communities used to generate an aggregate rate originally will be re-surveyed to ensure competitiveness (LaSalle, Essex, Leamington)**

**Year Five - 2014 / 2015**

|                         |                        |
|-------------------------|------------------------|
| Prime Base Rate         | New Base Rate + C.P.I. |
| Non-Prime Base Rate     | New Base Rate + C.P.I. |
| Youth Sport Base Rate   | New Base Rate + C.P.I. |
| Disadvantage Group Rate | New Base Rate + C.P.I. |

**\*\* The maximum allowable rate increase is defined as the CPI % increase as reported by Statistics Canada for the calendar year immediately preceding the date of the rate increase.**



## **Allocation of Rental Hours**

|                                |  |
|--------------------------------|--|
| <b>Prime Base Rate</b>         | Weekdays - 6 pm until 11pm<br>Weekends - 6 am until 11pm   |
| <b>Non-Prime Base Rate</b>     | Weekdays 6 am - 6 pm and after 11 pm daily   |
| <b>Youth Sport Base Rate</b>   | All hours during Prime Time  |
| <b>Disadvantage Group Rate</b> | All hours during Prime Time<br>Girls and Sledge Hockey as per Section 4.10 - 2008 Feasibility Study. <u>Disadvantage</u> - Regionally based programs disadvantaged in terms of access equality compared to boys minor hockey |

### **BCF Project Application Stated:**

The new facility will accommodate Canadians of all income levels by instituting the following:

- Different rates for different groups.
- Different rates for Prime Time Ice to the benefit of Minor Sport.
- User fees phased in over 3 years.
- Subsidizing user fees to provide greater access & increase inclusiveness.
- A user fee policy will provide for a percentage of net revenue being able to go back to the user groups.